

VALENCIA COLLEGE

School of Allied Health

School of Allied Health Handbook

2020-2021

This document serves to unify processes and policies shared across all programs in the School of Allied Health.

It works in conjunction with program handbook interpretations and specific operational details.

Diversity * Belonging * Ethics

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Institutional Accreditation Information

Valencia College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Associate and Bachelor's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500  for questions about the accreditation of Valencia College. The Commission's address and contact numbers are provided to enable interested constituents to:

1. learn about the accreditation status of the institution,
2. file a third-party comment at the time of the institution's decennial review, or
3. file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the college, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the appropriate department at Valencia College and not to the Commission's office.

Dean Suite Contact

Dean:

Marie Vasquez-Brooks (mvasquezbrooks@valenciacolleg.edu); 407-582-5687

Office Location: WC, 3-136; MC 4-44

Administrative Assistants:

Nancy Scoltock (nscoltock@valenciacollege.edu); 407-582-1409

Ketwana Smith (ksmith153@valenciacollege.edu); 407-582-1537

Important Institutional Contacts

Valencia College provides a Front Door "Answer Center" to assist with general enrollment questions. Our student services and enrollment advisors can answer questions about financial aid, assessment, transcripts, residency and more. They can be reached at:

Enrollment Services (enrollment@valenciacollege.edu); 407-582-1507

Health Sciences Advising staff offer specialized educational advisors who can guide students in the successful completion of an Associate in Science Degree or Bachelor of Science Degree or Certificate Program in allied health or nursing. Attendance at a Health Sciences Information Session is mandatory before meeting with a Health Sciences Advisor for an associate-level program but not for meeting about a bachelor-level program. The Health Science advising staff can answer program-specific questions, assist in career and educational planning, and offer expert educational guidance for students seeking career opportunities through the completion of an A.S. or B.S. Degree or a Certificate program. They can be reached at:

[Health Sciences Advising](#)

- West Campus
- Building 1, Room 130
- (407) 582-1507
- [Email Health Science Advising \(Both AS and BS/BSN\)*](#)
(healthscienceadvising@valenciacollege.edu)

Program Overviews

Healthcare remains one of the most complex and integrated service sectors in this nation affecting every person and sector of business in our country. Despite this complexity, there are multiple unifying factors for care providers in fields as diverse as Dental Hygiene to Invasive Cardiovascular Technology. Each healthcare professional intersects at the level of patient care and community service.

Valencia College's School of Allied Health fosters consistency and interdisciplinary focus with resources to support horizontal work and create a single point of contact for both employers and students. Single contact and voice increases direct access for the Health Career industry partners and signals that Valencia College is a responsive partner ready to meet the needs of changing care paradigms. Join us in achieving our vision of "unparalleled preparation for caring, compassionate, and critically thinking health professionals through innovative delivery of inter-professional and integrated active learning experiences" that celebrates the diversity of our professions and the individual diversity of our team!

Information about the varied Allied Health Programs can be found at:

<https://valenciacollege.edu/academics/departments/health-sciences/allied-health/>

Best Practices

Valencia College Resources

Valencia College is here to support students throughout your college journey and beyond. Learn more about the most up-to-date [Resources](#) available including Library Services, Advising, Learning Support (tutoring), Student Development, Business Office, Student Services, and the Valencia Voice (online news organization) at the college main website linked above.

Valencia College Student Core Competencies

Valencia College Faculty have established four [Core Competencies](#) that describe the learning outcomes for Valencia graduates and these competencies can be applied in many contexts and should be developed over a lifetime. They include:

1. Think – think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry.
2. Value – make reasoned judgements and responsible commitments.
3. Act – act purposefully, effectively, and responsibly.
4. Communicate – communicate with different audiences using varied means.

Valencia College College-Level Assessment and Placement Testing

[Valencia College Assessment and Testing Centers](#) serve to support students in making informed educational decisions through placement testing. Please work with your academic and program advisors to determine your options in accessing these services.

Faculty Expectations (Rights and Responsibilities)

Rights

1. Expect students to be prepared for class and clinical experiences.
2. To expect students to avail themselves of experiences provided.
3. To establish curriculum requirements.
4. To expect students to pursue experiences.
5. To expect student to do continual ongoing self-evaluation and set learning needs.
6. To expect students to be self-directed (disciplined).
7. To be treated courteously.
8. To be treated as individuals.
9. To privacy and confidentiality.
10. To expect student to demonstrate professionally (dress and behavior).
11. To due process.
12. To an objective evaluation.
13. To expect honesty from students.

Responsibilities:

1. To provide a procedure for due process.
2. To provide information in regard to the student's progress and how grades are determined.
3. To state, outline expectations, objectives, and requirements clearly.
4. To provide opportunities and resources to meet objectives.
5. Maintain accessibility to students.
6. To be competent practitioners.

7. To treat students as individuals.
8. To evaluate students as individuals.
9. To evaluate students objectively.
10. To maintain confidentiality.
11. To provide a forum for student input into the educational process.

Student Expectations (Rights and Responsibilities)

Rights:

1. To due process
2. To know how their grade will be determined and accurate records of process maintained
3. To have clearly stated expectations, objectives, and requirements
4. To have the opportunity and resources provided to meet objectives
5. To have faculty accessible according to college guidelines
6. To have knowledgeable faculty
7. To be evaluated objectively
8. To confidentiality
9. To have input into decision making

Responsibilities:

1. To prepare for class and clinical experiences
2. To avail themselves of experiences provided
3. To meet curriculum requirements
4. To pursue experiences
5. To do self-evaluation and set learning needs
6. To be self-directed
7. To be respectful and courteous
8. To be treated as individuals
9. To respect privacy and confidentiality
10. To demonstrate professionalism (dress and behavior)
11. To respect the faculty right to due process
12. To evaluate faculty objectively
13. To be honest

Student Protections, Satisfactory Progression, and Removal

Valencia College Dispute and Resolution

Valencia College provides an electronic reference to provide detailed policy, procedures, and online submission forms for [Student Dispute Resolution](#). Detailed policies may also be found in the Academic Policies and Procedures section of the Valencia College catalog [Valencia College Catalog: Academic Policies and Procedures](#).

This includes:

- Final Grade Disputes
- Non-Final Grade and other Academic Disputes
- Student Administrative Complaint Resolution
- Civil Rights Discrimination
- Sexual Harassment / Sexual Assault (Title IX)
- Student Code of Conduct

Discrimination, Harassment, or Related Misconduct Complaint ([Policy 6Hx28:8-10](#))

Valencia is committed to ensuring equal access and equal opportunity for students and staff. The Office of the Vice President for Student Affairs operates to assist Valencia in fulfilling its commitment to provide equal educational opportunities to its diverse student population. Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Clinical Coordinator, Program Chair, Dean, or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer at 407-582-3421 or via email at equalopportunity@valenciacollege.edu. Students can refer to the following webpage for additional information and resources: [Community Inclusion: Be the One](#).

School of Allied Health Academic Progression

Valencia College's Health Profession trainings are designed to help each and every admitted student achieve exceptional academic and professional outcomes on their way to gaining the knowledge, experience, and confidence needed to transform their lives and health care in their communities. We seek to help inform students on how best to be successful in these training programs and move forward to improve and change health care delivery in our region and beyond. The details provided below outline important practices and protocols to students who are experiencing personal or academic challenges within these cohort-designed and selective admission programs. Please note the following:

- Protected Program Removals are qualified by Valencia College's policies and described under the Valencia College Catalog: [Refund of Fees](#) where a student who has documented major extenuating circumstances may petition to be dropped or withdrawn after the published deadlines. Student Protections for Extenuating Circumstances and not determined by the Program nor School of Allied Health;
- Student Initiated Withdrawals are qualified by Valencia College's policies and do not require school or program qualification/verification;

- Resequencing requirements are under the direction of the Program Chair and Compliance offices to ensure that the student is academically prepared and clinically qualified to continue the program instruction.
- Reapplication to the program must be undertaken after Program Removal for Behavioral Circumstances when the Program Chair documents permission to reapply. Applicant must meet all thresholds established at the time of application, regardless of provided academic pathway completion requirements. Similar to the Resequencing requirements, the student is under the direction of the Program Chair and Compliance offices to ensure that the student is academically prepared and clinically qualified to continue the program instruction and has completed all required remediation.

School of Allied Health Program Progression

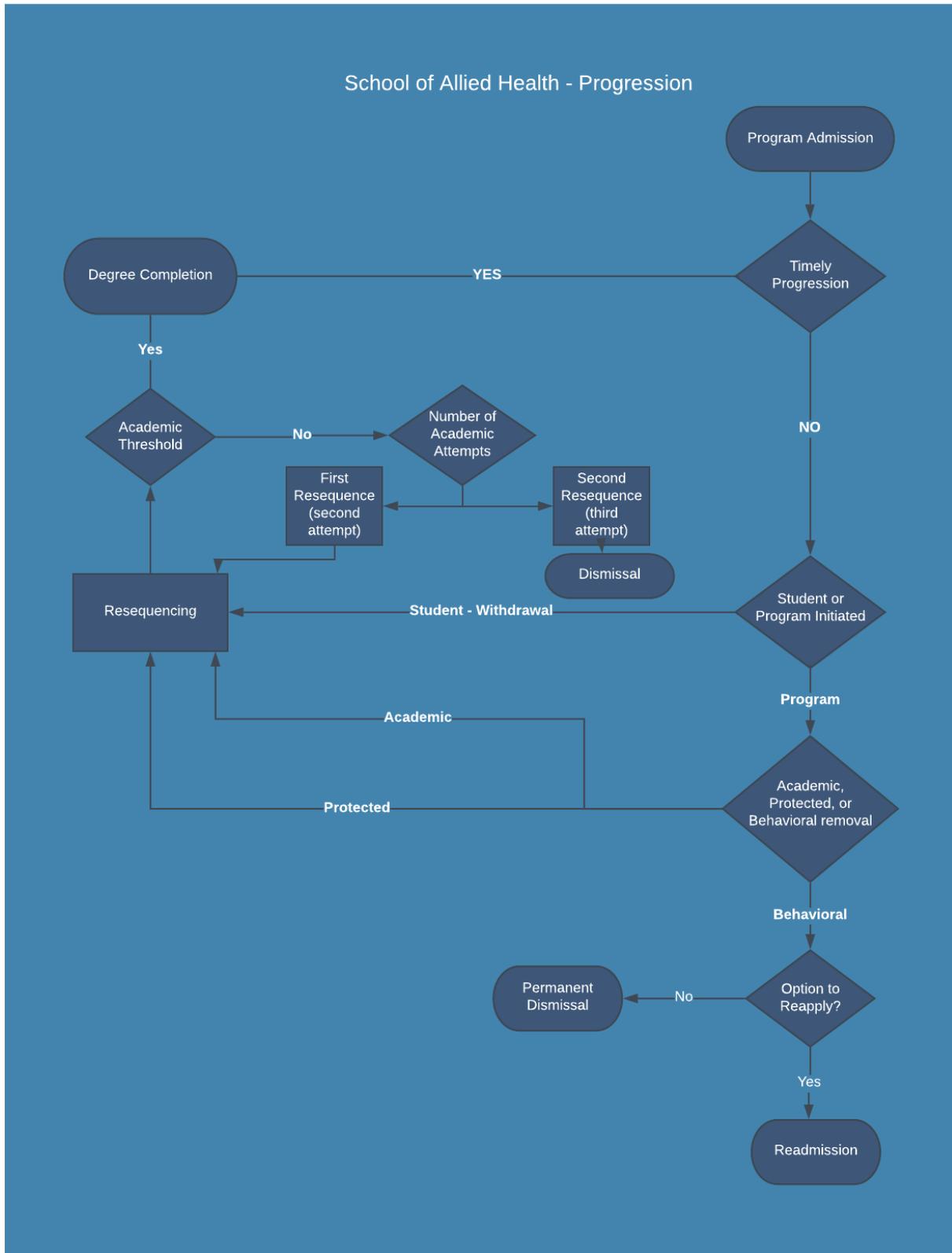


Figure 1 School of Allied Health - Progression

Progression - satisfactory **Academic Progression** is required for students to remain in the School of Allied Health cohort programs that follow structured academic course sequences. These programs require multiple additional requirements surrounding unique clinical qualifications and important behavioral expectations for work in the health care sector. **Timely** progression reflects consistent progress in a student's academic abilities, clinical skills, and professional development reflecting acquisition and retention of essential content in health related skills training without interruption. Any interruption to timely progression is addressed through **Resequencing**. The School of Allied Health strongly believes that students are the authors of their learning, and encourage self-evaluation, reflection, remediation, and tutoring when needed to ensure successful degree completion and industry credentialing in the prescribed timeframe. Faculty and staff remain committed to ensuring access to all necessary supports and resources for professional success. To remain in progression, students must meet all criteria related to the demonstration of **Academic Progression**:

- PROGRAM GRADES: Academic and/or non-academic completion of each program core course with a passing grade, as guided by course syllabi.
- CLINICAL ELIGIBILITY: Continued eligibility to participate in the clinical component of all courses, including and subject to any requirements of applicable clinical sites including health, background, fitness for clinical interactions, and patient confidentiality laws.
- CONDUCT: Continued presentation of appropriate conduct, defined as the absence of conduct justifying administrative withdrawal from the program, as described below:
 - Conduct that violates, or is inconsistent with the standards of conduct listed in, [Valencia College - Student Code of Conduct](#), to be determined in cooperation with the campus Dean of Students or Student Conduct Officer. Violations may be based on conduct that occurs on campus or at a clinical site.
 - Conduct that violates [Valencia College - Academic Integrity Policy](#).
 - Violations of the course syllabus.
 - Failure to adhere to any School of Allied Health or Program policies, procedures, or protocols, including conduct that is inconsistent with the identified standards of professionalism and behavior.

Formal interruptions to progression must be documented in the School of Allied Health Extenuating Circumstance Exception Request Form and submitted via email by the Program Chair to the School of Allied Health Dean. These may be reviewed by the Dean of Students and are subject to all college policies. Decisions related to admission, resequencing, reapplication, and dismissal are subject to all [Equal Access and Equal Opportunity](#) guidelines.

Withdrawal - a students may choose to withdraw themselves from a program course, or from the program. Students who voluntarily withdraw are out of progression may seek resequencing under the process noted in the School Handbook for the year of their withdrawal. To voluntarily withdraw, the student is expected to:

1. Discuss his/her educational plans with the Program Chair and Program Advisor to understand the consequences of withdrawing and the readmission policy. If the student chooses to not return to the program, it is at their own volition and should be communicated to the Program Chair in writing. If student is no contact/no attendance for more than four academic meetings after discussion with Program Chair or Program Advisor it will be understood that the student's choice is to be Dismissed from the program and the Program Chair will file the required paperwork for documentation.

2. Follow Valencia College Withdrawal Procedure (student must officially withdraw from all course(s) identified by the Program Chair/Program Advisor in ATLAS). Refer to the Valencia College Withdrawal policy at: [Valencia College's Catalog - Course Attempts and Course Withdrawal](#)

NOTE: To seek eligibility of a program initiated removal based on a Protected event, please see the [Student Protections for Extenuating Circumstances](#) practices within the School Handbook.

Resequencing is a limited option available to students who have experienced an academic disruption to their progression. Resequencing can be the result of one, or more, failed courses in one semester and **applies** to a semester. Resequencing should occur within two consecutive academic semesters from the student's exit from their last program course. Due to the limited capacity of the program and sequencing of courses offered, the program may extend the resequencing time frame if necessary to secure an available seat. Program Chair will provide determination of eligibility for resequencing and provide appropriate documentation to the Program Advisor and the School of Allied Health Dean. Factors that may be considered include, but are not limited to, grades earned; clinical performance and evaluation; timing of resequencing in regards to knowledge retention; participation in remediation with course faculty members and/or the Educational Specialist; and the demonstration for changed circumstances that led to the original lack of progression.

Dismissal is an involuntary and administrative process and can occur under the recommendation of the Program Chair. Dismissals are classified as either 1) eligible or 2) ineligible for readmission. Dismissal can be the result of failure to meet academic and/or behavioral expectations. When a student is removed by the program, the Program Chair will attempt to schedule a meeting with the student for counsel. If the student is dismissed and ineligible for readmission, the student will be notified in a meeting with the Program Chair and receive official communication through their college email, copied to the School of Allied Health Dean. The Program Advisor will contact the student and pertinent details will be added to their electronic advising record to ensure that the student receives accurate advising support. Dismissal with ineligibility for readmission due to substantial ethical concerns can be cause for students to be removed from consideration for other health care related programs due to the nature of patient contact required in clinical settings. This decision would be substantiated by agreement with the Program Chair, School of Allied Health Dean, and Dean of Students. If so noted, student is entitled to grieve the decision through the [Student Dispute Resolution](#) process.

Readmission is an option available to students who were dismissed with an option to reapply at any point in the program. Students seeking readmission have no special status and there is no guarantee of readmission as each pool of applicants is unique. Students seeking readmission must fill out the appropriate paperwork, pay any application fee, and continue through the standard ranking process in place at the time of readmission. If a student is approved for readmission, the policies and procedures of the college catalog, student handbook, and curriculum in place for the semester in which the student is readmitted will be applicable to the student upon return. Program Chair will provide the student direction on course enrollment and remediation requirements at the time of readmission.

Process for Resequencing

If the student is unsuccessful in their second resequence attempt in any semester, they will not be offered any further attempts to resequence nor reapply to the program and will be permanently dismissed from the program. The student will be notified and registration into future program courses will be blocked.

If the student is eligible for resequencing, the student must contact the program chair and request resequencing in writing via email before the end of the semester **prior** to the requested resequencing date, or earlier if possible. *(For example, if a student seeks resequencing in a Summer term, they should contact the Program Chair before the end of the preceding Fall term.)* The email must be sent from the student's ATLAS (college) email account, copied to the Dean, and include the following:

1. Student's name and VID#
2. A Success Plan that identifies changes that the student has made to ensure success in the program, if resequencing is approved. This may include study habits, time involved in outside activities, study partner, family and friends support, etc.

When a Program Chair approves a student's resequencing request, it will be formally documented and include specific course registration or remediation considerations. Please note that resequencing could potentially be delayed due to change in curriculum or lack of available seats and those details will be provided in the formal acceptance communication.

Student Rights

Authorization to Release Student Information

Including References to Employer and References to Additional Programs

Throughout their program and at the completion of the program, personal student information necessary for clinical affiliation and field licensure will be sent to the appropriate agency. The student will be asked to sign a consent form(s) which will be retained in the student's program file and Valencia College Records Office for the duration of student tenure.

Information concerning a student's performance while enrolled in the program at Valencia College is subject to the Family Educational Rights and Privacy Act (FERPA). Education records, to include reference to a student's performance while enrolled in an educational program may be released only with the written permission of the student or as otherwise permitted by law. In order to release reference information to a potential employer or program, the [Student Consent to Release Education Records](#) form must be initiated by the student and submitted for up to two parties per form, to whom disclosure of education record may be made. The requested information will be released to prospective employer(s) or admission program(s) directly from the individual the student has provided as reference. This form is required for any student that would like a potential employer to obtain information about their performance, grades, conduct and/or employability.

Student Protections for Extenuating Circumstances

Valencia College Catalogue provides details regarding [Refund of Fees](#), including and defining, extenuating circumstances in regards to course withdrawal. A student who has documented major extenuating circumstances may petition to be dropped or withdrawn after the published deadlines with clearly defined refund impacts. Major extenuating circumstances are defined as, and limited to, the following:

- Death of an immediate family member (spouse, mother, father, sister, brother, son, daughter, or legal equivalent thereof),

- Documented medical emergencies resulting in medical confinement or incapacitation of a defined length,
- Military Recall to active duty.

For all selective admissions programs in the School of Allied Health, timely progression is critical.

Interruption of continuous progression for any reason, including extenuating circumstances, will still follow all readmission practices following initial acceptance of a spot in the program, and participation in the first day of coursework.

Medical

Allied Health students may repeat a required course in their Program only one time. If the grade is a W, and the reason for the removal is a student's serious illness (physical or psychological) or injury, as documented and verified under the Valencia College catalog guidelines, then a formal Withdrawal Request form must be completed and submitted to the Allied Health Administration Office. This request can be made at any time during the term, prior to the scheduled final exam. If it is past the time of the scheduled final exam, the student will not be able to retroactively request a Medical Exception for the term. If Withdrawal due to Medical Exemption is approved, details regarding the requirements for Readmission will be noted. ***Note: If the illness/injury occurs during the final weeks of a term, a grade of Incomplete is still an option and may be a better choice. If the Incomplete is utilized, it cannot become a Withdrawal Medical Exception (W) at any period of time thereafter.***

Return to the same Allied Health Program must be within one calendar year of the withdrawal per the Readmission policies.

For students whose request is granted, the following two forms must be completed:

1. School of Allied Health - Student Status Form. (To be completed by Program Chair ONLY)
This is a petition to return to the same Allied Health program in a specific semester, submitted to the Health Science Advising Office by the Program Chair after the Medical Exception approval email is verified from the Student Affairs office to the Dean of Allied Health. Readmission may subject a student to remediate and audit a course(s) and will be outlined in the Student Status Form.
2. School of Allied Health - Medical Clearance Form. To be completed by treating Healthcare Provider, this form serves as documentation from your treating healthcare provider that you can now fully function as an Allied Health student with no limitations. If any accommodations are needed, you will be referred the Valencia College [Office of Students with Disabilities](#) (OSD).

It is the student's responsibility to address any financial issues related to the Withdrawal. The decision to approve or deny the request has no bearing on any student financial concerns.

Pregnancy

In an Allied Health program with lab and clinical exposure to blood borne pathogens, medical radiation, unstable environments, and/or the inherent threats of performing in a clinical site beyond academic control – a developing fetus may be exposed to potential harm or death. Students must understand their choice to continue their program of study and accreditation requirements below to minimize or remove the inherent risks in healthcare to both the student and her unborn child; therefore, it is the sole responsibility and option of a student who is, or suspects, they are pregnant to notify their Clinical Coordinator and/or Program Chair. Speaking with a clinical coordinator and/or program chair about the pregnancy and disclosing a due date is solely the student's responsibility and choice. Faculty will attempt to guide and assist the

student in her program accommodation needs and concerns, as well as meet federal and state regulatory requirements. If clinical and lab settings involve exposure to procedural radiation, students who want to proceed in performing their clinical competencies regularly, while pregnant, need to receive adequate radiation safety education due to exposure to procedural radiation, as well as separate dosimetry badges for the fetus (**a federal regulatory requirement**). Valencia College's School of Allied Health will work with, and assist, pregnant students in identifying reasonable alternatives and support to foster continued participation in programs of study. On some occasions, students may choose to withdraw from a course or otherwise be delayed in their progress towards meeting program objectives. In such cases, we will seek to identify reasonable alternatives to allow the student to continue when possible. It is the student's choice to remain in or discontinue the program should she become pregnant.

The College has a commitment to provide resources to a student who discloses that she is pregnant, so she can make an informed decision about her academic pursuits related to her pregnancy. Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See [Valencia College Equal Opportunity Policy \(Title IX\)](#).

Title IX

Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See [Valencia College Equal Opportunity Policy \(Title IX\)](#).

Student Expectations

Student Compliance Process

Your final acceptance to any Health Career program is contingent on your attending the mandatory program orientation and meeting the clinical compliance requirements by the specified deadline. Current details can be found at:

<https://valenciacollege.edu/academics/departments/health-sciences/compliance.php>

Student Appearance

Student Appearance

Clinical appearances are often dictated by the standard of practice in clinical settings, where classroom and labs settings will often follow different program-specific preferences provided by the Program Faculty. The School of Allied Health Handbook provides general appearance guidelines to set a foundation of equity and inclusiveness. Please note that these are overarching School of Allied Health requirements and specific program or clinical affiliates may enforce more stringent requirements that will also be reviewed by the School Dean and required to follow Valencia College's [Equal Access and Equal Opportunity](#) policies.

Natural Hair should be clean, neatly groomed and not interfere with a student's clinical responsibilities or personal protective equipment use. Students in direct patient care must have hair pinned back or styled so that it does not fall over their face nor interfere with patient care. Some departments may require that hair nets or caps be worn. Unnatural hair color (blue, green, pink, etc.) is not permitted. Hair can be of any length provided the styling of or the securing of the hair does not allow it to extend more than six (6) inches below the bottom of the dress, shirt collar. Pony tails or

braids are permitted. Facial hair must be well groomed and not interfere with employee's work or personal protective equipment.

Nails must be worn no longer than the end of the fingertip without color or coating.

Grooming must be maintained with common standards in professions requiring close contact, and no perfume nor cologne is permitted.

Tattoos must remain covered.

Uniform Requirements

Each program will provide specific uniform requirements, along with details on securing viable uniform dress. If there are concerns with the program requirements or any ability to meet the requirements, please bring these to the attention of the Program Chair as soon as possible.

Student Liability and Accident Procedures

Responsibilities of the Clinical Faculty:

The clinical faculty will notify the Clinical Director and/or Program Chair as soon as possible after any incident, including medication error, student injury, or patient injury, but no later than the end of the shift in which the medication error or other incident occurred. The Program Chair will notify the Dean of Allied Health, as soon as possible after the medication error or other incident but no later than 24 hours after the incident. The Dean of Allied Health will notify the Campus President and the VC Risk Manager. The student and clinical faculty member should immediately complete the clinical facility's Incident/Accident/Error Form, which should then be given to unit/clinic supervisor. The student and clinical faculty member should then complete the Allied Health Division's Clinical Incident/Accident/Error Information Form and the clinical faculty member will submit completed form to the dean's suite within 24 hours of completion.

Social Media Policy

Clinical Confidential

As a student in the School of Allied Health at Valencia College, you may have access to confidential information from other parties and/or patients in clinical facilities. You may have access to some or all of this confidential information during your clinical facility assignments, special education projects or other student activities.

- Some Confidential information may be protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The intent of these laws and policies is to assure that confidential information, that is, Patient's Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential and used only as needed to perform legitimate duties as a student and will confine any discussion to the educational setting. Any information, either written or oral, having any relevance to patient care is strictly confidential to anyone outside of the direct care of the patient. As a student, you are required to comply with each clinical facility's applicable policies and laws governing confidential information. While the College is not subject to HIPAA, it may be applicable to faculty and staff when working at clinical sites. You further understand that professional codes of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity. Included in confidentiality requirement are any photographs, recordings, or videos for treatment or

personal purposes. Students are strictly prohibited from taking, obtaining, or sharing images or recordings from clinical setting, labs, or classrooms unless prior approvals were received from the Program Chair. This includes any related posting of such media to any social network. Such action can result in dismissal from the program, from the college, and/or personal legal liability and may be a violation of facility policies and Valencia College's Policies including but not limited to:

- Academic Dishonesty policy 6Hx28:8-11
- Student Code of Conduct 6Hx28:8-03
- FERPA 6Hx28:7B-02

Electronic Devices in Clinical Facility

While in the clinical facility, student use of electronic devices is subject to that facility's policies.

Generally, students are not allowed personal calls utilizing the agency phone system, with the exception of emergency situations. In the event that an emergent situation warrants communication, it is the student's responsibility to notify the clinical instructor or preceptor prior to any personal electronic communication and obtain permission. All personal electronic communication devices must be in the "off" position while in any clinical setting. Electronic equipment (including all visual-auditory communication devices such as cell phones, smart watches, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the clinical facility. Students must notify faculty when leaving the unit.

Electronic Devices in Classroom and Lab

Use of electronic equipment in face-to-face classroom or lab, electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) must be placed in the silence mode or turned to the "off" position. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the classroom or lab facility. Students must notify faculty when leaving the classroom or lab.

Simulation Documentation and Records

The School of Nursing and School of Allied Health at Valencia College may employ a variety of electronic systems, such as video and audio recordings, that actively document areas of simulation. In order to reinforce active learning, the College and off-campus sites (assigned clinical site or program-specific conferences), may utilize this enhanced feature in all simulation areas and during the learning debriefing of skills performed section of the course. As a student in the School of Nursing or School of Allied Health, and in accordance with the program you are enrolled in, you may be subject to simulation recordings. The systems are designed exclusively to record the student's name, voice, video, photograph, silhouette and other sound effects taken and produced in connection with the healthcare related simulation. Video and audio recordings are kept on institutional computers as well as servers. When the space for the files exceeds the storage system, older files are automatically replaced by new data with no fixed timeline. You have the right to request access to review your recorded simulation for purposes of academic review, in accordance with the course syllabus, lab manual and college policy.

Valencia College Drug Free and Smoke Free Campus Policies

Valencia College maintain both [Drug Free](#) and [Smoke Free](#) policies on all campuses and classrooms, including clinical and laboratory spaces. Make sure you are familiar with both policies as violates can result in program and/or college sanctions.

Valencia College Gifting Policy

State of Florida's Policy: Gifts should not be exchanged between College employees and students. Please refer to the College's [Ethical Conduct and Performance Policy](#).

School of Allied Health – Student Dispute Process

Valencia College always seeks to resolve disputes at the lowest level possible and encourages positive and regular communications with instructional faculty to ensure that students have support in self-advocacy. Valencia College also makes an [Ombudsman](#) available for students to discuss complaints, concerns, or problems privately.

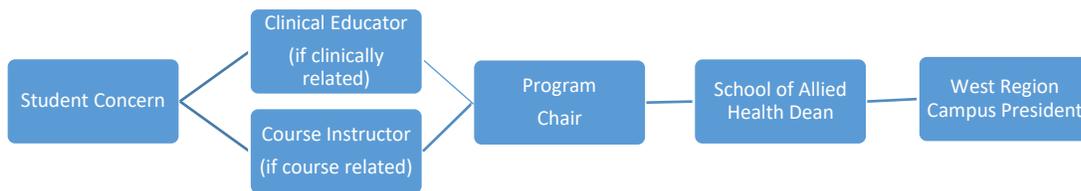


Figure 2: School of Allied Health - Student Dispute Organizational Hierarchy

If a student's dispute is related to an individual in the above organizational structure, then it is advised that the student contact the next person in chain of command or express their concern through the [Student Dispute Resolution](#) webpage.

Definitions

Academic Honesty – All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. Students may be subject to both the [Student Code of Conduct](#) and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and non-academic regulations.

Methods of instructional delivery:

Type of Course	Description
Face-to-Face	A course with face-to-face instruction which may be enhanced with technology.
Real-Time Virtual*	A course that requires students and instructors to meet online, in a virtual space, during designated days and times.
Mixed-Mode*	A course that blends the delivery of instruction between online and face-to-face (some hours are spent in the classroom with the rest being completed online). A minimum of 30% of the instruction of the course is delivered using some form of technology where the student and instructor are separated by time, space, or both.
Online*	All class meetings and coursework occur online using the college-approved course management system.

Proctored testing or online, remote proctored testing may be required

Policy - rule, regulation, or set of guidelines

Procedure - specific, detailed series of actions that faculty or students take in order to implement a process and comply with a policy.

Process - high level set of things that must happen in order to ensure compliance with a policy.

Professionalism – maintaining a professional presence by demonstrating self-control, professional appearance, social responsibility, and maintain a positive attitude.

Program of Study - all disciplinary actions are cumulative and transferable across all program courses, and across health-related programs.

Program Progression – maintaining a grade of C or higher in all courses following the designated course pathway. This is a separate term from Satisfactory Academic Progress which is a college reserved term. Satisfactory progress requirements are:

- Complete 67% of all classes attempted, and
- Maintain a Valencia Grade Point Average (GPA) of 2.0 or higher once you have attempted 24 hours at Valencia, and maintain an overall Grade Point Average (GPA) of 2.0 or higher, and
- Complete your degree within the 150% timeframe (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours). Transfer credits are included.
- Become familiar with Valencia’s Satisfactory Academic Progress Policy by visiting: valenciacollege.edu/finaid/programs/satisfactory_progress.cfm#SAPPolicy.

Program Readmission – the process of being admitted to a selective admission program after a suspension in initial progression.

Resequencing – the process of being placed in a new cohort from initial program start or admission. This delay can be from one semester to one year.

Safe Practice – the act of ensuring patient safety through adherence to clinical, organizational, and procedural best practices.

Service Learning – A form of experiential education where learning occurs through a cycle of action and reflection as students seek to achieve real objectives for the community and deeper understanding and skills for themselves (attributed to Vanderbilt University).

Withdrawal, Involuntary – refers to a program decision to remove a student for clinical, academic, protected circumstance, or behavior related infraction. For clarification, the term withdrawal is used in this document to refer to a student initiated request.

Withdrawal, Voluntary – refers to student rights to withdraw from a course or program in a process as defined by the college.

School Handbook Receipt

[Please see individual programs for signature page. That will serve as verification of receipt and understanding of School of Allied Health and Program Handbooks. Accepted admission into an Allied Health program inherently implies agreement to abide by policies, practices, and expectations.]