


| ADMINISTRATIVE PROCEDURE MANUAL | | | | |
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|  | SECTION TITLE | | NUMBER | PAGE |
| | STUDENT ASSISTANCE PROGRAM | | 11-0704 | 1 OF 2 |
| | BASED ON BOARD OF TRUSTEES' RULE AND TITLE | | DATE REVISED | |
| | 6Hx7-11.1 Students' Rights and Responsibilities | | July 13, 2022 | |

Purpose

The purpose of this procedure is to outline the procedures to be followed for a student who desires or is deemed in need for the services of the student assistance program. This procedure also designates the outsourced provider's notification requirement in the event a student is deemed to be a potential threat to others.

To maintain educational progress amidst the other demands of students' lives, it may be necessary for students who are currently enrolled to seek or be referred to the services of a licensed counselor. Students may find assistance with, but are not limited to, the following:

- Drug or alcohol problems
- Emotional/psychological distress
- Family communications
- Legal problems
- Financial difficulties
- Stress


Florida State College at Jacksonville (FSCJ or "College") will provide a program for using the services of an outsourced counseling provider. The provider is an independent agent, and therefore, the consultation service is confidential and without cost to the student (for a maximum of three consultation sessions per year for enrolled students).

Procedure

A. Voluntary Participation

1. Self Referral - An enrolled student may directly initiate contact with the student assistance provider at any time without contacting any College staff member. Consultation sessions will be delivered either face-to-face or telephonically through the crisis line for urgent care. When it is determined that services beyond the allotted services are needed, facilitated referral from the student assistance provider will be made to the student's insurance provider or community-based service provider.
2. Student Success Office Referral - A student success professional may suggest use of the student assistance program. Student success professionals will be provided with referral contact information and mandatory training for identifying students in need. If referred, it is up to the student to contact the student counseling provider and request services. No college follow-up is required.

B. Faculty Referral

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1. Faculty members who believe a student is in need of counseling services may address the student directly and suggest counseling. Faculty will be provided with referral contact information and optional training for identifying students in need. If faculty are not comfortable addressing the student directly, faculty may use the online Early Alert System to refer a student in need of counseling services to the appropriate Student Support Services team member. The Student Support team member will review the referral to determine the appropriateness for the student assistance program. The Student Support team member will contact the student and arrange a consultation with the student to make a voluntary referral to the counseling services provider. The student will initiate contact with the student assistance program. The Student Support team member will inform the faculty member of actions taken to assist the student.

C. Mandatory Participation

1. The College reserves the right to require mandatory participation in the student assistance program at its discretion when deemed warranted by the appropriate administrator. The student will be required to contact the program provider. The College will receive confirmation from the program provider once contact has been made by the referred student. Failure to comply may result in a temporary order of suspension pursuant to APM 11-0601.
2. Within the student disciplinary procedures (APM 11-0601) mandatory participation in the student assistance program may be required as a condition of readmission to the College. The College will receive a “return-to-school” notification from the counseling services provider back to the Associate Vice President for Student Support and Engagemnt, or designee.

D. Notification Requirement

1. The student assistance provider is required to notify the College of any voluntary or other student consultation that indicates the student is a threat to others. College officials to be notified ~~would~~ include Security, the Vice President of Student Services and the Associate Vice President of Student Support and Engagement. The College will ensure annually that the provider has an up-to-date contact information for these officials.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 23, 2011

Revsion Date: July 13, 2022