

State Fair Community  
College

# AAS IN HEALTH INFORMATION TECHNOLOGY PROGRAM

Professional Practice Experience  
Handbook

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# Program Overview

The Health Information Technology (HIT) program at State Fair Community College (SFCC) provides students with the knowledge and technical skills needed for a career in health information management. The program emphasizes the maintenance, security, integrity, confidentiality, and availability of healthcare information across various settings.



SFCC's AAS program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). When you complete the AAS program, you may take the national credentialing exam for Registered Health Information Technicians (RHIT). If you receive a Professional Certificate in Medical Coding, you can take the American Health Information Management Association (AHIMA) exam to become a certified coder.

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200 East Randolph Street, Suite 5100  
Chicago, Illinois, 60601  
(312) 235-3255  
[www.cahiim.org](http://www.cahiim.org)

# HIT 275

## Professional Practice Experience Requirements

**Prerequisites:** The PPE is designed as the capstone course for the Associate in Applied Science Degree in Health Information Technology. To be eligible for a PPE placement, the student must have completed (with a grade of C or better) all required coursework for the Associate in Applied Science Degree in Health Information Technology or be concurrently enrolled in required courses with the permission of the HIT program coordinator.

This course is designed to provide students the opportunity to merge classroom theory with real-world practice by allowing them to observe, participate in and evaluate day-to-day health information operations.

In this class students will be required to complete a minimum of 40 hours of supervised professional practice or equivalent as determined by the Program Coordinator AND online, 16-week course work. Hours will be Monday - Friday 8 am. - 5 pm. Students should understand that it is their responsibility to set aside the hours required to complete this PPE. Students are encouraged to save vacation hours during their final year to cover the time requirement of the course. Students are responsible for their own transportation to and from Directed Practicums.

The HIT 275 PPE Student Guide and other information will be given to the student by the Practicum Coordinator upon approval for enrollment in HIT 275.

Students must adhere to ethical guidelines set forth by AHIMA, the school's Code of Student Conduct, facility policies and procedures, and HIPAA rules.

### **Additional Requirements:**

No student will be allowed to register for HIT 275 Professional Practice Experience without completing **ALL** of the following requirements:

- Background Check
- Drug Test
- Proof of Immunization

## Background Check

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

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

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

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

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

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

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

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

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

## **Drug Test**

### **Statement of Purpose and Intent**

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action.

Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility.

SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

Definitions:

Blood Alcohol Test – Scientifically substantiated method to test for the presence of alcohol in a person’s blood.

Consent Form –Drug Testing Consent Form adopted by SFCC.

Dilute negative result- A urine specimen that has a greater concentration of water than that of a normal urine specimen and can be either purposeful or accidental.

Drug Use Test – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person’s urine.

Illegal Drugs – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a Schedule I drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification. Therefore, marijuana is considered an “illegal drug” for purposes of this requirement.

Medical Review Officer - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Non-negative Test Result – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

Positive Test Result – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

### **Persons to be Tested**

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the student's expense.

### **Reasonable Suspicion Testing**

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.
- On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the influence of drugs or alcohol may utilize the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.



- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal drugs.
- The student possesses drugs, alcohol, marijuana or any controlled substance.
- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
- The student is involved in an accident, error, or missing medication is reported at the clinical site.

A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

### **Consent to Drug Testing**

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

### **Confidentiality**

All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

**Procedure**

Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include, but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency.

Students will follow the procedure required by the agency or persons collecting the urine specimen.

**Consequence**

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.

A drug screening with a "dilute negative" result is not considered valid. In this case, the student will be required to submit to another drug test with little advanced notice, at their own expense. The student will be directed not to drink an unusually large amount of fluids before testing.

A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and may be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the student and review the test results and provide the student an opportunity to explain the results. If program administrators determine that a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.

A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.

A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation, and will be dismissed from the Program.

### **Substance Abuse Counseling**

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

The Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

### **Student Discipline Policy**

The Student Drug Testing Requirement does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

## **Communicable Disease and Immunizations**

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

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

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

CDC: Workplace Safety and Health Topics: Health Care Workers

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

CDC: Infection Control: Standard Precautions for All Patient Care

[https://www.cdc.gov/infection-control/hcp/basics/standard-precautions.html?](https://www.cdc.gov/infection-control/hcp/basics/standard-precautions.html?CDC_AAref_Val=https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html)

[CDC\\_AAref\\_Val=https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html](https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html)

CDC: Sequence for Putting on PPE and Safe PPE Removal

[https://www.cdc.gov/healthcare-associated-infections/media/pdfs/ppe-sequence-p.pdf?CDC\\_AAref\\_Val=https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf](https://www.cdc.gov/healthcare-associated-infections/media/pdfs/ppe-sequence-p.pdf?CDC_AAref_Val=https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf)

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

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

## The required immunizations include:

- COVID-19 Vaccine
  - Verification of immunization series completion and boosters as required by clinic sites
    - Series of 2 doses of monovalent Moderna or Pfizer OR
      - Doses at least 3 weeks apart
      - As of 5/6/23 vaccine is no longer available
    - Single dose of monovalent Johnson and Johnson OR
      - As of 5/6/23 vaccine is no longer available
    - Single dose of bivalent Moderna or Pfizer
- Measles, Mumps & Rubella(MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease OR
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity OR
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine(fall)
- Hepatitis B
  - Laboratory confirmation of Hepatitis B immunity OR
  - Series of 3 doses of EngerixB or Recombivax HB over a 6-month period OR
    - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
  - Series of 2 doses of Heplisav-B
    - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
  - Documentation of having received a booster within the last 10 years

- Tuberculosis
  - If no TB test completed in the last 12 months, must have a QFT, T-Spot, or a 2-step PPD
    - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed within 1-3 weeks of each other
      - Step 1 – Tuberculin Skin Test and result read within 2-3 days
      - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
  - If the student has had annual TB skin tests (PPD, QFT, or T-Spot) for the past 2 consecutive years or more, with no gap greater than 12 months between each test, evidence of the 2 prior TB tests must be submitted.
  - TB test (1 step) is required annually (PPD, QFT, or T-Spot)
  - Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
    - Evidence of a positive TB skin test must be documented by one of the following:
      - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
      - Official TB skin test record indicating a positive result
    - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

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

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

## **Confidentiality Agreement**

A “Protected Health Information, Confidentiality, and Security Agreement” will need to be signed and returned to the PPE Coordinator prior to approval to register for HIT 275 Professional Practice Experience. An additional agreement may be required by the clinical site.

# Health Sciences Social Media Conduct Policy

Students are expected to comply with all state, local, and federal requirements governing the privacy of medical information including social media use. Students are bound to comply with all privacy requirements even when they are not at the clinical site. This includes conversations with family, friends, and peers. Students will be held accountable for maintaining the privacy of any information they obtain, see, or are given during their clinical rotations. To uphold the privacy of such information, students must not post or discuss any clinical experience or information regarding their experience with the clinical site, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, MySpace, Snapchat, Instagram, TikTok and any other not mentioned). The Health Information Technology program director and faculty periodically search the internet for breaches in its privacy policies. Students violating any privacy requirements will be prohibited from returning to the clinical site. Such violation may result in a delay of a student completing their degree requirements and may result in further disciplinary action.

On a personal level, we understand that social media can be a fun and rewarding way to share your life and opinions with family and friends. However, use of social media also presents certain risks and carries with it certain responsibilities. Be thoughtful about what you share online and consider how it may appear to future employers. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct while on the college campus will not be tolerated and may subject you to disciplinary action up to and including dismissal from the program.

Students are personally responsible for the content they publish on social media sites, blogs, other websites, wikis, forums, or any other form of user-generated content, and there should be no expectation of privacy using social media sites. The program reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the college community.

Students are encouraged to join the Health Information Technology Facebook page as a form of communication. However, students should not be “friends” with instructors on social media sites until after completion of the program.

## Consent and Release

The Consent and Release form authorizes State Fair Community College to release background results, required identifiers, drug testing, and health reports to the clinical facilities and training sites to which the student is assigned. The Consent and Release document can be downloaded on the Castle Branch website. Please read, print name, date and sign document titled "Consent and Release" then resubmit the completed document to the Castle Branch website.

**All of these items must be completed using Castle Branch. You will receive an instruction sheet with the registration process. When you register on their website you will be required to pay for the background check, drug test, and the document tracker.**

### **Prior to PPE Placement the student will:**

- Prepare a resume of educational and employment experience to be reviewed by the PPE sites. Include contact information (phone number and e-mail address.)
- Attend interviews with PPE site managers, if requested.
- Meet with PPE coordinator to verify placement and completion of pre-placement requirements.
- Attend orientation session at the PPE site, if requested. Complete all PPE site orientation requirements.

## Clinical Site Expectations

Every effort will be made to place you in the facility of your choice. There may times when that is not possible. At that point we will begin searching for other facilities in your area. Students will be assigned to a clinical site by the Coordinator and Instructor and are non-negotiable. We will do everything in our power that each student will not have to travel for more than 60 miles one way to their clinic site. However, be aware that in order to find a site willing to accommodate our educational needs, you may have to travel. You need to realize that within your community there may not be the job opportunities and commuting might become a reality once you enter the work force.

You were advised of this when you signed the "Student Information Sheet." If you choose to not attend your assigned clinical location, you will not successfully complete the course. Completion of your Professional Practice Experience with a grade of Satisfactory from your Site Supervisor is a requirement for passing the course. Failure to complete your clinical hours as outlined in the First Day Agreement or a grade of Unsatisfactory for the Site Supervisor will result in failing the course.



## **Dress Code for Practicums:**

- Adhere to the facility/department dress code, if applicable. In general, clothes should be clean, pressed, and well-fitting. For example, women should wear blouses and skirts, dresses, or dress slacks with hose or socks. Men should wear dress shirts, ties, and dress slacks with socks. Avoid wearing jeans, shorts, t-shirts, tank tops, sweatshirts, hoodies, sandals, or athletic shoes. Avoid extremes in jewelry, hairstyles, and make-up. Visible body piercing (including tongue) will be limited to earrings. Tattoos must be covered. Show respect for co-workers by being aware of personal hygiene, tobacco odors, and the use of scented products.
- ·Wear your identification badge at all times if issued one at the PPE site.
- If questions arise regarding proper attire and appearance, consult your academic PPE advisor. (Beverly Marquez or Jennifer Norton)

## **Professional Conduct**

- Make use of downtime. Interview staff, maintain PPE log of activity, review policy manuals, etc.
- DO NOT: use your cell phone during working hours (this includes texting), surf the Web (including checking e-mail), eating outside designated eating areas
- Demonstrate a professional attitude. The PPE site has agreed to have you as a guest in their office. Show you appreciate them by being respectful and grateful for any information/experience they pass your way.
- Avoid gossiping or complaining about your PPE site.
- ·As a professional you are expected to handle minor difficulties that arise on your own. However, if attempts to solve the situation have been unsuccessful, these matters should be brought to the attention of the PPE site manager and the academic PPE coordinator.
- Adhere to ethical guidelines set forth by AHIMA, the school's Code of Student Conduct, facility policies and procedures, and HIPAA rules.

## **Emergency Medical Care:**

Necessary emergency medical care for each student while assigned to the PPE Site will be arranged at the student's expense. Initial exposure to potential communicable disease will be processed through the PPE Site's policies and procedures, as amended from time to time, and will be reported to the Academic PPE Site Coordinator, the College Program Director, and the PPE Site's Supervisor.

## Upon completion of PPE experience the student will:

- Submit required documentation.
- PPE Site Supervisor Student Evaluation
- Student Evaluation of Practicum Experience
- Daily Log
- PPE Questions
- PPE Work Portfolio Presentation
  - This will consist of a Power Point presentation outlining your experience while at the PPE site. Utilize your daily journal and departmental questions as resources.
- Thank You card to PPE Site

The final grade for the course will be based upon your timely submission of all required documentation, including timely submission of your PPE supervisor's evaluation, your presentation, RHIT exam results, and completion of all online course requirements. After review by the course instructor and HIT Program Coordinator, a grade will be assigned.

Successful completion of a PPE within the 16-week course totaling 80-120 site hours is required for graduation with an Associate's Degree in Applied Science in Health Information Technology. The PPE may not be repeated or made-up unless the HIT Program Coordinator determines it is necessary due to extraordinary circumstances beyond the student's control.

If a student is unable to complete the requirements of the PPE, they must:

- Withdraw from the course by the deadline stated in the course syllabus, or
- Request an "incomplete" for the course by contacting the HIT Program Coordinator.

**NOTE:** If the student fails to withdraw by the deadline or is deemed ineligible for a grade of incomplete, the student will receive a failing grade for the course.

**NOTE:** Even if the student withdraws or receives an "incomplete" for the course, there is no guarantee that the student will receive a second PPE placement.

**After reading the handbook: You should upload an acknowledgement page found in Castle Branch indicating that you have received a copy of the State Fair Community College HIT 275 PPE Student Guide and have reviewed its contents.**

# Student Success



## Your Navigator

Jessica Fairfax is your program navigator. You can contact or make an appointment with your navigator at any time to discuss educational plans, career paths and enrolling in classes. You can do this by logging into [mySFCC](#) > Student > Starfish.

## Student Resources & Support:

College can feel daunting sometimes, especially if you need support and don't know how to find it. Some of our services and resources that can help you reach your academic and career goals are:

- Academic Advising
- Adult Education and Literacy(AEL)
- Career Services
- Counseling Services
- Disability Resource Center and Counseling
- Donald C. Proctor Library
- Financial Aid
- Health Care Services
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- TRiO Student Support Services
- Testing Services
- Transfer Services
- Tutoring Services
- Veteran Services

Detailed information on these services can be found on the State Fair home page at this link:

<https://www.sfccmo.edu/academics-programs/student-resources-support/>

# Additional Information

## **Student Handbook:**

<https://www.sfccmo.edu/communications/studenthandbook/>

### Includes:

- General Institutional Information
- Becoming a Student a. Admissions Requirements
- Your Rights & Responsibilities as a Student
- Enrolling in Classes
- Paying for Classes
- Student Conduct in the Classroom and on Campus
- Support Services for Students
- Getting Involved on Campus
- Finishing Your Degree or Certificate Program

## **All SFCC Policies & Regulations can be found here:**

<https://www.sfccmo.edu/about/policies-regulations/>

## **Regulation 2000 - Students**

<https://www.sfccmo.edu/files/about/policies-and-regulations/2023/2000-regulations.pdf>

### Includes:

- Nondiscrimination and Student Rights
- Equal Education Opportunity/Student with Disabilities
- Documentation Requirements
- Temporary Disabling Condition
- Service Animal
- Confidentiality
- Students with Disabilities Testing Accommodations
- Preferred Name
- Harassment
- Searches by College Personnel and/or Law Enforcement
- Student Grievance and Appellate Process
- Military Service
- Admission Requirements
- Resident Classification
- Attendance
- Student Attendance
- Student Academic Achievement
- Grading System
- Degree Program Statute of Limitations
- Course Substitution
- Student Academic Progress
- Academic Forgiveness
- Student Code of Conduct
- Student Athlete Drug Screening
- Federal Financial Aid Programs
- State of Missouri Financial Assistance Program
- Scholarship Program
- Work Study and Student Employment
- Veteran's Educational Benefits
- Student Loans
- Students with Communicable Diseases
- Health Insurance Emergency Health Care
- Campus Crime and Security Security and Access to Facilities
- Preparation and Reporting of the Annual Disclosure of Crime Statistics
- Ongoing Disclosures
- Victim Assistance
- Law Enforcement Authority
- Prevention and Campus Education Programs
- Off-Campus Student Organizations and Monitoring of Criminal Activity
- Alcoholic Beverages
- Sexual Misconduct
- Drugs, Alcohol, and Tobacco Products
- Food Service
- Bookstore
- Residence Halls
- Activities & Athletics
- Student Organizations
- Student Government Association