

**HEARTLAND COMMUNITY COLLEGE
PRE-MATRICULATION STUDENT DRUG SCREENING**

Policy:

To ensure public safety and meet requirements of our clinical education partners, all students accepted to a Heartland Community College (HCC) – Health and Human Services (HHS) selective admission program (Nursing, Physical Therapist Assistant, Radiography) will be required to undergo a urine drug screening prior to entry. A negative (“clear”) test is required for admission into the HCC- HHS selective admission program.

The drug screening must take place within a sixty-day window prior to the beginning of a student’s coursework in the program and will be conducted by a vendor selected by Heartland Community College. Students who tamper in any way with the testing process will not be allowed to enter the program. All costs are the responsibility of the student.

Procedure:

1. Students accepted into the program will be notified verbally and in writing of the need to complete a drug screening.
2. Students will be issued written instructions on how to complete the drug screening including the acceptable time frame. Students may not use previously-conducted drug screenings on file at other agencies to satisfy this requirement.
3. Students who fail to cooperate appropriately with regard to the process (i.e., refuse to release information, omit or provide false or misleading information, or fail to complete the drug screening within the specified timeframe) will not be allowed to enter the program.
4. HCC will choose the drug screening vendor, and results will only be made available to the Program Director/Coordinator.

Dealing with Positive Results

5. If a report indicates any positive drug screening results, the vendor will typically contact the student to investigate.
6. Once the vendor has completed its investigation, results will be sent to the Program Director/Coordinator
7. The Program Director/Coordinator will contact the student informing him/her of the findings and request a written explanation.

8. If the student believes the report findings are in error, the Program Director/Coordinator will verify the vendor has completed an investigation into the individual's case to determine the accuracy of the information.
9. If the results of a drug screen remain positive after further investigation and/or the student responds that a positive drug screening is accurate, the student will not be allowed to enter the program.
10. The student may appeal the dismissal decision by following the Student Appeals Procedure as outlined in the Heartland Community College Catalog and Student Handbook.
11. The drug screening report and any written correspondence will be retained in a secure file in the Program Director/Coordinator's office.

Revised: 6/29/2018

Approved: Dr. Rick Pearce VP for Learning and Student Success