



Blessing-Rieman College of Nursing
and Health Sciences

2019-2020
Program Catalog and
Student Handbook

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Blessing-Rieman College of Nursing and Health Sciences



3609 North Marx Drive
Quincy, Illinois 62305
217-228-5520
www.brcn.edu

The *Program Catalog and Student Handbook* provides information about the policies, procedures, and services governing academic programs and student life at Blessing-Rieman College of Nursing and Health Sciences (hereinafter referred to as “the College”).

CHANGES IN THE PROGRAM CATALOG AND STUDENT HANDBOOK

The College reserves the right to change courses, requirements, and policies stated in this catalog/handbook without advance notice. Students will be informed of changes by email, mail, flyers, posters, and/or announcements.

EQUAL OPPORTUNITY/NON-DISCRIMINATION

The College does not practice or condone discrimination in any form against students, employees, applicants, third parties, or community members because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; and any other characteristic protected under applicable federal or state law, herein called “protected categories.”

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PART 1. GENERAL INFORMATION, ACADEMIC CALENDAR, AND TUITION AND FEES

GENERAL INFORMATION

MISSION

The mission of the College is to provide excellence in professional nursing and healthcare career education.

VISION

The College will be recognized as a caring and engaged learning community, committed to preparing healthcare leaders for success and life-long learning enriched by promoting whole person care, quality, and safety.

VALUES

The College's values are:

Compassion
Dedication
Leadership
Professionalism
Quality
Respect
Safety

RELATIONSHIP BETWEEN THE COLLEGE AND BLESSING HOSPITAL

The College's parent organization is Blessing Hospital, a not-for-profit, not-tax supported, independent hospital. The College is a non-profit educational institution of higher learning and an operating division of the hospital.

Blessing Hospital is a major supporter of the College, providing financial subsidies, clinical sites, and facilities. The hospital, located in Quincy, Illinois, is the primary site for students' clinical experiences.

The hospital is a regional healthcare provider, serving the tristate area of west-central Illinois, northeast Missouri, and southeast Iowa. The hospital offers a breadth of services that provide students with a wide range of experiences in healthcare.

Blessing Hospital is a member of the Blessing Health System and overseeing the activities of the system is Blessing Corporate Services (BCS). The mission of BCS is to "improve the health of our communities."

HISTORY OF THE COLLEGE

Building Blessing Hospital, the College's parent organization, was a goal of the "The Charitable Aid and Hospital Association of Quincy," a group of prominent citizens working with the city's poor. Their vision was to provide a place to care for the sick and, in May 1875, they opened Blessing Hospital. In 1878, the hospital's Board of Trustees formed a Board of Lady Managers to manage the hospital. From the very beginning, the Board of Lady Managers expressed concerns about nursing and the need for a training school at the hospital.

The Blessing Hospital Training School for Nurses accepted the first class of nursing students in 1891 and they graduated in September 1894. Since 1894, classes have graduated every year with the exception of 1906 (the

program changed from two to three years in 1904) and 1988 (the last diploma class graduated in 1987 and the first baccalaureate class graduated in 1989).

The Blessing Nurses Alumni Association began in 1900, just a few years after the establishment of the national nursing organization, the American Nurses Association. In 1909, the Illinois Department of Registration and Education, organized in 1908, accredited the school, making it one of the first accredited diploma programs in the state of Illinois. As an accredited diploma school, Blessing graduates sat for the licensure exam and after passing the examination became registered nurses (RN).

Throughout the years of the training school, clinical hours, class time, and educational requirements changed the nursing program from a service-centered to a learning-centered education, becoming Blessing Hospital School of Nursing. General education classes were added and Quincy College taught these courses from 1946 to 1960 and Culver-Stockton College from 1960 to 1985.

In 1985, Blessing Hospital School of Nursing became Blessing College of Nursing and formed a partnership with Culver-Stockton College to provide a joint baccalaureate in nursing program, conferring the Bachelor of Science in Nursing (BSN) degree. With a multi-million-dollar endowment from Cedric H. Rieman in memory of his wife, Lucille, a former member of the Advisory Committee of the School of Nursing, the College became Blessing-Rieman College of Nursing. In 1998, Blessing-Rieman College of Nursing added Quincy University as a partner to offer another joint BSN program.

Both partner institutions are independent, fully accredited coeducational four-year liberal arts colleges. Culver-Stockton College was chartered in 1853 as Christian University and Quincy University was chartered in 1873 as St. Francis Solanus College. Both institutions offer the traditional life of a small college campus: intercollegiate sports, fine arts, cultural events, student organizations, residence halls, and a small student-to-faculty ratio.

The College has grown and expanded educational programs since 1998, becoming Blessing-Rieman College of Nursing and Health Sciences in 2016. The College now offers a second-degree track for students seeking the BSN, a RN-BSN track, a master's degree in nursing (MSN) program, and associate of science degree (AS) programs in respiratory care and health information management.

ACCREDITATION/INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL ACCREDITATION

The College as an institution of higher education is accredited by The Higher Learning Commission (HLC).

230 South LaSalle Street, Suite 7-500 • Chicago, IL 60604-1411
www.hlcommission.org
info@hlcommission.org
800-621-7440/312-263-0456

STATE APPROVALS

The College as an institution of higher learning is approved by the Illinois Board of Higher Education (IBHE) and the Missouri Department of Education.

NURSING PROGRAM

The baccalaureate degree in nursing/master's degree in nursing at Blessing-Rieman College of Nursing and Health Sciences is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The baccalaureate nursing program is approved by the Illinois Department of Financial and Professional Regulation (IDFPR) and is fully approved by the Missouri State Board of Nursing.

RESPIRATORY CARE PROGRAM

The Associate of Science in Respiratory Care Program, 200616, at Blessing-Rieman College of Nursing and Health Sciences in Quincy, Illinois, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

Accreditation status can be verified by contacting CoARC at:

CoARC

P.O. Box 54876

Hurst, TX 76054-4876

MEMBERSHIPS

The College is a member of the American Association of Colleges of Nursing, the National League for Nursing, the Illinois Council of Deans and Directors of Baccalaureate and Higher Degree Programs in Nursing, and the Missouri Association of Administrators of Baccalaureate and Higher Degree Programs in Nursing.

The College is a member of the American Association of College Registrars and Admissions Officers and the National Association of Student Financial Aid Administrators (NASFAA) as well as the Midwest Association of Student Financial Aid Administrators (MASFAA) and the Illinois Association of Student Financial Aid Administrators (ILASFAA).

PARENT ORGANIZATION

Blessing Hospital, the College's primary clinical site and parent organization, is licensed by the State of Illinois and accredited by DNV GL Healthcare. Clinical sites are licensed and/or certified.

DISTANCE EDUCATION

The College is a SARA approved institution. SARA is the acronym for the State Authorization Reciprocity Agreements. This agreement is voluntary whereby institutions, states, and U.S. territories choose to be members of the National Council State Authorization Reciprocity Agreements (NC-SARA). The purpose of NC-SARA is to ensure that SARA approved institutions, such as the College, incorporate national standards for interstate post-secondary distance education courses and programs.

SARA approval allows the College to enroll into its online programs (HIM, RN-BSN, and MSN) and courses any distance education student who resides or is stationed in NC-SARA member states and U.S. territories. Currently,

the College can enroll distance education students from all states and territories except California and the Commonwealth of Northern Mariana Islands (CNMI), which are not members of NC-SARA.

For online students, whether living in Illinois or a NC-SARA member state, the Illinois Board of Higher Education (IBHE) has the responsibility and authority to resolve complaints against Illinois institutions, including the College. The link to the IBHE Complain Process is <http://complaints.ibhe.org/>

FILING A COMPLAINT WITH AN ACCREDITING OR APPROVAL AGENCY

IBHE

The IBHE website (www.ibhe.org) includes an online complaint system. The system can be accessed from the IBHE home page under *File a Complaint Online*. The direct URL for this link is <http://complaints.ibhe.org>

The institutional complaint system page provides directions and explains the process for filing a complaint about the College. The purpose of the IBHE complaint system is to provide students assistance with unresolved complaints. Before filling the complaint, IBHE expects that students have made “all attempts to resolve the matter directly with the institution [Blessing-Rieman College of Nursing and Health Sciences].”

HLC

Students, faculty, staff, and members of the public may submit a complaint about an HLC-accredited or candidate institution. The complaint process is designed to identify substantive problems with an institution’s ability to meet the Criteria for Accreditation. Complaints are submitted using the form on the HLC website (www.hlcommission.org) under the Student Resources tab.

CONTACT INFORMATION

COLLEGE ADDRESS

Blessing-Rieman College of Nursing and Health Sciences
3609 N. Marx Drive
Quincy, Illinois 62305

COLLEGE PHONE NUMBERS

1-217-228-5520
1-800-877-9140

COLLEGE FAX NUMBERS

College: 1-217-223-4661
Financial Aid Offices: 1-217-223-1781
Registrar’s Office: 1-217-223-1781
Library: 1-217-223-6400
Student Services Offices: 1-217-223-1781

WEB ADDRESS

www.brcn.edu

NCLEX-RN PASS RATE, GRADUATION/RETENTION RATES, CRIME RATES DISCLOSURE STATEMENT

The following statistics can be obtained from the College's website or on request from the College.

- Licensure/certification exam pass rate.
- Graduation and retention rates.
- Campus Safety Report.

COLLEGE BOARD OF TRUSTEES

Mr. David Boster, Chair
Blessing Hospital Board of Trustees

Mr. Bill Daniels
President, Harborstone Group

Mrs. Reaugh Broemmel
Community Leader

Mrs. Nikki Cain
First Bankers Trust Company

Mrs. Norma McNay
Retired Professional Registered Nurse
Community Leader

Ms. Cathy S. Meckes
Owner, Care Coordination Concepts Inc.

Mr. Chuck Scholz
Attorney

Mrs. Maureen Kahn
President/CEO
Blessing Health System

Dr. Brenda Beshears
President/CEO
Blessing-Rieman College of Nursing and Health Sciences
(Ex-Officio)

Mr. Pat Gerveler
Senior VP/CFO
Blessing Health System
(Permanent Guest)

ADMINISTRATION AND STAFF

ADMINISTRATION

Jan Akright (2015)

Academic Dean
Associate Professor
Diploma, Burge School of Nursing
BSN, Hannibal-LaGrange College
MSN, University of Missouri- Columbia
PhD, University of Missouri- Columbia

Brenda Beshears (1991)

President/CEO
Professor
ASN, Hannibal-LaGrange College
BSN, Hannibal-LaGrange College
MS, Southern Illinois University-Edwardsville
PhD, University of Missouri-Columbia

Jenna Crabtree (2008)

Dean of Enrollment Management/Business Manager
BA, Concordia University Chicago
MBA, William Woods University

Karen Mayville (1982)

Administrative Coordinator - Accreditation
Professor
BSN, University of Wisconsin- Milwaukee
MSN, Marquette University
PhD, Capella University

STAFF

Lisa Berry (2014)

Public Services Librarian
BS, Quincy University

Nancy Campbell (2004)

Student Accounts Representative/Bursar
John Wood Community College

Rachel Cramsey (2004)

Registrar
BS, Culver-Stockton College
MBA, William Woods University

Julie Dietrich (2002)

Coordinator of Library Services, 2002
BS, Quincy University
MSLIS, Drexel University

Steve Downing (2010)

Network Administrator

Scott Geschwandner (2006)

Student Services Officer
BS, Quincy University

Debbie Giesing (2002)

Admission Counselor
AS, John Wood Community College
BA, Hannibal-LaGrange University

Carole Hackett (2012)

Registrar Assistant
John Wood Community College
Quincy University

Donna Hedrick (2001)

Administrative Assistant

Erin McHargue (2017)

Financial Aid Coordinator
BS, Hannibal-LaGrange University

Shantry Miller (2017)

Technical Services Librarian
BA, Northwestern College- Iowa

Sarah Mueller (2013)

Counselor
Quincy University, BA
St. Louis University, MSW

Heather Mutter (1998)

Admissions Counselor
BS, University of Arkansas

Karen Peter (2014)

Secretary

STAFF CONTINUED

Reta Richmond (2017)
Administrative Assistant
AAS, John Wood Community College

Jordan Smith (2015)
Support Center Analyst II/IT Help Desk
Western Illinois University

Kevin Williams (2017)
Admissions Counselor
BS, Quincy University
MBA, Quincy University

FACULTY

NURSING

Erica Alexander (2011)
Associate Professor
BSN, Blessing-Rieman College of Nursing and Health
Sciences/ Culver-Stockton College
MSN, Blessing-Rieman College of Nursing and Health
Sciences
PhD, University of Missouri-Kansas City

Jessica Bliven (2016)
Instructor
BSN, Blessing-Rieman College of Nursing and Health
Sciences/ Culver-Stockton College
MSN, Blessing-Rieman College of Nursing and Health
Sciences

Linda Burke (1998)
Assistant Professor
BSN, University of Connecticut
MSN, University of Southern Maine
Doctoral Studies, Nova Southeastern University

Sheila Capp (1984)
Professor
BSN, Olivet Nazarene College
MS, University of Missouri- Columbia
PhD, University of Missouri- Columbia

Ashley Darbyshire (2012)
Assistant Professor
BSN, Iowa Wesleyan College
MS-Nsg. Ed., Grand Canyon University

Kim Erskine (2017)
Assistant Professor
BSN, College of St. Catherine
MSN, Walden University

Debbie Fitzgerald (2017)
Assistant Professor
BSN, Blessing-Rieman College of Nursing and Health
Sciences/ Culver-Stockton College
MSN, Southern Illinois University- Edwardsville

Susan Grist (2012)
Assistant Professor
BSN, Central Methodist College
MS, University of Missouri- Columbia

Josey Harris (2012)
Assistant Professor
BSN, Blessing-Rieman College of Nursing and Health
Sciences/Culver-Stockton College
MSN, Blessing-Rieman College of Nursing and Health
Sciences

Erika Knuffman (2017)
Clinical Preceptor
BSN, Blessing-Rieman College of Nursing and Health
Sciences/Quincy University
Graduate Studies, Blessing-Rieman College of Nursing
and Health Sciences

NURSING FACULTY CONTINUED

Lisa King (2018)

Instructor
BSN, Blessing-Rieman College of Nursing and Health Sciences/Quincy University
MSN, Blessing-Rieman College of Nursing and Health Sciences

Jessica Loos (2017)

Instructor
ADN, John Wood Community College
BSN, Southern Illinois University- Edwardsville
MSN, Blessing-Rieman College of Nursing and Health Sciences

Susan McReynolds (2007)

Assistant Professor
BSN, Blessing-Rieman College of Nursing and Health Sciences/Culver-Stockton College
MS, Southern Illinois University- Edwardsville

Sarah Miller (2018)

Instructor
BSN, Blessing-Rieman College of Nursing and Health Sciences/Quincy University
MSN, Blessing-Rieman College of Nursing and Health Sciences

Lacey Peterson (2011)

Assistant Professor
BSN, Blessing-Rieman College of Nursing and Health Sciences/Culver-Stockton College
MSN, Blessing-Rieman College of Nursing and Health Sciences

Deborah Race (2010)

Associate Professor
BSN, Blessing-Rieman College of Nursing and Health Sciences/ Culver-Stockton College
MSN, University of Phoenix
PhDc, University of Missouri-Kansas City

Joan Ruhs (2011)

Assistant Professor
Diploma, Blessing Hospital School of Nursing
BSN, Blessing-Rieman College of Nursing and Health Sciences
MSN, Blessing-Rieman College of Nursing and Health Sciences

Marianne Schmitt (2005)

Assistant Professor
BSN, University of Illinois- Chicago
MS, University of Illinois- Chicago

Brandi Venvertloh (2011)

Associate Professor
BSN, Blessing-Rieman College of Nursing and Health Sciences/ Culver-Stockton College
MSN, Blessing-Rieman College of Nursing and Health Sciences
PhD, University of Northern Colorado

Debra Walton (1995)

Professor
Diploma, Blessing Hospital School of Nursing
BSN, Hannibal-LaGrange College
MS, Southern Illinois University- Edwardsville
PhD, St. Louis University

Lila Warning (2007)

Assistant Professor
BSN, Truman State University
MSN, Blessing-Rieman College of Nursing and Health Sciences

Christian White (2017)

Assistant Professor
BA, University of Iowa
MBA Western Illinois University
ADN, Southeastern Community College
BSN/MSN, Blessing-Rieman College of Nursing and Health Sciences

NURSING FACULTY CONTINUED

Rebecca White (2014)
Assistant Professor
BSN, Blessing-Rieman College of Nursing and Culver-Stockton College
MSN, Blessing-Rieman College of Nursing and Health Sciences

Jennie Whitlock (2017)
Assistant Professor
BSN, Blessing-Rieman College of Nursing and Quincy University
MSN, Grand Canyon University

Kimi Yuchs (2017)
Assistant Professor
BSN, Marycrest College
MAN, University of Iowa
DNP, University of Southern Indiana

HEALTH INFORMATION MANAGEMENT FACULTY

Kimberly Pitcher (2018)
Program Director
BA, Ashford University

Laura Triplett, MBA, RHIA (2018)
BS, Hannibal LaGrange College
MBA, William Woods University

RESPIRATORY CARE FACULTY

Danielle Lorensen (2015)
Assistant Professor
Director of Clinical Education
BS, University of Missouri- Columbia
MBA, Western Governors University

Mark Lotz (2014)
Assistant Professor
Program Director
BA, Ottawa University
St. Mary School for Respiratory Therapy
MSML, Western Governors University

EMERITUS

Pamela Brown
Professor
Diploma, Blessing Hospital School of Nursing
BSN, Quincy College
MS, Southern Illinois University-Edwardsville
PhD, Wayne State University

Arlis Dittmer (1988)
Librarian
Coordinator of Library Services
BA, University of Illinois
MA, Loyola University of Chicago
MALS, University of Missouri-Columbia

Beth Kenney
Assistant Professor
BSN, University of Missouri- Columbia
MSN, Saint Louis University

Carol Ann Moseley
Professor
Diploma, St. Mary's Hospital School of Nursing
BA, Phillips University
BA, Sangamon State University
MS, Northern Illinois University
PhD, Texas Woman's University

Ann O'Sullivan
Associate Professor
BS, Northern Illinois University
MS, Northern Illinois University

ACADEMIC CALENDAR 2019-2020

FALL 2019 SEMESTER

August

Thurs- Fri	15-16	BRCN required check-in days (3609 N. Marx Drive), 9:00 AM-12:00 PM
Fri	16	Sophomore Orientation, 3:00-5:30 PM
Mon	19	BRCN & QU classes begin (QU at 5:00 pm)
Mon-Tues	19-20	BRCN required check-in days (3609 N. Marx Drive), 9:00 AM-1:00 PM, 2:00-4:30 PM
Fri	23	BRCN last day to add/drop a course
Fri	23	BRCN Junior Skills Fair
Mon	26	CSC classes begin
Tues	27	QU last day to add/drop a course
Wed	28	Commitment to Care, 1:00 PM
Fri	30	CSC last day to add/drop a course

September

Mon	2	Labor Day - No classes at BRCN, CSC, QU
Mon	23	Last day to withdraw from a 1 st 8-week BRCN course

October

Fri	4	CSC Midterm
Mon	7	CSC Midterm Break - No Classes at CSC
Thurs- Fri	10-11	QU Fall Break - No Classes at QU
Fri	11	BRCN Midterm Break – No Classes at BRCN
Fri	11	1 st 8-week BRCN session ends
Mon	14	2 nd 8-week BRCN session begins
Mon	14	BRCN Midterm Grades Due (noon)
Fri	18	CSC last day to withdraw from 12-week course
Fri	18	Last day to add/ drop a 2 nd 8-week BRCN course
Fri	25	Research Day
Fri	25	QU last day to withdraw from full semester course

November

Mon	4	Last day to withdraw from a BRCN course
Mon	18	Last day to withdraw from a 2 nd 8-week BRCN course
Mon	18	CSC last day of 12-week session
Tues	19	CSC Reading Day
Wed- Fri	20-22	CSC Final Exams (12-week)
Sat- Sun	23-1	Thanksgiving Break No classes - BRCN, CSC, QU

December

Mon	2	CSC first day of 3-week session
Tues	3	CSC last day to add/drop a 3-week course
Fri	6	BRCN & QU Last day of classes
Mon-Thurs	9-12	BRCN & QU Final Exams
Fri	13	BRCN Commencement
Mon	16	BRCN Grades Due (8:00 AM)
Thurs	19	CSC Last day of 3-week session

SPRING 2020 SEMESTER

January

Mon	13	BRCN, CSC & QU classes begin, 8:00 AM
Fri	17	BRCN last day to add/drop a course
Fri	17	BRCN Junior Skills Fair
Mon	20	Martin Luther King Day - No classes BRCN, CSC, QU
Wed	22	QU last day to add/drop a course

February

Mon	17	Last day to withdraw from a 1 st 8-week course- BRCN
Mon	17	President's Day (No classes at QU until 5:00 PM)
Fri	28	CSC Midterm (Classes in session)

March

Sat-Sun	7-15	BRCN, CSC, QU Spring Break – No Classes
Mon	16	2 nd 8-week session begins - BRCN, QU
Fri	20	CSC last day to withdraw from 12-week course
Fri	20	BRCN last day to add/drop a 2 nd 8-week course
Fri	20	QU last day to withdraw from a full semester course
Mon	23	BRCN Midterm Grades Due (noon)

April

Mon	6	Last day to withdraw from BRCN course(s)
Thurs	9	CSC last day of 12-week session
Fri-Mon	10-13	Easter Break – No Classes BRCN, CSC, QU
Tues	14	CSC Reading Day
Wed-Fri	15-17	CSC Final Exams (12-week)
Mon-Tues	20-21	CSC Term Break- No Classes at CSC
Wed	22	CSC first day of 3-week session
Thurs	23	CSC last day to add/drop a 3-week course
Mon	27	Last day to withdraw from a 2 nd 8-week BRCN course

May

Fri	1	BRCN & QU last day of classes
Mon-Thurs	4-7	BRCN & QU Final Exams
Wed	6	BRCN Senior Grades Due (8:00 AM)
Fri	8	QU Baccalaureate
Fri	8	BRCN Commencement
Sat	9	QU Commencement
Mon	11	BRCN grades due (8:00 AM)
Wed	13	Last day of classes CSC 3-week
Fri	15	CSC Baccalaureate
Sat	16	CSC Commencement

TUITION AND FEES 2019-2020

BACCALAUREATE AND MASTERS NURSING PROGRAMS

Undergraduate Tuition (12-18 hours):
\$12,880/semester • \$25,760/year

Audit Fee per Credit Hour: \$429
Part Time or Overload per Credit Hour: \$858
Summer per Credit Hour: \$400

Sophomore Fees

- Lab Fee: \$200 per clinical course
- Testing Fee: \$350
- NSNA: \$35
- SNO: \$10

Junior and Second Degree Transfer 1 Fees

- Lab Fee: \$200 per clinical course
- Testing Fee: \$350
- NSNA: \$35
- SNO: \$10
- Technology Fee: \$200

Senior and Second Degree Transfer 2 Fees

- Lab Fee: \$200 per clinical course
- Testing Fee: \$350
- NSNA: \$35
- SNO: \$10
- Technology Fee: \$200

RN-BSN and MSN

- BSN Tuition per Credit Hour: \$575
- MSN Tuition per Credit Hour: \$675
- Distance Education Fee: \$150/semester,
\$450/year

Graduation Fees

- BRCN BSN: \$160.00
- BRCN MSN: \$200
- BRCN/CSC: \$ 285.00
- BRCN/QU: \$310.00

Course Fees

- NSG 489: Crucial Conversations, \$230.00
- NSG 402 & 405 only (Lobby Day Fee), \$25
- NSG 485: Stress Management, \$50.00
- NSG 498: Art of Nursing, \$50
- NSG 215: Health Assessment, \$105

Additional Charges

- Background Check: \$55
- Drug Screening: \$30
- Castlebranch Document Tracking: \$35

A2 Assessment Fee: \$47.00

ASSOCIATE DEGREE PROGRAMS

Respiratory Care Program

Tuition

- Full-time (12-18 credit hours): \$5,000/semester
- Part-time: \$358/credit

Additional Charges

- Background Check: \$55
- Drug Screening: \$30
- Castlebranch Document Tracking: \$35

Fees

- Lab Fees: \$100/ semester
- Course Fees: \$225/semester
- Testing Fees: \$147/semester
- Graduation Fee: \$160

A2 Assessment Fee: \$47.00

Total fees charged for 3 semesters: \$1,628.50

Total tuition and fees for 3 semester: \$16,628.50

Health Information Management (HIM) Program

Tuition

- Full-time: \$5,000/semester
- Part-time: \$417/credit

Additional Charges

- Background Check: \$55
- Drug Screening: \$30
- Castlebranch Document Tracking: \$35

Fees

- AHIMA VLab Subscription: \$100/annually
- Distance Education Fee: \$150/semester
- AHIMA Student Membership: \$45
- Graduation Fee: \$160

PART 2. PROGRAM CATALOG: CURRICULA AND COURSES

BACHELOR OF SCIENCE IN NURSING CURRICULA AND COURSES

GOALS/PURPOSES

The goals of the baccalaureate nursing program are to:

1. Prepare professional nurses to practice in multiple roles as part of the healthcare team in a variety of settings.
2. Prepare students to provide patient/client centered care with sensitivity and respect for the diversity of human experiences.
3. Develop leadership abilities and skills necessary to collaborate with others to positively influence healthcare.
4. Promote the personal and professional development of each student.
5. Provide a foundation for advanced educational preparation.

ELIGIBILITY TO TAKE THE NCLEX-RN LICENSURE EXAMINATION

Completion of degree requirements for the Bachelor of Science in Nursing degree does not guarantee eligibility to take the licensure examination (NCLEX-RN) to become a Registered Nurse (RN). In addition to completing the program, there are other requirements mandated by the state including, but not limited to, a minimum age and good moral character as evident by a criminal background check and/or references. Licensure requirements can be obtained from the State Board of Nursing or the Department of Professional Regulation of the state in which application for a license is being requested.

STATUTORY REQUIREMENTS FOR THE STATES OF ILLINOIS AND MISSOURI

The Nurse Practice Acts of Illinois and Missouri include criteria for eligibility to apply for licensure as a professional registered nurse. Regulations include statements about age, substance abuse, moral integrity, and conviction for criminal acts. Regulations mandate that students are informed of these regulations and show proof by signing a verification form. The form is obtained and returned to the College's Admissions Office before enrolling in the nursing program.

Section 335.066 (1) of the Missouri Nursing Practice Act

This act states:

The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

The Missouri Board of Nursing may refuse to issue or reinstate the professional registered nurse license for such causes as: a) use or unlawful possession of any controlled substance; b) use of an alcoholic beverage to an extent that such use impairs a person's ability to perform the responsibilities of a professional registered nurse; c) found guilty, or entered a plea of guilty or nolo contendere, for a criminal act associated with fraud, dishonesty, deception, misrepresentation, violence, or any offense involving moral turpitude, whether or not a sentence was imposed; d) use of fraud, deception, misrepresentation or bribery to secure a certificate, permit or license; e) displayed incompetence, misconduct, gross negligence, fraud,

misrepresentation or dishonesty in the performance of a professional registered nurse; f) willingly helped a person practice without a license, certificate, or permit; g) violated any professional trust or confidence; and h) failed to successfully complete an impaired nurse program.

CRIMINAL BACKGROUND QUESTIONS ON LICENSURE APPLICATIONS

Applying for RN licensure is completed online, and an application cannot be saved and retrieved at a later date for editing. Therefore applicants must be prepared to complete the entire application, attach or upload requested documents, and submit before leaving the website.

If the answer will be "yes" to the following two questions on the application, students are advised to collect the requested documents and have them ready to attach or upload when completing the online application for RN licensure.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? *If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*
2. Have you been convicted of a felony?

The above questions must be answered honestly and the requested documents must accompany the application. Failure to do so will result in disciplinary action by the state agency that regulates professional nursing.

MISSOURI LICENSURE APPLICANT RELEASE FORM

Policy

The College requests graduates applying for licensure in Missouri to complete the Graduate Nursing Authorization to Release Confidential Information – For Nursing Program form, in order for the College to access NCLEX results in the state of Missouri.

Scope

This policy applies to all the College's graduates applying for licensure in the state of Missouri.

Procedure

Students will receive the appropriate form from the Registrar's Office with their Missouri State Board of Nursing application for licensure. Students may complete the form with the application and return to the Registrar's Office. The Registrar will mail all documents to The Missouri Board of Nursing.

NURSING STANDARDS

The curriculum is founded on and incorporates the *AACN Essentials of Baccalaureate Education for Professional Nursing Practice*, the *ANA Scope and Standards of Nursing Practice*, and the QSEN initiatives. Individual courses also incorporate nursing standards and QSEN knowledge, skills, and attitudes specific to course content.

CURRICULUM FRAMEWORK

The curriculum framework is *Whole Person Nursing*. This framework provides a foundation for understanding the practice of nursing, focusing on the person as a whole be that person an individual, family or community. The central concern is human beings who require nursing care to promote, maintain and restore health or to provide comfort

for the dying. Each concept within the framework is introduced during the sophomore year of the nursing program and developed with increased complexity through the ensuing years.

PHILOSOPHY

We believe that a person is an integrated physiological, psychological, sociocultural, and spiritual being who interacts with the internal and external environment on a developmental continuum. Each person is unique, has inherent worth and potential for learning, personal growth, and wellness.

We believe health is a dynamic state of existence influenced by genetics, life style, and environment. Persons, families, and communities differ in the manner in which they perceive and value health and have the right to determine and participate in those activities that affect their health.

We believe nursing is the art and science of diagnosing and treating human responses to health experiences with the goals of protecting, promoting, and/or optimizing health. This includes the prevention of illness and injury, the alleviation of suffering, comfort for the dying, and advocacy in the care of individuals, families, and communities. Outcomes are achieved through an environment of collaboration and partnership with the whole person across both the health and developmental continuums. The goals of nursing are advanced when the environment is recognized as a major influence on health and health outcomes.

We believe teaching is a planned, creative, collaborative process in which the teacher and student co-create an environment that facilitates learning and enhances scholarship. Learning is the acquisition of knowledge, skills, and values that involves participation and self-direction. Learning is a lifelong process.

We believe baccalaureate nursing education is facilitated when the environment supports relationship based care and professional collaboration. Baccalaureate education requires courses in liberal arts, the natural, biological and behavioral sciences, and nursing. Nursing and non-nursing concepts are integrated in various ways throughout the program to provide an educational experience that promotes the professional and personal development of the student. We believe that professional and personal development involves a commitment to professional, college, and community service. This educational program is designed to stimulate students to develop clinical reasoning, communication skills, and an appreciation for human diversity. We believe baccalaureate nursing education prepares the professional nurse to practice in a dynamic environment and to address the future needs of nursing.

CURRICULUM OBJECTIVES

1. Provide professional nursing care for the whole person at the individual, family, and community/population levels to coordinate care and support health throughout the life span.
2. Integrate theoretical and empirical knowledge from nursing, the arts, the sciences, and the humanities into professional nursing practice
3. Use clinical reasoning to make decisions that promote health and prevent disease.
4. Provide high quality, safe nursing care that is evidenced base.
5. Use professional and therapeutic communications to collaborate and deliver high quality, safe patient/client centered care.
6. Incorporate the inherent values of altruism, autonomy, human dignity, integrity and social justice when meeting standards of professional nursing practice.
7. Accept responsibility and accountability for own nursing practice.
8. Use leadership skills in a variety of nursing roles and settings.
9. Use technology and information management tools to support safe practice and quality improvement.

**DEGREE PLAN FOR THE BASIC TRACK
STUDENTS ENTERING FALL 2019 IN THE JOINT PROGRAM WITH CULVER-STOCKTON COLLEGE**

General Education (26 hours)

FYE	100	First Year Experience	3	GED	101	Academic and Cultural Events*	1
PED	100	Introduction to Fitness	1	EXP	101	Intro to Experiential Learning	3
ENG	101	Writing for Thinkers	3	EXP	301	Problem Based Learning	3
ENG	202	Intro. to Research	3				
COM	115	Fundamentals of Speech	3			Intercultural Understanding (met with NSG 409)	
REL	1XX	Religion	3			Quantitative Literacy (met with MAT 205)	
ART	1XX	Fine Arts (ART, MUS, THE)	3			Science (met with BIO 210)	
						Social Science (met with PSY 101)	
						Humanities (met with PHI 304)	

Support Courses (27 hours)

BIO	210	Human A & P I**	4	PSY	101	Introductory Psychology	3
BIO	211	Human A & P II	4	PSY	200	Lifespan Development	3
BIO	260	Microbiology	4	MAT	205	Elementary Statistics	3
BIO	310	Pathophysiology	3	PHI	304	Ethics	3

Electives (10 hours)

Nursing or Non-nursing electives

Nursing Courses (61 hours)

NSG	201	Fund. Of Nutrition	2	NSG	322	Maternal and Child Nsg	6
NSG	206	Fund. of Nursing I	3	NSG	402	Advanced Nsg Concepts	5
NSG	207	Fund. of Nursing II	3	NSG	404	Fund. of Evid. Based Nsg Pract.	3
NSG	209	Pharmacology I	1	NSG	405	Leadership in Nursing	5
NSG	211	Pharmacology II	2	NSG	407	Gero. & Chronic Illness	2
NSG	215	Health Assessment	3	NSG	409	Comm/Population Health	5
NSG	304	Psych./Mental Health	4	NSG	427	Professionalism	2
NSG	320	Nursing Concepts I	4	NSG	428	Trans. To Prof. Practice	1
NSG	321	Nursing Concepts II	6	NSG	XXX	Nursing Electives	4

TOTAL: 124 Semester Credit Hours

*Must attend 24 ACE events and leadership lectures by graduation.

**Students with an ACT score of 18 or below must first take an introductory biology course, which may extend the length of this degree plan.

Part-time students and students returning following withdrawal are held to any changes in the curriculum.

**SAMPLE CLASS SCHEDULE FOR THE BASIC TRACK
STUDENTS ENTERING FALL 2019 IN THE JOINT PROGRAM WITH CULVER-STOCKTON COLLEGE**

Semester I				Semester II				
				Freshman				
BIO+	210	A & P I***	4	BIO++	211	A & P II	4	
COM	115	Fundamentals of Speech	3	ENG	101	Writing for Thinkers	3	
EXP	101	Intro to Experiential Learning	3	XXX		Fine Arts	3	
FYE	100	First Year Experience	3	PSY	200	Lifespan Development	3	
PSY	101	Introductory Psychology	3	XXX		Elective	2	
				PED	100	Introduction to Fitness	1	
			Total Hours	16			Total Hours	16
				Sophomore				
NSG	209	Pharmacology I	1	NSG	201	Fundamentals of Nutrition	2	
NSG	206	Fundamentals of Nursing I	3	NSG	207	Fundamentals of Nursing II	3	
NSG	215	Health Assessment	3	NSG	211	Pharmacology II	2	
REL	10X	Religion	3	BIO	260	Microbiology	4	
ENG	202	Introduction to Research	3	XXX		Elective	3	
XXX		Elective	3					
			Total Hours	16			Total Hours	14
<i>CSC students must use their CSC travel study grants/scholarships during their freshman or sophomore year. The College provides additional travel student grants to support the junior or senior year.</i>								
				Junior				
NSG	320	Nursing Concepts I	4	NSG	304	Psych/Mental Health Nursing	4	
NSG	322	Maternal and Child Nursing	6	NSG	321	Nursing Concepts II	6	
PHI	304	Ethics	3	BIO	310	Pathophysiology++	3	
NSG	XXX	Nursing Elective	2	MAT	205	Elementary Statistics	3	
			Total Hours	15			Total Hours	16
				Senior				
NSG	402	Advanced Nursing Concepts	5	NSG	405	Leadership in Nursing	5	
NSG	404	Fund. of Evid. Based Nsg. Pract.	3	NSG	407	Gero. & Chronic Illness	2	
NSG	409	Comm/Population Health	5	NSG	427	Professionalism	2	
NSG	XXX	Nursing Elective	2	NSG	428	Trans. to Prof. Practice	1	
GED	101	Academic & Cultural Events	1	EXP	301	Problem Based Learning	3	
				XXX		Elective	2	
			Total Hours	16			Total Hours	15

TOTAL: 124 Semester Credit Hours

(One hour of academic credit is awarded after student attends 24 ACE events)

+ Offered Fall Semester only ++ Offered Spring Semester only

*** Students with an ACT score of 18 or below must first take an introductory biology course; which may extend the length of this degree plan

Part-time students and students returning following withdrawal are held to any changes in the curriculum plan.

**DEGREE PLAN FOR THE BASIC TRACK
STUDENTS ENTERING FALL 2019 IN THE JOINT PROGRAM WITH QUINCY UNIVERSITY**

If a course or requirement is waived, e.g. a transfer course for fewer hours than stated on the degree plan is accepted for credit for a required course, the difference in credit hours must be taken as nursing or non-nursing electives, so the total hours required remain 124. Students must take ENG 111 and ENG 112, plus 2 other Writing Enriched (W:) courses, one that must be in their major. This requirement is met with NSG 404 and NSG 407. *Part Time students and students returning following withdrawal are held to any changes in the curriculum.*

	Hrs		Hrs
A. University Courses		G. Support Courses (26 hours)	
Global Course (G): met with TRS 116		BIO 282: Human A&P I	4
Diversity Course (D): met with NSG 409		BIO 283: Human A&P II	4
		BIO 232: Microbiology	3
D:/G courses: One needs to be at least at the 200 level. Global course will be waived if student has spent one semester abroad.		BIO 354: Pathophysiology	3
		MAT 150: Basic Statistics	3
		PHI 323: Bioethics	3
		PSY 100: Intro. to Psychology	3
		PSY 236: Child Psych or Growth/Dev.	3
B. Written/Oral Communication (9 hours)		H. Electives (13 hours)	
ENG 111: Composition	3	Nursing or Non-nursing Electives	13
ENG 112: Composition & Texts	3		
COM 101: Fund. of Public Speaking	3		
C. Philosophy/Theology/Ethics (6 hours)		I. Major Courses (61 hours)	
TRS 116: Western Religious Traditions	3	NSG 201: Fundamentals of Nutrition	2
TRS XXX Theology	3	NSG 206: Fundamentals of Nursing I	3
Philosophy (met by support course requirement)		NSG 207: Fundamentals of Nursing II	3
Ethics (met by support course requirement)		NSG 209: Pharmacology I	1
		NSG 211: Pharmacology II	2
		NSG 215 Health Assessment	3
D. Humanities/Fine Arts (6 hours)		NSG 304: Psych/Mental Health Nursing	4
ENG 2XX Literature (200 level)	3	NSG 320: Nursing Concepts I	4
Art, Music, Theatre , or Film	3	NSG 321: Nursing Concepts II	6
		NSG 322: Maternal and Child Nursing	6
E. Social Sciences (3 hours)		NSG 402 : Advanced Nursing Concepts	5
HIS XXX History	3	NSG 404: Fund. of Evidence Based Nursing Practice	3
		NSG 405: Leadership in Nursing	5
F. Natural Science/Mathematics		NSG 407: Gero. and Chronic Illness	2
Science (met by support course requirement)		NSG 409: Comm/Population Health	5
Mathematics (met by support course requirement)		NSG 427: Professionalism	2
		NSG 428 Trans. to Practice	1
		NSG XXX Nursing Electives	4

TOTAL: 124 Semester Credit Hours

Credit for some courses is available through testing: consult the Quincy University Registrar.

Part-time students and students returning following withdrawal are held to any changes in the curriculum

Students are also required to complete the "Quincy University Service Learning requirement." See QU catalog for more details.

**SAMPLE CLASS SCHEDULE FOR THE BASIC TRACK
STUDENTS ENTERING FALL 2019 IN THE JOINT PROGRAM WITH QUINCY UNIVERSITY**

Students must take ENG 111 and ENG 112, plus 2 other Writing Enriched (W:) courses, one that must be in their major. This requirement is met with NSG 404 and NSG 407. D:/G: courses: one needs to be at least at the 200 level and one at the 300 level or above. Global course will be waived if student has spent one semester abroad.

<u>Semester I</u>				<u>Semester II</u>					
				Freshman					
BIO	282	Human A & P I+	4	BIO	283	Human A & P II ++	4		
ENG	111	Composition	3	ENG	112	Composition & Texts	3		
HIS	XXX	History	3	GED	XXX	Fine Arts	3		
PSY	100	Intro to Psychology	3	COM	101	Fund. of Public Speaking	3		
TRS	116	Western Religious Traditions	3	PSY	236	Child Psychology	3		
			Total Hours	16				Total Hours	16
				Sophomore					
NSG	206	Fundamentals of Nursing I	3	NSG	201	Fundamentals of Nutrition	2		
NSG	209	Pharmacology I	1	NSG	207	Fundamentals of Nursing II	3		
NSG	215	Health Assessment	3	NSG	211	Pharmacology II	2		
GED	XXX	Electives	3	GED	XXX	Elective (NSG or non-NSG)	3		
TRS	XXX	Theology	3	ENG	2XX	Literature (200 level)	3		
BIO+	232	Microbiology	3	GED	XXX	Elective (NSG or non-NSG)	3		
			Total Hours	16				Total Hours	16
				Junior					
NSG	320	Nursing Concepts I	4	NSG	304	Psych/Mental Health Nursing	4		
NSG	322	Maternal and Child Nursing	6	NSG	321	Nursing Concepts II	6		
NSG	XXX	Nursing Elective	2	BIO	354	Pathophysiology++	3		
PHI	323	Bioethics	3	MAT	150	Basic Statistics++	3		
			Total Hours	15				Total Hours	16
				Senior					
NSG	402	Advanced Nursing Concepts	5	NSG	405	Leadership in Nursing	5		
NSG	404	Fund. of Evid. Based Nsg. Pract.	3	NSG	407	Gero. and Chronic Illness	2		
NSG	409	Comm/Population Health (D)	5	NSG	427	Professionalism	2		
GED	XXX	Elective (NSG or non-NSG)	2	NSG	428	Trans. to Prof. Practice	1		
				GED	XXX	Elective (NSG or non-NSG)	2		
				NSG	XXX	Nursing Elective	2		
			Total Hours	15				Total Hours	14

TOTAL: 124 Semester Credit Hours

+Offered Fall Semester only ++Offered Spring Semester only +++Must be taken concurrently

Part-time students and students returning following withdrawal are held to any changes in the curriculum plan.

DEGREE PLAN FOR SECOND DEGREE STUDENTS ENTERING SUMMER 2019

General Education Courses (18 hours)*		Support Courses (26 hours)	
Composition and Text I	3	General/Intro to Psychology	3
Composition and Text II	3	Human Growth & Dev. Psychology	3
Fundamentals of Speech	3	Ethics	3
Fine Arts – Any	3	Statistic	3
Humanities – History, Literature, Philosophy, etc.	6	Anatomy & Physiology I	4
		Anatomy & Physiology II	4
		Microbiology	3
		Pathophysiology	3

*Met through general education requirements of Bachelor’s degree institution.

Electives (6 hours)

Choose 6 hours from the following:

Political Science, Economics, Religion, Sociology, Foreign Language, Chemistry, Physics

Electives (13 hours)

13 hours of any electives

Nursing Courses (61 hours)

NSG 201	Fund. Of Nutrition	2	NSG 322	Maternal and Child Nsg	6
NSG 206	Fund. of Nursing I	3	NSG 402	Advanced Nsg Concepts	5
NSG 207	Fund. of Nursing II	3	NSG 404	Fund. of Evid. Based Nsg Pract.	3
NSG 209	Pharmacology I	1	NSG 405	Leadership in Nursing	5
NSG 211	Pharmacology II	2	NSG 407	Gero. & Chronic Illness	2
NSG 215	Health Assessment	3	NSG 409	Comm/Population Health	5
NSG 304	Psych./Mental Health Nursing	4	NSG 427	Professionalism	2
NSG 320	Nursing Concepts I	4	NSG 428	Trans. To Prof. Practice	1
NSG 321	Nursing Concepts II	6	NSG XXX	Nursing Electives	4

TOTAL: 124 Semester Credit Hours

Part-time students are held to any changes in the curriculum.

Note: If a course or requirement is waived, the hour credit requirement is added under Electives: Nursing or Non-Nursing.

**SAMPLE CLASS SCHEDULE FOR
SECOND DEGREE TRANSFER STUDENTS ENTERING SUMMER 2019**

This option is for individuals who have a baccalaureate undergraduate (BA or BS) and/or graduate degrees in other fields. Students who have a previous degree may be able to complete the program in approximately 2 years. **Bold courses below must be completed before enrolling in any nursing course.**

Anatomy and Physiology I	4 hours	Speech	3 hours
Anatomy and Physiology II	4 hours	Composition and Text I	3 hours
Microbiology	3 hours	Composition and Text II	3 hours
Intro to Psychology	3 hours	Ethics	3 hours
Human Growth and Development or Dev. Psy or Child Psy	3 hours		

Other Requirements (may be taken at any time prior to graduation): Humanities (6 hours), Fine Arts (3 hours), Electives as listed on other side (19 hours).

First Year

Summer - Semester I							
NSG	204	Science of Pharmacology	3				
NSG	215	Health Assessment	3				
NSG	216	Fund. of Nursing Care	4				
			Total Hours	10			
Fall - Semester II				Spring – Semester III			
NSG	201	Fundamentals of Nutrition	2	NSG	304	Psych./Mental Health Nursing	4
NSG	320	Nursing Concepts I	4	NSG	321	Nursing Concepts II	6
NSG	322	Maternal and Child Nursing	6	NSG	XXX	Nursing Elective	2
			Statistics	3	Pathophysiology		3
			Total Hours	15	Total Hours		15

Second Year

Fall - Semester IV				Spring – Semester V			
NSG	402	Advanced Nursing Concepts	5	NSG	405	Leadership in Nursing	5
NSG	404	Fund. of Evid. Based Nsg. Pract.	3	NSG	407	Gero. and Chronic Illness	2
NSG	409	Comm/Population Health (D)	5	NSG	427	Professionalism	2
NSG	XXX	Nursing Elective	2	NSG	428	Trans. to Prof. Practice	1
			NSG	XXX	Nursing Elective	2	
			Total Hours	15	Total Hours		12

TOTAL: 124 Semester Credit Hours

**DEGREE PLAN FOR RN-BSN
STUDENTS ENTERING 2019-2020**

(40 hours must be 300 level or above; and 30 hours must be from a 4-year college or university;
30 hours must be earned from the College)

General Education Courses (15 hours)

Composition and Text I	3
Composition and Text II	3
Fundamentals of Speech	3
Fine Arts/Humanities	6

Support Courses (24 hours)

General/Intro to Psychology	3
Human Growth & Dev. Psychology	3
Ethics	3
Statistics	3
Anatomy & Physiology I	4
Anatomy & Physiology II	4
Microbiology	4

Electives (21 hours)

Students must take 21 hours of electives of which 10 credits are 300/400 level courses.
These courses are of your choosing.

Articulated Nursing Courses (30 hours)

Nursing Courses (30 hours)

NSG 308 *	Conceptual Basis	3
NSG 309	Health Assessment through the Lifespan	3
NSG 410 *	Evidence Directed Nursing Practice	3
NSG 411	Applied Pathophysiological Concepts	5
NSG 412	Management and Leadership Concepts	4
NSG 413	Community Health Concepts	4
NSG 414	Health Policy	3
NSG XXX	Nursing Electives	5

* Indicates courses completed during the Blessing Hospital nurse residency program.

TOTAL: 120 Semester Credit Hours

Part-time students are held to any changes in the curriculum.

Note: If a course or requirement is waived, the hour credit requirement is added under Electives: Nursing or Non-nursing.

SAMPLE CLASS SCHEDULE FOR RN-BSN STUDENTS ENTERING 2019-2020

Students may in start any 8-week session.

Summer

NSG 308: Conceptual Basis (3) *

Fall Semester

1st 8-weeks

NSG 410: Evidence Directed Nursing Practice (3) *

2nd 8-weeks

NSG 412: Management and Leadership Concepts (4)

Spring Semester

1st 8-weeks

NSG 413: Community Health Concepts (4)

2nd 8-weeks

NSG 414: Health Policy (3)

Summer

Session I

NSG 309: Health Assessment through the Lifespan (3)

Session II

NSG 411: Applied Pathophysiological Concepts (5)

NSG Electives (5 hours)

The student may choose which term to complete these 5 hours.

* Indicates courses completed during the Blessing Hospital nurse residency program.

TOTAL: 120 Semester Credit Hours

BSN BASIC TRACK REQUIRED NURSING COURSES

See the Culver-Stockton College or Quincy University College catalog for non-nursing course descriptions.

NSG 201: Fundamentals of Nutrition (2 hours) The science of nutrition course covers fundamental nutritional concepts throughout the lifespan, menu modifications based on dietary and cultural needs, contemporary problems associated with nutrition, nutrition solutions during health alterations, and application of the nursing process to patient-centered nutritional care of the whole person. Upon course completion, students will be able to safely apply basic nutritional concepts to patient care situations related to health promotion and health altering conditions. Prerequisites: Admission to the nursing major, or consent of instructor. (Offered every semester. May be distance education.)

NSG 206: Fundamentals of Nursing I (3 hours) This course introduces the student to the diverse nature of professional nursing. The Whole Person Nursing framework is introduced as an organizing framework for nursing practice. Students are guided in use of therapeutic communication and development of basic nursing skills derived from theoretical principles and concepts. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in laboratory and clinical settings. Prerequisites: Admission to the nursing major.

NSG 207: Fundamentals of Nursing II (3 hours) This course focuses on the application of Whole Person Nursing and expands on interprofessional and therapeutic communication and collaboration. Emphasis is placed on the development of skills related to health promotion and disease prevention of adults experiencing health alterations.

The use of evidence based practice and the nursing process guide the development of clinical reasoning and content application. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in laboratory and clinical settings. Prerequisites: NSG 206. Prerequisite or concurrent: NSG 201 and 215; and Microbiology. (Offered every semester)

NSG 209: Fundamentals of Pharmacology I (1 hour) This course will focus on the introduction of pharmacologic agents as an intervention to promote, maintain, or restore health across the life span. An introduction to concepts such as pharmacotherapeutics, pharmacodynamics, pharmacokinetics, and principles of drug administration will be presented. Basic calculations necessary to safely administer medications will be mastered upon successful completion of the course. Emphasis will be placed upon the individualization of drug therapies based on the unique physiological, psychological, sociocultural, and spiritual needs of the recipient. Prerequisites: Admission to the nursing major, or permission of instructor. (Offered every semester)

NSG 211: Fundamentals of Pharmacology II (2 hours) This course focuses on the use of pharmacologic therapies as interventions to promote, maintain, and/or restore health. Pharmacotherapeutics, pharmacodynamics, pharmacokinetics, and principles of drug classifications and safe medication administration will be studied. The nursing process as related to pharmacologic therapies is examined. Prerequisites: NSG 206 and 209, or permission of instructor. (Offered every semester)

NSG 215: Health Assessment (3 hours) This course focuses on the assessment component of nursing care. The course integrates the elements/skills of health and physical assessment with the College's curriculum framework of Whole Person Nursing. Assignments focus on acquiring assessment skills, exploring the biological-psychosocial-spiritual basis of assessment, developing a systematic method for completing comprehensive assessments across the lifespan, and examining the role of clinical reasoning as part of the assessment process. Emphasis is placed on skill acquisition. Prerequisite: Admission to the nursing major. (Offered every semester)

NSG 304: Psychiatric/Mental Health Nursing (4 hours) This course focuses on individuals and families throughout the lifespan who are experiencing varying states of mental health. The environmental influences affecting the mental health of the individual are examined within the context of the family and/or community. The use of self within the nurse/patient relationship is emphasized as the foundation for communication and therapeutic nursing interventions. Interprofessional collaboration with other health team members and/or community resources is explored as a way to address the needs of the whole person/family using various treatment modalities. Prerequisites: NSG 201, 206, 207/216, 209, 211, and 215; Human Growth & Development or Child Psychology; and Speech or Interpersonal Communications.

NSG 320: Nursing Concepts I (4 hours) This course focuses on the growth and development and health of the middle-aged through older adults and their families within the Whole Person Nursing Framework. The experience of these individuals and families with acute and chronic responses to health will be examined in the context of health promotion, illness, and health management. The concepts that will be covered include biopsychosocial responses to illness, fluid and electrolyte imbalances, acid-base alterations, care of the perioperative patient, mobility, sensation, digestion, protection, and excretion. Application of competencies related to nursing assessment, diagnosing, planning, implementation, and evaluation will be expected. Prerequisites: NSG 201, 206, 207/216, 209, 211, and 215; Human Growth & Development or Child Psychology; and Speech or Interpersonal Communications.

NSG 321: Nursing Concepts II (6 hours) This course focuses on the growth and development and health of the young adult through older adults and their families within the Whole Person Nursing Framework. The experience of individuals and families with acute and chronic responses to health are examined in the context of health promotion, illness, and health management. Concepts include immune response, oxygenation, cardiac perfusion, metabolism, and hematology. Application of competencies related to nursing assessment, diagnosing, planning, implementation, and evaluation take place in the clinical acute care setting and the community. Prerequisites: NSG 201, 206, 207/216,

209, 211, and 215; Human Growth & Development or Child Psychology; and Speech or Interpersonal Communications.

NSG 322: Maternal and Child Nursing (6 hours) This course applies the Whole Person Nursing Framework to the care of children, childbearing women, and their families. Emphasis is on the unique needs of these individuals and families along the health and developmental continuums. Students participate as a member of the interprofessional health team to promote, maintain, or restore health with common, acute and chronic health responses with the childbearing and childrearing experiences. The focus of clinical is the practice of these concepts in the acute care and community settings. Clinical also provides the opportunity to develop the professional nursing roles. Prerequisites: NSG 201, 206, 207/216, 209, 211, and 215; Human Growth & Development or Child Psychology; and Speech or Interpersonal Communications.

NSG 402: Advanced Nursing Concepts (5 hours) This course focuses on applying Whole Person Nursing to persons experiencing complex multisystem health problems. Pathophysiological concepts and principles related to complex, multisystem health problems are analyzed. Nursing care principles and standards related to high acuity situations are emphasized. Clinical experience occurs in the acute, subacute, home and community settings. Prerequisites: Successful completion of all nursing 300 courses; English Comp II; Pathophysiology; and completed the junior level standardized assessment exam. Pre-requisite or concurrent: Nursing 404.

NSG 404: Evidence-Based Nursing Practice (3 hours) This course introduces students to the research process as an integral link between theory and practice. Legal, moral, and ethical questions relative to research and use of human subjects are explored. Scientific inquiry, synthesis of literature, critical analysis of published nursing research, and appraisal of evidence for nursing practice are emphasized. Prerequisites: NSG 304, 320, 321, and 322; Statistics; English Composition II; Ethics; and senior standing. (Writing Enriched Course)

NSG 405: Leadership in Nursing (5 hours) The focus of this course is on the leadership role of the professional nurse as a provider, manager and coordinator of care in a variety of settings. The emphasis is on developing leadership skills and abilities needed to collaborate with others to positively influence healthcare. Professional values, teaching-learning principles, effective communication, and leadership/management skills are emphasized and evaluated through group assignments and clinical experiences. Clinical reasoning, prioritization, delegation and the provision of high quality, safe patient centered care are essential components of this advanced clinical experience. Students are expected to evaluate personal, professional and peer development. Strong emphasis is as well practice peer evaluation and mentoring of underclass students. Prerequisites: NSG 402 and 404.

NSG 407: Gerontological Nursing and Chronic Illness Management (2 hours) Gerontological Nursing and Chronic Illness Management will provide an overview of gerontology and the subspecialty of Gerontological nursing. The diagnosis, management, and effects of chronic illness will be explored. The importance of cultural diversity will be examined in relation to its impact on the life trajectory. The inclusion of Quality and Safety Education for Nurses (QSEN) standards will expand the students understanding of strategies in caring for older adults. Prerequisite or concurrent: Senior standing. (Writing Enriched Course) (Offered via distance education)

NSG 409: Community and Population Health Nursing (5 hours) This course offers an introduction to principles and concepts of community health nursing throughout the lifespan. Coordination and use of community resources are stressed to ensure quality, accessibility, cost effectiveness and continuity of health care. Clinical experiences are provided in official and private agencies, school systems, and other health care delivery systems with an emphasis on population-focused care. Family nursing is explored through a family assessment. Prerequisite or concurrent: Senior standing and NSG 404.

NSG 427: Professionalism (2 hours) This course provides the student with the opportunity to explore professional concepts within the discipline of nursing. The internal and external environmental influences, including a culturally diverse society that shaped the evolution of nursing are appraised. The student is challenged to expand his or her knowledge by analyzing legal and ethical parameters of nursing practice. Professional contemporary nursing is placed within the context of a global and ever-changing health care environment. The student will develop tools and skills to prepare them for seeking employment (resume, cover letter, interviewing skills). Prerequisite or concurrent: Senior standing and NSG 402.

NSG 428: Transition to Professional Practice (1 hour) This capstone experience provides the student the opportunity to synthesize knowledge and skills from the curriculum and to integrate them into an individualized clinical nursing experience. In the capstone experience, the student participates in a professional mentorship experience. If the student is taking another clinical course(s) and receives a clinical failure in that course, the student may not continue in the capstone experience and will be withdrawn from NSG 427. Prerequisite or concurrent: Senior standing and NSG 402.

BSN SECOND DEGREE REQUIRED NURSING COURSES

NSG 204: Science of Pharmacology (3 hours) This course will focus on the use of pharmacologic agents as an intervention to promote, maintain, or restore health. Pharmacotherapeutics, pharmacodynamics, pharmacokinetics, and principles of drug administration will be studied. Prerequisites: Anatomy and Physiology I & II, or permission of instructor.

NSG 216: Fundamentals of Nursing Care (4 hours) This clinical course utilizes the whole person nursing framework and expands communication and nursing process skill to guide nursing practice. The focus is on the development of health promotion and care of adults experiencing uncomplicated health alterations. Scientific knowledge from nursing, physiological and psychological theories and other support courses is the basis for planning, implementing, and evaluating the outcomes of nursing actions. Prerequisite: Acceptance into the second degree program. Concurrent: NSG 215.

Course descriptions for NSG 201, 215, 304, 320, 321, 322, 402, 404, 405, 407, 409, 427, and 428 are under BSN Basic Track Required Nursing Courses.

RN-BSN REQUIRED NURSING COURSES

NSG 308: Conceptual Basis (3 hours) This course explores the concepts of professional nursing. The rich heritage, professional role development and history of nursing are emphasized. Current theories and models of professional nursing are compared and contrasted with BRCN's Whole Person Nursing Framework. Issues and trends that affect Evidence Based Practice and challenges for the future are discussed. Prerequisite: Acceptance into the RN-BSN program or permission of the course instructor. (Offered distance education.)

NSG 309: Health Assessment through the Lifespan (3 hours) This course focuses on the assessment component of nursing care. The course integrates the elements/skills of health and physical assessment with the college's curriculum framework of Whole Person Nursing. Assignments focus on expanding assessment skills, examining the biological-psychosocial-spiritual basis of assessment, developing a systematic method for completing comprehensive assessments across the lifespan, and using clinical reasoning as part of the assessment process. Emphasis is placed on incorporating these principles into current practice. Prerequisite: Acceptance into the RN-BSN program or permission of the course instructor. (Offered distance education.)

NSG 410: Evidence Directed Nursing Practice (3 hours) This course will focus on building a sound working knowledge of research methods, as well as making clinical decisions using the best available research evidence, clinical expertise and patient preferences. Prerequisite: Statistics and acceptance into the RN-BSN program. (Offered distance education.)

NSG 411: Applied Pathophysiological Concepts (4 hours) This course offers an in-depth analysis of pathophysiological concepts related to patients experiencing complex, multisystem health imbalances. Comprehensive, whole person nursing care for individuals and their families across the lifespan is emphasized. Prerequisite: Acceptance into the RN-BSN program or permission of the course instructor. (Offered distance education.)

NSG 412: Management and Leadership Concepts (5 hours) The focus of this course is on the leadership/management role of the professional nurse as a change agent, educator, manager, and professional role model in an every-changing society. Synthesis of leadership/management principles and concepts are incorporated into the professional practice role of the nurse to accomplish group goals and to assume the leadership role in managed care health delivery systems. The course includes experiential learning that provides students the opportunity to apply coursework to clinical work as a registered nurse. Prerequisite: Acceptance into the RN-BSN program or permission of the course instructor. (Offered distance education.)

NSG 413: Community Health Concepts (4 hours) This course offers an introduction to principles and concepts of community health nursing throughout the lifespan. Coordination and use of community resources are stressed to ensure quality, accessibility, cost effectiveness and continuity of health care. The course includes experiential learning that provides students the opportunity to apply coursework to clinical work as a registered nurse. Prerequisite: Acceptance into the RN-BSN program or permission of the course instructor. (Offered distance education.)

NSG 414: Health Policy (3 hours) This is an introductory course in health policy and politics for nurses. Political activism as it relates to the nursing care of patients is explored within the context of contemporary health care delivery and financing in the United States. Application of the concepts of policy and politics are applied to the workplace, professional nursing organizations, community, and government. More specifically, the student is challenged to learn how to take action for advocacy and to recognize how the nurse, individually and through professional organizations, can influence and shape health policy to improve patient care outcomes. This course also focuses on the investigation and analysis of health care and nursing practice issues in both national and international arenas. Students explore personal issues and trends in health care, nursing practice, education, and research in a global society. The student will examine these issues to detect the influence of both individual and global cultures. Prerequisite: Acceptance into the RN-BSN program or permission of the course instructor. (Offered distance education.).

Nursing Electives

See course descriptions under BSN Nursing Electives.

BSN NURSING ELECTIVES

A nursing elective is a study of specific issues not offered in other nursing courses or subjects covered with more depth than in the general nursing curriculum. These courses are offered when a sufficient number of students request a course. An elective course may be offered only once or only when requested by a sufficient number of students. Some electives are routinely offered every year.

NSG 280: Medical Terminology(2 hours) This course is designed for anyone desiring a background in the language of medicine and health care. The course is presented utilizing a system of learning medical terms from root words, combining forms, prefixes and suffixes. At the completion of this course the student will be able to recognize, build, define, and correctly spell medical terms. Prerequisites: None. (Open to all majors. Maybe distance education.)

NSG 380: Health Assessment (2 hours) This course offers RN and upper-division students the opportunity to expand their skills in adult Whole Person health and physical assessment. Whole Person health and physical assessment focuses on physiological, psychological, sociocultural, and spiritual data, and includes a health history, physical examination, and analysis of diagnostic data. Whole Person Nursing is used as the foundation framework for health assessment principles and skills. Emphasis is placed on incorporating principles and skills into current practice of clinical courses. Individualized practice provides students with the opportunity to focus their experiences in areas of greatest need as well as clinical preference. Prerequisites: RN or upper-division standing. (Maybe distance education.)

NSG 391: Core Concepts I (5 hours) This course emphasizes the core concepts of nursing practice. Students analyze previous personal performance and develop an individualized success and action plan. Students are expected to use critical thinking processes to apply core concept knowledge and principles to clinical situations. The diagnosis and treatment of human responses to health experiences is emphasized. Students will incorporate diagnostic findings, pharmacological and nutritional interventions, as well as growth and development stages into patient plans of care. Prerequisites: Successful completion of sophomore courses, or permission of the instructor.

NSG 470: Professional Nursing Internship (1 hour) A Professional Nursing Internship is defined as an authentic in-depth, learning experience, which take place outside of the classroom and is characterized by (1) exposure to situations not generally acquired in the classroom or regular clinical setting, (2) supervision by a recognized authority in the field, (3) academic guidance from a faculty member, and (4) evaluation of the internship. The internship is an organized program that occurs in an appropriate health care agency such as a hospital, nursing home, clinic or other approved setting. The student works under the supervision of a registered professional nurse to gain knowledge and to refine and advance their skill level. Prerequisites: NGPA 2.7 GPA; employer acceptance into an internship program and advisor approval.

NSG 471: Diabetes through the Lifespan (2 hours) This course provides an overview of diabetes care through the life span. The course will utilize the College's Whole Person framework to plan interventions to promote, maintain, or restore the dynamic state of diabetes health. (May be distance education.)

NSG 472: Cognitive Concepts: Strategies for Success (2 hours) This course emphasizes a multifaceted approach to program completion and NCLEX preparation. This course combines cognitive behavioral techniques, metacognitive strategies, test taking strategies, and simulated NCLEX experience with practice questions. This course will incorporate the development of an individualized success plan. Prerequisite: Successful completion of the sophomore level. Prerequisite: Successful completion of NSG 402.

NSG 473: Gerontology: Concepts of Care (3 hours) This course will assist the student to develop judgment and notice what is happening by assessing the person's functional status as well as the strengths, resources, needs, cultural traditions, wishes, and expectations of the older adult and caregiver. Instructor and student use evolving, evidence based geriatric knowledge, technology, and best practices to encourage a spirit of inquiry and provide competent care for the older adult. This elective includes classroom, lab, and clinical. Prerequisite: RN enrolled in the RN-BSN program.

NSG 474: Performance Improvement for Nursing (2 hours) Emphasizing hospital operational improvements, nursing practice, and physician medical practices, this course focuses on the application of Lean Six Sigma in the healthcare industry. Utilization of Lean Six Sigma methodologies showing significant results that can be obtained will be

demonstrated. The course will include applications to approach clinical practice with a process improvement mentality, preparing to adjust as Healthcare evolves. Prerequisite: NSG 404.

NSG 475: MONA Convention (2 hours) This course examines current and emerging issues affecting nurses, nursing practice, patient care, and strategies for thriving in the health care workforce. Students will attend the Missouri Nurses Association Biennial Convention, which includes continuing education sessions, House of Delegates meetings, issues, research, and finance forums. Prerequisite: Junior, senior, LPN, or RN status; or with permission of the instructor.

NSG 476: Nursing Informatics (2 hours) This course offers an introduction to the dynamic field of nursing informatics. Students will learn about the use of technology in providing nursing care including documentation, communication (including social media), decision support tools, and telenursing. Students will also explore the use of nursing informatics for professional education and career management and the future of nursing informatics. Prerequisites: Admission to the nursing major.

NSG 479: Core Concepts III (2 hours) This course emphasizes the core concepts of nursing practice and examines closely the clinical reasoning students need to apply knowledge and principles in clinical situations. Students will also analyze previous personal performance and develop an individualized success and action plan. In addition, students will explore the diagnosis and treatment of human responses to health experiences. Students will integrate diagnostic findings, pharmacological and nutritional interventions, as well as growth and developmental stages into case studies while analyzing the steps of the nursing process for evidence-based care. Analysis of test taking skills and strategies for improvement are also an integral part of this course. Prerequisites: Successful completion of junior level courses; permission of course instructor.

NSG 480: Independent Study (1 hour) The purpose of the independent study is to allow students to increase knowledge in an area of particular interest and/or carry out a research project to receive academic credit. Students in good academic standing may earn academic credit through the completion of independent study. A maximum of two credits may be earned during the academic career at the College of Nursing. Independent studies are offered at the discretion of the student, faculty member, and administration. Each credit hour awarded requires a minimum of fifteen hours of study. Prerequisites: Consent of instructor.

NSG 481: Critical Care Nursing (2 hours) This course offers the senior student an opportunity for in-depth study of critical care nursing of clients with the more common medical/surgical crisis situations. Emphasis is placed on synthesizing the pathophysiology, assessment findings, and treatment of selected imbalances of critically ill clients. Prerequisite: NSG 402 or consent of instructor.

NSG 482: Faith Community Nursing (2 hours) This course focuses on the nursing scope and standards of practice of parish nursing. The past, present, and future of parish nursing are explored. Major concepts of holistic nursing care, spirituality and spiritual assessment, prayer and healing are analyzed in the parish nurse role. Community resources, team building, complementary methods of caring, and stress management are discussed. Prerequisite: Upper-division standing or consent of instructor. (Maybe offered distance education.)

NSG 483: Patient Education (2 hours) This course offers the student an opportunity for in-depth study and application of the teaching/learning process to promote, maintain, and/or restore health. Emphasis is placed on using learning theories and nursing literature to provide patient education when giving Whole Person Nursing. Prerequisite: Upper-division standing. (Maybe offered distance education.)

NSG 484: Spirituality in Health Care (2 hours) This course will focus on: the person as a spiritual being; the concept of spirituality and its relationship to health care; the role culture and religious beliefs play in a person's; spirituality,

spiritual growth and support in health care; and ethical issues and research in providing spiritual support in health care. Prerequisites: None. (Open to all majors. Maybe offered distance education.)

NSG 485: Stress Management (2 hours) This course will focus on non-pharmacological methods of stress management. The whole person approach to wellness will be emphasized and the class will be conducted in an interactive and experiential framework. The student will analyze the stresses in his or her own life and develop a plan to manage stress effectively. There will be presentations and activities in areas such as music, massage, meditation, water exercise, aroma, relaxation, guided imagery, cognitive-behavioral techniques, dance/movement, physical exercise, nutrition, communication, spirituality, and others as determined by the class. The student, using principles and techniques learned in the course, will conduct a primary level health promotion activity with a(n) individual or group of their choice. Prerequisites: None.

NSG 486: Integrative Nursing: Incorporating Complementary and Alternative Health Practices into Person Centered Care (3 hours) This course will examine the current evidence underlying traditional and emerging complementary and alternative health practices that support whole person healing. The student will explore and integrate biomedical approaches with evidence-informed integrative therapies and healing practices to promote the health and well-being of people, families and communities. The foundations of integrative nursing, methods to optimize wellbeing, symptom management and integrative nursing applications will be addressed. Prerequisites: None. (Open to all majors. Maybe offered distance education.)

NSG 487: Research Practicum (1 hour) This course provides hands on experience in the research process. Students will select a research study and become part of the research team participating in the design development, literature searches, data collection, data entry, data analysis, and presentation preparation. Prerequisites: Computer requirement and NSG 404, or permission of instructor.

NSG 489: Selected Topics in Nursing These courses, which are studies of selected issues not covered in other nursing courses or subjects covered with more depth than the general nursing curriculum, are offered at the discretion of the faculty and at the request of a sufficient number of students to justify a course offering. Selected topics courses may or may not be offered more than once.

The Bedside Scientist Institute (3 hours) This course introduces the bedside scientist to the research process. It is designed to help the nurse find, understand, and use clinical research. Legal, moral, and ethical questions relative to research and the use of human subjects are explored. Scientific inquiry, synthesis of the literature, critical analysis of published literature, and development of a bedside scientist project are emphasized.

End of Life: Concepts of Care (3 hours) This course explores holistic concepts and interventions that are essential for caregivers to utilize in assuring quality end of life care. An interdisciplinary focus is the framework for understanding the needs and issues that patients and caregivers face at the end of life. Historical perspectives of death and dying will provide the foundation for an examination of current issues in hospice and palliative care. The experiential project will provide the student the opportunity to apply concepts examined during this course.

Health Policy Summit (1 hour) This course examines current and emerging issues affecting nurses, nursing practice, patient care, and strategies making a difference in the workplace. Students will attend the AACN Student Policy Summit, which includes continuing education sessions, visits to Capitol Hill, and networking forums.

Service Learning for Life with Travel to Dominican Republic (3 hours) This course will explore professional nursing service and volunteering responsibilities/opportunities/ activities that are a part of our human civic duty. Students will identify their personal areas of service interest locally and develop a service activity to support that cause. Students will also study the cultural beliefs, healthcare needs, and community resources of the people of the central mountain region of the Dominican Republic prior to traveling to that location for a week-long service learning adventure. Reflective journaling, as well as other means of reflection and written assignments, will be utilized throughout this course for evaluation of learning through service. An 8 day/7night trip to the Dominican Republic for experiential/service learning is required for this course. Travel expenses and fees are not included in tuition and fees.

Caring for the Culturally Diverse Client (3 hours) The focus of this course is to begin developing the knowledge and skills necessary to competently care for culturally diverse populations. The course will cover topics that include age, race, gender orientation, socio-economic status, nationality, and disabilities. Healthy People 2020 will be the framework used for exploring health care needs of culturally diverse populations.

NSG 490: Genetics in Nursing (3 hours) Scientific knowledge in human genetics has expanded significantly in the last decade larger due to the Human Genome Project. This course will increase the ability of a professional nurse to think genetically when approaching a clinical situation or problem that may not appear to be genetic in nature. The course will examine basic mechanisms of inheritance and transmission of chromosomes and genes, understanding of genetic contributions to human diversity, and information about common inherited genetic disorders and conditions. Prerequisite: Introduction to Biology or consent of the instructor. (Open to all majors. Maybe distance education.)

NSG 491: Usui System of Reiki Natural Healing (1 hour) This course will prepare the student to become a Reiki practitioner at the First and Second Degree Level, explore the ways in which the student uses the self as a therapeutic instrument and explore the uses of Reiki in the clinical setting as well as for personal growth and self-healing. Prerequisites: None.

NSG 492: Core Concepts II (1 hour) This course focuses on review of core concepts of nursing in preparation for the HESI exam for graduating seniors. In addition to review of pertinent content and curriculum, students will also review test-taking strategies, learning styles, and stress reduction techniques in order that they may be better prepared for standardized testing such as HESI and NCLEX. Prerequisites: Concurrent enrollment in NSG. 405 and students preparing to take the HESI prior to graduating; or permission of instructor.

NSG 495: INA Convention (2 hours) This course examines current and emerging issues affecting nurses, nursing practice, patient care, and strategies for thriving in the health care workforce. Students will attend the Illinois Nurses Association Biennial Convention, which includes continuing education sessions, House of Delegates meetings, issues, research, and finance forums. Prerequisite: Junior, senior, LPN, or RN status; or with permission of the instructor.

NSG 496: Skin and Wound Care (2 hours) This course provides an overview of skin and wound care thru the life span. Interventions in this course will focus on patient centered care, safe patient care, quality assessments and the search of enhanced skin care though evidenced based care and informatics. The course will utilize BRCN's Whole person framework to plan interventions to promote, maintain, or restore the dynamic state of skin health (alterations in skin integrity). Prerequisites: Junior or senior nursing student, or permission of instructor. (Maybe distance education.)

NSG 497: Forensic Nursing (2 hours) This course is designed to introduce the student to the specialty practice area of forensic nursing. Forensic nursing is the application of nursing science to the administration of justice. The course will incorporate principles of assessment and interviewing with those of investigation, evidence collection, and

documentation within the scope of nursing practice. Prerequisite: Junior, senior, LPN, or RN status; or with permission of the instructor. (Maybe offered distance education.)

NSG 498: The Art of Nursing (3 hours) Students will have the opportunity to do an intensive exploration of a patient’s “holistic experience of being” that will culminate into a unique artistic expression depicting the patient as interpreted by the student. A variety of mediums in the arts and humanities will be explored to guide the student in finding the art form that would be most representative of their patient. A 3 day/2 night trip to Chicago for experiential learning is required this course. Travel expenses and fees are not included in tuition and fees. Prerequisite: Junior or senior standing.

MASTERS OF SCIENCE IN NURSING CURRICULA AND COURSES

The College confers the Master of Science Degree in Nursing (MSN) through its own graduate program. The purpose of this program is to prepare registered nurses for roles in nursing administration and nursing education. In conjunction with Culver-Stockton College, students may enroll in master’s level business courses to also earn the Masters of Business Administration (MBA).

GOALS OF THE MSN PROGRAM

The MSN Program’s goals are to:

- Prepare professional nurses to practice as nurse administrators or nurse educators.
- Graduate masters-prepared professional nurses who can competently function as a member, leader, and change agent within an interdisciplinary team of healthcare providers or educators.
- Make the commitment to enhance the personal and profession development of each MSN student.
- Provide a foundation for the doctorate degree in nursing, PhD or DNP.

MSN PROGRAM PHILOSOPHY

Students in the MSN program are expected to develop sophisticated and complex skills beyond the baccalaureate program. At the graduate level, emphasis is placed on students critically analyzing facts and theories. Students will make collaborative judgments based on nationally accepted quality measures and benchmarks in the practice setting, ensuring quality healthcare outcomes. In addition, students will synthesize innovative solutions to problems. All MSN students are expected to:

- Critically and independently think.
- Employ efficient and effective search strategies to locate reliable sources of evidence.
- Critically appraise original research related to their area of interest.
- Master the competencies for the role as nurse administrator or nurse educator.
- Substantially contribute to their course of study.
- Apply concepts, principles, and theories to create original work.
- Appreciate the values of and champion the principles of the QSEN initiative in all care settings.

NURSING STANDARDS

The curriculum is founded on and incorporates the *AACN Essentials of Master’s Education in Nursing* (2011) and the QSEN initiative. The curriculum and individual courses incorporate the *ANA Scope and Standards of Nursing Practice*, *ANA Code of Ethics*, *ANA Scope and Standards for Nurse Administrators*, and the *National League for Nursing Scope of Practice for Academic Nurse Educators*.

CURRICULUM FRAMEWORK

The MSN Program curriculum reflects a commitment to the College's curriculum framework, Whole Person Nursing, and therefore core courses focus on developing an in-depth understanding of the framework's concepts.

OVERVIEW OF THE PROGRAM AND CURRICULUM

The MSN program is part-time whereby students enroll in 6 to 8 credit hours of nursing courses per semester, completing the program in approximately two calendar years.

Graduate Curriculum

The graduate curriculum incorporates two areas of content: core and the functional area. All master's degree nursing students complete all core courses regardless of their chosen functional area.

Core courses provide foundational content that is essential for all students who pursue a master's education, providing course work in nursing theory, nursing science, research, health policy, informatics, and professional role development. Core courses also provide content in Whole Person Nursing care, providing advanced content in health assessment, pathophysiology, and pharmacology as well as content in health promotion and disease prevention. Functional area courses provide content essential for students who are pursuing an advanced nursing role in nursing administration or nursing education, providing didactic and hands-on learning experiences with these roles.

The required total number of graduate semester credit hours is 44 for those students who chose to complete the thesis. For those students who chose to complete a project, the required total number of semester credit hours to graduate is 42.

Courses Delivery

The delivery of courses involves distance education using the Internet. For those courses that are synchronous involving participation by video streaming, courses will be scheduled to facilitate the working student. Whether the course is synchronous or asynchronous, students are expected to meet deadlines for online discussions as learning experiences are enhanced by group interaction.

MSN PROGRAM OUTCOMES

The following outcomes are based on the assumption that graduate education builds on a baccalaureate nursing education, expanding his or her knowledge in depth and scope. Therefore, at the completion of the program, the student will:

1. Applies and integrates theories and research findings from nursing and other fields to plan, deliver, manage, and evaluate patient-centered care.
2. Demonstrates a strong theoretical foundation in Whole Person Nursing when promoting health, preventing illness, maintaining and restoring health, and maximizing the function of individuals, families, and communities.
3. Exerts a leadership role with creating effective working relationships that use ethical and critical decision making and a systems approach to promote high quality, safe patient care.
4. Uses informatics and quality improvement methods, tools, performance measures, standards, and principles to continuously improve quality and safety within the organization.
5. Uses research and best evidence with clinical expertise as the basis for making educational, clinical, and organizational decisions that resolve problems, effect change, improve nursing practice, and improve the safety and quality of health care.

6. Uses patient-care, information, and communication technologies to integrate, coordinate, deliver, and enhance patient care.
7. Uses policy development processes and advocacy strategies at the system level to influence decisions that affect clinical practice, health care delivery, and nursing education.
8. Functions as a leader not only in the profession but in the health care system, advancing health and nursing care as well as influencing regulatory, legislative, and public policy in the private and public sectors.
9. Serves as a member and leader within interprofessional teams, communicating, collaborating, consulting, and promoting shared decision-making to achieve safe, quality patient care.
10. Integrates new knowledge, functions, and activities into one's professional nursing practice to implement interventions that influence healthcare outcomes for individuals, families, communities, populations, or systems.

**DEGREE PLAN – MSN PROGRAM
FOR STUDENTS ENTERING JUNE 2019**

Core Courses (31 - 33 hours)

NSG 501: Nursing Theory and Nursing Science	2
NSG 503: Professional Role Development and Principles of Advanced Practice	2
NSG 505: Statistic for the Health Professional	2
NSG 507: Advance Health Assessment	3
NSG 508: Advance Physiology/Pathophysiology	3
NSG 509: Advanced Pharmacology	3
NSG 511: Advanced Evidence Based Research	1
NSG 513: Research Methods for the Nurse Scientist	3
NSG 514: Population-based Health Promotion and Disease Prevention	2
NSG 515: Advanced WPN Practicum	2
NSG 516: Nursing Informatics and Practice	2
NSG 601: Health Policy	2
NSG 690: Nursing Project I or NSG. 692: Nursing Thesis I	2 or 3
NSG 691: Nursing Project II or NSG 693: Nursing Thesis II	2 or 3

Functional Area (Track) Courses (11 hours)

Nurse Administrator Courses

NSG 602: Nursing Systems and Models of Care Delivery	3
NSG 604: Economics in Health Care and Nursing Services	3
NSG 606: Organizational Cultural and Behavioral Patterns	3
NSG 615: Nurse Administrator Practicum I	1
NSG 617: Nurse Administrator Practicum II	1

Nurse Educator Courses

NSG 603: Theoretical Foundations of Teaching and Learning	3
NSG 605: Theoretical Foundations of Curriculum and Course Design	3
NSG 607: Assessment and Evaluation in Nursing Education	3
NSG 616: Teaching Practicum	2

TOTAL 42 – 44 Semester Credit Hours

COURSE SCHEDULE – MSN PROGRAM FOR STUDENTS ENTERING JUNE 2019

Year 1: Core for All MSN Students

<u>Summer 2019</u>	<u>Fall 2019</u>	<u>Spring 2020</u>
<ul style="list-style-type: none"> • NSG 501: Nursing Theory and Nursing Science (2) • NSG 505: Statistic for the Health Professional (2) • NSG 511: Advanced Evidence Based Research (1) 	<ul style="list-style-type: none"> • NSG 503: Professional Role Development and Principles of Advanced Practice (2) • NSG 508: Advance Physiology/ Pathophysiology (3) • NSG 513: Research Methods for the Nurse Scientist (3) 	<ul style="list-style-type: none"> • NSG 514: Population-based Health Promotion and Disease Prevention (2) • NSG 516: Nursing Informatics and Practice (2) • NSG 515: Advanced WPN Practicum (2)
Total Hours: 6	Total Hours: 8	Total Hours: 6

Year 2: Immersion in Track and Research/Project Experience

<u>Summer 2020</u>	<u>Fall 2020</u>	<u>Spring 2021</u>
<ul style="list-style-type: none"> • NSG 509: Advanced Pharmacology (3) • NSG 601: Health Policy (2) • NSG 602: Nursing Systems and Models of Care Delivery (3) <p>OR</p> <ul style="list-style-type: none"> • NSG 603: Theoretical Foundations of Teaching and Learning (3) 	<ul style="list-style-type: none"> • NSG 507: Advance Health Assessment (3) • Nsg. 606: Organizational, Cultural, and Behavioral Patterns (3) and NSG 615: Nurse Administrator Practicum I (1) <p>OR</p> <ul style="list-style-type: none"> • NSG 605: Theoretical Foundations of Curriculum and Course Design (3) • NSG 690: Nursing Project I (2) <p>OR</p> <ul style="list-style-type: none"> • NSG 692: Nursing Thesis I (3) 	<ul style="list-style-type: none"> • NSG 604: Economics in Health Care and Nursing Services (3) and Nsg. 617: Nurse Administrator Practicum II (1) <p>OR</p> <ul style="list-style-type: none"> • NSG 607: Assessment and Evaluation in Nursing (3) and Nsg 616: Teaching Practicum (2) • NSG 691: Nursing Project I (2) <p>OR</p> <ul style="list-style-type: none"> • NSG 693: Nursing Thesis II (3)
Total Hours: 8 for both tracks	Total Hours: Nurse Administrator: 9-10 Nurse Educator: 8-9	Total Hours: Nurse Administrator: 6-7 Nurse Educator: 7-8

TOTAL 42 – 44 Semester Credit Hours

**COURSE REQUIREMENTS FOR THE MSN/MBA DUAL DEGREE
FOR MSN STUDENTS ENTERING JUNE 2019**

Pre-requisites

- Bachelor’s degree.
- Principles of Accounting I and II

Required Courses Transferred From The College

- NSG 604: Econ in Health Care and Nursing Services (3)
- NSG 506: Quantitative Research Methods and Stats (3)
- NSG 606: Org. Cultural and Behavioral Patterns (3)
- NSG 601: Health Policy (2)
- NSG 690/691 Capstone (4) OR NSG 692/693 Capstone (6)

Required Courses From Culver-Stockton College *

- BUS 515: Global Marketing Strategy (3)
- BUS 540: Legal Environment (3)
- ACT 555: Financial Reporting and Analysis (3)
- ACT 556: Managerial Accounting Decision Making (3)
- BUS 530: Human Resource Management (3)

*These courses can be taken concurrently with nursing courses or completed after earning the MSN.

Contact the Admission’s Office at Culver-Stockton College to learn more about the MBA Program. See the Culver-Stockton MBA Handbook at www.culver.edu for more information.

MSN NURSING CORE COURSES

NSG 501: Nursing Theory and Nursing Science (2 hours) This course provides an overview of the relationship between philosophy, theories or conceptual frameworks, and nursing science. Concepts will be analyzed relative to their use in theory building. Students are expected to conduct an in-depth analysis of a major nursing theory or conceptual framework. Appreciation of the role nursing theory development plays in providing a basis for scientific inquiry is emphasized. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 503: Professional Role Development (2 hours) This course provides an overview of social role theory and explores its relevance to professional role development. Gender differences are explored within an historical context. A history of advanced nursing practice role development is reviewed, and emerging roles in advanced practice are critiqued. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 505: Statistic for the Health Professional (2 hours) A general overview of statistical methods commonly used by the nurse scientist to conduct and analyze research is provided. The emphasis is for the student to conceptually understand and apply statistical concepts and methods to the interpret research data. The specifics of the course will include: understanding the data through the use of descriptive statistics and underlying principles of statistical inference; and statistical methods including Chi-Square, McNemar, Kruskal-Wallis, the Wilcoxin, Friedman, Mann-Whitney U, *t*-tests, ANOVA, Correlation, and Regression. Additionally, students have the opportunity to collect data and to enter that data into SPSS and analyze the data using SPSS. Pre-requisites: Undergraduate research and undergraduate statistics or permission of the instructor.

NSG 507: Advance Health Assessment of the Whole Person (3 hours) This course is designed to develop cognitive and physical assessment skills with differential diagnosing, going beyond the basic history and physical examination. The course builds and expands students’ basic preparation with health assessment, focusing on the concept of a specific chief complaint rather than the generic head-to-toe assessment, focused history, key questions, focused physical examination, laboratory and diagnostic studies, and diagnostic reasoning. The course also addresses the

assessment of the psychological, sociocultural, developmental, and spiritual dimension of the whole person across. Although the emphasis of the course is the adult, assessment issues across the lifespan are also discussed. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 508: Advance Physiology/ Pathophysiology (3 hours) A concepts approach using quality improvement methods will be used to examine in depth physiological processes across the lifespan. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 509: Advanced Pharmacology (3 hours) This course encompasses an in-depth analysis of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics for broad categories of pharmacological agents. Pharmacogenomic considerations, lifespan development, and cultural issues are explored relative to safe drug choice and effective medication management. Evidence based drug regimens to manage common health alterations are reviewed. The impact of information technology, healthcare system changes and economics on pharmacotherapy are examined within the context of patient-centered care. Issues and trends in pharmacotherapy are explored along with the legal and ethical considerations. The course also focuses on the application of pharmacotherapeutics used by nurse practitioners in the management of health problems. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 511 Advanced Evidence Based Research (1 hour) This course explores the current state of the science regarding evidence based nursing practice congruent with the Quality and Safety Education Initiatives (QSEN). The student is introduced to the role of evidence based practice in graduate nursing practice. Students will employ health research methods and processes to explore evidence based literature to answer focused clinical questions. Students will critically appraise original research and evidence summaries related to their area of practice. They will describe how clinical expertise and patient/family/ community values are incorporated into clinical decision-making. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 513: Research Methods for the Nurse Scientist (3 hours) This course focuses on interpreting, designing, and conducting research studies based on quantitative and qualitative methodology. Students use established criteria to critique published quantitative research studies with emphasis on application for evidence-based practice. Students explore research studies in the qualitative paradigm for application to clinical practice. Students promote a research agenda for evidence that is needed in their area of practice. They suggest health research methods and processes to explore current nursing and related healthcare problems in their personal area of interest and complete a quantitative research proposal. Pre-requisites: NSG 505 or graduate statistics.

NSG 514: Population-based Health Promotion and Disease Prevention (2 hours) This course focuses on population-based health, health promotion, and disease prevention. Health promotion theories and models, health determinants, health literacy, national health goals, and evaluation and measurement of health promotion in the primary and acute care setting are examined. Basic principles of epidemiology and quality improvement models will be described. As an outcome of the course, students will have the knowledge and skills to develop a health promotion plan for a specific population that is evidence-based and will meet local and/or national outcomes for health. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 515: Advanced WPN Practicum (2 hours) This practicum gives students the opportunity to integrate and practice concepts from NSG 514 and earlier course work. Emphasis is placed on planning practicum experiences that integrate foundational Whole Person Nursing concepts with advanced assessment and clinical decision making with the management of a selected population. Students are expected to log 120 hours of practice time. Students entering the nurse educator track must spend a concentrated time in the nursing specialty that they wish to teach so they are prepared to teach that specialty. Pre-requisites or concurrent: NSG 514.

NSG 516: Nursing Informatics and Practice (2 hours) This course covers a broad understanding of data systems and their impact on the delivery of quality patient care and patient safety. Concepts include the role of nursing in informatics with reviewing, monitoring, improving and evaluating health care services; use of computer technology for clinical documentation, communication, and workflows; problem identification; project implementation; and best practices. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 601: Health Policy (2 hours) This course focuses on national and state health policy in relation to the U.S. health system within the context of global health policy. A key behavior is to develop your voice as a nurse. Students explore the broader aspects of health policy processes and development. Key policies are analyzed and critiqued in order to recognize inherent assumptions. Students also develop an action framework for challenging existing health policies or in creating new policies. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 690: Nursing Research Project I (2 hours) During this directed study, each student is expected to develop a formal written proposal for an individual scholarly project. Each student provides a brief overview of their scholarly project to the Committee they have constituted. See the Thesis/Project policy for guidelines. Pre-requisites: MSN program student and completion of the graduate core courses.

NSG 691: Nursing Research Project II (2 hours) Students will complete their individual project during this directed study. Each student will complete the project according to the guidelines set forth in the Master's Thesis/Project Policy and the agreements made with their project committee. Authorship of a journal article will be negotiated between the advisor and student with the student being the first author. Pre-requisites: NSG 690.

NSG 692: Nursing Research Thesis I (3 hours) During this directed study, each student is expected to develop a formal written proposal for an individual research thesis and obtain IRB approval for the research. Pre-requisites: MSN program student and completion of the graduate core courses.

NSG 693: Nursing Research Thesis II (3 hours) Students will complete their research thesis during this directed study and successfully complete the Thesis Examination (See Thesis Guidelines). Pre-requisites: NSG 692.

NSG 694: Nursing Research Thesis/Project Continuous Enrollment (1 hour) Students who need to be continuously enrolled in either thesis or project to complete degree requirements are to be enrolled in this course. "Authorship of a journal article will be negotiated between the advisor and student with the student being the first author."

FUNCTIONAL AREA: NURSE ADMINISTRATOR COURSES

NSG 602: Nursing Systems and Models of Care Delivery (3 hours) This course provides a comprehensive overview of nursing systems and models of care delivery within the United States and other countries. Critical assessment of nursing and healthcare outcomes management and assessment provides a framework for the judicious use of current best evidence in making system and care delivery decisions. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 604: Economics in Health Care and Nursing Services (3 hours) This course provides an introduction to accounting and financial management, within the health-care industry. Students are expected to critically read and/or analyze financial reports, cost behavior, profit analysis, cost allocation, pricing and servicing decisions, managerial accounting, planning and budgeting, time value analysis and financial risk. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 606: Organizational Cultural and Behavioral Patterns (3 hours) This course provides insight into organizational culture and behavior patterns by analyzing individual and group behavior within a variety of work place settings. Key issues such as perceptions, attitudes, stress, conflict, negotiations, group dynamics, team building, and managing

change are emphasized. Students are expected to discern workplace dynamics, and plan change to enable organizational success through increasing job satisfaction and productivity. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 615: Administration Practicum I (1 hour) This 45 hour practicum focuses on the nursing administrator's role in providing quality nursing care in an environment of reduced resources. Practicum faculty and students will develop individual plans to increase knowledge and skills through a variety of experiences focusing on:

1. Critically reading and analyzing financial reports.
2. Cost behavior.
3. Profit analysis.
4. Cost allocation.
5. Pricing and servicing decisions.
6. Managerial accounting.
7. Planning and budgeting.
8. Time value analysis.
9. Financial risk.

NSG 617: Administration Practicum II (1 hour) This 45 hour practicum focuses on the nursing administrator's role in assessing and leading cultural change within a health care organization. Practicum faculty and students will develop individual plans to increase knowledge and skills through a variety of experiences focusing on:

1. Healthy culture.
2. Assessment of culture.
3. Managing people in an evolving organization.
4. Managing social and organizational processes.
5. Ethical decision making.

FUNCTIONAL AREA: NURSE EDUCATOR COURSES

NSG 603: Theoretical Foundations of Teaching and Learning (3 hours) The course examines learning experiences and teaching strategies for the classroom, lab/simulation, Internet, and clinical setting. Learning theories, student characteristics, and the roles of the nurse educator and nursing student are explored. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 605: Theoretical Foundations of Curriculum and Course Design (3 hours) The course provides a beginning theoretical foundation in curriculum and course design. The course examines the history and future of nursing education, analyzing the influence of past, present, and future professional, health, societal, and educational trends on curriculum content. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 607: Assessment and Evaluation in Nursing Education (3 hours) The course explores the assessment and evaluation of nursing education. Issues with measuring student learning, identifying clinical competency, minimizing grade inflation, meeting accreditation standards, evaluating program effectiveness, assessing clinical reasoning, and evaluating safety are examined. Students will learn to construct evaluative instruments such as tests, clinical evaluation tools, and rubrics. Issues and ethical decision-making with student behavior, performance, plagiarism, and cheating will be discussed. Pre-requisites: Acceptance into the MSN Program or permission of the instructor.

NSG 616: Teaching Practicum (2 hours) This practicum gives students the opportunity to integrate clinical knowledge with the role, responsibilities, and activities of the nurse educator, be it in academia, staff development, or patient education. For students wishing to teach in a specialty area, they are expected to log 120 hours of practice time in that area. Concurrent or course pre-requisites: NSG 603, 605, and 607.

ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT CURRICULUM AND COURSES

The Health Information Management (HIM) Program is a new program for the College, receiving Higher Learning Commission (HLC) approval in July 2018. The program will seek accreditation from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in 2019. According to CAHIIM policy, the College cannot begin the process towards accreditation until six months before the first graduating class. The timeline for accreditation will include a pre-application assessment in October 2019, candidacy status in November 2019, a self-assessment in December 2019, and a site visit by CAHIIM reviewers sometime between March and May 2020.

The program is designed to be completed in three semesters and the total semester credit hours is 64. General education requirements are completed at other regionally accredited institutions of higher education and transferred into the program. HIM courses are completed at the College.

HEALTH INFORMATION MANAGEMENT MISSION STATEMENT

The mission of the College's Health Information Management Program is to offer the highest quality of education in a learning environment that fosters critical thinking, encourages professional leadership, and instills a strong appreciation of ethical values and human diversity. The program emphasizes an assurance of accessibility, accuracy, availability, integrity, and security of protected health information. Following the standards established by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and the AHIMA Code of Ethics, the curriculum provides students with the opportunity to develop the knowledge, skills, and attitudes necessary to be outstanding health information management specialists.

HEALTH INFORMATION PROGRAM PURPOSE

The purpose of this program is to prepare graduates with demonstrated competence in the cognitive (knowledge), technological (skills), and affective (behavior) learning domains of health information management in an environment created to improve the health of our community.

HEALTH INFORMATION PROGRAM GOALS

- Prepare health information graduates to serve in multiple roles, following ethical principles as part of the healthcare team in a variety of settings.
- Prepare students to preserve, protect, and secure health information with sensitivity and respect for the inherent dignity and worth of every person.
- Develop leadership abilities and skills necessary to collaborate with others to positively influence healthcare, advocating for appropriate uses of information resources across the healthcare ecosystem.
- Promote the personal and professional development of each student.
- Provide a foundation for advanced educational preparation.
- Advance health information management knowledge and practice through continuing education, research, publications, and presentations.

CURRICULUM FRAMEWORK

The curriculum framework is Whole Person. This framework provides a foundation for understanding the practice of health information management, focusing on the person as a whole be that person an individual, family or community. The central concern is human beings who requirement management of health information data.

**DEGREE PLAN FOR THE HIM PROGRAM
ENTERING FALL 2019**

General Education (9 hours)	Hrs	Support Courses (11 hours)	Hrs
Fundamentals of Public Speaking (Speech)**	3	Anatomy & Physiology I*	4
History, Literature, or Fine Arts**	3	Anatomy & Physiology II	4
English Composition I*	3	Introduction to Psychology or Sociology	3

*Required prior to start of program

**Required prior to end of degree completion

HIM Core Courses (44 hours)

	Hrs
HIM 134: Fundamentals of Health Information Management	4
HIM 211: CPT Coding (8-wk, 1 st term)	3
HIM 212: Rev Cycle & Reimbursement (8-wk, 1 st term)	3
HIM 213: Law & Ethics (8-wk, 1 st term)	2
HIM 214: Quality & Leadership (8-wk, 2 nd term)	3
HIM 215: Informatics & Data Management	3
HIM 233: Health Information Systems	3
HIM 236: ICD-10 Coding	4
HIM 240: Practical Experience I – Technical (8-wk, 1 st term)	2
HIM 241: Coding Lab (8-wk, 2 nd term)	2
HIM 242: Practical Experience II – Advanced (8-wk, 2 nd term)	2
HSE 213: General Pharmacology for Healthcare... (8-wk, 1 st term)	3
HSE 217: Pathophysiology for Healthcare... (8-wk, 2 nd term)	3
HSE 218: Computer Applications for Healthcare Careers (8-wk, 2 nd term)	2
HSE 235: Statistics for Healthcare Careers	3
HSE 280: Medical Terminology (8-wk, 1 st term)	2

Total: 64 Semester Credit Hours

**SAMPLE CLASS SCHEDULE FOR THE HIM PROGRAM
ENTERING 2019**

General Education (9 hours)	Hrs	Support Courses (11 hours)	Hrs
Fundamentals of Public Speaking (Speech)**	3	Anatomy & Physiology I*	4
History, Literature, or Fine Arts**	3	Anatomy & Physiology II	4
English Composition I*	3	Introduction to Psychology or Sociology	3

*Required prior to start of program

**Required prior to end of degree completion

Fall 2019

	Hrs
HSE 213: General Pharmacology for Healthcare... (8-wk, 1 st term)	3
HIM 134: Fundamentals of Health Information Management	4
HSE 280: Medical Terminology (8-wk, 1 st term)	2
HSE 217: Pathophysiology for Healthcare... (8-wk, 2 nd term)	3
HSE 218: Computer Applications for Healthcare Careers (8-wk, 2 nd term)	2
TOTAL:	14

Spring 2020

	Hrs
HIM 233: Health Information Systems	3
HIM 240: Practical Experience I – Technical (8-wk, 1 st term)	2
HIM 236: ICD-10 Coding	4
HIM 241: Coding Lab (8-wk, 2 nd term)	2
HIM 213: Law & Ethics (8-wk, 1 st term)	2
HIM 214: Quality & Leadership (8-wk, 2 nd term)	3
TOTAL:	16

Fall 2020

	Hrs
HSE 235: Statistics for Healthcare Careers	3
HIM 211: CPT Coding (8-wk, 1 st term)	3
HIM 212: Rev Cycle & Reimbursement (8-wk, 1 st term)	3
HIM 242: Practical Experience II – Advanced (8-wk, 2 nd term)	2
HIM 215: Informatics & Data Management	3
TOTAL:	14

Total: 64 Semester Credit Hours

HIM COURSES

HIM 134: Introduction to Health Information Management (4 credits) This course presents the fundamentals of the health information management profession and healthcare delivery system. Topics include healthcare settings, policies, the patient record within the context of electronic health records (EHRs), data collection standards, coding, and reimbursement.

HIM 211: CPT Coding (3 credits) CPT classification, conventions and coding procedures are introduced and practiced. Abstracting medical information from health documentation for coding facility outpatients, physician and professional billing is presented, discussed and practiced.

HIM 212: Rev Cycle and Reimbursement (3 credits) This course explains classification systems in detail and impact on the following: Federal reimbursement systems, coding compliance, quality auditing, peer review organizations, and database reporting.

HIM 213: Law and Ethics (2 credits) Legal, regulatory, and ethical dimensions of healthcare are examined. Analysis of statutes and court decisions affecting healthcare. Ethical dimensions of healthcare organizations, their personnel and professionals considered.

HIM 214: Quality and Leadership (2 credits) A study of continuous quality improvement, utilization management, and risk management in health care. Also includes study of credentialing, accreditation standards, quality improvement organizations, and medical staff services. In addition, students will discuss the management of HIM functions.

HIM 215: Informatics and Data Management (3 credits) This course will explore healthcare data analytics. Application of data analytic methodologies to improve decision making, performance, healthcare quality and strategic planning will be presented and practiced. Students will become familiar with internal and external data sources in healthcare, including data abstraction, qualitative data analysis, interpretation and basic data analytics.

HIM 233 Health Information Systems (3 credits) This course continues to build understanding of electronic health record terminology and the information systems life cycle is explored. The use of data dictionary, data models, database management and design for electronic health records are introduced.

HIM 236: ICD-10 Coding (3 credits) In this course, ICD-10 coding, conventions and guidelines are introduced and practiced. Students will gain exposure to procedure coding using the ICD-10 system for hospital inpatient claims.

HIM 240: Practical Experience I (Technical) (2 credits) Skills and classroom learning will be applied within a healthcare organization related to technical functions such as release of information, deficiency assignment and medical record management.

HIM 241: Coding Lab (2 credits) Practical application of coding concepts. Skills and learning from the classroom and laboratory are reinforced and practiced.

HIM 242: Practical Experience II (Advanced) (3 credits) This course provides more in-depth opportunities for observation, participation and practical application of health information management skills in the institutional setting.

HSE 213: General Pharmacology for Healthcare Careers (3 credits) This course is a general introduction to pharmacological concepts. The focus is on the use of medications to promote, maintain, and/or restore health. The

course will also focus on the concepts of drug classification, adverse reactions, poisoning, and management of common diagnoses.

HSE 217: Pathophysiology for Healthcare Careers (3 credits) This course is a general introduction to the etiology, identification, and classifications of diseases of the human body. The focus is on the impact of diseases on body systems and health. The course will discuss common treatments and therapies.

HSE 218: Computer Applications for Healthcare Careers (2 credits)

This course prepares students to develop the technical skills for the pursuit of academic and professional achievements in healthcare. Basic computer terminology and concepts using Microsoft Windows as well as other Microsoft Office products are presented along with hands-on assignments.

Prerequisites: none

HSE 235: Statistics for Healthcare Careers (3 credits) This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring,

HSE 280: Medical Terminology (2 credits) This course is designed for anyone desiring a background in the language of medicine and health care. The course is presented utilizing a system of learning medical terms from root words, combining forms, prefixes and suffixes. At the completion of this course the student will be able to recognize, build, define, and correctly spell medical terms.

ASSOCIATE OF SCIENCE IN RESPIRATORY CARE CURRICULUM AND COURSES

RESPIRATORY CARE MISSION STATEMENT

The mission of the College’s Respiratory Care Program is to offer the highest quality of education in a learning environment that fosters critical thinking, encourages professional leadership, and instills a strong appreciation of ethical values and human diversity. The program emphasizes critical care, acute care, neonatal/pediatrics, cardiac care, home care, polysomnography, and pulmonary diagnostics. Following the standards established by the Commission on Accreditation for Respiratory Care (CoARC), the curriculum provides students with the opportunity to develop the knowledge, skills, and attitudes necessary to be outstanding patient care providers as respiratory therapists.

RESPIRATORY CARE PROGRAM GOAL

The purpose of this program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs) in an environment created to improve the health of our community.

CURRICULUM FRAMEWORK

The curriculum framework is *Whole Person*. This framework provides a foundation for understanding the practice of respiratory care, focusing on the person as a whole be that person an individual, family or community. The central concern is human beings who require respiratory care to promote, maintain and restore health or to provide comfort for the dying. Each concept within the framework is introduced during the respiratory care program.

PHILOSOPHY

We believe that a person is an integrated physiological, psychological, sociocultural, and spiritual being who interacts with the internal and external environment on a developmental continuum. Each person is unique, has inherent worth and potential for learning, personal growth, and wellness.

We believe health is a dynamic state of existence influenced by heredity, life style, and environment. Persons, families, and communities differ in the manner in which they perceive and value health and have the right to determine and participate in those activities that affect their health.

We believe respiratory care is the art and science of diagnosing and treating human responses to health experiences with the goals of protecting, promoting, and/or optimizing health. This includes the prevention of illness and injury, the alleviation of suffering, comfort for the dying, and advocacy in the care of individuals, families, and communities. Outcomes are achieved through an environment of interdisciplinary collaboration and partnership with the whole person across both the health and developmental continuums. The goals of respiratory care are advanced when the environment is recognized as a major influence on health and health outcomes.

We believe teaching is a planned, creative, collaborative process in which the teacher and learner co-create an environment that facilitates learning and enhances scholarship. Learning is the acquisition of knowledge, skills, and values that involves learner participation and self-direction. Learning is a lifelong process.

We believe respiratory care education is facilitated when the environment supports caring and collaborative relationships. Respiratory care education requires courses in liberal arts, the natural, biological and behavioral sciences, and respiratory care. Respiratory care and non-respiratory care courses are integrated in various ways throughout the program to provide an educational experience that enhances the professional and personal development of the learner. We believe that professional and personal development is exemplified by a commitment to professional and community service. This educational program is designed to stimulate learners to develop critical thinking and communication skills that support a broad view of the world, and an appreciation for human diversity while fostering clarification of values in a Judeo-Christian environment. We believe that respiratory care education in a college setting prepares the beginning professional respiratory care practitioner to practice in a dynamic environment that is affected by evolving health care systems, technology and information, health policy and economics, and the global community.

CURRICULUM OBJECTIVES/OUTCOMES/COMPETENCIES

Curriculum Objectives

Outcome/Competency Statements

- | | |
|--|---|
| <p>1. Provide professional respiratory care for the whole person that is caring, goal-directed, therapeutic, and patient centered.</p> | <p>Graduates are competent to practice respiratory care that:</p> <ul style="list-style-type: none"> • Reflects a whole person perspective. • Demonstrates caring. • Demonstrates an appreciation for human diversity. • Is goal-directed. • Is therapeutic. |
| <p>2. Integrate theoretical and empirical knowledge from respiratory care, the sciences, and humanities into professional respiratory care practice.</p> | <p>Graduates are competent to base professional practice on:</p> <ul style="list-style-type: none"> • Respiratory care science. • The sciences and humanities. |

- | | |
|--|--|
| <p>3. Use critical thinking, reflection, and problem-solving skills to manage respiratory health care for individuals, families, and communities within the constructs of quality improvement.</p> | <p>Graduates are competent to:</p> <ul style="list-style-type: none"> • Make decisions that reflect critical thinking. • Use the case management process to design care that meets the unique health care needs of the whole person. • Manages health information and health care technologies to provide care for individuals, families, and communities. |
| <p>4. Evaluate evidence-based practice where available and consensus-based practice where not available.</p> | <p>Graduates are competent to</p> <ul style="list-style-type: none"> • Use research findings to solve clinical problems. • Participate in research activities. • Use information technology to do literature searches. |
| <p>5. Incorporate professional values and standards into the legal, moral, and ethical aspects of respiratory care.</p> | <p>Graduates are competent to:</p> <ul style="list-style-type: none"> • Practice respiratory care based on professional values and standards. • Approach legal, ethical, and/or moral issues/dilemmas based on professional values and standards. • Assume a leadership role in professional and community service activities. • Use the political process to shape health care policy. |
| <p>6. Accept responsibility and accountability for evaluation of the effectiveness of their own respiratory care practice.</p> | <p>Graduates are competent to:</p> <ul style="list-style-type: none"> • Conduct their own practice in a responsible and accountable manner. • Use self-evaluation to guide own practice. |
| <p>7. Collaborate with others on the interdisciplinary managed-care team to meet emerging health care needs of individuals, families, and communities in a changing environment.</p> | <p>Graduates are competent to:</p> <ul style="list-style-type: none"> • Serve as a member and leader within interdisciplinary health care teams. • Demonstrate an awareness of the impact of social, political, and economic issues on practice. • Demonstrate an awareness of how the global environment impacts health, health care delivery systems, and health policy. |
| <p>8. Use leadership skills in a variety of roles to promote quality health care.</p> | <p>Graduates are competent to:</p> <ul style="list-style-type: none"> • Design, manage, and coordinate care. • Promote quality health care using leadership skills. • Modify care using evaluative data. |
| <p>9. Use communication skills to facilitate the respiratory care-patient relationship and interdisciplinary collaboration in a variety of settings.</p> | <p>Graduates are competent to:</p> <ul style="list-style-type: none"> • Use communication skills to facilitate the respiratory care/patient relationship in a variety of settings. • Use communication skills to establish and maintain working relationships within an interdisciplinary team. • Document interventions and outcomes in a thorough and accurate manner. • Provide information/education using a variety of media. |

TECHNICAL STANDARDS FOR RESPIRATORY CARE

Physical Demands: Students possess bilateral hand and arm dexterity necessary to perform such procedures as chest physical therapy (CPT), cardiopulmonary resuscitation (CPR), suctioning, and moving equipment.

ELIGIBILITY TO TAKE THE CREDENTIALING EXAMINATION

Completion of degree requirements for the Associate of Science in Respiratory Care does not guarantee eligibility to become a Registered Respiratory Care Practitioner. In addition to completing the program, there are other requirements that may be mandated by the state. The National Board for Respiratory Care (NBRC) is the credentialing agency that evaluates professional competency through the use of national board exams. Graduates can apply on-line to take the NBRC board exams at www.nbrc.org or call (913) 599-4200 for more information. The first exam taken by graduates is the Therapist Multiple Choice exam (TMC), which has two pass points. Achieving the lower pass point entitles the candidate to receive the Certified Respiratory Therapist (CRT) credential. Achievement of the higher pass point entitles the candidate to sit for the Clinical Simulation Exam. Passing the clinical simulation exam entitles the candidate to the credential of Registered Respiratory Therapist (RRT). Awarded credentials are valid in all 50 states. Credentials are valid for five years, and must be renewed. The NBRC website details the requirements of the Continuing Competency Program.

All states except Alaska require a license to practice respiratory care. Each state sets its own rules and regulations to apply for a state license to practice. Contact the state licensing agency to obtain all necessary information. The NBRC website provides direct links to each state licensure board. When graduates pass the NBRC credentialing exam, they are NOT automatically granted a state license to practice. Graduates must apply to the state in which they are requesting licensure and complete that state's requirements. In addition to completing paperwork, most states require successful completion of the CRT exam, a criminal background check, and payment of the licensure fee. The associated fees are not included in the program costs.

STATUARY REQUIREMENTS FOR THE STATES OF ILLINOIS AND MISSOURI

Illinois Department of Financial & Professional Regulation

[Implementing the Respiratory Care Practice Act [225 ILCS 106] and authorized by Section 2105-15(7) of the Civil Administrative Code of Illinois [20 ILCS 2105/2105-15(7)]

The Department shall authorize examinations of applicants as respiratory care practitioners at the times and places as it may determine. The examination shall test the competence and qualifications of the applicant to practice respiratory care.

Missouri Revised Statutes – Chapter 334 – Section 334-800-334.930

- No person in the state of Missouri, unless such person holds a current and valid license issued pursuant to sections 334.800 to 334.930, shall:
 - (1) Provide the services of a respiratory care practitioner, unless such person is otherwise exempt pursuant to section 334.900; and
 - (2) Represent himself or herself as, or hold himself or herself out, to the public by any title or description including the words, respiratory therapist, respiratory therapy technician, or inhalation therapist, or as having any similar description; and
 - (3) Advertise as, or take any action that would imply or lead the public to believe that such person is, a legitimate provider of respiratory care.
- Nothing in sections 334.800 to 334.930 shall be construed to authorize or permit a respiratory care practitioner to practice medicine.

ADVISORY COMMITTEE

The advisory committee is a group of persons who are chosen to advise the faculty regarding the College’s respiratory care curriculum. Committee members provide advice and support to the program through regular attendance at annual meetings and participation in program issues throughout the year. The membership is comprised of representatives from respiratory care, area employers, community members, college administrators and faculty members who support the curriculum of the respiratory care program. There are no term limits for advisory committee members.

ARTICULATION TO THE BACCALAUREATE LEVEL

The curriculum of the respiratory care program was designed to facilitate articulation to the baccalaureate level. The curriculum’s general education courses were selected to not only provide the science foundation for the respiratory care program but to also provide the general education for the Bachelor of Science (BS) degree in either respiratory care, another allied health field, or health management. The curriculum’s respiratory care courses were designed to meet licensure requirements as well as meet content requirements for credits to transfer to a baccalaureate level respiratory care program. The goal is articulation whereby 60 to 64 credits acquired from the respiratory care program are transferred and applied to a BS respiratory care program, a common practice between CoARC accredited associate and baccalaureate degree programs.

**DEGREE PLAN FOR THE RESPIRATORY CARE PROGRAM
STUDENTS ENTERING MAY 2019**

If a course requirement is waived or a transfer course for fewer hours than stated on the degree plan is accepted for credit for a required course, the difference in credit hours must be added to the total in Electives, so the total hours remain **75**.

Pre-Requisite Support Courses (32 hours)		Respiratory Care Courses (43 hours)	
Communication		RCS 100: Respiratory Care Therapeutic Modalities	1
Fundamentals of Public Speaking	3	RCS 101: Fundamentals of Respiratory Care	4
Composition (English)	3	RCS 110: Respiratory Assessment	4
Humanities/Fine Arts/Social Sciences		RCS 111: Cardiopulmonary A & P	3
Ethics	3	RCS 120: Clinical Practicum I	2
Choice of one from this distribution	3	RCS 115: Cardiopulmonary Disease Management I	3
Natural Science/Mathematics, College Algebra, or Statistics	3	RCS 112: Cardiopulmonary Pharmacology	2
Life Science		RCS 210: Mechanical Ventilation	4
Anatomy & Physiology I	4	RCS 200: Respiratory Care Seminar	1
Anatomy & Physiology II	4	RCS 220: Clinical Practicum II	4
Microbiology	3	RCS 215: Cardiopulmonary Disease Management II	3
Physical Science		RCS 240: Advanced Respiratory Care	3
General, Organic, Inorganic Chemistry (No Lab)	3	RCS 211: Pediatrics/Neonatal Respiratory Care	4
Social Science		RCS 212: NBRC Exam Prep	1
Introduction to Psychology	3	RCS 230: Clinical Practicum III	4

TOTAL: 75 Semester Credit Hours

**SAMPLE CLASS SCHEDULE FOR THE RESPIRATORY CARE PROGRAM
STUDENTS ENTERING MAY 2019**

Summer 2019

RCS 100: Respiratory Care Therapeutic Modalities	1
RCS 101: Fundamentals of Respiratory Care	4
RCS 110: Respiratory Assessment	4
RCS 111: Cardiopulmonary A&P	3
RCS 120: Clinical Practicum I	2
Total Hours	14

Fall 2019

RCS 115: Cardiopulmonary Disease Management I	3
RCS 112: Cardiopulmonary Pharmacology	2
RCS 210: Mechanical Ventilation	4
RCS 240: Advanced Respiratory Care	3
RCS 220: Clinical Practicum II	4
Total Hours	16

Spring 2020

RCS 215: Cardiopulmonary Disease Management II	3
RCS 200: Respiratory Care Seminar	1
RCS 211: Pediatrics/Neonatal Respiratory Care	4
RCS 212: NBRC Exam Prep	1
RCS 230: Clinical Practicum III	4
Total Hours	13

TOTAL: 75 Semester Credit Hours

RESPIRATORY CARE COURSES

FIRST SEMESTER

RCS 100 Respiratory Care Therapeutic Modalities (1 hour) This course allows the entry level respiratory care student an opportunity to practice procedures using state of the art equipment in the simulation center. Competencies related to recall, application and analysis using respiratory equipment are practiced and tested in the safety of the Center. The primary focus of this skills lab course is the practice and preparation for required Competency Evaluations completed in Clinical Practicums for RCS 101 and RCS 110. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology. Concurrent: Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A&P; Clinical Practicum I.

RCS 101 Fundamentals of Respiratory Care (4 hours) This course introduces the student to the diverse nature of respiratory care. The Whole Person framework is introduced as an organizing framework for respiratory care practice. Students are guided in the use of therapeutic communication and development of basic respiratory therapy skills derived from theoretical principles and concepts. This course provides an introduction to regulations governing the practice of Respiratory Care, health care organizational structures, healthcare teams, patient safety, medical ethics, legal issues, codes of conduct, standards of care, cultural diversity, healthcare reimbursement, quality and evidence based practice, evaluation of medical literature, critical thinking, response to emergencies, physical principles of Respiratory Care, medical gas therapy, humidity and bland aerosol therapy, introduction to airway pharmacology, lung-expansion therapy, and airway clearance therapy. This is a companion course to RCS 100 Therapeutic Modalities where competencies will be practiced and evaluated in the simulation center setting prior to hands-on clinical practice with adult patients in a hospital setting. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra

or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology. Concurrent: Respiratory Care Therapeutic Modalities; Respiratory Assessment; Cardiopulmonary A & P; Clinical Practicum I.

RCS 110 Respiratory Assessment (4 hours) This course focuses on the assessment component of respiratory care. The course integrates the elements/skills of health and physical assessment with the College's curriculum framework of the Whole Person. Assignments focus on acquiring assessment skills, exploring the biological-psychosocial-spiritual basis of assessment, developing a systematic method for completing respiratory care assessments across the lifespan, and examining the role of clinical reasoning as part of the assessment process. Emphasis is placed on skill acquisition. Subjects included in this course are; infection control, informatics, preparation for patient encounter, taking a medical history, performing a patient interview, cardiopulmonary symptoms, vital signs, physical examination of the chest, evaluation of breath sounds, neurological assessment, review and analysis of laboratory studies, interpretation of ABGs, interpretation of pulmonary function, chest radiography, interpretation of ECGs, non-invasive diagnostics and monitoring and nutritional assessment. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in RCS 100 Respiratory Care Therapeutic Modalities skills lab. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology Concurrent: Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Cardiopulmonary A & P; Clinical Practicum I.

RCS 111 Cardiopulmonary Anatomy and Physiology (3 hours) This course focuses on knowledge about individuals throughout the lifespan who may experience varying states of an alteration in their health status. This course provides an advanced presentation of anatomy and physiology of the respiratory system, ventilation, Pulmonary Function measurements, diffusion of pulmonary gases, anatomy and physiology of the circulatory system, Oxygen and Carbon Dioxide transport, acid-base regulation, ventilation-perfusion relationships, neurological control of ventilation, renal failure and the cardiopulmonary system, aging and the cardiopulmonary system, sleep physiology, high altitude and hyperbarism. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology. Concurrent: Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; and Clinical Practicum I.

RCS 120 Clinical Practicum I (2 hours) This course is designed to familiarize the student with respiratory care procedures in the clinical setting. Scientific knowledge from respiratory care, physiological and psychological theories is the basis for planning, implementing, and evaluating the outcomes of respiratory care in clinical practice. Patient care experiences will include patient safety/ ambulation, basic asepsis, isolation techniques, cleaning and sterilization, respiratory assessment, documentation, clinical informatics, oxygen therapy, medical gas systems, medical cylinder use, humidity and bland aerosol therapy, lung-expansion therapy, and airway clearance therapy. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in the Respiratory Care Lab within the Simulation Center until the required basic competencies are demonstrated by the learner. The learner may not advance into direct patient care activities until procedural competency check-offs are completed for that therapy in the LAB setting. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology. Concurrent: Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; and Cardiopulmonary A & P.

SECOND SEMESTER

RCS 112 Cardiopulmonary Pharmacology (2 hours) This course will focus on the introduction of pharmacological agents, principles, and properties of drugs that affect the cardiopulmonary system across the life span. This course covers basic concepts and principles of pharmacology, classification of drugs, route of administration, dosages/calculations, physiological interactions, mode of action, clinical indications, hazards, side effects and adverse reactions of pulmonary, cardiovascular, and central nervous system drugs. Special emphasis is placed on inhaled medications, and critical care agents. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P and Clinical Practicum I. Concurrent: Cardiopulmonary Disease Management I; Mechanical Ventilation; Advanced Respiratory Care; and Clinical Practicum II.

RCS 115 Cardiopulmonary Disease Management I (3 hours) This course focuses on the growth and development and health of the young adult through older adults within the Whole Person Framework. The experience of individuals with acute and chronic responses to health will be examined in the context of health promotion, illness, and health management. Therapist Driven Protocols are patient care plans which are initiated and implemented by credentialed respiratory care practitioners. This course defines the evidence based and consensus based protocols and care plans to be used for specific diseases and conditions relative to Respiratory Care. Each disease module covers pathophysiology, clinical manifestations, recommended therapeutic modalities and is followed by a case study. Disease Management I includes Therapist-Driven Protocols, Chronic Obstructive Pulmonary Disease, Asthma, Bronchiectasis, Cystic Fibrosis, Pneumonia, Lung Abscess, Tuberculosis, Fungal Diseases of the Lung, Pulmonary Edema, Pulmonary Embolism, Flail Chest, Pneumothorax, Pleural Effusion, Empyema, Kyphoscoliosis, Interstitial Lung Disease, Lung Cancer and Acute Respiratory Distress Syndrome. This is the first half of a two part course which is based in the classroom environment. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P and Clinical Practicum I. Concurrent: Cardiopulmonary Pharmacology; Mechanical Ventilation; Advanced Respiratory Care; and Clinical Practicum II.

RCS 210 Mechanical Ventilation (4 hours) This course introduces the student to advanced concepts of mechanical ventilation in the adult. The course focuses on applying Whole Person to persons experiencing complex health problems requiring ventilator management. Respiratory care principles and standards related to high acuity situations are emphasized. Coursework includes terms and concepts of mechanical ventilation, how ventilators work, how a breath is delivered, establishing the need, selecting a mode, initial ventilator settings, initial assessment, ventilator graphics, methods to improve ventilation and oxygenation, monitoring, physiologic effects, adverse reactions, therapeutic interventions, ventilator management, troubleshooting, weaning, non-invasive ventilation, long term ventilation, and special techniques in ventilatory support. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P and Clinical Practicum I. Concurrent: Cardiopulmonary Disease Management I; Cardiopulmonary Pharmacology; Advanced Respiratory Care; and Clinical Practicum II.

RCS 220 Clinical Practicum II (4 hours) This course will provide the student with a continuation of adult respiratory care experience with an introduction to critical care, pulmonary function studies, bronchoscopy, advanced therapeutic modalities, airway management, mechanical ventilation, and cardiovascular monitoring. The content is designed to correlate with the procedure and theoretical background presented in Respiratory Assessment, Fundamentals of Respiratory Care, Therapeutic Modalities, and Mechanical Ventilation. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in the Respiratory Care Lab within the Simulation Center until the required basic competencies are demonstrated by the learner. The learner may not advance into direct patient care activities until procedural competency check-offs are completed for that therapy in the LAB setting. The majority of this course takes place in patient care areas under the direct supervision of a clinical instructor. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P and Clinical Practicum I. Concurrent: Cardiopulmonary Disease Management I; Cardiopulmonary Pharmacology; Mechanical Ventilation; and Advanced Respiratory Care.

RCS 240 Advanced Respiratory Care (3 hours) This course builds on the foundation of the previous Respiratory Care courses to advance student competencies to an advanced level. This course focuses on advanced practice and specialty competencies of Respiratory Care. Subjects include Airway Management, Hemodynamic Monitoring, Advanced Cardiovascular Life Support (ACLS), Special Procedures Assistance, Pulmonary Diagnostics, Hyperbaric Medicine, Sleep Medicine, Home Care, and Cardiopulmonary Rehabilitation. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P and Clinical Practicum I. Concurrent: Cardiopulmonary Disease Management I; Cardiopulmonary Pharmacology; Mechanical Ventilation; and Clinical Practicum II.

THIRD SEMESTER

RCS 200 Respiratory Care Seminar (1 hour) This course prepares the student to take the NBRC Clinical Simulation Examination (CSE). This course is a companion course to RCS212, NBRC Exam Prep (which focuses on the NBRC Therapist Multiple Choice (TMC) Examination). The learner is introduced to the methodology of testing and measurement of competencies through clinical simulation testing. Successful completion of the TMC exam at or above the high cut score entitles the eligible graduate to attempt the CSE. Successful completion of the CSE earns the credential of Registered Respiratory Therapist (RRT). This course will review 2 clinical simulation exam scenarios each week which will be completed as a team activity in the classroom setting. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking Composition I, Ethics, History/Literature/or Fine Arts, College Algebra or Statistics, Anatomy & Physiology I & II, Microbiology, Chemistry, Introduction to Psychology, RCS100 Respiratory Care Therapeutic Modalities, RCS101 Fundamentals of Respiratory Care, RCS110 Respiratory Assessment, RCS111 Cardiopulmonary A & P, RCS120 Clinical Practicum I, RCS115 Cardiopulmonary Disease Management I, RCS112 Cardiopulmonary Pharmacology, RCS240 Advanced Respiratory Care, RCS210 Mechanical Ventilation, RCS220 Clinical Practicum II. Concurrent: RCS215 Cardiopulmonary Disease Management II, RCS211 Pediatrics / Neonatal Respiratory Care, RCS212 NBRC Exam Prep, and RCS230 Clinical Practicum III.

RCS 211 Pediatric / Neonatal Respiratory Care (4 hours) This course applies the Whole Person nursing Framework to the care of children and neonates. Emphasis is on the unique needs of these individuals along the health and developmental continuums. This advanced course introduces the student to the concepts of evaluation and management of perinatal-pediatric medical, respiratory, and surgical conditions. Subjects included are fetal lung development, Fetal Gas exchange and circulation, antenatal assessment and high risk delivery, examination and assessment of the neonatal and pediatric patient, pulmonary function testing and bedside pulmonary mechanics, radiological assessment, pediatric flexible bronchoscopy, invasive blood gas analysis and cardiovascular monitoring, noninvasive monitoring in neonatal and pediatric care, Oxygen administration, Aerosols and administration of medications, airway clearance techniques and hyperinflation therapy, airway management, surfactant replacement therapy, CPAP, Noninvasive mechanical ventilation of the infant and child, invasive mechanical ventilation of the neonate and pediatric patient, administration of gas mixtures, extracorporeal membrane oxygenation, pharmacology, thoracic organ transplant, transport of infants and children, home care and Pediatric Advanced Life Support (PALS). Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P; Clinical Practicum I; Cardiopulmonary Disease Management I; Cardiopulmonary Pharmacology; Advanced Respiratory Care; Mechanical Ventilation; and Clinical Practicum II. Concurrent: Cardiopulmonary Disease Management II; NBRC Exam Prep; Respiratory Care Seminar; and Clinical Practicum III.

RCS 212 NBRC Exam Prep (1 hour) This course prepares the student to take the Registered Respiratory Therapist (RRT) examination. The learner is introduced to the methodology of testing and measurement of competencies through written and clinical simulation testing. Regular and continual practice testing culminates with the learner taking the Self- Assessment Examination (SAE) offered by the NBRC. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P; Clinical Practicum I; Cardiopulmonary Disease Management I; Cardiopulmonary Pharmacology; Advanced Respiratory Care; Mechanical Ventilation; and Clinical Practicum II. Concurrent: Cardiopulmonary Disease Management II; Pediatrics/Neonatal Respiratory Care; Respiratory Care Seminar; and Clinical Practicum III.

RCS 215 Cardiopulmonary Disease Management II (3 hours) This course focuses on the growth and development and health primarily of the pediatric, neonatal and young adult through older adults within the Whole Person Framework. The experience of individuals with acute and chronic responses to health will be examined in the context of health promotion, illness, and health management. Therapist Driven Protocols are patient care plans which are initiated and implemented by credentialed respiratory care practitioners. This course defines the evidence based and consensus based protocols and care plans to be used for specific diseases and conditions relative to Respiratory Care. Each disease module covers pathophysiology, clinical manifestations, recommended therapeutic modalities and is followed by a case study. Disease Management II includes Neonatal and Pediatric Pulmonary Disorders, Guillain-Barre Syndrome, Myasthenia Gravis, Obstructive Sleep Apnea, Near Drowning, Smoke Inhalation and Thermal Injuries, and Postoperative Atelectasis. This is the second of a two part course which is based in the classroom environment. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P; Clinical Practicum I; Cardiopulmonary Disease Management; Cardiopulmonary Pharmacology; Advanced Respiratory Care; Mechanical Ventilation; and Clinical Practicum II. Concurrent: Pediatrics/Neonatal Respiratory Care; NBRC Exam Prep; Respiratory Care Seminar; and Clinical Practicum III.

RCS 230 Clinical Practicum III (4 hours) This course will provide the student with a continuation of adult respiratory care experience with continuation of critical care, pulmonary function studies, bronchoscopy, advanced therapeutic modalities, airway management, mechanical ventilation, cardiovascular monitoring. Additionally, the learner will travel to clinical sites in larger surrounding cities to gain experiences in neonatal and pediatric intensive care and ventilation, hyperbaric medicine, advanced pulmonary diagnostics and advanced critical care that is unavailable in the Quincy / Hannibal area.

The content of RCS 230 is designed to correlate with the procedure and theoretical background presented in RCS 210 Mechanical Ventilation, RCS 211 Neonatal and Pediatric Ventilation and RCS 240 Advanced Respiratory Care. Competencies related to integration of cognitive knowledge and psychomotor skills are practiced and tested in the Respiratory Care Lab within the Simulation Center until the required basic competencies are demonstrated by the learner. The learner may not advance into direct patient care activities until procedural competency check-offs are completed for that therapy in the LAB setting. The majority of this course takes place in patient care areas under the direct supervision of a clinical instructor. Prerequisites: Admission to the Respiratory Care major; Fundamentals of Public Speaking; Composition I; Ethics; History/Literature/or Fine Arts; College Algebra or Statistics; Anatomy & Physiology I & II; Microbiology; Chemistry (that includes General, Inorganic and Biochemistry – no lab); Introduction to Psychology; Respiratory Care Therapeutic Modalities; Fundamentals of Respiratory Care; Respiratory Assessment; Cardiopulmonary A & P; Clinical Practicum I; Cardiopulmonary Disease Management; Cardiopulmonary Pharmacology; Advanced Respiratory Care; Mechanical Ventilation; and Clinical Practicum II. Concurrent: Cardiopulmonary Disease Management II; Respiratory Care Seminar; Pediatrics/Neonatal Respiratory Care; and NBRC Exam Prep.

PART 3. STUDENT HANDBOOK: ACADEMIC AND STUDENT POLICIES, PROCEDURES, AND SERVICES

ACADEMIC POLICIES AND PROCEDURES: ADMISSIONS POLICIES AND PROCEDURES

GENERAL UNDERGRADUATE ADMISSIONS REQUIREMENTS

PURPOSE

The purpose of this policy is to provide guidelines for admission into the undergraduate programs at the College.

POLICY

Applications are evaluated when all required documents are received by the College. Students are selected based on criteria that evaluate the student's ability to successfully complete the program, as outlined below. During the application process, the College does not practice or condone discrimination in any form as described in the College's Non-discrimination Policy.

PROCEDURE

Admissions Assessment Exam (A2) Entrance Exam Requirement

An applicant to the College may need to participate in taking the A2 Entrance Exam to meet admissions requirements of the programs described below. This exam consists of two (2) sections, Math and Reading Comprehension. Students required to take this exam must achieve a 78% on each section. If a student is unsuccessful on either of the two sections, they may retake the section(s) in which they were unsuccessful. Students may retake the whole or any part of the A2 exam one (1) time after a thirty (30) day waiting period. After being unsuccessful a second time, students must wait one (1) calendar year prior to retaking the exam or any section of the exam for a third time. In addition, students are required to take a remedial course or receive eight (8) sessions of documented tutoring in the subject(s) in which they were unsuccessful prior to taking the exam a third time.

TOEFL Requirement

An applicant to the College may need to take the Test of English as a Foreign Language (TOEFL) English proficiency examination when any of the following applies:

- Applicant is not from an English-speaking country.
- English is not the primary language of the applicant.
- Applicant is not fluent in reading or speaking English.

The applicant must score above the following TOEFL scores, or International English Language Testing System (IELTS) equivalent, for admission:

- 500 on the paper and pencil test.
- 173 on the computer-based test.
- 80 on the computer-based Internet test.
- 20 or above on all subsections (speaking, writing, listening, reading) of the computer-based Internet test.

Any student who is identified as having difficulty speaking or reading English after admission into the College will be required to meet with the Learning Resource Center staff or complete an English as a Second Language (ESL) or Limited English Proficiency (LEP) course.

Fulfilling Student Services Requirements

Prior to on-campus students starting any nursing or health science classes they will be required to complete all student services requirements including paperwork, background check, drug screen, submission of immunizations and fulfilling CPR requirements as outlined in the Health and CPR Requirements Policy.

Criminal Background Check and Drug Screen Disclaimer Statement

The College requires that all students complete a criminal background check and drug screening after they have been notified of preliminary acceptance, but before nursing or health sciences classes begin. The drug screening must be done no more than 30 days before the start of the student's first class. The background check must be done no more than 60 days before the start of the student's first class. Acceptance into the College is conditioned on passing this required background check and drug screening. A preliminarily accepted student may have his or her preliminary acceptance revoked if the drug screen is positive, or disqualifying offenses (as found in the 225 ILCS 65/70-5 Nurse Practice Act) are found on the criminal background check. A nonexclusive list of disqualifying offenses can be found in the Program Catalog and Student Handbook under the Criminal Background Check policy, or on our website at: www.brcn.edu/student-services-requirements.

Requirements for Individual Programs

Associate of Science in Respiratory Care Degree Program (conferred solely through the College)

Application Process

- Complete paper or online application, and submit to the College's Admissions Office.
- Submit official transcripts from all secondary higher education institutions applicant has attended.
- Submit ACT or SAT scores.

Admissions Requirements

- Complete 32 credit hours of general and required support courses with a grade of C or higher, while maintaining required Grade Point Average (GPA), including:
 - Fundamentals of Public Speaking (Speech).
 - English Composition I.
 - Ethics.
 - History, Literature, or Fine Arts .
 - College Algebra or Statistics.
 - Anatomy & Physiology I.
 - Anatomy & Physiology II.
 - Microbiology.
 - General Chemistry.
 - Introduction to Psychology
 - Cumulative GPA of 2.7 or higher on a 4.0 scale.
 - Support Course GPA of 2.7 or higher on a 4.0 scale (Support Courses as listed above).
 - 22 or higher on the American College Test (ACT), equivalent on the Scholastic Aptitude Test (SAT) or pass the A2 exam.

Associate of Science in Health Information Management (conferred solely through the College)

Application Process

- Complete paper or online application, and submit to the College’s Admissions Office.
- Submit official transcripts from all secondary higher education institutions applicant has attended.
- Submit ACT or SAT scores.

Admissions Requirements

- Complete 20 credit hours of general and required support courses with a grade of C or higher, while maintaining required Grade Point Average (GPA), including:
 - Fundamentals of Public Speaking (Speech).
 - English Composition I.
 - History, Literature, or Fine Arts.
 - Anatomy & Physiology I.
 - Anatomy & Physiology II.
 - Introduction to Psychology or Sociology.
- Cumulative GPA of 2.7 or higher on a 4.0 scale.
- Support Course GPA of 2.7 or higher on a 4.0 scale (Support Courses as listed above).
- 22 or higher on the American College Test (ACT), equivalent on the Scholastic Aptitude Test (SAT) or pass the A2 exam

Bachelor of Science in Nursing Basic Track Option (conferred in partnership with Culver- Stockton College and Quincy University)

First-Time Freshman

Application Process

- Complete paper or online application through Culver-Stockton College (CSC) or Quincy University (QU).
- Submit official high school transcripts to CSC or QU.
- Submit official ACT or SAT equivalent to CSC or QU.

Admissions Requirements (First-time freshman may be admitted into the following acceptance categories based on ACT/SAT scores and high school GPA.).

- Freshman Nurse Major:
 - 22 or higher ACT score or equivalent on the SAT.
 - 3.0 or higher high school GPA on a 4.0 scale.
- Freshman Pre-Nursing:
 - 19-21 ACT score or equivalent on the SAT.
 - And/or below a 3.0 high school GPA on a 4.0 scale.
- Freshman Conditional Nursing:
 - 18 or below ACT score or equivalent on the SAT, regardless of GPA.
- Progression to Sophomore Level (Prior to progression on the sophomore level nursing courses all freshman must meet the following criteria):
 - **All requirements must be met by the Friday before classes begin for spring semester entry.**
 - 22 or higher ACT score, equivalent SAT score, or pass the A2 exam.
 - Freshman year cumulative GPA of 2.7 or higher on a 4.0 scale.
 - Support course GPA of 2.7 or higher on a 4.0 scale.
 - Completion of the following courses with a grade of “C” or higher while maintaining the above stated GPAs:

- English Composition I.
- Introduction to Psychology.
- Developmental/Lifespan/Child Psychology.
- Anatomy & Physiology I.
- Anatomy & Physiology II.

Transfer Students

Any student who has taken 12 or more college credit hours will be considered a transfer student.

Application Process

- Complete paper or online application through Culver-Stockton College (CSC) or Quincy University (QU).
- Submit official high school and/or college transcripts to CSC or QU.
- Submit official ACT or SAT equivalent to CSC or QU.

Admissions Requirements (Transfers may be admitted into the following acceptance categories based on ACT/SAT scores, college GPA, and number of pre-requisites completed.):

- Transfer Freshman Nurse Major:
 - 22 or higher ACT score or equivalent on the SAT.
 - 2.7 or higher college GPA on a 4.0 scale.
- Transfer Freshman Pre-Nursing:
 - 19-21 ACT score or equivalent on the SAT.
 - And/or below a 2.7 college GPA on a 4.0 scale.
- Transfer Freshman Conditional Nursing:
 - 18 or below ACT score or equivalent on the SAT, regardless of GPA.
- Transfer Sophomore Nurse Major:
 - 22 or higher ACT score, equivalent SAT score, or pass the A2 exam.
 - Cumulative college GPA of 2.7 or higher on a 4.0 scale.
 - Support course GPA of 2.7 or higher on a 4.0 scale.
 - Completion of the following courses with a grade of “C” or higher while maintaining the above stated GPAs:
 - English Composition I.
 - Introduction to Psychology.
 - Developmental/Lifespan/Child Psychology.
 - Anatomy & Physiology I.
 - Anatomy & Physiology II.
- Progression to Sophomore Level (Prior to progression on the sophomore level nursing courses, all transfer freshman must meet the following criteria):
 - **All requirements must be met by the Friday before classes begin for spring semester entry.**
 - 22 or higher ACT score, equivalent SAT score, or pass the A2 exam.
 - Partner school cumulative GPA of 2.7 or higher on a 4.0 scale.
 - Support course GPA of 2.7 or higher on a 4.0 scale.
 - Completion of the following courses with a grade of “C” or higher while maintaining the above stated GPAs:
 - English Composition I.
 - Introduction to Psychology.
 - Developmental/Lifespan/Child Psychology.
 - Anatomy & Physiology I.
 - Anatomy & Physiology II.

Bachelor of Science in Nursing Second Degree Transfer Option (conferred solely through the College)

Any student who has a Bachelor's degree in a field other than nursing and seeking to earn a BSN.

Application Process.

- Complete paper or online application through the College.
- Submit official college transcripts to the College.

Admissions Requirements

- Cumulative college GPA of 2.7 or higher on a 4.0 scale.
- Support course GPA of 2.7 or higher on a 4.0 scale.
- Completion of the following courses with a grade of "C" or higher while maintaining the above stated GPAs:
 - English Composition I.
 - English Composition II.
 - Ethics.
 - Speech.
 - Introduction to Psychology.
 - Developmental/Lifespan/Child Psychology.
 - Anatomy & Physiology I.
 - Anatomy & Physiology II.
 - Microbiology.

Online Bachelor of Science in Nursing RN-BSN Completion Program (conferred solely through the College)

Any student who has an Associate's Degree or Diploma in Nursing seeking to complete their BSN.

Application Process

- Complete paper or online application through the College.
- Submit official college transcripts to the College.
- Copy of Registered Nursing License.

Admissions Requirements

- A Registered Nursing License in good standing (unencumbered).
- Completion of the following courses with a grade of "C" or higher:
 - Introduction to Psychology.
 - Developmental/Lifespan/Child Psychology.
 - Anatomy & Physiology I.
 - Anatomy & Physiology II.
 - Microbiology.

MSN PROGRAM ADMISSION REQUIREMENTS

PURPOSE

The purpose of this policy is to provide guidelines for admission into the graduate program at the College.

POLICY

Applications are evaluated when all required documents are received by the College. Students are selected based on criteria that evaluate the student's ability to successfully complete the program, as outlined below. During the application process, the College does not practice or condone discrimination in any form as described in the College's Non-discrimination Policy.

PROCEDURE**Scholastic Requirements**

Acceptance into the MSN program is contingent on meeting the following scholastic requirements:

- Bachelor of Science Degree in Nursing (BSN) from a program accredited by the Commission on Collegiate Nursing Education (CCNE) or the Accreditation Commission for Education in Nursing (ACEN).
- Minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale for the last 60 semester credit hours of undergraduate course work.

If the program was not accredited or the student's GPA is 2.70 to 2.99, the student will be accepted on a conditional basis for one semester and must earn a 3.00 GPA at the end of that semester to be fully admitted to the program.

General Requirements

All students applying to the MSN Program must also complete the following admission requirements:

- Evidence of satisfactory completion of introductory courses in statistics, nursing research, and health assessment, or their equivalent, with a grade of "C" or better at the baccalaureate level.
- Official transcripts of all prior collegiate academic work.
- Proof of licensure/unencumbered registered nursing license

Licensure

The names and origin of license of all "out-of-state" professional nurses are filed with the Illinois Division of Financial and Professional Regulation at the beginning of each semester, allowing these students to practice nursing within the state of Illinois during their practicums. According to the Illinois Nurse Practice Act, students who have a license from another state or territory can practice in the state as a graduate student when under the supervision of faculty. Students who wish to work in the State of Illinois while enrolled in the program must apply to the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, for an Illinois registered professional nurse license.

English as a Second Language

Acceptance into the program for any student who speaks English as a second language is contingent on meeting the following admission requirement or other acceptable proof of English proficiency.

Test of English as a Foreign Language (TOEFL) Scores

An applicant to the MSN Program must take the TOEFL English proficiency examination when any of the following applies:

- Applicant is a non-citizen or permanent resident of the U. S.
- Applicant is not from an English-speaking country.

- English is not the native language of the applicant.
- Applicant is not fluent in reading or speaking English.

The applicant must score above the following TOEFL scores (or International English Language Testing System (IELTS) Equivalent) to be admitted to the nursing program:

- 500 on the paper and pencil test.
- 173 on the computer-based test.
- 80 on the computer-based Internet test.
- 20 or above on all subsections (speaking, writing, listening, reading) of the computer-based Internet test.

Students for whom English is a second language may be referred to an English as a Second Language (ESL) program of study as a condition for enrollment into the program.

ADMISSIONS PROCEDURE

Step 1: Obtain the application form. Before obtaining the form, basic and transfer students must decide which joint nursing program to attend.

Application forms can be obtained from:

Admissions Office
 Blessing-Rieman College of Nursing and Health Sciences
 3609 N. Marx Drive
 Quincy, IL 62305
 (217) 228-5520, Ext. 6961 or 6964
 1-800-877-9140
 Or completed online at www.brcn.edu

Basic and transfer students can also obtain application forms from:

Office of Admissions
 Culver-Stockton College
 One College Hill
 Canton, MO 63435
 (573) 288-6331
 1-800-537-1883
www.culver.edu
admissions@culver.edu

Office of Admissions
 Quincy University
 1800 College Avenue
 Quincy, IL 62301-2699
 (217) 228-5210
 1-800-688-4295
www.quincy.edu
admissions@quincy.edu

Step 2: Complete and return the application form.

Basic and Transfer Students

Complete and return:

- The Culver-Stockton College Application for Admissions form **or** the Quincy University Application for Undergraduate Admissions form **and**
- The complementary Blessing-Rieman College of Nursing and Health Sciences application form to the College **or** to Culver-Stockton College/Quincy University.
- All three institutions have applications online-www.culver.edu, www.quincy.edu, and www.brcn.edu, which can be completed in place of a paper application.

Second Degree, RN-BSN Students, and MSN Students

Complete and only return the College's application form.

High School Students

Application forms can be completed and submitted at any time after completing the junior year of high school.

NOTE: There is no separate application fee for the College.

Step 3: Submit transcripts.

High School Students

Submit an official transcript from high school, showing the cumulative grade point average (GPA) and any post-secondary credit earned during high school from a regionally-accredited college/university.

- When applying as a high school senior, the student submits an official high school transcript that shows the GPA through the end of the junior year. After graduation, the student is responsible for sending to Culver-Stockton College/Quincy University a final high school transcript showing the graduation date.

Transfer Students

- Request that an official transcript from each college/university previously attended be sent to Culver-Stockton College/Quincy University.
- Provide any syllabi and/or course descriptions that are requested by the College; and/or Culver-Stockton College or Quincy University.

Second Degree BSN Students

- Request that an official transcript from each college/university previously attended be sent to the College's Admissions Office.
- Provide any syllabi and/or course descriptions that are requested by the College.
- Submit resume and two letters of reference to the College's Admissions Office.

RN-BSN and MSN Students

- Request that an official transcript from each college/university and/or diploma nursing program previously attended be sent to the College's Admissions Office for evaluation.
- Provide any syllabi and/or course descriptions that are requested by the College's Registrar.
- Submit a copy of your current license and documentation of malpractice insurance. These items must be submitted before enrolling in course work.
- Make an appointment with the RN-BSN Coordinator to discuss the evaluation of your transcripts, transfer of credit, and degree plan. Make this appointment through the College's Admissions Office.

Step 4: For High School Students and Transfer Students: Submit ACT scores.

Request that ACT (American College Test) or SAT (Scholastic Aptitude Test) scores are mailed to Culver-Stockton College/Quincy University.

- Culver-Stockton College's ACT code number is 2290.

- Quincy University’s ACT code number is 1120.
- For test dates and questions about the ACT test, students can contact their high school counselor or the American College Testing Corporation at P. O. Box 168, Iowa City, IA 52240.

Applicants who have been out of high school and have not been enrolled at another institution for at least two years need not take these tests. They will take the A2.

Step 5: For Pre-licensure Students, Only: Sign verification form.

Sign the verification form mandated by the Missouri Nurse Practice Act. Forms are obtained from the College’s Admissions Office.

Step 6: Deposit Advance Placement students are required to pay a deposit upon receipt of acceptance letter. Basic and Transfer students are required to pay a deposit to, Culver-Stockton College/Quincy University to hold a seat in the class.

ACADEMIC POLICIES AND PROCEDURES: PROGRESSION POLICIES AND PROCEDURES

BSN PROGRAM PROGRESSION REQUIREMENTS AND POLICY

POLICY

The academic progress of all nursing students is evaluated by the College’s Academic Committee at the end of each semester. Students and advisors are notified by letter of any progression difficulties. The letter is sent by the College’s Registrar’s Office.

The student is responsible, with assistance from the advisor and the College’s Registrar’s Office, to meet all progression requirements. For a student to progress sophomore to junior year, junior year to senior year, and senior year to graduation in good academic standing, the following are necessary:

- Maintain a minimum cumulative grade point average (GPA) of 2.7.
- Achieve a minimum cumulative GPA of 2.7 in all support courses at the completion of the sophomore, junior, and senior years in order to progress and graduate.
 - Students will not progress to the next year or graduate when their support course GPA is below 2.7. (2.7 effective June 2014 for new students)
 - Support courses are Anatomy & Physiology I and II, Microbiology, Pathophysiology, Statistics, Ethics, Introduction to Psychology, and Human Growth & Development/Child Psychology.
- Achieve a minimum cumulative GPA of 2.7 in all nursing courses (NGPA) at the completion of all required 200, 300, and 400 level nursing courses.
 - Students will not progress to the next year or graduate when their NGPA is below 2.7.
- Earn a minimum of “C” in all required nursing courses and earn a minimum of “C” in all required prerequisite and support courses by the time they are required as prerequisites.
 - A “C-” is not acceptable.
- Complete the prerequisites for subsequent courses.
- Meet the other specified requirements of the program.
 - In addition to other course requirements, a student must achieve a minimum test average of 77% at the end of each clinical nursing course in order to pass the course. When the student does not have this minimum average, the grade for the course will represent the test average earned, excluding other assignments, as a “D” or “F.”

- Meet competency requirements at each level as specified in the competency requirements.

When a sophomore, junior, or senior student does not progress due to an NGPA below 2.7, the student must retake a required nursing course to raise his/her NGPA and to help the student improve his/her knowledge base as a safe professional nurse.

PROGRESSION REQUIREMENTS FOR THE MSN PROGRAM

POLICY

Students in the MSN program are expected to maintain a 3.0 Grade Point Average (GPA) and earn a minimum of a “B” for each course in order to progress. Failure to meet these progression requirements will subject the student to academic probation and/or dismissal.

Students can earn only one “C” for a graduate level nursing course. However, they must maintain the 3.0 GPA to continue to progress and not be placed on academic probation.

A student can earn only one “D” for a graduate level nursing course and remain in the program as long as the 3.0 GPA is maintained. However, the student will be placed on academic probation.

RESPIRATORY CARE PROGRAM PROGRESSION REQUIREMENTS AND POLICY

POLICY

The academic progress of all respiratory care students is evaluated by the College’s Academic Committee at the end of each semester. Students and advisors are notified by letter of any progression difficulties. The letter is sent by the College’s Registrar’s Office.

The student is responsible, with assistance from the advisor and the College’s Registrar’s Office, to meet all progression requirements. For a student to progress from one semester to another in good academic standing, the following are necessary:

- Maintain a minimum cumulative grade point average (GPA) of 2.7.
- Achieve a minimum cumulative GPA of 2.7 in all support courses at the completion of the sophomore year
 - Students will not graduate when their support course GPA is below 2.7.
 - Support courses are Fundamentals of Public Speaking, Composition I, Ethics, Humanities course, Math, Anatomy & Physiology I and II, Microbiology, Introduction to Psychology, and Chemistry.
- Achieve a minimum cumulative GPA of 2.7 in all respiratory care courses.
- Earn a minimum of “C” in all required respiratory care courses and earn a minimum of “C” in all required prerequisite and support courses by the time they are required as prerequisites.
 - A “C-” is not acceptable.
- Complete the prerequisites for subsequent courses.
- Meet the other specified requirements of the program.
 - In addition to other course requirements, a student must achieve a minimum test average of 77% at the end of each clinical respiratory care course in order to pass the course. When the student does not have this minimum average, the grade for the course will represent the test average earned, excluding other assignments, as a “D” or “F.”
 - Meet competency requirements at each level as specified in the competency requirements.

When a student does not progress due to an RCGPA below 2.7, the student must retake a required respiratory care course to raise his/her RCGPA and to help the student improve his/her knowledge base as a safe professional respiratory care practitioner.

ACADEMIC POLICIES AND PROCEDURES: GRADUATION POLICIES AND PROCEDURES

BSN PROGRAM GRADUATION REQUIREMENTS

POLICY

Degree requirements for graduation are:

- Satisfactory completion of 124 semester credit hours for the basic and the second-degree programs, and 120 semester credit hours for the RN-BSN program.
- 30 of the last 60 credits for the degree were earned from the College.
- Satisfactory completion of all courses on the degree plan.

Accumulative grade point requirements for graduation are:

- GPA of 2.70 or above.
- Support course GPA of 2.70 or above.
- NGPA of 2.70 or above.

GRADUATION REQUIREMENTS FOR THE MSN PROGRAM

POLICY

Graduation requirements for the MSN are:

- Completion of all graduate core courses, whole person nursing care core courses, research/project core courses, and functional area courses.
- 42-44 credit hours at the graduate level.
- A cumulative grade point average of 3.0 or above.
- Completion of the thesis or project.

RESPIRATORY CARE PROGRAM GRADUATION REQUIREMENTS

POLICY

Degree requirements for graduation are:

- Satisfactory completion of 75 semester credit hours consisting of 32 general education hours and 43 respiratory care hours.
- 15 of the last 30 credits for the degree were earned from the College.
- Satisfactory completion of all courses on the degree plan.

Accumulative grade point requirements are:

- GPA of 2.70 or above.
- Support course GPA of 2.70 or above.
- RCGPA of 2.70 or above.

CONFERRING OF DEGREES

PURPOSE

To define when degrees are conferred.

POLICY

Degrees are conferred three times a year; May, August, and December. Students must be registered in the term of degree conferral. If a student is unable to complete the degree requirements by the anticipated conferral date, an incomplete may be issued at the discretion of the course instructor. Should the student need to enroll in another semester in order to complete the degree requirements, the conferral date would then be at the completion of that semester.

GRADUATION HONORS

POLICY

Degree with Distinctions are award by the College for the following accomplishments:

- Summa cum laude, with highest distinction: 3.850 or higher cumulative nursing GPA.
- Magna cum laude, with great distinction: 3.70-3.849 cumulative nursing GPA.
- Cum laude, with distinction: 3.500-3.749 cumulative nursing GPA.

These honors are noted on the student's transcript. Students receiving these honors receive a blue and gold cord prior to the graduation ceremony. All graduation requirements must be documented as completed prior to commencement for honors to be announced at commencement.

NOTE: Students receiving master's degrees are not eligible for graduation with honors.

PARTICIPATION IN COMMENCEMENT CEREMONY

PURPOSE

To outline requirement for participation in a commencement ceremony.

POLICY

Students meeting all degree requirements are eligible to participate in one of the two commencement ceremonies of the College occurring in May and December.

PROCEDURE

All graduating students must fill out an Application for Graduation form and submit it to the Student/Alumni Services Officer by the required date. Students who choose to participate in the commencement ceremony must do so in the commencement ceremony following completion of all degree requirements.

Students in the joint program with Quincy University or Culver-Stockton College must complete additional requirements specific to their partner institution. They must follow the partner institution's policy on participating in a commencement ceremony without completing all degree requirements. Students seeking a degree solely from the College must complete all degree requirements prior to participating in a commencement ceremony.

PARTICIPATING IN THE GRADUATION CEREMONY, MSN PROGRAM

POLICY

Students must meet all graduation requirements by the date of graduation to participate in the May graduation ceremony.

ACADEMIC POLICIES AND PROCEDURES: READMISSION POLICIES AND PROCEDURES

READMISSION TO THE COLLEGE

PURPOSE

The purpose of this policy is to define guidelines and requirements for readmission into the College.

POLICY

Students who have been dismissed, suspended, or withdrawn from the College, are required to apply for readmission should they choose to return. Students who have been dismissed may not apply for readmission to the same degree track. All applicants for readmission must meet current admission and progression requirements.

The Academic Committee reserves the right to not re-admit students based on their past academic performance and/or behavior as a student.

PROCEDURE

Applicants seeking readmission may apply through the Admissions office at the end of the spring semester (May 15th deadline) or fall semester (December 15th deadline) following dismissal, suspension, or withdrawal. The re-admission process will include the following:

- Re-admission application.
- Official transcripts of courses completed or in progress since last date of attendance. (If unable to submit transcripts by the May or Dec 15th deadlines, please notify the admissions office).
- Students who have been dismissed or suspended are required to submit a letter to the Academic Committee including:
 - A self-reflection regarding the factors that contributed to the lack of academic success.
 - Actions taken to improve the student's likelihood of success.
 - Actions taken regarding recommendation made by the Academic Committee upon dismissal or suspension including Learning Resource Center and/or counseling interventions.
 - An action plan for success upon re-admission (Include written description and table template outlining the plan for success).
 - Documentation of validated clinical skill competencies (per the College's Simulation Center faculty) at the re-entry level prior to the date of re-entry into the program - if being re-admitted at the 2nd semester sophomore, junior or senior level.

The College requires that all students being re-admitted complete a criminal background check and drug screening prior to beginning class. The drug screening must be done no more than 30 days before the start class. The background check must be done no more than 60 days before the start of class. Re-admittance into the College is conditioned on passing this required background check and drug screening. A re-admitted student may have his or her acceptance revoked if the drug screen is positive or disqualifying offenses (as found in the 225 ILCS 65/70-5

Nurse Practice Act) are found on the criminal background check. A nonexclusive list of disqualifying offenses can be found in the Academic, Financial Aid, and Student Handbook under the Criminal Background Check policy, or on our website at: <https://www.brcn.edu/parents-current-students/student-services-requirements>

READMISSION TO THE MSN PROGRAM

POLICY

A student may apply for readmission to the MSN Program at any time. The student must meet current admission and progression requirements. The application form for readmission is obtained from the Admissions Office. When it has been completed and returned, the Admissions Office initiates admission procedures that include action by the MSN Committee.

ACADEMIC POLICIES AND PROCEDURES: ADD/DROP COURSES, DISMISSAL, PROBATION, AND WITHDRAWAL POLICIES AND PROCEDURES

CHANGING COURSE SCHEDULE

POLICY

A course schedule can be changed by submitting a change of registration form. The form may be obtained from the College's Registrar's Office and must be signed by the student's academic advisor, the financial aid coordinator and the College's Registrar. All changes must be made before the deadlines listed on the current academic calendar.

Add/Drop Dates

The last day to add or drop a full semester or eight (8)-week course will be the fifth working day of the course. The last day to drop a five (5)-week or fewer course whether interim, summer, or semester term will be the second working day of the course. Deadlines are listed on the academic calendar and the College website. For add/drop dates for non-nursing courses, please refer to the Culver-Stockton or Quincy University add/drop policies. Census day will be five (5) business days after the first day of the semester.

PROCEDURE

Adding a Course

Students may add a course to their schedules up to the last add date. Once the add date has passed, no more courses can be added to a student's schedule for that semester.

Dropping a Course

Students may drop a course from their schedules up to the drop date. There is no academic penalty for dropping a course and the course will not appear on the transcript. Once the drop date has passed, any course removed from the student's schedule will be considered a withdrawal.

DISMISSAL (UNDERGRADUATE PROGRAM)

PURPOSE

The purpose of this policy is to define the conditions for dismissal from the enrolled degree track.

POLICY

Dismissal is a debarment/separation from the enrolled degree track. This may occur at any time during the semester. Degree tracks include Basic Track Nursing, Second Degree Nursing, RN-BSN, Respiratory Care, and Health Information Management.

PROCEDURE

The College reserves the right to dismiss students from any program regardless of the cumulative grade point average for any one (1) of the following reasons:

- Clinical Failure due to unsafe clinical performance as outlined in the Unsafe Student Practice Policy.
- Failure of two (2) required nursing or health sciences courses.
- Failure to comply with the policies of the program including, but not limited to, the Academic Probation Policy.
- Failure to meet and maintain academic or progression requirements after any two (2) probationary periods
- Violation of ICARE standards or the Student Code of Conduct that result in disciplinary action from the Code of Conduct committee.
- Academic dishonesty.

Suspension or dismissal from Culver-Stockton College, Quincy University, or any partner institution.

DISMISSAL FROM THE MSN PROGRAM

POLICY

The College reserves the right to dismiss students from the MSN program regardless of the cumulative Grade Point Average (GPA) for:

- Not meeting progression requirements:
 - Failing to raise the cumulative GPA to 3.0 after a second and final probationary semester.
 - Earning a second “C” grade for a graduate level nursing course.
 - Earning a second “D” grade for a graduate level nursing course.
- Preceptor or agency refusal to continue working with the student due to clinical safety issues.
- Unfit for duty whereby impaired judgment will interfere with safety and quality during a practicum or research setting.
- Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing. (Applies when a condition for using an agency includes following its alcohol/drug/fit for duty policy.)
- Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patient, staff, faculty, or student.
- Patient/research subject neglect.
- Breach of patient/research subject confidentiality.
- Dishonesty with patient/research data or with own actions.
- Other unsafe practicum/research practice (as deemed by faculty or preceptor).
- Failure to comply with the policies of the program.
- Failure to maintain an unencumbered license.

ACADEMIC PROBATION (UNDERGRADUATE)

PURPOSE

The purpose of this policy is to define the conditions for probation.

POLICY

The College's Academic Committee reviews the academic status of students at the end of each semester. Students with academic difficulties, a violation of an ICARE standard, or a violation of the Student Code of Conduct may be placed on probation. Students placed on probation are notified in writing and their academic advisors are informed. Students on probation are encouraged to seek advising, academic assistance, tutoring, and/or counseling.

Students enrolled in the Nursing Degree Plan for the Basic Track cannot be placed on academic probation related to summer grades. A student cannot be removed from academic probation due to summer grades. Grades from summer classes do affect a student's cumulative GPA. A student can only be removed from academic probation at the end of fall or spring semester. Progression to the next level is not delayed if GPA criteria have been met after completing a summer course.

PROCEDURE

Students may be placed on academic probation prior to the beginning of a semester when one or more of the following conditions occur:

- A grade of "D" or "F" is received in a required nursing or health science course.
- A grade of "D" or "F" is received in a repeated required nursing or health science course.
 - This standard still applies if the same course was previously completed and a grade of "C" or better was earned.
- A grade of "F" in any College clinical course due to a clinical failure.
- Failure to meet progression requirements.
- Violation of an ICARE standard or the Student Code of Conduct that results in disciplinary action from the Code of Conduct committee.
- Failure to meet the required grade point average (GPA) of the program.

After being placed on academic probation, the student will complete the following strategies for academic success:

- Meet with their academic advisor to develop a plan of action.
- Implement their plan of action.

GRADUATE PROGRAM ACADEMIC PROBATION

PURPOSE

To explain the circumstances leading to graduate academic probation.

POLICY

Students are placed on academic probation when their cumulative Grade Point Average (GPA) is below 3.0 at the end of a semester. Students are removed from academic probation at the end of the following semester if their cumulative GPA is 3.0 or higher. Students on academic probation who fail to raise their cumulative GPA to 3.0 may be allowed a second and final semester on academic probation depending on the GPA, extenuating circumstances,

and proposed plan for success. Students are dismissed from the program upon failure to raise their cumulative GPA to 3.0 by the end of the second semester on academic probation.

Students are placed on academic probation when they earn a "D" for a graduate level course whether the cumulative GPA meets or is below the minimum required GPA of 3.00 for progression. Students may repeat the course one time. Students are removed from academic probation when they successfully repeat the course and meet progression requirements. Students are dismissed from the program upon failure to earn the minimum required course grade.

All issues regarding students' academic progress are decided by the Master's Program Committee.

WITHDRAWING FROM COURSES OR THE PROGRAM

PURPOSE

The purpose of this policy is to ensure proper guidelines and procedures are being followed when withdrawing from a course or program.

POLICY

Withdrawal Dates

The last day to withdraw from a full semester course will be the first Monday in November (fall semester) and the first Monday in April (spring semester). The last day to withdraw from an eight (8)-week course will be the sixth Monday of the course. The last day to withdraw from a five (5) week or fewer week course will be the second Monday of the course.

Limits on Withdrawing from a Nursing Course

A student is allowed to withdraw and re-enroll in the same nursing or health sciences course one time. A student must complete the course when enrolled in it for the second time. Failure to complete the course for the second time may result in dismissal from the program. Failure to pass the course after re-enrolling may also result in dismissal from the program.

Once a student has earned a clinical failure in a nursing or health science course, they no longer have the option to withdraw from the course.

Unofficial Withdrawals (Administrative)

If a student has not attended any classes by the add/drop date period (five (5) class days after the class begins), and has not communicated the reason for their absence with a college administrator or instructor(s), they will be unofficially withdrawn from classes.

A Title IV aid recipient who fails to withdraw but stops attending class are also considered unofficial withdrawals. The Return to Title IV Funds policy requires the College to calculate the "earned" amount based on the last day of attendance of the semester. If a student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

When a student chooses to withdraw from a course or the program, they are required to follow the withdrawal procedure.

PROCEDURE**Official Withdrawals*****Withdrawing from a Course***

If a student withdraws from a course after the add/drop date a "W" is recorded on the transcript. There is no academic penalty for withdrawing from a course before the deadline. Once the withdraw date has passed, any course not finished results in a grade of "F."

Students must complete the following steps to withdraw from a course:

- Obtain a Withdrawal Form from the student's Academic Advisor.
 - The Academic Advisor will contact the student's course and/or clinical faculty to verify the students' academic standing in the course.
- Obtain all appropriate signatures as listed on the form, including course instructor.
- Return the completed form to the College's Registrar office. The date the completed withdrawal form is submitted is considered the official withdrawal date.

Withdrawing from the College

Reasons for withdrawing include transferring to another program, leaving the College, or changing majors.

Students must complete the following steps to withdraw from the College:

- Obtain a Withdrawal Form from the student's Academic Advisor.
 - The Academic Advisor will contact the student's course and/or clinical faculty to verify the student's academic standing in the course(s).
- Obtain all appropriate signatures as listed on the form.
- Return the completed Withdrawal Form to the College's Registrar's office. The date the completed withdrawal form is submitted is considered the official withdrawal date.
- Return badge backer, mailbox key, and identification badge to the Student Services Officer.

Upon a student's withdrawal from the program

- The College IT Department terminates the student's e-mail account.
- The CAMS/Blackboard Manager disables the student's access to these online services.
- The College's Registrar notifies the partner institution and the Blessing Health System's Termination group.
- Blessing Hospital disables the student's access to BAR, NetLearning, and other web-based applications.

Withdrawing from a Partner Institution

A student who wishes to withdraw from Culver-Stockton College obtains and processes the appropriate form through the Culver-Stockton College Registrar's office.

A student who wishes to withdraw from Quincy University obtains and processes the appropriate form through the Quincy University Registrar's office.

ACADEMIC POLICIES AND PROCEDURES: GRADES AND GRADING POLICIES

GRADES

POLICY

Grades earned in courses are based on grade points that are measures of quality. They are assigned as follows:

Percent	Letter Grade	Grade	Performance Level
93 - 100	A	4.00	Outstanding
85 – 92.9	B	3.00	Above Average
77 – 84.9	C	2.00	Satisfactory
70 – 76.9	D	1.00	Unsatisfactory
≤ 69.9	F	0.00	Failing
	W	No Effect	Withdrawn
	I	Temporary Effect	Incomplete

GRADING

POLICY

A student must achieve a grade of “C” or above in the theory portion of the course and meet all competencies as identified in the clinical portion of the course in order to receive a passing grade for the course. All requirements of the course must be met before a grade is given. An “Incomplete” may be given at the discretion of the course instructor.

To receive a grade of incomplete-satisfactory, prior arrangements must be made with all pertinent faculty. Course requirements must be completed prior to the beginning of the next semester. Students must take all examinations and complete all course requirements to receive a grade. Failure to do so may prevent enrollment in the next courses.

Students may request to take examinations earlier or later than scheduled due to unusual circumstances. All changes must be prearranged with the course faculty. Faculty retains the right to refuse requests.

In all courses, students must earn a 77% test average to successfully complete the course. No more than 10% of the grade in any course will be from standardized tests. There is no rounding of grades.

Incomplete Grade

A grade of Incomplete (I) for a course is given at the discretion of the course instructor. An Incomplete grade for any nursing course must be removed before the student enrolls in any nursing course for the following semester. No student will receive a passing grade in a nursing course without completing the course requirements. Prerequisite course requirements cannot be met with an Incomplete grade. Incomplete grades for non-nursing courses fall under the policies of Culver-Stockton College or Quincy University.

Pass/Fail Grades

Certain courses, that are not specifically required for graduation, can be taken for a pass/fail grade provided the student:

- Has junior or senior standing.
- Has a cumulative GPA of 3.000 or higher.
- Takes no more than one pass/fail course each semester.
- Designates a course as a pass/fail by midterm of the semester in which the course is taken.

After mid-semester, no course designated as pass/fail can be changed to a graded course. No general education requirement or course in the major or minor fields can be taken pass/fail. Two (2) credit hours of nursing electives are required in the BSN degree plan and cannot be taken as Pass/Fail. Additional nursing elective credits can be taken as pass/fail. To receive a grade of "P" (Pass), the student must perform at a level of "C" or better. The pass/fail grade does not affect the student's grade point average.

ACADEMIC POLICIES AND PROCEDURES: TRANSFERRING CREDIT POLICIES AND PROCEDURES

EVALUATION AND TRANSFER OF CREDIT

PURPOSE

The purpose of this policy is to ensure a consistent process is employed for the evaluation and transfer of college credits.

POLICY

Non-nursing and non-health science courses in the joint program are evaluated for transfer of credit by the Registrar's Office at Culver-Stockton College or Quincy University. All nursing and health sciences courses are evaluated by the College's Registrar's Office. All courses transferred into degree programs solely conferred by the College are evaluated by the College's Registrar's office.

PROCEDURE**Student's Responsibility**

It is the responsibility of the student to provide any syllabi and/or course descriptions that are requested for the purpose of evaluation by the College's Registrar and/or the Registrar of Culver-Stockton College or Quincy University.

Transfer of Credit

Academic credit for a course earned at a regionally accredited institution, approved by the American Council on Education (ACE), or evaluated by World Education Services (or equivalent service), are accepted if:

- A course has a grade of "C" or above.
- Required pre-requisite, support, nursing or health science courses are a grade of "C" or above.
- The course does not duplicate any course taken at the College.

Students may only transfer a maximum of 6 credit hours in general education courses with a grade of "D".

There is no time limits for acceptance of credits earned during prior enrollments.

Credit hours are transferred but grades are not. Grades for transfer courses are not part of the cumulative GPA. Courses transferred as support courses will be calculated into the support course GPA. Courses that are transferred are applied toward degree requirements when content is deemed equivalent to the College's curriculum.

OFFICIAL TRANSCRIPTS

POLICY

Students who attended other institutions of higher learning must submit official transcripts from these institutions before credits are transferred, validated, or evaluated and to receive state or federal aid.

Second Degree BSN, RN-BSN, MSN, and Respiratory Care Students

Second degree BSN and RN-BSN students must submit official transcripts from all colleges previously attended to be considered for admission into the program. Transcripts are considered official when they are sent directly from the institution in a sealed envelope, the envelope is unopened, and the school seal with the Registrar's signature is on the document. Transcripts marked "Issued to Student" are not official transcripts and therefore cannot be used to transfer, validate, and evaluate credit. Paper grade reports, faxes, and online grade downloads are not official documents and cannot be used to transfer, validate, and evaluate credit. Official electronic transcripts are accepted if sent by secure electronic delivery system (ex: e-SCRIP-SAFE).

Basic and Transfer Students

Students attending Culver-Stockton College or Quincy University submit official transcripts to the partner institution before enrolling in the program and the College will use these documents as official transcripts.

ACADEMIC POLICIES AND PROCEDURES: GENERAL POLICIES AND PROCEDURES

ACADEMIC RECOGNITION

POLICY

Students achieving a Nursing Grade Point Average- Health Science (NGPA/HS) of 4.0 during any given semester will be recognized with the distinction of President's List. Students achieving a NGPA/HS of at least 3.75 to 3.99 will be recognized with the distinction of Dean's List. All students (full or part-time) who are in good academic standing (per the *Good Academic Standing* policy) are eligible for this recognition.

PROCEDURE

- After grades are submitted, the Registrar will calculate NGPA/HS for all students and forward those eligible for the President's and Dean's list to the Administrative Assistant.
- Students who are placed on either the President's or Dean's list will receive a congratulatory letter from the President or Academic Dean respectively.
- The student names for each list will be forwarded to the Admissions Office staff who will post this bulletin in the display case by the library for the length of the current semester.

- The student names for each list will also be forwarded to the Coordinator of the College Marketing Committee for distribution to the student's hometown newspaper (based upon release of the student's publicity form), Blessing Corporation Public Relations Office and recognition in the College newsletter.

ACADEMIC SCHEDULE

POLICY

The academic year is divided into two fifteen-week semesters. The College also has 3, 4, and 8-week sessions. Specific dates for each semester are included in the College calendar. A full-time class load during each of the two regular semesters for baccalaureate students is 12-18 credit hours.

ACADEMIC NOTICE

PURPOSE

To outline the steps of issuing an Academic Notice.

POLICY

Students are issued an Academic Notice for performance which could lead to an unsatisfactory academic outcome and potential failure.

PROCEDURE

An Academic Notice may be issued by the course or clinical faculty member when the student is identified as not meeting course objectives. The process for issuing an academic notice includes:

- The faculty member completes the Academic Notice form.
- The faculty member sends the Academic Notice to the appropriate distribution list.
 - The distribution list includes the Advisors, Registrar, Registrar Assistant, Academic Dean, and President/CEO.
- The faculty member will distribute the Academic Notice to the student.
- The student is responsible for implementing the plan of action with assistance from the course or clinical faculty member.
- The Advisor may contact the student to assist with implementation of the corrective action plan.
- The College Registrar will send the Academic Notice to the appropriate person at the partner college.

ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITY ACT (ADA)

POLICY

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 define reasonable accommodation as an academic adjustment, modification to the environment, auxiliary aid, or service that ensures students with a disability who are otherwise qualified have an equal opportunity to participate. Please note that an accommodation is not reasonable when it poses a direct threat to the health or safety of others, lowers academic standards, alters the nature of the program, results in a substantial change in an essential element of the curriculum, and/or fundamentally alters an academic requirement essential to meeting licensing requirements. All students are expected, with or without reasonable accommodation, to meet nursing competencies and performance standards that are required to safely perform the normal roles of the RN.

The College, in compliance with ADA, does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices of a personal nature. The College, also in compliance with ADA, provides tutoring to students with disabilities in the same manner as it provides tutoring to nondisabled students.

Otherwise Qualified Individuals with a Disability

Section 504 of the Rehabilitation Act of 1973 defines an otherwise qualified student with a disability as “a student with a disability who meets the academic and technical standards requisite for admission or participation in the institution's educational program or activity.”

Disability

The ADA Amendments Act of 2008 defines disability as “a physical or mental impairment that substantially limits one or more major life activities. A major life activity includes but is not limited to caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sitting, reaching, interacting with others, and a major bodily function.” Please note that a diagnosis or impairment by itself is not a disability and is insufficient to qualify an individual as disabled. Therefore, students must disclose their disability and the College, in compliance with ADA, may request documentation in order to establish the disability and the need for accommodation

Acceptable Documentation from a Health/education Professional

Students are responsible for providing any documentation that the College requests to establish a disability and the need as well as the type of accommodation. Acceptable documentation from a health or education professional must be typed on professional letterhead, provides the name and credentials of the professional, is dated, and is signed by the professional. The person providing the documentation is a health or education professional who is qualified to provide the following documentation: a) a clear, specific statement of the diagnosis/impairment and the degree of functional limitation to one or more major life activities; b) description of any behavioral, cognitive, medical, or other features accompanying the disability that may relate to the requested accommodation; c) medical side effects that may warrant requested accommodations; d) recommendations for accommodation; and e) rationale for recommended accommodations. Documentation needs to be recent within three years of the disclosure to the College because the effects of a diagnosis or impairment can change over time, resulting in changes in accommodation or the individual is no longer eligible for accommodation under ADA.

PROCEDURE TO REQUEST REASONABLE ACCOMMODATION

A student requesting reasonable accommodation must:

- Self-identify the disability to his/her advisor who notifies the College Section 504/ADA Coordinator.
- Meet with the College’s Section 504/ADA Coordinator who reviews ADA eligibility, rights, and responsibilities.
- Request reasonable accommodation from the Academic Committee.
- Provide the Academic Committee with documentation that establishes the disability and supports the need for accommodation.

Documentation is used by the Academic Committee to design a plan that (1) provides an equal opportunity to meet the standards of the nursing program; (2) is based on the types of reasonable accommodation as identified by the health/education professional; (3) accommodates only those areas impacted by the disability; and (4) identifies the exams and testing modalities that are exempt from reasonable accommodation because they are designed to measure a particular skill and/or essential function associated with the normal roles of a professional registered

nurse. The plan is shared with the student, the academic advisor, and the College's Section 504/ADA Coordinator. With the student's permission, the plan is shared with individual course instructors.

The Section 504/ADA Coordinator meets with the student once a semester to review ADA and re-evaluate eligibility.

Section 504/ADA Coordinator

The Section 504/ADA Coordinator is Sarah Mueller who can be reached at smueller@brcn.edu or extension 6997.

Grievance

The College is committed to the resolution of concerns and issues regarding the civil rights of individuals with a disability. Therefore, the College has the following processes for resolving these concerns and issues.

Informal Process

The student contacts the Section 504/ADA Coordinator who will help the student informally resolve the concern or issue. For students who are dissatisfied with the resolution or want a formal process to resolve, they follow the formal process.

Formal Process

- The student files the complaint in writing to the Section 504/ADA Coordinator, providing his/her name, address, and description of the alleged violation. Specific facts must be used to describe the allegation and the complaint is filed within 30 working days of the alleged violation.
- The Section 504/ADA Coordinator conducts an investigation, affording all interested persons with the opportunity to submit evidence relevant to the complaint. After the investigation, the Section 504/ADA Coordinator submits a written response to the student within 20 working days of receiving the complaint, describing the validity of the complaint and a description of the resolution if needed.
- The student may request reconsideration of the case if dissatisfied with the resolution. The request must be made within 10 working days to the Section 504/ADA Coordinator who forwards the request to the President/CEO of the College.
- A final decision is made within 20 working days of the President/CEO receiving the request to reconsider the original resolution.

OCR Complaint

Students with a disability have the right to file a complaint directly with the U.S. Department of Education; Office for Civil Rights (OCR), Region V (Chicago area). Information regarding applicable timelines and procedures is available from OCR.

AGENCY REFUSAL OF A STUDENT'S CLINICAL PRIVILEGES

POLICY

Each agency that is used by the College for clinical experiences has the right to limit an individual student's access to its facility.

In the event a student is barred from a clinical site the College will find an alternative clinical setting for the student.

APA FORMAT

PURPOSE

To outline expectations for citing sources in professional writing.

POLICY

Students are expected to write professionally. Correct grammar and spelling are required. Credit must be given to the appropriate sources for direct quotes, paraphrasing, and usage of tables or other diagrams.

The format approved by the faculty and used for assigned papers, care plans, and annotated bibliography cards is American Psychological Association (APA). The most current Publication Manual of the American Psychological Association is to be used and can be purchased when obtaining textbooks. The Library also provides APA resources. In addition, there are APA websites.

APA is the standard used by many professions in the sciences, health care, and education. APA provides guidelines and rules for the preparation of papers and manuscripts. This uniformity promotes clear communication and provides a framework for demonstrating the scholarship of the author.

All students are urged to obtain their own copy of the Publication Manual. Students are expected to become familiar with the manual and how information contained therein is organized.

AUDITING A COURSE

POLICY

Space permitting students may register to audit a course. Courses that are taken for no credit and with no expectations of a grade are considered audit courses. When a course is taken for audit, the student is not required to take written tests or final examinations and no credit is granted for the course. The student is required to participate in all other course activities as indicated in the course syllabi. These activities may include test reviews, group work, and other projects as determined by the instructor. Class participation is required. If the audited course has a corresponding clinical, the clinical requirements will be determined on an individual basis.

In order for an audited course to appear on a student's transcript, the student must comply with the audit attendance policy established by the instructor. When audited courses do appear on the transcript, they will be reflected as a grade of "AU" and show no hours attempted, no hours earned, and no quality points earned. Audited courses do not apply toward degree requirements.

For a full-time student, there is no additional charge for an audited class provided the total enrolled hours plus the number of hours audited do not exceed 18. A student whose schedule exceeds 18 hours is charged one-half the normal overload fee for audit hours in excess of 18. A part-time student is charged one-half regular part-time tuition to audit.

The student's responsibility is to indicate that the course is being audited on the registration form. The decision to audit a course must be made at registration and cannot be changed after the add/drop date.

CHANGE IN STUDENT'S NAME, ADDRESS, OR TELEPHONE NUMBER

PURPOSE

To explain requirements for students when they have a change of information.

POLICY

Students are required to complete the Student Change of Information Form when their name, address, or telephone number changes at any time after initial enrollment into the program. Proof of legal name change must accompany the form when a name is changed for any reason. The completed form must include the student's signature and is returned to the College Registrar's Office. Forms are obtained from the College Registrar's Office and are available on the College's website.

COMPETENCY REQUIREMENTS FOR BASIC AND SECOND-DEGREE BSN STUDENTS

PURPOSE

To outline competencies required for progression and graduation.

POLICY

Students are required to demonstrate competence at each level in order to progress and graduate.

Sophomore Level

Sophomore nursing students must demonstrate competency with basic nursing care as a prerequisite to enrolling in any of the 300-level (junior) clinical nursing courses. Competency is demonstrated by successfully completing NSG 201, 206 & 207/216, 209 & 211/204, and 215.

Junior Level

Junior nursing students must demonstrate competency in providing safe, effective nursing care as a prerequisite to enrolling in NSG 402. Competency is demonstrated by successfully completing NSG 304, 320, 321, and 322.

Upon successful completion of the junior year, students will take a nationally standardized achievement test as an assessment measure. Students who do not meet the group-normed passing score are required to enroll in NSG 479: Core Concepts III in addition to the other senior year courses.

Senior Level

Senior nursing students must demonstrate competency in providing safe, effective nursing care as a prerequisite to graduation. Competency is demonstrated by successfully completing NSG 402, 404, 405, 407, 409, 427, and 428. Senior nursing students design and implement a NCLEX-RN success plan based on their results of previously taken national standardized tests. This plan assists the student to achieve NCLEX-RN success.

COPYRIGHT

PURPOSE

To describe expectations regarding copyright for Blessing Health Professions Library (the Library) patrons.

POLICY

Library provides access to print and electronic resources, including free and subscription-based resources and the Internet, which are subject to Title 17 of the U.S. Code (Copyright Law). Copyright Law must be obeyed as it pertains to libraries and educational material. Library patrons must abide by the copyright, terms, and conditions of each resource.

PROCEDURE

For educational purposes, Copyright Law allows for limited amounts of copying through the fair use statute. Section 107 of the Copyright Law addresses the fair use of materials and includes four (4) factors to help determine fair use. The Four (4) Factors:

- The purpose and character of the use
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

Libraries

- May copy an article for private study, scholarship, or research. The article must be stamped with a copyright notice.
- May make five (5) interlibrary loan requests per year, per journal, per library. Material that is more than five (5) years old is not subject to these guidelines.
- May make an archival copy of software and other audiovisual formats depending on the license agreement.
- May interlibrary loan materials provided that loan is not a substitute for a subscription to or purchase of such work, the request conforms to the guidelines provided in Section 108 of the Copyright Law, and a record of all requests is kept for three (3) complete calendar years plus the current year.
- May copy to replace material that has deteriorated or been damaged, lost, or stolen, if a replacement copy cannot be obtained at a fair price.
- Are not liable for wrongful copying if they display a copyright notice near the copier.
- May copy, without permission, U.S. government documents, items published prior to 1906, and items published prior to 1978 that are not copyrighted.

Library Patrons

- Have a legal right to copy for personal files, cite in a bibliography, and discuss orally or in print.
- Should, if in doubt, request permission from the publisher or The Copyright Clearance Center (CCC) to reproduce a work for classroom use.
- May make multiple copies for classroom use (not to exceed one (1) copy per pupil per course) if the copying meets these tests:
 - Brevity: The work is less than 2,500 words, 10% of the total, or one (1) chapter.

- Spontaneity: The instructor makes the decision to copy, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to copy.
- Cumulative effect: The copying of the material is for only one (1) course for one (1) semester, no more than three (3) excerpts from the same periodical volume during the same semester, and no more than nine (9) instances of multiple copying for one (1) course during a semester.

Unacceptable Use

It is unacceptable to use the Library's computers, Internet, print resources, and electronic resources in a manner that violates Copyright Law. Unacceptable use of or access to the resources may result in suspension of library privileges and may be considered a breach of the Code of Conduct. Unacceptable use includes, but is not limited to:

- Unauthorized downloading, uploading, or peer-to-peer file sharing of copyrighted material.
- Purposes that are illegal, unethical, harmful, or fraudulent.
- Purposes that violate fair use.
- Use of resources for commercial purposes.

Copyright Infringement

Penalties for copyright infringement include civil and criminal penalties. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. Willful copyright infringement may also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. Remedies for infringement are addressed in Sections 504 and 505 of the Copyright Law.

Sources

Department of Education. (2010). *Penalties for violation of federal copyright laws*. Retrieved from <https://library.shsu.edu/research/guides/EducauseStatementOnPenalties.pdf>

United States Copyright Office. (2016). *Copyright law of the United States*. Retrieved from <https://www.copyright.gov/title17/title17.pdf>

United States Copyright Office. (2014). *Reproduction of copyrighted works by educators and librarians*. Retrieved from <https://www.copyright.gov/circs/circ21.pdf>

DEFINITION OF CREDIT HOUR

PURPOSE

To provide a definition of credit hours for theory, clinical, and simulation.

POLICY

The College of Nursing and Health Sciences (the College) uses the Federal definition for credit hours in an on campus/in class setting. This definition is as follows: One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time.

PROCEDURE

- Faculty determine the type of assignments, readings, projects, and tests necessary to ensure course outcomes are met and provide coursework equivalent to the definition of credit hour.
- Calculation of credit hours for distance education courses is based on the consideration of the following activities:
 - The time spent in live instruction. Live instruction may be synchronous or instructor-led online time, or residential learning in the classroom (blended coursework).
 - The number of screens viewed in the course of online instruction. The average time spent on a "screen" is generally calculated as being 3-5 minutes per screen.
 - The run time for required media asset assignments calculated on a 1:1 ratio to seat time. Run time may be factored to account for expected multiple viewings of the asset for review and re-enforcement. Assets may include self playing videos or animation, or audio podcasts and recordings.
 - Links to external learning assets calculated as an average of the time required to consume content such as by reading an article, watching a self-paced instructional video, playing an instructional game, or completing a simulation.
 - Assignments: The instructor expectation of time spent in online instructional (not homework) assignments and activities such as postings to group discussion sites/bulletin boards, online group project work, use of class social media sites for group discussion/participation, and student-teacher interaction.
- Nursing clinical hours are calculated using a 1:4 ratio for sophomore level clinicals and a 1:3 ratio for junior and senior level clinicals. Example: One (1) credit hour of clinical equals four (4) clinical hours for sophomores or three (3) clinical hours for juniors and seniors.
- Respiratory care clinical hours are calculated using a 1:6 ratio with one (1) credit hour being equal to six (6) clinical hours.
- When incorporating simulation time into the clinical schedule, the simulation hour to clinical hour ratio is 1:2. Example: Three (3) simulation hours is equal to six (6) clinical hours.
- When incorporating simulation time into theory, the simulation hour to theory hour ratio is 1:1. Example: Two (2) simulation hours is equal to two (2) hours of seat time in theory.

ENROLLING AS A NON-DEGREE STUDENT

PURPOSE

To explain the requirements for enrollment of non-degree-seeking students.

POLICY

Non-degree-seeking students taking courses for personal or professional enrichment may do so based on course availability. Students may enroll in courses if they meet course prerequisites and follow the enrollment procedure.

PROCEDURE

Non-degree-seeking students must complete an information sheet available through the College's Registrar's Office and receive prior approval from the course instructor(s). Non-degree-seeking students may request degree-seeking status by following the regular admissions process.

GOOD ACADEMIC STANDING

PURPOSE

To outline the requirements to be considered in good academic standing.

POLICY

Good Academic Standing for Full-time Students

To be considered in good academic standing as a full-time student, each student must:

- Enroll in a minimum of 12 semester credit hours and maintain this course load throughout the academic semester.
- Maintain a cumulative grade point average (GPA) of 2.7.
- Maintain a cumulative support course GPA of 2.7.
- Maintain a cumulative nursing or health sciences GPA of 2.7.
- Earn a minimum of "C" in all required courses and earn a minimum of "C" in all required prerequisite and support courses by the time they are required as prerequisites while maintaining the required GPAs. A grade of "C minus" (C-) is not acceptable.
- Comply with the student code of conduct.

Any student who does not meet the above requirements is placed on academic probation.

Good Academic Standing for Part-time Students

To be considered in good academic standing as a part-time student, each student must:

- Enroll in a maximum of 11 semester credit hours and maintain this course load throughout the academic semester.
- Maintain a cumulative GPA of 2.7.
- Maintain a cumulative support course GPA of 2.7.
- Maintain a cumulative nursing or health sciences GPA of 2.7.
- Earn a minimum of "C" in all required courses and earn a minimum of "C" in all required prerequisite and support courses by the time they are required as prerequisites while maintaining the required GPAs. A grade of "C minus" (C-) is not acceptable.
- Comply with the student code of conduct.

Any student who does not meet the above requirements is placed on academic probation.

INDEPENDENT STUDY

PURPOSE

To explain the procedure to obtain approval for an independent study.

POLICY

Students may earn up to three (3) credits from an independent study during their academic career at the College.

PROCEDURE

Students must be in good academic standing to earn credit through an independent study. The process to obtain approval for an independent study is completed during the semester before the study begins. To receive approval for an independent study, the student must:

- Obtain the academic advisor's consent and the consent of the faculty member who will be responsible for giving guidance during the study and evaluating the outcomes of the study.
- Obtain an independent study proposal form from the College Registrar's Office and collect all signatures specified on the form.
- Write a proposal that includes the objectives, outcome measures, content, and time frame for the independent study. This step is to be mutually acceptable to the student and the faculty member.
- Present the proposal to the Curriculum Committee to receive the committee's advice and approval. The Curriculum Committee chairperson will sign the independent study proposal form when the proposal is approved by the committee.
- Return the completed independent study proposal form to the College Registrar's Office.

LEAVE OF ABSENCE**POLICY**

Students are expected to be continuously enrolled and students who cannot maintain this enrollment are encouraged to discuss taking a leave of absence (LOA) with their advisor. An LOA is defined as a temporary period of non-enrollment in courses. Except for military service, a leave may be granted for a period of one semester at a time, for a maximum of two semesters during enrollment at the College.

Students may need to temporarily suspend their enrollment for reasons they cannot control. Examples of reasons for an LOA include:

- Military service.
- Pregnancy.
- Illness or health restrictions for a period of time.
- Family emergency.

Students who take a leave of absence during the semester are withdrawn from courses because an LOA is a period of non-enrollment. Students' withdrawal date will be the first date of the LOA and any refunds, student progress, and the return of federal aid will apply as of this date. Students are encouraged to read the Financial Aid section of the catalog and contact the Financial Aid Coordinator to learn more about the effects of course withdrawal on financial aid. Students are also encouraged to read the Withdrawal Policy and discuss any issues with their advisor.

Students on LOA have the following privileges: communications from the College, registration, library access, and email accounts. All clinical agency privileges and access are terminated during the LOA time period. Because they are not enrolled students, they cannot fulfill any program requirements during the LOA period and they will not be billed for College courses. Students returning from LOA will automatically return to the status they had before the LOA was granted. Students returning from LOA will be subject to current degree requirements.

Students who do not return after the LOA period and do not apply for a regular withdrawal are administratively withdrawn and the last day of attendance will be the date the LOA began. Students on a regular or administrative withdrawal are required to reapply in order to return and there is no guarantee of readmission.

Students who do not have an approved leave of absence and are not attending classes and/or do not register for the following semester may experience negative consequences related to academic, financial aid, and other student issues.

PROCEDURES

Requesting a Leave of Absence (LOA)

The student requesting an LOA takes the following steps.

- Meet with his/her advisor to process the form.
- Obtain the necessary signatures.
- Return the completed form to the College Registrar's Office.
- Meet with the Financial Aid Coordinator to discuss the ramifications of the LOA on financial aid.

Returning from Leave of Absence (LOA)

The student returning from LOA takes the following steps.

- Meets with his/her advisor to discuss finishing the program, design a success plan, and register for classes.
- Meet with the Financial Aid Coordinator to discuss status with financial aid.
- Complete a skills check off at appropriate level (i.e.: sophomore, junior, senior) with simulation faculty prior to re-enrollment.
- Complete a criminal background check no more than 60 days before the start of the semester.
- Complete a drug screening no more than 30 days before the start of the semester.
- Acceptance is conditioned on passing the required background check and drug screening. A student may have his or her acceptance revoked if the drug screen is positive or disqualifying offense (as found in the 225 ILCS 65/70 Nurse Practice Act) is found on the criminal background check. A nonexclusive list of disqualifying offenses can be found in the Academic, Financial Aid, and Student Handbook under the Criminal Background Check policy, or on our website at:
- www.brcn.edu/studentservicesrequirements

Students wishing a leave of absence from Culver-Stockton College or Quincy University must obtain and process the appropriate form through that institution's Registrar's Office.

MAKE UP OF ACADEMIC DEFICIENCIES

POLICY

Progression to the next year of nursing courses is dependent on makeup of all deficiencies.

A student who receives a grade that is lower than a "C" in a nursing or support course must repeat the course to regain good standing. The repeated course must be taken at Culver-Stockton College/Quincy University or the College for the first grade to be omitted from GPA calculations. However, the first and second grade for the repeat course will appear on the transcript.

When calculating the GPA, only the hours and grade points of the most recently-earned grade will be counted. Grades for transferred courses are not calculated into the GPA unless taken during continuous or concurrent enrollment in courses at the College and/or Culver-Stockton College/Quincy University. However, these courses are counted toward progression requirements and total hours toward graduation.

MISSOURI LICENSURE APPLICANT RELEASE FORM (FOR RN-NCLEX EXAM)

POLICY

The College requests graduates applying for licensure in Missouri to complete the Graduate Nursing Authorization to Release Confidential Information – For Nursing Program form, in order for the College to access NCLEX results in the state of Missouri.

SCOPE

This policy applies to all the College's graduates applying for licensure in the state of Missouri.

PROCEDURE

Students will receive the appropriate form from the Registrar's Office with their Missouri State Board of Nursing application for licensure. Students may complete the form with the application and return to the Registrar's Office. The Registrar will mail all documents to The Missouri Board of Nursing.

PETITION FOR EXCEPTION TO POLICY

POLICY

A student may petition for an exception to policy if extenuating circumstances exist regarding academic progression. Forms are available from the College's Registrar's Office and from the student's Academic Advisor. All designated persons must approve the exception before it can be presented for a final decision. Undergraduate students submit their exceptions to the College's Academic Committee. Graduate students submit their exceptions to the MSN Program Committee.

Appeal of formal decisions regarding grades, probation, denied exceptions to policy, suspension and dismissal are not subject to policy exceptions.

PRE-REGISTRATION

POLICY

Pre-registration is the process of signing up for next semester's courses. During pre-registration week, students are expected to meet with their advisor to determine which courses will be taken during the upcoming semester. Students are expected to be prepared to select their desired and alternative choices for class and clinical sections. Although a registration form is completed during pre-registration, registration is not official until the college Registrar places all students in the courses that they need in order to progress and graduate.

The purpose of pre-registration is to provide information about students' choices for class and clinical sections, allowing the College to provide class and clinical space for all students in such a manner that students can progress in a timely manner. Therefore, students do not always get their first choice for a class or clinical but will get the courses they need to progress and graduate.

The College guarantees that the student will be enrolled in courses that they need in order to progress through the program and graduate but does not guarantee enrollment in the student's desired or first choice of class and clinical sections.

NOTE: The College reserves the right to change course schedules at any time before the semester begins.

PROCEDURE

All students bring their registration forms signed by the advisor to the College Registrar's Office. Students must register through the College's campus to avoid major conflicts and delays in scheduling and billing.

RULES DURING THE ADMINISTRATION OF STANDARDIZED TESTS

POLICY

The College participates in a comprehensive assessment of academic progress through standardized testing. When standardized tests are administered, the following rules are enforced:

- Students are responsible for obtaining the test schedule and signing up for one of the test dates.
- There is a set limit of breaks during the exam.
- Only one student can take a break at any time.
- Students are assigned an escort who accompanies them on break.
- Students who are tardy for the exam cannot take the exam and must reschedule another exam session.
- There will be a time limit to complete the exam.

The purpose of these rules is to mimic the NCLEX-RN exam thereby preparing students for success with this licensure exam.

SIMULATION CENTER PROFESSIONAL INTEGRITY AND CONFIDENTIALITY AGREEMENT

POLICY

Nursing students are expected to actively participate in simulated clinical experiences (SCEs). The content of these simulations are to be kept confidential in order to maintain the integrity of the learning experience and it is considered unethical to share any information regarding simulation scenarios with others. Therefore, students sign a professional integrity and confidentiality agreement when participating in a simulation for the first time.

Students will be observing fellow students during simulated clinical experiences and their performances are not to be discussed with anyone outside of the SCE. The unauthorized release, mishandling of confidential information, or inappropriate exchange of information related to the simulation environment is prohibited, and serious consequences may occur as identified in the Student Code of Conduct when the professional integrity and confidentiality agreement is violated.

Students are expected to adhere to the following guidelines when participating in a SCE.

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- The Simulation Center is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Those running the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulators are to be used with respect and be treated as you would treat patients.
- The simulators must not be mishandled. Do not remove any Velcro on the simulator, or inappropriately insert fingers into orifices.
- Do not use betadine or ink pens near the simulators.

- Personal devices **may not** be used to photograph, video or audio record simulation experiences or actual lab experiences.

Photography Release

Students sign a photography release in order to participate in simulations in light of the media that are used in the Simulation Center. Recordings of simulations may be used for debriefing and for educational purposes. Students, staff, and faculty may be recorded for the purpose of education, research, and/or quality improvement. During simulations, visitors may be authorized to observe when granted permission by the College. Recorded student videos, photos, or other media may be used in publications, proceedings, and/or conferences for educational purposes only. To release this information, the student must have signed the professional integrity and confidentiality agreement.

STUDENT ATTENDANCE

POLICY

Class Attendance

Students are responsible for complying with attendance requirements as established by each instructor. At the end of the add/drop period (five (5) class days after the class begins), faculty must report to the Registrar any student that has not attended classes. If a student has not attended any classes by that date and has not communicated the reason for their absence with a college administrator or instructor(s), the student will be administratively withdrawn from classes.

Online Attendance

Online courses are no different from classroom courses and students are expected to participate in all instructional activities as established by each instructor. At the end of the add/drop period (five (5) class days after the class begins), faculty will report to the Registrar any student who has not logged in as documented by Blackboard student tracking, posted on the Discussion Board, submitted/completed assignments, and/or communicated with the instructor. If a student has not participated by that date and has not communicated the reason for their absence with a college administrator or instructor(s), the student will be administratively withdrawn from online classes.

PROCEDURE

If a student has any unexcused absence (not attending class(es)), stops coming to class or communicating with the faculty, or does not complete weekly assignments at any point during the semester, the faculty should notify the Registrar within 48 hours via e-mail. The faculty should also complete the Academic/Code of Conduct Notice form. The Registrar will notify the student's academic advisor and the financial aid coordinator. The faculty will make a decision as to when they feel the student can no longer meet the attendance policy as outlined in their syllabus. The instructor will determine the grade of record, and if the student should be withdrawn from the course or receive a non-passing grade.

STUDENT CLASSIFICATIONS

PURPOSE

To define classification requirements by class level and credit hours to meet federal compliance guidelines.

POLICY

The following tables are used in determining level classification for academic standing and financial aid.

<u>Level</u>	<u>Classification Requirements for Academic Standing</u>
Sophomore	Enrolled in 200 level Nursing/Health Sciences courses
Junior	Enrolled in 300 level Nursing/Health Sciences courses
Senior	Enrolled in 400 level Nursing/Health Sciences courses

<u>Level</u>	<u>Classification Requirements for Financial Aid</u>
2nd Year	30-59 earned credit hours
3rd Year	60-89 earned credit hours
4th Year	90-119 earned credit hours
5th Year	120+ earned credit hours

STUDENT LIABILITY INSURANCE

POLICY

All students are required to carry liability insurance. If you have an active CNA, LNP or RN license, you must first purchase Professional Liability Insurance and then add the student coverage for free. Click on the link here: <https://www.nso.com/application/step1.jsf> to begin the application process and purchase the required liability insurance. Blessing-Rieman College of Nursing and Health Sciences must be listed as the Certificate Holder. The Certificate Holder’s email should be listed as studentservices@brcn.edu.

All undergraduate students will be required to show proof of this during the fall registration process. Graduate students must show proof during the admissions process.

STUDENT LOAD

POLICY

The number of semester hours a student is advised to take depends on scholastic ability. A student may register for 1-18 credit hours each semester. In order to earn 124 semester hours and graduate in 8 semesters, a student must average 15.5 hours each semester.

UNSAFE STUDENT PRACTICE

PURPOSE

The purpose of this policy is to support safe student behavior.

POLICY

Unsafe student practice is measured in various ways. Faculty may use any or all of the following policies found elsewhere in this catalog/handbook and clinical agency policies when evaluating the safety of a student’s practice in the clinical setting.

Examples include, but not limited to:

- Student Code of Conduct.
- Confidentiality.
- Academic Dishonesty.
- Alcohol and Drug Use Policy.
- HIPAA.

To be safe, the student always refrains from putting themselves and/or others at risk and consistently demonstrates the following behaviors:

- Caring is apparent in behavior and communication.
- Prepares for clinical practice.
- Completes care in a reasonable time frame.
- Requires an appropriate level of supportive and directive cues from clinical faculty (explained in individual course clinical tools).
- Acts and communicates in an accountable and responsible manner.
- Acts in accordance with the Quality and Safety Education for Nurses (QSEN), values of professional nursing Code of Ethics and the standards of the College's Accrediting Agencies.
- Acts in accordance with legal and ethical standards of nursing.
- Acts in accordance with the ICARE Standards.

PROCEDURE

A student whose pattern of behavior is found to be unsafe may be dismissed from a clinical course or practicum at any time during the semester and may be given a grade of "F" for the course. At the time of receiving a failure ("F"), the student fails the entire course and no longer has the option to withdraw from the course.

VALIDATION TESTING FOR CREDIT

POLICY

Recognition of credit for prior knowledge may be obtained by successful completion of subject College Level Examination Program (CLEP) tests, Advanced Placement (AP) Tests of the College Board, and Regents tests. Students may take CLEP tests in areas in which they have already achieved proficiency. Performance at or above the designated level of achievement is accepted for credit.

PROCEDURE

Arrangements to take specific CLEP tests are to be made with the Registrar's Office at Culver-Stockton College or the Office of Academic and Support Services at Quincy University. Arrangements to take specific Regents tests are to be made with the Regents and Sylvan Technology Centers. Registration information is available from the College's Registrar's Office.

VIRGINIA HENDERSON GLOBAL NURSING eREPOSITORY SUBMISSION

PURPOSE

Ensure ability of the College nursing faculty and select nursing students to disseminate scholarly works on the Virginia Henderson Global Nursing eRepository.

POLICY FOR FACULTY

Research Committee will oversee and approve eligible submissions. Nursing faculty may submit pre-approved scholarly works that will undergo peer review by the Virginia Henderson Global Nursing eRepository. Disclosure: Once the scholarly work has been submitted to the eRepository, the author(s) still retains the copyright.

POLICY FOR STUDENTS

Nursing faculty will choose select student work that meets course criteria for 'excellence' according to course requirements. Disclosure: Once the scholarly work has been submitted to the eRepository, the author(s) still retains the copyright.

PROCEDURE

Submissions will be considered by using eligible and ineligible criteria.

Scholarly Works Eligible Criteria:

- Article
- Best Practice Guidelines
- Book
- Book Chapter
- Classroom Project
- Definition Statement
- Dissertation
- DNP Capstone Project
- Educational Material, Patient
- Educational Material, Public Health
- In Lieu of Dissertation
- In lieu of Thesis
- Learning Object, Faculty Created
- Meeting Minutes
- Other Graduate Paper
- Other Undergraduate Paper
- Outcomes Report
- Periodical
- Position Statement
- Poster
- Practice Innovation
- Presentation
- Programs and Proceedings
- Quality Improvement
- Report
- Research Study
- Technical Report
- Thesis
- Tool, Instrument, Measurement
- White Paper
- Working Paper

Scholarly Works Ineligible Criteria:

- Any materials that violate the mission, vision, and policies of Sigma Theta Tau International.
- Business Archives
- Marketing and Promotional Materials
- Submissions for which the group or its individual members do not own copyright.
- Abstract-only entries and items that do not stand-alone but require multiples steps to obtain the actual document described in the record entry.
- Materials that will be/have been published in traditional journals or books. Exceptions to this rule:
 - When a book is no longer in print and copyright reverts to the author.
 - When the author has published traditionally but retained copyright to the material via contract. Contract must be emailed to the repository staff for their records.
 - When a manuscript has been rejected for editorial reasons (i.e., topic/journal discrepancy, formatting issue, space considerations, language/grammar issues) that may be easily remedied and submitted to the repository.

Faculty Participation Steps:

- Faculty author will decide what scholarly item to submit by using the eligible submissions as guidelines.
- Faculty author will contact a Research Committee member to obtain the Request for Submission to E-Repository Form.
- Faculty author will complete the Request for Submission to E-Repository Form.
- Faculty member will return the form and the body of work to a Research Committee member.
- The Research Committee will review the request and scholarly work for any conflicts of interest or personal health information (PHI) data.
 - If any conflicts of interest or any PHI data found, additional approvals may be needed form Risk Management and/or the Compliance departments.
 - The Research Committee will approve or deny request for submission based upon eligibility and ineligibility criteria as noted above.
- If Research Committee denies the request, the author will have the opportunity to correct any issues or concerns and resubmit a request for submission form.
- If approved by Research Committee, the author may submit the scholarly work directly to the eRepository for peer review.
- The Virginia Henderson Repository staff will work with the faculty scholar regarding the submission process.

Faculty Participation Steps for Student (undergraduate and graduate) Proxy Submissions:

- Course faculty will choose select student projects (change projects, EBP PICO posters, capstones) that meet excellent grading criteria.
- Course faculty will notify students/student groups about opportunity to disseminate on the Virginia Henderson Global Nursing eRepository.
- If student/student group agrees to disseminate:
 - Course instructor will contact a Research Committee member to obtain the Request for Submission to E-Repository Form.
 - Course instructor will complete the Request for Submission to E-Repository Form.
 - Course instructor will return the form and the body of work to the Research Committee.
- The Research Committee will review the request and scholarly work for any conflicts of interest or personal health information (PHI) data.
 - If any conflicts of interest or any PHI data found, additional approvals may be needed form Risk Management and/or the Compliance departments.
 - The Research Committee will approve or deny request for submission based upon eligibility and ineligibility criteria as noted above.

- If Research Committee denies the request, the course instructor/student group will have the opportunity to correct any issues or concerns and resubmit a request for submission form.
- After approval by the Research Committee, a Student Proxy form will be completed. The form is available at this link: <https://stti.wufoo.com/forms/the-henderson-global-nursing-erepository-proxy/>
- The Virginia Henderson Repository staff will work with course instructor/student group regarding the submission process.

ACADEMIC POLICIES AND PROCEDURES: PROGRAM SPECIFIC POLICIES AND PROCEDURES

MASTERS PROGRAM

GRADUATE PROGRAM ADVISING

PURPOSE

To describe the role of the graduate program advisor.

POLICY

When enrolling in the first graduate level course, each student is assigned a program advisor. The program advisor is a member of the Master's Program faculty and helps the student plan and progress through the program. Students are expected to actively participate in this process by taking ownership of their own learning. The program advisor also serves as a mentor and is the chair of the student's thesis or scholarly project committee.

GRADUATE PROGRAM ACADEMIC PROBATION

PURPOSE

To explain the circumstances leading to graduate academic probation.

POLICY

Students are placed on academic probation when their cumulative Grade Point Average (GPA) is below 3.0 at the end of a semester. Students are removed from academic probation at the end of the following semester if their cumulative GPA is 3.0 or higher. Students on academic probation who fail to raise their cumulative GPA to 3.0 may be allowed a second and final semester on academic probation depending on the GPA, extenuating circumstances, and proposed plan for success. Students are dismissed from the program upon failure to raise their cumulative GPA to 3.0 by the end of the second semester on academic probation.

Students are placed on academic probation when they earn a "D" for a graduate level course whether the cumulative GPA meets or is below the minimum required GPA of 3.00 for progression. Students may repeat the course one time. Students are removed from academic probation when they successfully repeat the course and meet progression requirements. Students are dismissed from the program upon failure to earn the minimum required course grade.

All issues regarding students' academic progress are decided by the Master's Program Committee.

ACADEMIC STANDING FOR THE MSN PROGRAM

POLICY

Students in the MSN program are required to maintain a cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale to be in good academic standing. Failure to meet this standard will subject the student to an academic review by the MSN Program Committee. The Student may be dismissed from the program by the Committee depending on the severity of the academic deficiency. All students must have a cumulative GPA of 3.0 or better to graduate from the MSN program.

ACADEMIC WARNING FOR THE MSN PROGRAM

POLICY

The written academic warning is a notice to the student of behavior(s), which, if continued, would lead to a poor academic outcome and potential failure. An academic warning is initiated by the course or practicum instructor at any time the student is not meeting the stated objectives of the course. An academic warning identifies behavior that requires improvement by the student. With assistance from the course or practicum instructor, the student is responsible for implementing a course of action that will successfully meet course objectives.

PROCEDURE

- The instructor determines that the student is not meeting the course or clinical objectives.
- The instructor completes the Graduate Academic Warning form and documents the specific behaviors that do not meet the objectives.
- The instructor emails the Graduate Academic Warning to the student, Registrar, and Director of the MSN Program.
- The Director of the MSN Program contacts the student to determine what assistance is needed to help the student implement a corrective action plan.

APPLICATION FOR THE MSN DEGREE

POLICY

All candidates for the MSN degree must complete a formal application for the degree at least three months prior to the date the degree is to be awarded. This application must be signed by the student's advisor. The form is obtained from the College's Registrar's Office.

APPLYING FOR EXPERIENTIAL LEARNING (EXP) REWARDS

POLICY

The College budgets money, called EXP dollars, to help students take advantage of experiential learning offered as part of the curriculum. Graduate students in the MSN program may apply for EXP dollars while enrolled in project/thesis courses during the 2nd year of the program.

Each master's student has \$500 available in EXP dollars that may be used to support scholarly endeavors associated with their project or thesis, including presentations or workshops that support their educational objectives.

PROCEDURE

Students submit to the MSN Program Committee a proposal describing how they will use their EXP dollars.

- The proposal is submitted during the first month of the semester.
- The MSN Program Committee approves the proposal and submits it to the EXP Committee for final approval.
- Once approval has been given, students complete the following steps to redeem their EXP dollars:
 - Complete the rewards application form and obtain appropriate signatures.
 - Submit the completed form to the College's Registrar's Office.
- The Student/Alumni Services Officer:
 - Requests the money from Fiscal Services.
 - Contacts the student when the money arrives.

Students are expected to sign for and pick up their EXP dollars from the Student Services Office.

CONTINUOUS ENROLLMENT

POLICY

All MSN students are expected to remain continuously enrolled once they begin the program and register every semester for the appropriate course(s) in accordance with the degree plan. Students are allowed one semester of leave of absence that can be extended in light of extenuating circumstances.

Students who do not register or apply for a leave of absence will be administratively withdrawn from the program. Students who were administratively withdrawn and wish to return to the program must reapply and must also meet the admission requirements in effect at the time of reapplication. Students who are readmitted after withdrawing must fulfill the program requirements in effect at time of their readmission.

Students who need more time to complete their thesis or scholarly project register for NSG 694 for each semester that they need an extension.

ENROLLING AS A NON-DEGREE STUDENT/AUDITING COURSES IN THE MSN PROGRAM

POLICY

The College welcomes non-degree seeking students who wish to take MSN nursing courses for personal or professional enrichment. Non-degree seeking students may enroll in up to two MSN courses if space is available and they meet course prerequisites and obtain the consent of the instructor. Non-degree seeking students are not students enrolled in the College's MSN program. A non-degree-seeking student may request degree-seeking status by following the regular MSN admission process. An individual seeking non-degree status must complete an information sheet available through the College's Registrar's Office.

A student auditing a MSN course, though enrolled in it, is a non-participating listener. Students auditing courses are not required to take examinations, make reports, or submit projects. When auditing a course, students do not receive credit or a grade. Courses may be audited on a space available basis and with the instructor's permission. MSN practicums cannot be audited. A student must register for the course as an audit. Audit courses carry the same per credit hour fees as courses for credit. When completed, the audited course appears on the transcript.

INCOMPLETE GRADE FOR THE MSN PROGRAM

POLICY

A grade of Incomplete (I) for a course is given for extreme/extenuating circumstances at the discretion of the course instructor. Making arrangements for an incomplete grade are the responsibility of the student and must be made with the instructor prior to the end of the semester. The "I" indicates that the student's achievement in the course has been satisfactory but certain prescribed work is incomplete.

An incomplete grade for any master's nursing course must be removed before the student enrolls in any master's nursing course for the following semester.

No MSN student will receive a passing grade in a nursing course without completing the course requirements. Prerequisite course requirements cannot be met with an incomplete grade.

No MSN student may receive more than two incomplete grades during their program of study without approval by the MSN Program Committee.

PETITION FOR EXCEPTION TO POLICY FOR THE MSN PROGRAM

POLICY

A student may petition for an exception to policy if extenuating circumstances exist. Appeal of formal decisions regarding grades, probation, denied exceptions to policy, suspension, and dismissal are not subject to policy exceptions.

PROCEDURE

Exception to policy forms are available from the College's Registrar's Office and submitted to the MSN Program Committee for a decision.

MSN PROGRAM PRACTICUMS

POLICY

Practicums are a strong component of the MSN program, providing practical experience with Whole Person Nursing and nursing administration or nursing education. Through the application of new knowledge, functions, and activities, students internalize the values and characteristics of the master's-prepared nurse. Therefore, practicums must be supervised by persons who are considered "experts" in the area being studied and monitored by the MSN Program faculty.

Whole Person Nursing Practicum

All graduate students complete the Whole Person Nursing Practicum at the 500 level to integrate and practice concepts from the curriculums two Whole Person Nursing courses. The emphasis of this practicum is health promotion and disease prevention, providing students with the opportunity to expand their knowledge in this area given that most students are experienced acute care nurses. The practicum is not designed as a hands-on clinical to practice nursing but is designed for students to work in teams or as an individual to hone their leadership and teamwork skills as they design, network within the community, and carry out a health promotion or disease prevention program for a community, group, or population.

Nurse Administrator

Students in the nurse administrator track complete two practicums. The first practicum focuses on providing quality nursing care in an environment of reduced resources whereby students design and carry out a plan to gain experience with financial reports, cost behavior, profit analysis, cost allocation, pricing and servicing decisions, managerial accounting, planning and budgeting, time value analysis, and financial risk. The second practicum focuses on assessing and leading cultural change within a health care organization. As with the first practicum, students design and carry out a plan to gain experience with promoting a healthy culture, assessing an organizational culture, managing people in an evolving organization, managing social and organizational processes, and ethical decision making. Both practicums are not designed as a hands-on clinical to practice nursing administration with a preceptor. The purpose of these practicums is to provide a variety of experiential learning that facilitate development with the nurse administrator role.

Nurse Educator Practicums

Students in the nurse educator track complete one practicum. The purpose of this practicum is to provide an opportunity to integrate clinical knowledge with the role, responsibilities, and activities of the nurse educator, whether the role is in academia, patient education, or staff development. Practicums are student-designed with instructor guidance to hone specific competencies with the nurse educator role. For students who have no experience with the nurse educator role, their practicums are more teacher-driven and they are assigned to preceptors to learn and demonstrate competencies with the nurse educator role.

Requirements for Practicums

Students must show evidence of liability insurance before their first practicum. Students must also show evidence of completing a criminal background check within 30 days before the first practicum.

Students are expected to obtain permission to use an agency, facility, or other setting for their practicums. Students are also expected to meet the organization's requirements for:

- CPR certification.
- Immunizations: Hepatitis, MMR, tetanus, and diphtheria.
- TB skin test.
- Drug screening.

Evidence of permission to use an organization and meeting the above requirements must be submitted to the Director of the MSN Program before the first day of the practicum. After confirming that requirements have been met, the Director will forward the evidence to the Student Services/Alumni Officer for recordkeeping. Evidence of permission to use an organization will be kept with the Director of the Program.

Students who have permission from their employer to do a practicum need not submit evidence of CPR, immunizations, TB skin test, and drug screening because the assumption is that they are meeting these requirements as a condition of employment. However, they must submit proof of obtaining permission to use the organization.

Dress Code for Practicums

MSN students are expected to follow the dress code of the agencies in which they complete their practicums.

THESIS AND PROJECT

POLICY

The College's Master of Science in Nursing Degree Plan of Study includes a thesis or project. The initial part of the MSN Program involves completion of qualitative and quantitative research courses (including statistics), and a nursing theory course. These courses are designed to provide the student with the knowledge and skills to complete a thesis or project and to begin his or her scholarly contributions to the nursing profession. The thesis or project is a faculty-guided scholarly experience that provides evidence of critical thinking, ability to integrate and synthesize information, and application of the research process.

MASTER'S THESIS

POLICY

The master's thesis is an independent research project where the student designs a study and carries out the research process. This study requires independent research aimed at generation of knowledge or discovery of elements and/or relationships based on a theoretical framework. The thesis may be quantitative, qualitative, or historical in nature. The completed thesis is written in a format defined by the College, which includes the use of APA.

PROCEDURE

Process for Selection of Committee Members

The student needs to select committee members and form a thesis committee prior to enrollment in NSG 692: Nursing Thesis I. To form a thesis committee, the following process is used:

- The committee consists of three members who have earned doctorate degrees. However, an individual who has expertise relative to the thesis content area and whose highest degree is a master's may serve on the committee. Only one committee member whose highest degree is the master's is allowed.
- The Chair must be a member of the College's Nursing Faculty who is a nurse and has an earned doctorate.
- One committee member may be a visiting scholar, someone from outside the College. This individual serves on the committee with approval from the MSN Program Committee.
- Emeritus faculty may serve on the committee but they cannot be selected as the chair. However, they can continue to chair a thesis committee when selected as the chair prior to retirement.
- The Committee Approval Form must be signed by all members of the committee and then forward to the Chair of the MSN Program Committee.
- The MSN Program Committee reviews, makes recommendations, and approves the committee. Once the committee is approved, the Committee Approval Form is filed with the Registrar's Office. Any changes with membership of the thesis committee must be approved by the MSN Program Committee.

Steps for Completing the Thesis

The following steps are initiated when completing the thesis:

- The student's thesis proposal must be approved by the thesis committee prior to seeking Institutional Review Board (IRB) approval. IRB approval is necessary before beginning the research study.
- Student researchers must obtain approval from agencies, facilities, organizations and other sites that are involved in the research. Research involving patients, employees, and/or records of the Blessing Health Systems must be approved by the Blessing Hospital Research Review Committee (RRC). Timelines to secure approvals

must be considered when planning the research study. The Blessing Hospital Research Review committee meets quarterly.

- Guiding the student through the approval process is the thesis committee chair with help from committee members.
- Guidance with format, preparation, and writing of the thesis is obtained from the committee chair and members.
- Students must enroll in NSG. 692: Nursing Thesis I and then NSG 693: Nursing Research Thesis II to earn credit for the thesis.
- Students who have not completed their thesis at the end of NSG 693 must continuously enroll in NSG 694: Nursing Research Thesis/Project Continuous Enrollment until the thesis is finished.
- The completed thesis must be approved by the committee.
- Near the completion of the thesis with guidance from the committee chair, the student makes arrangements to present his/her thesis.

PROJECT

POLICY

The project is a scholarly process to address a theoretical or practice problem or topic relevant to nursing. The student must complete a scholarly paper that is submitted for publication. The student must select a peer-reviewed journal and follow its publication guidelines to compose the article. Proof of article submission must be provided. Actual publication is not a requirement for the awarding of the degree.

PROCEDURE

Process for Selection of Committee Members

The student needs to select committee members and form a project committee prior to enrollment in NSG 690: Nursing Project I. To form a project committee, the following process is used:

- The committee consists of two members who have earned doctorate degrees. However, an individual who has expertise relative to the project's content area and whose highest degree is a master's may serve on the committee. Only one committee member whose highest degree is the master's is allowed.
- One committee member must represent the student's specialization area, education or administration.
- One committee member may be a visiting scholar, someone from outside the College. This individual serves on the committee with approval from the MSN Program Committee.
- Emeritus faculty may serve on the committee but they cannot be selected as the chair. However, they can continue to chair a project committee when selected as the chair prior to retirement.
- The Chair must be a member of the College's Nursing Faculty who is approved to chair thesis committees.
- The Committee Approval Form must be signed by all members of the committee and then forward to the Chair of the MSN Program Committee.
- The MSN Program Committee reviews, makes recommendations, and approves the committee. Once the committee is approved, the Committee Approval Form is filed with the Registrar's Office. Any changes with membership of the project committee must be approved by the MSN Program Committee.

Steps for Completing the Project

The following steps are initiated when completing the project:

- The student's project must be approved by the project committee prior to seeking Institutional Review Board (IRB) approval. IRB approval is necessary before beginning the project when the project includes research.

- Students must obtain approval from agencies, facilities, organizations and other sites that are involved in the project. Projects involving patients, employees, and/or records of the Blessing Health Systems must be approved by the Blessing Hospital Research Review Committee (RRC). Timelines to secure approvals must be considered when planning the project. The Blessing Hospital Research Review committee meets quarterly.
- Guiding the student through the approval process is the project committee chair with help from committee members.
- Guidance with format, preparation, and writing of the project is obtained from the committee chair and members.
- Students must enroll in NSG 690: Nursing Project and then NSG 691: Nursing Research Project II to earn credit for the project.
- Students who have not completed their project at the end of Nsg. 691 must continuously enroll in NSG 694: Nursing Research Thesis/Project Continuous Enrollment until the project is finished.
- The completed project must be approved by the committee.

RESPONSIBILITIES OF COMMITTEE MEMBERS

POLICY

Selection of the chair is based on a mutual area of interest and the availability of faculty. The process is initiated by the student. The chair must be a member of the graduate faculty. The chair is responsible for helping the student formalize a researchable question, gain approvals, revise drafts, and finalize the end product.

Committee members have diverse responsibilities and roles. These roles may include assisting the student with methodological issues, content expertise, critiquing drafts, approving the thesis/project, and participating in the presentation/defense of the thesis.

The committee chair assembles the committee members and leads the discussion on the roles of each member. As a result of this meeting, students are given guidelines about the role of each committee member. A timeline is developed with the student and the committee so the thesis/project is completed in a timely manner. Clear expectations of communication are established.

REQUEST TO CHANGE THESIS OR PROJECT

POLICY

A student may choose to do either a Thesis or Project and at a later date decide to change from one to the other. The MSN Program Committee supports the student's choice. It is the student's responsibility to again find a chair (the same faculty may continue at chair but has the option to decline) and a committee and obtain approval from the MSN Program Committee.

PROCEDURE

The student needs to complete the required approval for a committee appropriate to the change in Thesis or Project that is being elected. Since the student will be starting over it will be necessary to enroll in the initial thesis or project course (NSG 692 or 690) even if it is mid-semester and the student has already paid fees for that semester.

CONTINUOUS ENROLLMENT TO COMPLETE THE THESIS OR PROJECT

Students who are unable to complete the thesis or project within the allotted 2 semesters will be required to be enrolled in Nursing 694 for a minimum of one (1) hour for each semester that is needed to complete the thesis/project. Summer enrollment is not mandatory for the summer. The student has six years to complete the degree.

PROTECTION AND RIGHTS OF HUMAN SUBJECTS AND PARTICIPANTS IN RESEARCH

The College recognizes its institutional responsibility to respect and protect the rights of individuals involved in research as human participants or subjects. Therefore, MSN students follow the policies and procedures of the College's Institutional Review Board (IRB) when completing the research for their theses or projects

RESPIRATORY CARE PROGRAM

COMPETENCY REQUIREMENTS

POLICY

Respiratory care students are also required to demonstrate the following competencies in order to progress and graduate.

Sophomore Level – First Semester

Sophomore respiratory care students must demonstrate competency with basic respiratory care as a prerequisite to enrolling in any of the second semester respiratory care clinical courses. Competency is demonstrated by successfully completing RCS 100, RCS 101, RCS 110, RCS 111, and RCS 120.

Sophomore Level – Second Semester

Sophomore respiratory care students must demonstrate competency in providing safe, effective respiratory care as a prerequisite to enrolling in RCS 240. Competency is demonstrated by successfully completing RCS 115, RCS 112, RCS 210, RCS 200, and RCS 220.

Sophomore Level – Third Semester

Sophomore respiratory care students enrolled in RCS 212 take a standardized competency test and use the results to design a licensure test success plan. This plan is to assist the student with achieving success. The plan includes a review of the test, test taking strategies, content review, building of self-esteem, and stress management.

DEADLINE FOR HEALTH AND CPR REQUIREMENTS

Students who are officially entering the major must have all health requirements (immunizations and CPR) **completed by spring pre-registration and submitted to the College's Student Services Office**. Spring pre-registration will be placed on hold until the requirements are met.

DELINEATION BETWEEN CLINICAL TIME AND CLINICAL SITE EMPLOYMENT

POLICY

While enrolled in and attending the Respiratory Care program, there must remain a clear distinction between the student and employee roles. The following policies must be followed:

- Students must not be utilized at facilities to substitute for clinical, instruction, or administrative staff.
- Students must not complete clinical coursework while working in an employee status at any clinical site.
- Students may not receive/accept remuneration in exchange for work performed at or during their clinical education, course work, and experiences.

AARC STATEMENT OF ETHICS AND PROFESSIONAL CONDUCT

The curriculum is founded on and incorporates the AARC Statement of Ethics and Professional Conduct and the QSEN initiatives. Individual courses also incorporate standards of practice and QSEN knowledge, skills, and attitudes specific to course content.

Respiratory Care students shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws, which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, and beneficial relationships with all health professionals.

FINANCIAL AID POLICIES AND PROCEDURES

GENERAL INFORMATION

The College administers financial aid to eligible junior and senior nursing students in the joint nursing programs with Culver-Stockton College and Quincy University. Freshmen and sophomores apply for financial aid through Culver-Stockton College/Quincy University. The College also administers financial aid to eligible second degree BSN, RN-BSN, RN-MSN, and MSN students.

CONTACT FOR FINANCIAL AID

The contact persons for assistance with financial aid at the College are:

Erin McHargue
Financial Aid Coordinator
Blessing-Rieman College of Nursing and Health Sciences
3609 N. Marx Drive
Quincy, IL 62305

EMcHargue@brcn.edu
(217)228-5520, ext. 6993

Nancy Campbell
Student Accounts Representative
Blessing-Rieman College of Nursing and Health
Sciences
3609 N. Marx Drive
Quincy, IL 62301

NCampbell@brcn.edu
(217)228-5520, ext. 6996

APPLICATION PROCESS FOR FINANCIAL AID

- File a Free Application for Federal Student Aid (FAFSA).
- Illinois residents apply for the Illinois Student Assistance Commission Monetary Award on the FAFSA, which releases information to the state.

The College's FAFSA School Code is 006214.

DEFINITION OF AN ACADEMIC YEAR FOR FINANCIAL AID PURPOSES

PURPOSE

To define the College's Academic Year.

POLICY

The College's academic year consists of a 16-week fall and a 16-week spring semester with an 8-week summer semester acting as a trailer to the Academic Year. The full academic year is 24 credit hours and 32 weeks long.

Fall semester courses run from mid-August through early-December and Spring semester courses run from mid-January through early-May. Summer courses run from early-June through late-July. The financial aid award year begins July 1 and ends June 30.

To be full time for the fall and spring, the student must enroll in at least 12 hours for Undergraduate and 9 hours for Graduate.

Undergraduate	Academic Year		Graduate	Academic Year	
	Fall & Spring			Fall & Spring	
Full Time	12 or more hours		Full Time	9 or more hours	
Three Quarter Time	11-9 hours		Three Quarter Time	8-7 hours	
Half Time	8-6 hours		Half Time	5-6 hours	
Less than Half Time	5 or less hours		Less than Half Time	4 hours or less	

ELIGIBILITY FOR FINANCIAL AID

Students must be enrolled in the program, be in good academic standing, and progressing through the program to receive financial aid. See *Good Academic Standing Policy and Student Classification* for more information about being in good academic standing. See *Standards of Satisfactory Academic Progress to Maintain Federal Financial Aid Eligibility* in this section of the catalog/handbook to learn more about maintaining good academic standing in order to remain eligible for federal and state financial aid.

FINANCIAL AID JOINT AGREEMENT WITH PARTNER INSTITUTIONS

POLICY

Students are eligible to receive federal and state financial aid from ONLY ONE institution of higher learning at a time.

In accordance with our Joint Agreements with Culver-Stockton College and Quincy University, the partner colleges financially package all freshman and sophomore students in the joint programs. The College financially packages all junior and senior students in the joint programs, as well as second degree, RN-BSN, and graduate students. The College also provides financial aid for students in the Blessing Hospital radiology and laboratory technician programs.

For joint program students, the College recognizes most academic scholarships and grants awarded by the partner institutions as long as the student meets the College’s award criteria. The College does not recognize athletic or fine arts scholarships.

As a single purpose college, the College does not offer non-nursing courses. Students in the second-degree, RN-BSN, or graduate programs, where non-nursing courses are required, must complete the non-nursing courses at other colleges or universities.

STUDENT SERVICES FERPA POLICY

POLICY

FERPA (Family Education Right to Privacy Act) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. (www.ed.gov)

Schools require written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to school officials with legitimate educational interest; specified officials for audit or evaluation purposes; other schools to which a student is transferring, appropriate parties in connection with financial aid to a student; organizations

conducting certain studies for or on behalf of the school; accrediting organizations, to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. (www.ed.gov)

To respect student privacy, all student service offices with individual student files containing confidential information must have documentation in students' files for student consent. A stamp or log will be placed in all student files. This will allow students to give written consent to have information released or not released to any party or parties that are not listed above.

This policy applies to all students at the College, Blessing Hospital School of Radiological Technology, Blessing Hospital School of Medical Laboratory Technology, and Blessing Hospital Pharmacy Technicians Program.

FINANCIAL AID

FINANCIAL AID DESCRIPTION

POLICY

Institutional Aid

Scholarships

Scholarships awarded by the College are based upon academic achievement, and in correlation with students' scholarship awards at Quincy University or Culver-Stockton College. These scholarships are funded and awarded through the Blessing Foundation. Students must be full-time students, maintain a minimum 3.0 cumulative GPA, make satisfactory academic progress, and progress through the nursing program. The scholarship is applied to tuition and fees only.

Blessing Grant

The Blessing Grant is awarded by the College in conjunction with the Blessing Foundation. Students qualifying for this grant must show financial need, be in good standing, maintain a minimum of 2.7 cumulative GPA, and progress through the nursing program. This grant is applied to tuition and fees only.

Blessing Grant D

The Blessing Grant D is awarded by the College to supplement scholarships and grants. Students qualifying for this grant must be in good standing, maintain a minimum of 2.7 cumulative GPA, and progress through the nursing program. This grant is applied to tuition and fees only.

State/Federal Grants

Illinois MAP Grant

Students who are residents of the state of Illinois are eligible for the Illinois MAP grant. The value of the grant varies on how many hours the student is enrolled in, and the value of the EFC (Expected Family Contribution). This grant is renewable each year by filing the FAFSA (Free Application for Federal Student Aid) and meeting the EFC guidelines. This grant is applied to students' tuition and fees only. This grant is subject to state funding and availability. The institution priority deadline to complete the FAFSA is April 1st of each year.

Federal Pell Grant

The Federal Pell grant program is based upon financial need of the student. It is available for students that file the FAFSA form EFC. This grant is applied to the cost of tuition and fees. This grant is renewable each year by filing the FAFSA (Free Application for Federal Student Aid) and by meeting the EFC guidelines.

Federal Loan Programs*William D. Ford Federal Direct Loan Program*

The Federal Student Stafford Loan program is available for all students that file the FAFSA. Students are required to be free of loan default and have no drug charges against them. This loan is subsidized or unsubsidized, based on EFC. The monetary amount is based upon the number of college hours accepted by the awarding institution.

INSTITUTIONAL FINANCIAL AID**POLICY**

The College's institutional aid is awarded to eligible graduate and undergraduate students as identified below. Institutional aid includes College grants and endowed scholarships.

Eligibility for Endowed Scholarships

Students must maintain full time status, a minimum cumulative grade point average of a 3.0, and progress successfully through the program to remain eligible for endowed scholarships.

The scholarships students receive from the College are made possible by a scholarship fund established by donors to the Blessing Foundation. These scholarships are awarded in accordance with the requirements established by the donor. In accepting the awards, students may be contacted during the academic year to meet the donor and write a letter of appreciation and/or attend a luncheon. Failure to meet any requirement could result in full retraction of the scholarship.

Eligibility for College Grants

Part time students (less than 12 hours/semester) are eligible to receive institutional aid at \$100 a credit hour. Students must maintain a 2.7 cumulative grade point average and complete satisfactory academic progress to remain eligible for College grants.

AWARDING OF BLESSING FOUNDATION SCHOLARSHIPS AND GRANTS**POLICY**

Students are awarded funds from Blessing Foundation to satisfy the eligible amount of free financial aid received at the College comparable to the partner institution.

REQUEST OF SCHOLARSHIPS AND GRANTS

- Student award letters are requested from Culver-Stockton College and Quincy University (partner institutions) for the current sophomore students.
- Amount of aid to be awarded is calculated using the student's sophomore award letter from the partner institution.

- Sophomore students are required to fill out a Financial Aid Application.
- Grant request is submitted to Blessing Foundation in May/June with estimated cost of aid that will be required for the upcoming year.
- An itemized listing of scholarship and grant funds is received from Blessing Hospital Fiscal Services Department after approval is received from the Blessing Foundation Board.

AWARDING OF SCHOLARSHIPS AND GRANTS

A student roster is generated to determine eligibility to receive scholarships/grants. Information from a student's FAFSA, transcript, Financial Aid Application, and sophomore award letter are included in the roster.

- Maintain a minimum Cumulative Grade Point Average of 3.0.
- Exhibit financial need.
 - Financial need is determined by a student's Expected Family Contribution (EFC) from the Free Application for Federal Student Aid (FAFSA).
- Meet criteria of grant/scholarship as defined by the donor.
 - If criteria are not available, requirements will be followed as listed above.

APPROVAL AND NOTICE TO FOUNDATION

The Dean of Enrollment Management/Business Manager will approve the list of scholarship/grant recipients and then forwarded to the Foundation office. A press release will be published during the Fall semester recognizing the Foundation and recipients.

BLESSING EDUCATION REVOLVING LOAN (BERF) GUIDELINES

PURPOSE

To provide guidelines for the awarding and distribution of Blessing Educational Revolving Fund (BERF) Funds.

POLICY

The BERF loan was established to provide funding for students attending the College. Preference will be given to nursing students. This allows eligible students to borrow monies to help fund tuition, required fees, and books. All BERF loans are subject to budgetary funding limits. The Financial Aid Coordinator and Dean for Enrollment Management/Business Manager have the final authority in awarding BERF. Interest rates will be reviewed annually. All students using BERF and Blessing Hospital Forgiveness Benefits may be subject to future tax consequences.

PROCEDURE

Loan Guidelines

Eligible students:

- On-Campus students (junior, senior, 2nd degree, and health sciences).
- Distance Education/Online program students (RN-BSN, MSN and Health Information Management-HIM).
 - Limited to students whose permanent address is within 65 mile radius.
- Blessing Hospital School of Medical Laboratory Technicians (if fund level permits).
- Blessing Hospital School of Radiologic Technology (if fund level permits).

Prior to applying for a Revolving Loan, the student must:

- Be currently enrolled in eligible programs and in "good standing."
- File the Free Application for Federal Student Aid (FAFSA) to determine Federal/State eligibility.
- Demonstrate personal credit worthiness.
- Blessing Hospital employees, if eligible, must apply for Employee Educational Assistance Program (EEAP) funds.

BERF Loans are restricted to the following expenses:

- Tuition.
- Required Fees.
- Books.

BERF Loan Limits

- Eligible students may borrow up to 100% of their "loan eligibility"
 - Calculated after applicable State of Illinois Monetary Award Program (MAP), Pell Grant, scholarships and grants.
 - Book expense (\$500 limit per semester).

Timing

- Students must apply for BERF Loans no later than 3 weeks after the first day of classes for each semester (fall, spring, and summer).

BERF Deferment

- Students must complete a deferment request form if enrolled at least half-time in any institution of higher education. Enrollment also verified through National Student Clearinghouse.

Loan Forgiveness Eligibility

- Refer to Blessing Hospital HR Policy, "Loan and Forgiveness Blessing Educational Revolving Loan" for forgiveness eligibility guidelines. All borrowers using the BERF loan and Blessing Hospital forgiveness benefits may be subject to future tax consequences.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

PURPOSE

To explain how the Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded and disbursed.

POLICY

Students at the College may be eligible for FSEOG.

PROCEDURE

Students apply for FSEOG by filling out a Free Application for Federal Student Aid (FAFSA). Students must renew their applications by completing the federal form each year and may be awarded FSEOG if they meet the following conditions:

- Zero ("0") Expected Family Contribution (EFC) on the FAFSA
- Undergraduate student
- Full-time enrollment status
- Valid Institutional Student Information Record (ISIR) on file

- Eligible for Pell Grant

If a student is selected for verification on the FAFSA, the Financial Aid Office is responsible for requesting and maintaining all necessary documents. FSEOG is awarded after verification is completed within 30 days of receipt of notification.

The maximum amount of FSEOG awarded is \$750 for the academic year. FSEOG is disbursed to the student's account based on enrollment status on the census date. The Student Accounts Office is responsible for crediting funds to student accounts and drawing down funds from the Department of Education to be used for payment. The College matches the federal allocation of FSEOG by 25% as required by federal regulation.

GOOD STANDING AND STUDENT RESPONSIBILITIES

GOOD ACADEMIC STANDING POLICY FOR FINANCIAL AID

POLICY

Endowed Scholarships

Students who lose good academic standing status are no longer eligible for the College's endowed scholarships.

Institutional Grants

The College allows students one semester to make up deficiencies, and return to good academic standing status. During that one semester, students may continue to receive College institutional grants.

This policy applies to all students who receive financial aid through the College.

SATISFACTORY ACADEMIC PROGRESS (SAP) TO MAINTAIN FINANCIAL AID ELIGIBILITY

PURPOSE

The purpose of this policy is to define guidelines to ensure appropriate distribution of financial aid to all students and to assess student progress towards completing their degree.

POLICY

Federal regulations require the College to establish a Satisfactory Academic Progress (SAP) policy to ensure all students receiving financial aid are making reasonable progress towards completing their degree.

Students who are not achieving the required cumulative GPA or not successfully completing his/her education program at the required pace will have a one semester grace period to continue receiving Title IV or state financial aid. The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment.

PROCEDURE**Standards of Measuring SAP*****Qualitative (GPA) Measurement***

Undergraduate students: A full-time degree-seeking student the College is considered to be in good academic standing if he or she maintains the minimum cumulative GPA for good standing, as listed in the "Categories of Academic Standing" section of the catalog.

Students readmitted to the College or returning from leave of absence are subject to any academic or SAP requirements in force at the time of their last enrollment at the College.

Full-time, part-time and three-quarter time students must have a 2.7 cumulative GPA at the end of each term.

For the undergraduate program, an academic year is considered to be 24 hours for full-time students, 18 hours for three-quarter time students, and 12 hours for part-time students.

For the graduate program, an academic year is considered to be 18 hours for full-time students and 8 hours for part-time students.

Pace (hours) Measurement

Pace defines the pace at which a student must progress to ensure education program completion within the maximum timeframe (150% of the published length of the program). If pace falls below 67%, a student is not making satisfactory academic progress. There are two components to pace: the proof of academic progress, and maximum timeframe.

Proof of Academic Progress Requirement

Full-time undergraduate students are required to be in good standing and earn a minimum of 48 credit hours by the end of their second academic year in order to retain eligibility for federal and state financial aid. Three-quarter time undergraduate students must complete 36 hours and part-time undergraduate students must complete 24 hours. If a student changes enrollment status between fulltime and part-time, their pace requirement will be determined individually by the financial aid office. For undergraduate transfer students, hours accepted must be counted as both attempted and completed hours. It is possible for a student to make pace each semester individually, but not be making pace at the end of their second academic year. All classes dropped after census date of a term show a W on the student's transcript, and will be considered attempted hours. Pace is measured for each individual term and for cumulative hours.

Pace is calculated as follows:

$$\frac{\text{cumulative number of successfully completed hours}}{\text{cumulative number of hours student attempted}}$$

For example, if a student enrolls in 15 hours for the semester, and completes 12, their pace for the term is determined to be 80%. The same student will have a cumulative pace requirement. With 47 hours attempted and 32 achieved, their cumulative pace is 68%.

Maximum Timeframe Requirement

Undergraduates can receive federal financial aid for a period that is no longer than 150% of the published length of the educational program, as measured in credit hours. A student cannot receive financial aid for more than 186 attempted hours for a program that has a published length of 124 hours. The 150% maximum timeframe can be appealed. Students enrolling in a certificate program will have their 150% maximum timeframe calculated individually by the financial aid office. Transfer hours will be calculated in the maximum time allowed.

Evaluation of Satisfactory Academic Progress

Students that do not make the GPA or Pace Requirements are determined to be on Satisfactory Academic Progress Probation (they are not making satisfactory progress toward their degree according to federal guidelines).

Academic progress will be monitored at the conclusion of each term of enrollment. For enrollment, fall, spring, and summer are considered three separate periods of enrollment.

Financial aid from any source is provided for only one academic year at a time. Financial aid can be renewed each year provided the student remains in good academic standing, earns the required number of hours for his or her enrollment status by the end of each academic term, and shows financial need on the Free Application for Federal Student Aid (FAFSA), or demonstrates continued talent or academic achievement as stipulated in the original entering award.

GPA and Pace requirements are affected as follows:

- The following are not considered as hours successfully completed: F grades, incompletes (I), withdrawals (W), audits (AU) and no pass (NP).
- Credit hours for courses for which an incomplete is granted will not count as hours completed, but will count as hours attempted.
- All classes dropped after census date show a W on the student's transcript, and will be considered attempted hours.
- Students who withdraw from all classes are automatically considered to be on Financial Aid Probation for pace of 0% for the term. If a student is on Financial Aid Probation and they withdraw from all classes, they will be considered to be on Financial Aid Suspension immediately in their next term of enrollment (but could file an appeal).
- If undergraduates do not complete at least 12 hours and maintain the appropriate GPA for their class by the end of the next term, they will be considered to be on Financial Aid Suspension.
- In the case of repeated courses, the most recently earned grade and credit becomes the grade and credit of record and is included in the GPA calculation. Aid may be awarded to retake a class where a student obtained a grade of 'F.' Aid may be awarded one time to retake a class where a student obtained a grade of other than 'F'; additional retakes of the class are not covered by Title IV aid unless a higher grade is required by the student's major.
 - Remedial, enrichment, and English as a Second Language (ESL) courses will not be taken into consideration.
 - Transfer hours count as both accepted and completed hours.

Consequences of Failing to Meet SAP Requirements

Students who fail to make SAP will be placed on Financial Aid Probation or Financial Aid Suspension. When a student fails to achieve SAP, the Financial Aid Coordinator will notify the student.

Financial Aid Probation: This status is assigned by the College to a student who fails to make SAP at the end of the semester. The student will continue to receive Title IV and state aid for one semester. No appeal is necessary for this status. At the conclusion of the probation term, the student must meet SAP requirements to continue receiving Title IV and state aid (after being on Financial Aid Warning for one semester), is granted an appeal, and has eligibility for Title IV aid reinstated. The College will set forth an academic plan the student must follow. At the conclusion of the probation period, the student must meet the terms of their academic plan, or will be placed on Financial Aid Suspension.

Financial Aid Suspension: This is a status is assigned to a student who fails to make SAP after being on Financial Aid Warning or Financial Aid Probation. It can also be a status for a student whose appeal is not granted. Once Title IV and state eligibility is terminated, the student must make up all deficiencies in both GPA and pace before Title IV and state eligibility will be reinstated. An appeal may be filed by the student under Suspension status.

SAP Appeal Process

A process by which a student who is not meeting the school's SAP standards petitions the school for reconsideration of Title IV and state aid eligibility. The appeal must include two components: why the student failed to make SAP, and what has changed that will allow the student to make SAP at the next evaluation. Appeals without both components will not be considered. Students should include supporting documentation such as letters from outside sources. Appeals for lack of pace will be considered for extenuating circumstances such as death of a relative, student injury or illness, or other special circumstances. Appeals for Maximum Timeframe Requirement will be heard for change of major or pursuit of a second degree. Appeals should be submitted in writing to the Financial Aid Coordinator.

Appeal Approved: The student must agree to follow the Personalized Academic Plan. The student's Title IV aid will be reinstated as outlined in the academic plan.

Appeal Not Approved: Student is not eligible for Title IV or state financial aid and institutional funding. Aid will be reinstated once the student makes up all deficiencies. All appeal decisions are final. A student cannot appeal a denial.

Appeal Committee: Consists of the Financial Aid Coordinator, Dean of Enrollment Management, and Chair of Academic Committee.

Personalized Academic Plan: This plan is determined by the Appeal Committee. At a minimum it will include the specified number of credit hours and cumulative GPA to be obtained at the end of each term. The student's compliance with the plan will be monitored by the Appeal Committee.

DIRECT LOAN ENTRANCE AND EXIT COUNSELING

PURPOSE

To provide Direct Loan borrowers with information regarding their rights and responsibilities.

POLICY

Students who borrow Direct Loans must complete entrance loan counseling and/or exit loan counseling.

PROCEDURE**Entrance Counseling**

First-time borrowers of Direct Loan and Direct Graduate PLUS Loans are required to complete entrance loan counseling before loan funds are disbursed. Students who have previously borrowed at another institution are not required to complete entrance loan counseling. The Financial Aid Office notifies first-time borrowers that they are required to complete entrance counseling in the Financial Aid Award Letter. Additional letters and/or emails are sent as a courtesy reminder to students. Entrance counseling is completed at www.studentloans.gov by following these steps:

- Sign in using Federal Student Aid (FSA) ID.
- Select "Complete Counseling."
- Complete the steps and submit.

Confirmation of completed entrance counseling is transmitted to the College within three (3) business days. The Financial Aid Coordinator is available during posted office hours to answer questions students may have after completing counseling.

Exit Counseling

All student borrowers are required to complete exit counseling upon graduation, withdrawal, failure to return for a subsequent semester, or enrollment below half time. The Financial Aid Office notifies the student about exit counseling requirements by mail or email. Exit counseling is completed online at www.studentloans.gov by following these steps:

- Sign in using FSA ID
- Select "Complete Counseling"
- Complete the steps and submit

Confirmation of completed exit counseling is transmitted to the College within three (3) business days. The Financial Aid Coordinator is available during posted office hours to answer questions students may have after completing counseling.

Student borrowers are encouraged to attend an in-person exit interview with the Financial Aid Coordinator upon leaving the College. During the exit interview, the student receives information regarding his or her loan balance and repayment information.

STUDENT RIGHTS AND RESPONSIBILITY

Students have the privilege of certain rights and assume specific responsibilities related to financial aid.

Student Rights

The student has the right to receive the following information related to the financial aid program:

- Available financial aid distribution.
- Amount of financial aid that must be repaid.
- Interest rates on loans.
- Repayment procedures.
- Date for beginning repayment.
- Length of the repayment period.

Student Responsibilities

Each student receiving financial aid has the responsibility to:

- Inform the Student Accounts Representative of any changes in economic or financial aid circumstances, including any outside loans, scholarship awards, or employment reimbursements received during the academic year.
- Inform the Student Accounts Representative and Lending Agent of any change in permanent address.
- Be familiar with financial aid deadlines, information forms, and the required applications for receiving aid by obtaining the appropriate information from the financial aid literature and the Student Accounts Representative.
- Supply any additional documentation, verification, corrections, or new information that is requested by the Student Accounts Representative.
- Complete an entrance Interview with the Student Accounts Representative when first receiving financial aid as a junior, senior, LPN-BSN or advanced placement student.
- Complete an exit Interview with the Student Accounts Representative when graduating or withdrawing from the College.

ACCOUNTS, PAYMENT, AND REFUNDS

COST OF COLLEGE AND COST OF ATTENDING COLLEGE

The College's Student Accounts Representative/Bursar applies all state, federal, and institutional aid to students' accounts up to the cost of tuition and fees. At that point, students can receive the difference as a refund check for the cost of attending college. These costs could be personal in nature, transportation, books, or other expenses associated with being a college student.

LOAN DEFAULT AND PAYMENT

POLICY

Loan Default

Students who are in any kind of student loan default are not eligible for federal student loans or revolving loan (BERF). However, students are still eligible to enroll in an academic program. Students in any kind of loan default are required to provide payment before enrolling in or beginning class(es). Such students may enroll in a monthly payment plan. Students re-admitted and in default of any loans or accounts will not be eligible to register for classes.

Payment

Students who enroll in a payment plan and do not make scheduled payments are not eligible to enroll in or attend class(es) until all outstanding balances are paid in full. Students withdrawn from class(es), due to non-payment, receive no credit for class(es). Student's grades and/or transcripts are also withheld. Admission is based on academic criteria. Financial aid status for ability to pay is totally independent of admission criteria.

This policy applies to ALL STUDENTS enrolling in Blessing Hospital programs, and the College.

NON-PAYMENT OF BILLS, ATTENDING CLASS, TRANSCRIPTS, AND EARNING CREDIT

POLICY

Only those students who have paid all bills for the semester will be allowed to attend classes whether on campus or online. Students having difficulty in paying bills are to contact the College's Student Accounts Representative.

Students enrolled in a payment plan and who do not make payments as scheduled will be immediately withdrawn from class. If a student is withdrawn from courses due to not making monthly payments, he/she will not receive credit for those courses. The student will also have his/her grades and transcript withheld and will not be allowed to enroll for the next semester until all outstanding balances are paid in full.

Transcripts and/or grades are not issued to any student who withdraws or graduates from the College with unpaid bills.

OFFICIAL TRANSCRIPTS AND AID DISBURSEMENT POLICY

POLICY

All official transcripts refer to official transcripts from all previously attended colleges and/or universities. All official transcripts must be received and on file in the registrar's office prior to disbursement of financial aid. The College distributes institutional, state, and federal aid into students' accounts only when all official transcripts are received and on file in the Registrar's office.

Students attending the College's joint program with Culver-Stockton College or Quincy University submit all official transcripts to the respective partner institution prior to enrollment; therefore, the College considers them official at the point of acceptance into the joint program.

Students who do not submit all official transcripts receive an estimated financial aid statement. Once all official transcripts are received, an official financial aid statement is issued, and aid is then disbursed to the student's account.

Students who do not submit all official transcripts remain responsible for all expenses incurred while at the College, College bills are issued at the end of the semester.

Second degree, RN to BSN and MSN students must submit official transcripts from all colleges previously attended to be considered for admission. Transcripts will be considered official only if they are sent directly from a college and are unopened. Transcripts marked "Issued to Student" will not be considered official. Paper grade reports, faxes, and online grade downloads will not be considered official.

PAYMENT POLICY

POLICY

Tuition, fees, and room charges are billed by the semester. Statements are sent to all registered students in July for the fall term and December for the spring term. Full payment of semester charges is due the first day of classes unless **prior** arrangements have been made with the College's Financial Aid Office.

Students with delinquent accounts may be charged a \$50 late payment fee. Charges and fines incurred after school is in session must be paid immediately upon receipt. Students with delinquent account balances will have their

grades and transcripts withheld and will not be allowed to enroll for the next semester until all outstanding balances are paid in full.

PAYMENT OF ACCOUNTS

POLICY

The College

Student account balances are available from the College's Student Accounts Representative. Failure to receive a bill does not relieve the student's obligation for payment.

Quincy University

Payment of accounts to the university is not contingent upon a statement or invoice from the university. As a matter of courtesy, the university will prepare regular and periodic statements to reflect all charges and payments incurred.

Culver-Stockton College

Student account balances are available on the Wildcat Window. Failure to receive a bill does not relieve the student's obligation for payment.

INSTITUTIONAL REFUNDS

PURPOSE

To define conditions for tuition and institutional financial aid adjustments related to enrollment changes.

POLICY

Students may be eligible for tuition and/or institutional financial aid adjustments when enrollment changes occur.

PROCEDURE

Students withdrawing from all courses must do so by completing the Withdrawal form available from the Registrar's Office. Students are responsible for paying full tuition following any unapproved withdrawal or dismissal or suspension for disciplinary reasons. Students who abandon all courses without completing the term and do not complete the official withdrawal procedures at or before the 60% mark of the term are not entitled to a refund. A full tuition refund is granted for the term in the case of non-attendance. Refunds are only for tuition costs. Fees are not included.

Students formally withdrawing during the term are eligible for tuition adjustments according to the following schedule:

- Withdrawal during the first week of the term: 100% refund.
- Withdrawal during the second week of the term: 90% refund.
- Withdrawal during the third or fourth week of the term: 50% refund.
- Withdrawal during the fifth through eighth week of the term: 25% refund.
- Withdrawal after the eighth week of the term: 0% refund.

Students withdrawing from a course at any time after registration must do so by completing the Add/Drop form that is available from the Registrar's Office.

Students formally withdrawing during a three-, four-, or eight-week course, whether interim, fall, spring, or summer term, are eligible for tuition adjustments according to the following schedule:

- Withdrawal during the first week of the course: 100% refund.
- Withdrawal after the first week of the course: 0% refund.

Once classes are in session, the student is responsible for payment unless the add/drop or withdrawal procedures have been completed. In the case of illness as substantiated by a medical statement, or for circumstances beyond the student's control, tuition may be reduced on a prorated basis.

The Institutional Refunds Policy of the College is separate from considerations relating to the Return of Title IV (R2T4) Funds Policy, and either policy may result in a student owing a debt to the College.

RETURN OF TITLE IV (R2T4) FUNDS

PURPOSE

To explain how a withdrawal affects a student's Title IV funds.

POLICY

For each student who withdraws from the College, a Return of Title IV (R2T4) calculation must be completed for the return of Title IV funds awarded for that term.

PROCEDURE

How a Withdrawal Affects Financial Aid

Pell Grant, Federal Supplemental Educational Opportunity Grant, Unsubsidized Stafford Loans, Subsidized Stafford Loans, and Parent PLUS Loans (Title IV federal aid) are awarded under the assumption that a student will remain in classroom attendance for the entire term for which the funds were awarded. A student may find it necessary to withdraw from all courses during a term. This policy applies to all students who begin attendance but do not complete any courses during a term and receive Title IV Federal Student Aid funds.

When a student withdraws from courses for any reason, he or she may no longer be eligible for the full amount of Title IV funds that he or she was originally scheduled to receive. Students who receive federal aid and do not complete their courses during a term may be responsible for repaying a portion of the aid they received.

Unofficial Withdrawals

Title IV aid recipients who fail to withdraw but stop attending courses are considered unofficial withdrawals. The College must calculate the earned amount based on the last day of attendance of the term. If the student stopped attending prior to the 60% mark of the term, the student is billed for the outstanding charges as a result of the R2T4 calculation. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

Withdrawals and Institutional Refunds

Based upon the withdrawal date, students may receive a full or partial refund of their tuition and fees. The College's Institutional Refunds Policy is separate from considerations relating to the Return of Title IV (R2T4) Funds Policy, and either policy may result in a student owing a debt to the College.

Determining Aid Earned

The College, the student, or both may be required to return some or all of the federal funds awarded for that semester if the student withdraws. The federal government requires a return of Title IV federal aid received if the student withdrew on or before completing 60% of the term. Federal funds, for the purposes of this federal regulation, include Pell Grant, Federal Supplemental Educational Opportunity Grant, Unsubsidized Stafford Loans, Subsidized Stafford Loans, and Parent PLUS Loans. The formula used in the R2T4 calculation divides the aid received into earned aid and unearned aid.

A student earns financial aid in proportion to the time he or she is enrolled up to the 60% mark. The percentage of Title IV federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the term when the withdrawal takes place divided by the total number of calendar days in the term. If a student was enrolled for 20% of the term before completely withdrawing, 80% of Title IV federal aid must be returned to the aid programs.

The percent earned is equal to the number of calendar days completed up to the withdrawal (officially or unofficially) date divided by the total number of calendar days in the term/payment period. Breaks of 5 days or longer are not included in the count of total days in the payment period.

- Earned Percent = Number of Days Completed ÷ Total Days in Payment Period.
- Unearned Percent = 100% - Earned Percent.

As a result of a withdrawal, students who received federal funds are required to repay unearned aid. The repayment calculation is performed utilizing the federal government's repayment worksheet. The worksheet is available on the Information for Financial Aid Professionals (IFAP) website.

For a student who withdraws after the 60% mark, there is no unearned aid. However, the Financial Aid Office must still complete the R2T4 calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The Financial Aid Office recalculates the Federal Pell Grant and campus-based aid when a student does not begin attendance in all courses scheduled in the payment period (for example, second eight-week course). The recalculated amounts are used in the R2T4 calculation.

In compliance with federal regulations, the Financial Aid Office performs the R2T4 calculation within 30 days of the student's withdrawal, and funds are returned to the appropriate federal aid program within 45 days of the withdrawal date. An evaluation is completed to determine if aid was eligible to be disbursed but had not been disbursed as of the withdrawal date. If the student meets the federal criteria for a post-withdrawal disbursement, the student is notified of his or her eligibility within 30 days of determining the student's date of withdrawal. If the eligibility is for a grant disbursement, the funds are disbursed within 45 days of determining the student's date of withdrawal. If the eligibility is for a loan, the student is notified in the same time frame, but he or she must also reply to the Financial Aid Office if he or she wishes to accept the post-withdrawal loan obligation. A post-withdrawal disbursement of any funds are first used toward any outstanding charges before any funds are returned to the student.

Order of Return to Federal Aid Programs

In accordance with federal regulations, unearned aid is returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized.
- Federal Direct Parent Loans.
- Federal Pell Grant.
- Federal Supplemental Educational Opportunity Grant.

Student Notification of Repayment

The student and the College are both responsible for returning unearned federal financial aid to the federal government. The College returns funds on the student's behalf to the appropriate federal programs and subsequently bills the student for any balances owed back to the College as a result of the R2T4 calculation. The student is responsible for any outstanding balance.

If a student never begins attendance, the College returns all disbursed aid to the respective aid programs.

The student is notified by either email or mail after the R2T4 calculation is finalized.

Information Regarding Loan Repayment

The loan grace period begins on the withdrawal date from the College or when a student ceases to be enrolled on at least a half-time basis. If the student does not re-enroll as a half-time student within 6 months of withdrawal or is enrolled less than half-time, the loans enter repayment. The student should contact the loan servicer or the Department of Education to make repayment arrangements. The promissory note signed by the borrower outlines repayment obligations. The student should contact the loan servicer or the Department of Education with any questions.

Consequences of Non-Repayment

Students who owe the Department of Education for an overpayment of Title IV federal aid funds are not eligible for any additional federal aid until the overpayment is paid in full or payment arrangements are made with the Department of Education.

A hold is placed on a student's account if he or she owes the College as a result of the R2T4 calculation. He or she is not allowed to register for subsequent terms or receive academic transcripts until the balance is paid.

This policy is subject to revision without notice based on changes to federal laws and regulations or College policies. If changes are made, the student is held to the most current policy. This statement is intended to provide an overview of policies and procedures related to a complicated and very encompassing regulation.

RESOLVING ELIGIBLE CREDIT BALANCES**PURPOSE**

To outline how eligible credit balances are resolved on a student's account.

POLICY

The Student Accounts Office issues refunds to students in compliance with all applicable regulations by the end of the term in which the credit balance is created.

PROCEDURE

A credit balance results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific term.

A credit balance eligible for a refund is one where all the applicable charges and credits have been posted to the account and the student's eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment, or any other applicable conditions. Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have been disbursed to the account.

Credit balances may be related to payments from several sources, including personal funds, Title IV federal aid, private loans, private grants, and other external awards. The College adheres strictly to federal and other regulatory requirements, as applicable, which vary depending on whether a credit balance is related to federal aid funds or not.

Credit balances may be affected by changes in a student's enrollment status, leaves of absence, or withdrawal. If a student's enrollment status changes as a result of adding or dropping courses, the student's Title IV federal aid award may need to be adjusted, and this may affect the amount of any refunds.

The College credits Title IV federal aid funds to a student's account only against allowable institutional charges, including:

- Current charges for tuition and fees
- Other educationally related charges incurred by the student at the College
 - Requires written authorization by student (or parent if applicable)
- Prior year charges up to \$200

Written Authorization to Hold a Credit Balance

Students (or parent borrowers) must provide written authorization before the College can perform either of the following actions with respect to credit balances related to Title IV federal aid funds:

- Hold a credit balance in the student's account across terms within the same award year
- Apply funds awarded for the current year to prior year charges up to \$200 to pay for charges other than tuition and fees

Students may provide this written authorization by completing the "Authorization to Hold a Federal Student Aid (FSA) Credit Balance" form. This form is available on the College's website and in the Student Accounts Office.

Credit Balances and Refunds Due to Title IV Federal Aid

The College automatically issues refunds for eligible credit balances related to Title IV federal aid.

Per federal regulations, credit balances related to Title IV federal aid must be refunded no later than 14 days after either:

- The date the credit balance occurred on the student's account, if the credit balance occurred after the first day of a payment period, or
- The first day of the payment period, if the credit balance occurred on or before the first day of that payment period.

Credit balances related to Title IV federal aid are prioritized for refund processing, except that the College holds credit balances in a student's account across terms within the same award year if the student (or parent borrower) provides prior written authorization.

The College provides notification via email to students of refunds or returns issued on credit balances in a student's account.

FEDERAL TAX STATEMENTS

TUITION STATEMENT FORM 1098-T

PURPOSE

To provide guidelines regarding the tuition statement form 1098-T

POLICY

The College distributes the Tuition Statement Form 1098-T on or before January 31st (see deadline definition below) to each individual for whom payments for qualified billed tuition and fees were received in the previous calendar year. These 1098-T forms and the Form 1096 - Annual Summary and Transmittal are also submitted electronically by the College's auditing firm to the IRS by February 28th for the preceding year.

IRS DEFINITION OF WHEN TO FILE

You will meet the requirement to file if the form is properly addressed and mailed on or before the due date. If the regular due date falls on a Saturday, Sunday, or legal holiday, file by the next business day. A business day is any day that is not a Saturday, Sunday, or legal holiday.

STUDENT LOAN INTEREST STATEMENT FORM 1098-E

PURPOSE

To provide guidelines regarding the 1098-E form.

POLICY

The College distributes the Student Loan Interest Statement Form 1098-E on or before January 31st (see deadline definition below) to each individual who paid Blessing Educational Revolving Fund (BERF) loan interest of \$600 or more during the preceding calendar year. Forms are also distributed to borrowers paying less than \$600 in interest as a service. Though this service is not required by IRS regulations, it is also not prohibited. These 1098-E forms and the Form 1096 - Annual Summary and Transmittal are also submitted electronically by the College's auditing firm to the IRS by February 28th for the preceding year.

IRS DEFINITION OF WHEN TO FILE

You will meet the requirement to file if the form is properly addressed and mailed on or before the due date. If the regular due date falls on a Saturday, Sunday, or legal holiday, file by the next business day. A business day is any day that is not a Saturday, Sunday, or legal holiday.

OTHER FINANCIAL AID POLICIES

TUITION REMISSION FOR COLLEGE EMPLOYEES

PURPOSE

To provide the College's employees tuition remission at the College in the undergraduate or graduate program.

POLICY

The College's permanent faculty and staff, as well as spouses and dependents, may receive tuition remission when enrolled in the undergraduate or graduate programs. Fees, books, or housing associated with the cost of attending the College (i.e. lab fees, graduation fees, course fees, etc.) are not included in the benefit.

College employees must be enrolled in at least "half-time" status (minimum 6 hours a semester in the undergraduate program, or enrolled in the graduate program) and must be in good academic standing to receive the tuition remission benefit. For definition of good academic standing, please refer to the *Good Academic Standing* policy.

College employees, their spouses and/or dependents who wish to enroll in the undergraduate or graduate programs must complete a tuition remission form with the College's Financial Aid Office.

Culver-Stockton College employees, their spouses and/or dependents may be eligible for tuition remission at the College subject to Culver-Stockton policy of eligibility for tuition remission.

Students with parents that are employees of colleges/universities who are members of the Tuition Exchange Organization or Council of Independent Colleges Tuition Exchange are not eligible for tuition remission at the College.

UNCLAIMED TITLE IV REFUNDS

PURPOSE

To outline the process of returning unclaimed Title IV refunds.

POLICY

The College returns, in accordance with federal regulations ([34 CFR 668.164\(l\)](#)), any Title IV refunds that were disbursed to a student or parent if the student or parent does not cash the check or the check is returned to the College.

PROCEDURE

The Student Accounts Office receives an "Uncashed Checks" report monthly from Blessing Hospital's Fiscal Services Department. The Student Accounts Representative reviews the report and follows the procedures below regarding unclaimed Title IV refunds.

Returned Title IV Check

If a check that the College mailed is returned, the Student Accounts Office makes additional attempts to disburse the funds or returns the funds to the appropriate federal program(s), either of which must occur within 45 days. If

the Student Accounts Office makes additional attempts to disburse the funds, it adheres to the Title IV federal funds 240-day limit if it is unsuccessful.

Unclaimed Title IV Refund Checks

The Student Accounts Office uses all reasonable means to locate the student whose Title IV refund check has become 120 days old. If all attempts are unsuccessful, outstanding Title IV refund checks that have become stale dated (more than 180 days) are voided, and the funds are credited to the student's account. The Student Accounts Office notifies the Financial Aid Office of the student's name, Title IV program(s), aid year, and the dollar amount credited. The Financial Aid Office modifies the Title IV awards in PowerFAIDS, submits the updates to the Common Origination & Disbursement website, and reports to the Student Accounts Office upon completion. The Student Accounts Office returns funds to the appropriate aid program.

The Student Accounts Office reconciles any unclaimed Title IV refunds every month. All unclaimed credit balances are returned; there is no de minimis amount. Under no circumstances may unclaimed Title IV Federal Student Aid funds escheat to the state or revert to the College or any other third party.

VERIFICATION OF THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

PURPOSE

To outline the process of verifying a Free Application for Federal Student Aid (FAFSA).

POLICY

Students of the College may be required to complete a process called verification. Verification requires each institution to check the accuracy of information submitted on the FAFSA by comparing it to the information contained in official documentation.

PROCEDURE

Each year the U.S. Department of Education selects about one-third of financial aid applicants for verification. In addition to those students selected by the U.S. Department of Education, the College's Financial Aid Office (FAO) reserves the right to select additional students for verification at its discretion. This discretionary selection may be due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a FAFSA application are in accordance with federal regulations 34 CFR 668.51-61 and the Federal Application and Verification Guide for Title IV Financial Aid Programs.

Notification and Communication

Students selected for verification must submit all required documentation before financial aid eligibility is determined. They are required to complete verification to receive financial aid. If the student or parent refuses to complete the verification process, no aid is awarded. No financial aid is disbursed to a student's account if the student is selected for verification and the verification process is not complete. If financial aid has already been disbursed and the student is subsequently selected for verification, future disbursements are canceled until the documents are received and the process is complete. Failure to submit required documentation causes the student to lose eligibility for federal, state, and institutional aid.

When a student is selected for verification, the student is notified as follows:

- The U.S. Department of Education notifies the student on his or her Student Aid Report (SAR) if the student was selected by the federal government.

- The FAO provides notification to the student identifying the documents required for verification by mail and/or email.
- The FAO contacts the student by mail and/or email with additional requests for the required documentation if not submitted.
- The FAO notifies the student of the results of verification by mail and/or email in an Award Letter or a Revised Award Letter.

Verification Exclusions

Verification exclusions apply to:

- Applicants who die during the award year (regardless of conflicting information).
- Applicants who will not receive Title IV aid for reasons other than failure to complete verification.
- Applicants who are only eligible to receive unsubsidized student financial assistance.
- Dependent students whose parents reside outside the United States and cannot be contacted by normal means of communication (exclusion is applicable to parental information only).
- Applicants whose parents cannot be located because their contact information is unknown (exclusion is applicable to parental information only).
- Dependent applicants when both parents are mentally incapacitated (exclusion is applicable to parental information only).
- Transfer students who completed verification at the previous school and the current school obtains the correct information/data from the previous school.
- Applicant spousal information when the spouse is deceased, mentally incapacitated, residing in a country other than the United States and cannot be contacted by normal means, or the spouse's contact information is unknown.

There are some eligible applicants for whom modification and waiving of some statutory and regulatory provisions apply under the Higher Education Relief Opportunities for Students (HEROES) Act. Eligible applicants include persons:

- Serving on active duty during a war or other military operation or national emergency.
- Performing qualifying National Guard duty during a war or other military operation or national emergency.
- Residing or employed in an area declared a disaster area by any federal, state, or local official in connection with a national emergency.
 - Who have suffered direct economic hardship as a direct result of a war, other military operation, or national emergency.

Documents Required

The federal government determines the type of verification for each student chosen. The minimum documentation required for each verification type is listed below. All requested worksheets are available at <https://www.brcn.edu/parents-current-students/student-forms>. All documentation must be submitted within 14 days of notification. If a student fails to submit the required documentation in a timely manner, certain financial aid may no longer be available. If a student fails to submit documentation in time for the verification process to be completed, the student may lose his or her opportunity to receive financial aid for that academic term.

Documentation for Standard Verification (Tracking flag V1) for a Dependent Student:

- Verification worksheet signed by the student and paren.
- Copy of the student's federal tax return transcript from the Internal Revenue Service (IRS).
 - Or the student may transfer their income tax information directly from the IRS into the FAFSA by using the Data Retrieval Tool and then submit the unchanged information.
- Copy of all the student's W-2s if he or she was not required to file taxes.

- Documentation from the IRS or other relevant tax authority dated on or after October 1 of the previous year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority.
- Copy of the parents' federal tax return transcript from the IRS.
 - Or the parent(s) may transfer their income tax information directly from the IRS into the FAFSA by using the Data Retrieval Tool and then submit the unchanged information.
- Copy of all the parent's W-2s if he or she was not required to file taxes.
- Documentation from the IRS or other relevant tax authority dated on or after October 1 of the previous year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority.
- Additional documents when requested by the College.

Documentation for Standard Verification (Tracking flag V1) for an Independent Student:

- Verification worksheet signed by the student.
- Copy of the student's federal tax return transcript from the IRS (and spouse's tax return transcript from the IRS, if married).
 - Or the student may transfer his or her income tax information directly from the IRS into the FAFSA by using the Data Retrieval Tool and then submit the unchanged information.
- Copy of all the student's and spouse's W-2s if he or she was not required to file taxes.
- Documentation from the IRS or other relevant tax authority dated on or after October 1 of the previous year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority.
- Additional documents when requested by the College.

Documentation for Custom Verification (Tracking flag V4):

- Verification worksheet signed by the student and parent (if dependent).
- Student must verify high school completion status.
- Student must sign an identity/statement of educational purpose.

Documentation for Aggregate Verification (Tracking flag V5) for a Dependent Student:

- Verification worksheet signed by the student and parent (if dependent).
- Student must verify high school completion status.
- Student must sign an identity/statement of educational purpose.
- Copy of the student's federal tax return transcript from the IRS.
 - Or the student may transfer his or her income tax information directly from the IRS into the FAFSA by using the Data Retrieval Tool and then submit the unchanged information.
- Copy of all the student's W-2s if he or she was not required to file taxes.
- Documentation from the IRS or other relevant tax authority dated on or after October 1 of the previous year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority.
- Copy of the parents' federal tax return transcript from the IRS.
 - Or the parent(s) may transfer their income tax information directly from the IRS into the FAFSA by using the Data Retrieval Tool and then submit the unchanged information.
- Copy of all the parent's W-2s if he or she was not required to file taxes.
- Documentation from the IRS or other relevant tax authority dated on or after October 1 of the previous year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority.
- Additional documents when requested by the College.

Documentation for Aggregate Verification (Tracking flag V5) for an Independent Student:

- Verification worksheet signed by the student and parent (if dependent).
- Student must verify high school completion status.
- Student must sign an identity/statement of educational purpose.

- Copy of the student's federal tax return transcript from the IRS (and spouse's tax return transcript from the IRS, if married).
 - Or the student may transfer his or her income tax information directly from the IRS into the FAFSA by using the Data Retrieval Tool and then submit the unchanged information.
- Copy of all the student's and spouse's W-2s if he or she was not required to file taxes.
- Documentation from the IRS or other relevant tax authority dated on or after October 1 of the previous year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority.
- Additional documents when requested by the College.

FAO Procedure

When a student is selected for verification, his or her existing file is updated. The file includes an award year insert, an Institutional Student Information Record (ISIR), a Verification Working Paper, and any verification documents that have been submitted by the student. The Verification Working Paper outlines what information is required to be reviewed during verification of an ISIR.

When verification documents are received, the FAO reviews them against the ISIR to ensure all information is consistent. The FAO indicates that the forms have been received in PowerFAIDS. If the verification documents and the ISIR are consistent, verification is complete. If there are differences between the FAFSA and verification documents, corrections are submitted to the Central Processing System (CPS). If the Expected Family Contribution (EFC) changes as the result of a correction, the student receives an updated Student Aid Report (SAR) from the CPS. The student is notified by mail and/or email with an ISIR Change Notice letter listing the corrections. When the corrected transaction is received, a new ISIR is printed for the student and checked to ensure corrections made are reflected on the new ISIR.

Resolving Conflicting Information

The FAO may seek additional information whenever there is conflicting information in a student's application for financial aid. Communication is sent to the student to determine which response was accurate. In the event that the student is unable to obtain the requested documentation to resolve the conflicting information, self-certification may be sufficient (on a case-by-case basis). Once the conflicting information is resolved, the FAO makes corrections to the FAFSA through the CPS. The student is notified by mail and/or email with an ISIR Change Notice letter listing the corrections. When the corrected transaction is received, a new ISIR is printed for the student and checked to ensure corrections made are reflected on the new ISIR.

Resolving Overpayments

In the event that financial aid eligibility has changed due to verification resulting in overpayment to the student, the necessary funds are returned to the Department of Education. The student receives a Revised Award Letter reflecting the changes. The Student Accounts Office bills the student for any balance now owed on his or her account.

Referral Process

The FAO reports any suspected fraud or falsified information by a student, employee, or other individual to the Office of Inspector General as instructed in the Federal Financial Aid Handbook.

SPECIAL CIRCUMSTANCES AND DEPENDENCY OVERRIDES

PURPOSE

To outline the process for special circumstances and dependency overrides.

POLICY

The Financial Aid Office has the authority under the law (section 479A of the Higher Education Act) to make adjustments, on the basis of adequate documentation and on a case-by-case basis, to address circumstances not reflected in a student's original Free Application for Federal Student Aid (FAFSA).

PROCEDURE

Special Circumstances

The Financial Aid Office considers statutory limitations and only addresses special circumstances, which are conditional and differentiate an individual student from a class of students. The purpose of a special circumstance is to determine an Expected Family Contribution (EFC) that reflects the student's family's current financial situation.

A special circumstance may be requested when an independent student, the spouse of an independent student, or the parent of a dependent student experiences a special circumstance including, but not limited to:

- Reduction or loss of income.
- Reduction or loss of nontaxable income.
- Divorce/separation.
- Exceptional medical/dental expenses.

Each special circumstance request is considered on a case-by-case basis and requires specific documentation for each case along with the Special Circumstance Form. All documentation must be received before a final decision is determined. A student who requests a special circumstance is automatically selected for verification unless already chosen by the Department of Education. Verification is completed before a professional judgment is considered. The student is notified of the determination along with any changes that are reflected in the financial aid awards for the year.

Dependency Overrides

The student must consult with the Financial Aid Coordinator to discuss his or her circumstances that may justify a dependency override. Dependency overrides are made on a case-by-case basis along with supporting documentation. If the documentation justifies a dependency override, the Financial Aid Coordinator changes the student's status from dependent to independent. The student is notified by either email or mail within three weeks. Extenuating circumstances do not include financial hardship, a parent's unwillingness to provide financial support, parents not claiming the student as a dependent for income tax purposes, or a student demonstrating total self-sufficiency.

STUDENT POLICIES AND PROCEDURES: STUDENT CONDUCT POLICIES AND PROCEDURES

STUDENTS EXHIBITING CONCERNING BEHAVIOR

PURPOSE

To explain how, in support of an appropriate and safe learning environment, the College handles students exhibiting concerning behaviors.

POLICY

When a student engages in behavior that could impact the life, health, welfare, safety, or property of the College community and its members, the procedures outlined below are initiated. Such "concerning behavior" can include the following, whether in the classroom, clinical, or other settings:

- Causing physical harm to any member of the College community, on or off College premises, at College-sponsored activities, or threatening such harm.
- Engaging, or threatening to engage, in behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member of the College community.
- Engaging in behavior that disrupts or interferes with normal College operations or College-sponsored activities, including but not limited to, studying, teaching, College administration, security, fire, police or emergency services, or behavior that consumes an inordinate amount of College staff time and/or resources.
- Exhibiting concerning signs after experiencing traumatic personal events (e.g. a death in the family, a major illness or injury, etc.).

The College has a Students of Concern Team (the Team) whose responsibility it is to identify, report, assess, and mitigate risks associated with concerning behavior by students. The Team may determine appropriate action to address the behavior including, but not limited to, evaluations, team assessments, emergency removals, institutional leaves of absence, or withdrawals from the College. It may also be determined that addressing the behavior through the Code of Conduct process is the appropriate course of action.

When faculty, staff, or students encounter a student exhibiting concerning behavior, they must communicate their concerns and observations to a member of the Team, who then communicates with the rest of the Team.

PROCEDURE

Overview

When a student exhibits concerning behavior, the College employs a team approach to determine the nature of the risk and any measures that can be taken to manage the risk. The College makes these determinations as the result of an individualized assessment. The College first seeks voluntary cooperation of the student, but, if necessary, takes involuntary action.

The purpose of the assessment is to inform decisions about the student's future participation in the College's programs and to assess the level of risk the student poses to the life, health, welfare, safety, or property of the College community. The College makes an individualized assessment, based on reasonable judgment, that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or, where applicable, the provision of auxiliary aids and services, will mitigate the risk.

Process

When a student is referred to the College for concerning behavior, the student is required to meet with a member of the Team. Following the meeting, the student may be referred to the Student Wellness Program. The student is expected to sign a consent form allowing the results of an evaluation to be shared with the appropriate College officials. Failure by the student to meet with the appointed member of the Team, or a counselor in the Student Wellness Program upon referral, is considered by the Team when determining the appropriate course of action going forward and may result in the student being administratively withdrawn.

The member of the Team who met with the student then convenes the Team to assess the situation and to offer an informed and caring response to the student exhibiting concerning behavior. The makeup of the Team in a particular situation may vary depending on the student's circumstances and other factors. The members of the Team to whom a report of concerning behavior can be made include the following:

- The Dean of Enrollment Management/Business Manager.
- The Academic Dean.
- The Student/Alumni Services Officer.
- The College Counselor.

If an evaluation initiated by the College was undertaken, the qualified professional shares the outcome of the evaluation with the College Counselor. The Team then meets with the student, and the student has the opportunity to provide documents or other information related to the Team's assessment. At the student's expense, the student may also have an evaluation performed by another qualified health professional of the student's choice and provide the results thereof to the Team. If the student does not provide information or submit to an evaluation initiated by the College, the College proceeds with the documents or information it has available.

In reaching its decision, the Team considers what life, health, welfare, safety, or property concerns the student's behavior raises and whether the risks associated with those concerns can be managed by modifications, support measures, or accommodations. The Team may consider the imposition of a behavior contract, if appropriate, that may include, among other things, consultations with health care professionals or restrictions on participation in College activities. If the Team determines the student poses a risk to the life, health, welfare, safety, or property of any member of the College community, and that the risk cannot be mitigated by modifications, support measures, or accommodations, the student may be required to take an institutional leave of absence or withdraw.

A student may appeal the decision of the Team by utilizing the appeal procedure set forth later in these procedures.

Possible Courses of Action

A student exhibiting concerning behaviors is individually assessed and handled on a case-by-case basis. At all times, the College reserves the right to take action it deems necessary and in the best interest of protecting members of the College community. Possible courses of action are described below.

Student Remains Enrolled

The Team may determine that a student can remain enrolled at the College, as follows:

- *Remain enrolled with no behavior contract:* The Team's assessment may determine that the student already addressed or is able to immediately address the concerning behavior, in which case the Team may determine that no further action is required as long as the student's behavior does not occur again.

- *Remain enrolled with behavior contract:* The Team determines that a behavior contract is necessary in order to explain College expectations and make sure a student understands what he or she must do in order to continue as a member of the College community.

A behavior contract explains College expectations and provides a framework for what the student must do to continue as a member of the College community. It could have a variety of individually-tailored terms for the student based on the situation. Examples of what may be incorporated into a behavior contract include, but are not limited to, the following:

- Ongoing monitoring of student behavior.
- A reduction of course load.
- Specific course attendance requirements.
- A reduction or elimination of participation in extra-curricular activities.
- Restrictions from certain areas of campus.
- Mandatory participation in the College's Student Wellness Program.
- A commitment to meeting regularly with a counselor.
- A commitment to remaining compliant with prescribed medication and meeting with the prescribing physician.
- A commitment to meeting with the College Counselor for support and help navigating any campus concerns.
- Signing consent forms allowing information from the student's medical provider to be shared with appropriate College officials.
- Notification of emergency contact(s) for additional support.
- A statement indicating that the student understands he or she must fulfill the stated commitments in order to remain enrolled at the College.
- Any further requirements specified by the Team.

The student and either the Academic Dean or the Dean of Enrollment Management/Business Manager sign the behavior contract, and a copy is provided to the student. Failure to follow the terms of a behavior contract may result in the student being withdrawn from the College.

Student Does Not Remain Enrolled

Other possible courses of action include those where a student does not remain enrolled at the College, as follows:

- *Institutional Leave of Absence:* The student may decide, with or without a recommendation by the Team, that an institutional leave of absence is preferred. An institutional leave of absence is typically for a specified period of time (e.g., the remainder of the semester) during which the student has an opportunity to obtain medical support to address the concerning behavior and underlying issues. If an institutional leave of absence is taken after a student has exhibited behavior covered by this policy, the student is informed in writing of return requirements.
- *Withdrawal:* A withdrawal occurs when a student agrees with a recommendation by the Team that withdrawal is the appropriate course of action. Withdrawal is typically more indefinite in nature (when compared to an institutional leave of absence), thus requiring the student to contact the College Counselor when the student believes he or she is ready to return to school. The student is informed of this, as well as any other conditions of return/readmission in writing.
- *Administrative Withdrawal:* An administrative withdrawal occurs when a student disagrees with a recommendation by the Team that withdrawal is necessary, and the College determines that it will initiate withdrawal despite this disagreement. The student is informed of any conditions of return/readmission in writing.

Following a determination that an individual poses a risk to the life, health, welfare, safety, or property of any member of the College community necessitating an institutional leave of absence, withdrawal, or administrative withdrawal, the College may require as a precondition to a student's return that the student provide documentation that he or she has taken steps to mitigate the previous behavior. The College may request records from the student and request permission to speak to the treating professional. The records and information that will be requested and required are determined on a case-by-case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of academic life.

If the College decides that the student is not allowed to return to the College following an institutional leave of absence, withdrawal, or administrative withdrawal, the appeal procedure set forth later in these procedures can be utilized.

Emergency Removal of a Student from Campus

The College recognizes that emergencies may arise when a student is exhibiting concerning behaviors. Such emergencies may create an immediate threat to members of the College community, and, therefore, may fall outside of the assessment procedure outlined above. Action to remove the student from the campus may be taken by the College, in cooperation with the student's emergency contact(s), if possible, and outside medical or psychiatric providers, if necessary. Involving the student in these actions may not be possible because of the nature and degree of the student's circumstances. Hospital evaluation and/or hospitalization may be required at the student's expense. Upon the student indicating an intent to return to the campus following a hospital evaluation or hospitalization, the assessment procedure outlined above is initiated.

Appeals

A student may appeal the decision of the Team or a decision not allowing the student to return to the College following an institutional leave of absence, withdrawal, or administrative withdrawal. In order to do so, the student must file a written appeal with the President/CEO within three (3) business days of the decision being made. The President/CEO issues a written decision to the student within a reasonable time frame. The President/CEO's decision is final.

SEXUAL MISCONDUCT POLICY

PURPOSE

The purpose of the policy is to define the College's guidelines and procedures regarding sexual misconduct that may create a hostile learning environment.

POLICY

1. What is Title IX?

Title IX of the Education Amendments of 1972 protects individuals from sex discrimination and sexual harassment in educational programs, activities, and employment settings at institutions that receive federal financial assistance, such as the College.

2. Sex Discrimination

The College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect where individuals are free from sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, stalking, and retaliation (collectively "Sexual Misconduct"). The College considers sexual misconduct in all its forms to be a serious offense.

Discrimination on the basis of sex ("Sex Discrimination") constitutes a violation of this policy, is unacceptable, and will not be tolerated. The College prohibits Sex Discrimination in all the College's programs and activities, including, but not limited to, admissions, employment, academics, housing, and student services. Sex Discrimination includes discrimination on the basis of gender identity and failure to conform to stereotypical notions of femininity and masculinity. It also includes discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, and/or recovery from any of these conditions. This policy applies when the complainant and alleged perpetrator are of the same or opposite sex, and regardless of gender identity or sexual orientation of the complainant and the alleged perpetrator. It also applies regardless of national origin, immigration status, or citizenship status. In compliance with Title IX and its implementing regulations, the College has implemented this policy to eliminate, prevent its recurrence, and address conduct that constitutes Sex Discrimination. Employees of the College also fall under the Blessing Health System Harassment Policy.

Harassment, whether verbal, physical, or visual, that is based on sex is a form of prohibited Sex Discrimination, and Sexual Violence is a particularly severe form of Sexual Harassment. The specific definitions of Sexual Harassment and Sexual Violence, including examples of such conduct, are set forth below.

3. Scope

This policy applies to all administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community").

The College has jurisdiction over complaints alleging sexual misconduct when the conduct occurs on campus or any other property occupied by the College, during or at an official College program or activity (regardless of location), or off campus when the conduct creates a hostile environment on campus. The College does not have jurisdiction over complaints alleging sexual misconduct which occurs off-campus that does not involve a College program or activity.

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the College's Sexual Misconduct Complaint Resolution Procedures, and the College will take disciplinary action where appropriate.

4. Definitions and Examples

Sexual Misconduct

This policy prohibits sexual misconduct. "Sexual misconduct" is an umbrella term that includes sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, stalking, and retaliation. Sexual misconduct does not depend on the gender, gender identity, or sexual orientation of the alleged victim and alleged perpetrator.

Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity, including employment, on the basis of their sex. Sex discrimination includes materially adverse treatment or action based on a person's:

- biological sex;
- pregnancy status;

- gender, gender expression, or sexual identity; and/or
- failure to conform to stereotypical notions of masculinity and femininity (so called "gender stereotyping").

Sex discrimination also includes conduct that meets the definitions of sexual harassment and sexual violence, as set forth below.

Examples of Sex Discrimination

Specific examples of conduct that may constitute sex discrimination include:

- Giving unequal pay, promotions, or other job benefits on the basis of gender.
- Allowing a person's gender to influence the grade conferred in a class.
- Denying persons' access to a given degree or major because of their gender.
- Requiring a pregnant student to verify pregnancy-related absences with a doctor's note when such verification is not required of students with other medical conditions.
- Excluding a person from a College-sponsored group because the person has a gender identity different from the gender assigned to the person at birth.
- Excluding a person from participation in a College-sponsored activity based on stereotypical notions of how a person of a given gender or sexual identity should look, speak, or act.
- Conduct that meets the definition of sexual harassment or sexual violence, as set forth below.

Sexual Harassment

The College prohibits Sexual Harassment in all of its programs and activities. In compliance with Title IX and its implementing regulations, the College has implemented this policy to eliminate and address conduct that constitutes Sexual Harassment and to prevent its recurrence.

Sexual Harassment is any unwelcome conduct of a sexual nature toward those of the same or opposite sex. Sexual Harassment constitutes Sex Discrimination when it is sufficiently serious to interfere with or limit a person's ability to participate in or benefit from the College's programs or activities based on sex. Sexual Harassment is sufficiently serious to interfere with or limit a person's ability to participate in or benefit from the College programs and activities, when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any aspect of the College's programs and activities and/or any aspect of employment;
- Submission to or rejection of such conduct by a person is used as a basis (or threatened to be used as a basis) for any decision adversely affecting such person with respect to any aspect of the College's programs and activities and/or any aspect of employment; or
- Such conduct is severe or pervasive, such that, considering all relevant circumstances, the conduct denies or limits a person's ability to participate in the College's programs and activities; the conduct substantially interferes with the person's work performance; and/or the conduct creates an intimidating, hostile, or offensive working environment.

The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly where the Sexual Harassment is physical.

Sexual Harassment includes any unwelcome sexual advances, requests for sexual favors; and other verbal, physical, or visual conduct of a sexual nature, such as:

- Unwelcome physical contact, such as kissing, rubbing, massaging, hugging, patting, or pinching;
- Direct or implied threats that submission to sexual advances will or could be a condition of employment, work status, promotion, performance evaluation, grades, letters of recommendation, or other work or educational benefits;

- Comments of a sexual nature and/or sexually explicit statements, questions, jokes, anecdotes, gestures, or facial expressions. Conduct need not be in person but can be any form of communication, including, but not limited to, written, telephone, or electronic communication such as electronic mail and/or comments sent via the Internet;
- Exhibition or use of sexually explicit materials in the workplace or learning environment that have no relationship to the curriculum, research, or the mission of the College. Such materials may be in the form of music, documents, objects, photographs, film, or electronically generated materials;
- Any unwanted, inappropriate behavior that is targeted toward a person or persons because of their sex, for example repeatedly telling women (or men) that they are not capable of doing a certain kind of work;
- Unreasonable pressure for a dating, romantic, or intimate relationship;
- Sexually explicit profanity;
- Any act of Sexual Violence (as defined below).

In determining whether unwelcome conduct of a sexual nature rises to the level of creating a hostile environment, the College will consider the totality of circumstances, including, but not limited to, the nature and severity of the conduct, the duration of the conduct, whether the conduct is part of a pattern, the age of the potential victim, and whether there is a power differential between the alleged victim and alleged perpetrator. The College will evaluate the totality of circumstances from the perspective of a reasonable person in the alleged victim's position.

A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Sexual Violence

Sexual Violence is a form of prohibited Sexual Harassment. Sexual Violence includes physical, sexual acts perpetrated against a person's will, or where a person is incapable of giving consent (e.g. due to age below that which is legally required to give consent, use of drugs or alcohol, or temporary or permanent mental or physical incapacity). Sexual Violence is a particularly severe form of sexual harassment that, by its very nature, is likely to create a hostile environment. Therefore, a single instance of Sexual Violence may sufficiently interfere with or limit a person's ability to participate in or benefit from the College's programs or activities such that it creates a hostile environment.

Under this policy, Sexual Violence also includes sexual exploitation, which consists of prostituting another person, secretly recording the sexual activities of a person without their consent, or viewing the sexual activities of another person without their consent (i.e., "peeping" or engaging in voyeurism).

A number of different criminal acts fall into the category of Sexual Violence, including conduct commonly referred to as "rape," "sexual assault," "forced sodomy," and "sexual battery."

Some examples of Sexual Violence include:

- Sexual penetration (anal, vaginal, or oral) or touching of sexual organs that is committed by force, threat, intimidation, or otherwise without consent.
- Conduct that amounts to sexual assault under Illinois law, as defined below.
 - Having sexual intercourse with, or sexually touching, a person who is incapacitated because of drug or alcohol use, including a person who has been given a "date rape drug" or any other drug causing incapacitating impairment.
 - Exceeding the scope of consent (e.g., having vaginal or anal sex with a person when they have only consented to oral sex).
 - Prostituting another student.
 - Knowingly exposing another person, without their consent, to sexually transmitted infections (such as HIV, chlamydia, gonorrhea, syphilis, or herpes) through sexual activity.

- Secretly videotaping, audiotaping, or photographing sexual activity where the other party has not consented.

Consent

Consent is defined as conduct that a reasonable person would understand to indicate agreement to the sexual conduct at issue. Under this Policy, consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive. Lack of consent is a critical factor in determining whether sexual violence has occurred.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent. A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent.
 - Coercion is defined as a direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive; once a person has made it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, you should be absolutely clear that they have changed their mind and are consenting before proceeding in sexual activity with them.
- If a person is mentally or physically incapacitated by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
 - Warning signs of when a person may be incapacitated due to drug and/or alcohol use include slurred speech, falling down, passing out, and vomiting.
- If a person is asleep or unconscious, there is no consent.
- A person who is under age in the applicable jurisdiction cannot provide consent to sexual activity.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to past sexual activity does not constitute consent to future sexual activity.
- Dressing in a certain manner does not constitute consent.
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- Consent can be withdrawn by verbal or physical conduct that a reasonable person would understand to indicate a desire to stop or not engage in the sexual conduct at issue.
- While consent can be withdrawn, a withdrawal of consent operates going forward. It does not change the consensual nature of sexual activity that has already occurred.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

5. Other Forms of Sexual Misconduct

In addition to the examples set forth above, the following types of conduct can also constitute a basis for finding Sexual Misconduct, which could represent a violation of Title IX, if the conduct is sufficiently serious to interfere with or limit a person's ability to participate in or benefit from the College's programs and activities. Regardless of the motivation for engaging in such behavior, the crimes of domestic violence, dating violence, stalking and sexual assault are a violation of this policy.

Domestic Violence

Under Illinois Law, Domestic Violence is a crime (750 ILCS 60/1). Any person who physically abuses (such as hits, chokes, or kicks), threatens, harasses, intimidates, or interferes with the personal liberty of another family or household member can be found to be in violation of the Illinois Domestic Violence Act. Under Illinois law, family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwelling;
- people who have or allegedly have a child in common or a blood relationship through a child in common;
- people who are dating or engaged or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Domestic Battery is also a crime under Illinois law (720 ILCS 5/12-0.1 and 5/12-3.2). A person commits domestic battery if he or she knowingly without legal justification by any means: 1) causes bodily harm to any family or household member or 2) makes physical contact of an insulting or provoking nature with any family or household member.

Dating Violence

Dating Violence is not a distinct offense under Illinois law, but note that the definitions of Domestic Violence and Domestic Battery above include violence against a person with whom the perpetrator has a dating or engagement relationship. Furthermore, under guidelines provided in the Violence Against Women Act, dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the 1) length of the relationship, 2) type of relationship, and 3) frequency of interaction between the persons involved in the relationship.

Stalking

Under Illinois law (720 Ill. Comp. Stat. 5/12-7.3), a person commits stalking when he or she:

- Knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
 - Fear for his or her safety or the safety of a third person; or
 - Suffer other emotional distress.
- Knowingly and without lawful justification, on at least 2 separate occasions, follows another person or places the person under surveillance or any combination thereof and:
 - At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, and the threat is directed towards that person or a family member of that person; or
 - Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint to or of that person or a family member of that person.
- Previously has been convicted of stalking another person and knowingly and without lawful justification on one occasion:
 - Follows that same person or places that same person under surveillance; and
 - Transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint to or of that person or a family member of that person.

Sexual Assault

Under Illinois law (720 ILCS 5/11-1.20) "criminal sexual assault" is committed when a person does any of the following:

- commits an act of sexual penetration by the use of force or threat of force.

- commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent.
- commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member.
- commits an act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority, or supervision in relation to the victim.
- This includes those of the same or opposite sex.

6. Retaliation

Retaliation consists of materially adverse action taken against a person because the person made a good faith report of sexual misconduct or participated in the investigation of a report of sexual misconduct, such as by serving as a witness or support person.

It is a violation of the Sexual Misconduct policy to retaliate against any member of the College community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against should make a complaint in the manner outlined below. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination/expulsion.

Specific examples of Retaliation include:

- Terminating a person's employment, demoting them, denying them a promotion, reducing their pay, or "writing them up" because they made a report of sexual misconduct or gave a statement as a witness.
- Sending threatening text messages or social media messages to someone because they made a report of sexual misconduct or gave a statement as a witness.
- Causing physical damage to a person's personal belongings because they made a report of sexual misconduct or gave a statement as a witness.
- Suspending a person from an activity or limiting their involvement because they made a report of sexual misconduct or gave a statement as a witness.
- Publishing knowingly false information about a person because they made a report of sexual misconduct or gave a statement as a witness.

Good Faith Reports

The College encourages the good faith reporting of sexual misconduct. However, the College will not allow this policy or the Complaint Resolution Procedures to be abused for improper purposes. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline. Such disciplinary action will not constitute prohibited retaliation. A person makes a bad faith report of sexual misconduct if, at the time they make the report, they know the report is false or frivolous.

Further, the College may take disciplinary action against any person who knowingly provides false information during the investigation and resolution of a complaint of sexual misconduct, and such disciplinary action will not constitute prohibited retaliation.

7. Responsible Employees

The College defines a Responsible Employee as any employee who has authority to take action to redress sexual misconduct and has duty to report these matters or other types of misconduct to appropriate officials. Responsible

Employees must report any and all incidents of sexual misconduct to the Title IX Coordinator. Responsible Employees include administration, faculty, and staff. Students and others should be aware that providing information about sexual misconduct to a responsible employee will result in that information being forwarded to the Title IX Coordinator for review and investigation. Responsible Employees are required to report and may not keep the information confidential.

The College encourages all other members of the College community to report any and all incidents of sexual misconduct, domestic violence, dating violence, and stalking even if they are unsure if the conduct is a violation of this policy.

8. Roles and Responsibilities

Title IX Coordinator

The Title IX Coordinator oversees and provides leadership for the activities related to Title IX compliance, training, investigations, enforcement, and reporting. The Title IX Coordinator will coordinate with law enforcement when appropriate.

The Title IX Coordinator can also answer questions regarding the process and procedures for reporting, investigating, and adjudicating complaints of Title IX violations. The Coordinator is a non-confidential source but can direct members to on- and off-campus confidential resources.

The College's notice of non-discrimination is posted on the college website (www.brcn.edu), in employee and student handbooks, and on a bulletin board in the student lounge.

Contact Information for Title IX Coordinator is:

Jenna Crabtree, MBA
 Dean of Enrollment Management/Business Manager
 Blessing-Rieman College of Nursing & Health Sciences
 3609 N. Marc Drive
 Quincy, IL 62305
www.brcn.edu
jcrabtree@brcn.edu
 217-228-5520, ext. 6961

Administrators, Deans, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those **who** formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy.
- Work with the Title IX Coordinator to implement education and training programs for employees and students.
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy.

All Employees

It is the responsibility of all employees to review this policy and comply with it.

Students

It is the responsibility of all students to review this policy and comply with it.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action and review the matter. If necessary, an

investigation and appropriate steps to stop and remedy the sexual misconduct will occur. The College will act in accordance with its Sexual Misconduct Complaint Resolution Procedures found within this Policy.

9. Confidentiality

The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws related to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. If a person desires to talk in complete confidentiality about his or her situation, the on-campus confidential resources listed below can be contacted. These confidential resources are available to assist you and will not report your circumstances to the College without your permission unless otherwise required to do so by law (such as when the victim is a minor). Notwithstanding, when necessary, the on-campus confidential resource will make a non-identifying report to the appropriate College personnel so that reported crimes can be included in the College's annual crime statistics disclosure.

The on-campus confidential advisor is:

Sarah Mueller, MSW, LCSW
 Counselor, Blessing-Rieman College of Nursing & Health Sciences
 3609 N. Marx Drive
 Quincy, IL 62305
 217-228-5520 x 6997

The College's Confidential Compliance Hotline

1-888-495-4387

All confidential advisors complete 40 hours of training regarding issues of sexual misconduct prior to appointment and complete 6 hours of additional training on an annual basis. They also are trained to have an understanding of the College's specific policy and processes for addressing sexual misconduct and resources available on campus and in the community.

Other confidential resources include:

Employee Assistance Program through Blessing Behavioral Center
 Please call 217-224-4453 to make an appointment.

Community, State, and National Agencies

Quanada Domestic Violence and Sexual Assault Programs
 2707 Maine
 Quincy, IL 62301
 217-222-0069
 1-800-369-2287
 Quanada.org

Avenues-Domestic Violence and Sexual Assault Advocacy
PO Box 284 Hannibal, MO 63401
1-800-678-7713
Avenueshelp.org

RAINN Rape, Abuse, and Incest National Network
Rainn.org
1-800-656-4673

10. Academic Freedom

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom. While sexual harassment can include verbal and written conduct, the College's policies establishing academic freedom provide significant space for individuals to express controversial views, teach controversial subjects, and engage in controversial research. As such, the offensiveness of a particular expression, course content, subject of academic inquiry, or research topic, as perceived by some, standing alone, is not sufficient to constitute a violation of this policy.

Faculty, staff and students should be aware that conduct occurring in the context of educational instruction may exceed academic freedom if it meets the definition of sexual misconduct and, for example, is not germane to academic subject matter, lacks a pedagogical purpose, is defamatory or libelous, or threatens physical harm or imminent violence.

11. Education

Because the College recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups; such as, campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including how to recognize warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

12. Review

This policy is maintained by the College's Title IX Coordinator. The Academic Dean and the Title IX Coordinator will review this policy annually. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the Complaint Resolution Procedures. The review will incorporate an aggregate view of reports, resolution, and climate.

13. Distribution

This policy will be disseminated widely to the College Community through email communication, the College's website, inclusion in orientation programs for new employees and new students, and other appropriate channels of communication.

14. Prevention

The College prohibits rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking and has various programs to educate students and employees about awareness of such offenses and steps that can be

taken to prevent them. All faculty, staff, and students receive annual training and education regarding sexual misconduct.

The College's Crime Prevention and Safety Awareness Program focuses on all incoming students and new employees and is geared towards stopping dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality; encourage safe bystander intervention; and seek to change behavior and social norms in healthy and safe directions.

The Crime Prevention and Safety Awareness Program also includes instruction on safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene where there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual. It also includes information on risk reduction, such as warning signs of abusive behavior and how to avoid potential attacks. The following are safe and positive options that a bystander can take to intervene and prevent harm or the risk of harm to another individual:

- Name or acknowledge an offense
- Point to the "elephant in the room"
- Interrupt the behavior
- Publicly support an aggrieved person
- Call for help

The following information relates to risk reduction options that promote safety and help students and employees address conditions that facilitate violence.

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly
- Try to remove yourself from the physical presence of the sexual aggressor. Be direct as possible about wanting to leave the environment
- Solicit someone nearby and ask them for help
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you
- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB
- It is also important to be aware of the warning signs of an abusive person. Some examples include:
 - Past abuse
 - Threats of violence or abuse
 - Breaking objects
 - Using force during an argument
 - Jealousy
 - Controlling behavior
 - Quick involvement
 - Unrealistic expectations
 - Isolation
 - Blaming others for problems
 - Hypersensitive
 - Cruelty to animals or children
 - "Playful" use of force during sex

- Jekyll-and-Hyde personality

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to remember your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person
- Don't make assumptions about the other person's consent or about how far they are willing to go
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior
- If your partner expresses a withdrawal of consent, stop immediately
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be able to progress sexually
- Do not take advantage of someone who is drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

In addition, the College has an Ongoing Crime Prevention and Safety Awareness Campaign for students and employees. This campaign serves as a refresher for the topics addressed in the Crime Prevention and Safety Awareness Program. It is conducted by means of CBLs, and emails with links to videos for programming, initiatives, and strategies that are focused on increasing understanding of topics relevant to skills for addressing, dating violence, domestic violence, sexual assault, and stalking.

On-line resources:

www.Notalone.gov

www.NSVRC.org

SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

1. Complaints

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. These procedures are designed to address and promptly resolve reports and complaints of sexual misconduct. Responsible Employees are required to report incidents of sexual misconduct within 24 hours of receiving information regarding the incident. Others are encouraged to file as soon as possible because delayed reporting may limit the College's ability to investigate and respond to the complaint.

Under these Complaint Resolution Procedures, the party making a complaint is referred to as the "complainant" and the person accused of misconduct is referred to as the "respondent."

Who may make a complaint?

Any administrator, faculty, staff, student, third party, bystander, or user of College facilities or programs may initiate a complaint. Responsible Employees are required to make such a complaint when they have information regarding an incident of sexual misconduct.

Any student who makes a report under the College Sexual Misconduct Policy will be provided written information on rights and options. Respondents will also receive information regarding their rights and options.

Anonymous Complaint

Anonymous complaints will be investigated by the College, although it is often difficult to gather facts and conduct a thorough investigation via anonymous complaints. The College encourages individuals to file a complaint of sexual misconduct when they are the victim of such conduct.

The College has an anonymous reporting system known as Silent Witness. This can be used if the witness or reporting party chooses to make a report anonymously. This form is also available on the door to the Student Services Office as well as the college website under Campus Safety.

Responsible Employees may not submit anonymous reports when they receive a report of sexual misconduct. Responsible Employees are required to provide the College with all relevant information.

Where to File a Complaint

Jenna Crabtree, MBA
 Dean of Enrollment Management/Business Manager
 Blessing-Rieman College of Nursing & Health Sciences
 3609 N. Marx Drive
 Quincy, IL 62305
www.brcn.edu
jcrabtree@brcn.edu
 217-228-5520, ext. 6961

A person may also file a complaint of Sex Discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Basic Elements of a Complaint

There is no formally required content. However, so that the College has sufficient information to investigate a complaint, the following elements should be included to the extent possible:

- Date(s) and time(s) of the alleged conduct
- Name(s) of all persons involved in the alleged conduct
- Name(s) of possible witnesses
- A statement of the event(s) which is (are) the cause of the complaint
- Contact information for the complainant so that the College may follow up appropriately

Conduct that Constitutes a Crime/Pending Criminal Investigation

In addition to making a report under this policy, the College encourages any person who believes he or she is the victim of a crime-including sexual violence, domestic violence, dating violence, or stalking-to make a report to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. If the situation is an emergency or if a person believes he or she is in imminent danger, the person should dial 911. Unless there is a health or safety emergency, articulable threat to members of the College community, or a state law requiring reporting (such as in the case of child abuse), the College will not contact law enforcement without the alleged victim's permission.

The filing of a police report and the pendency of a criminal investigation does not absolve the College of its responsibilities under Title IX to conduct an investigation and resolve the complaint. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order.

For those who believe that they are victims of sexual violence, domestic violence, or dating violence, the College recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime-avoid bathing, using the toilet, rinsing one's mouth, or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Contact local police by calling 911 if the incident occurred off campus.
- Get medical attention – not all medical injuries are immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with the College Counselor who will help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under the Complaint Resolution Procedures.

Area medical facility providing forensic examination at no cost to survivor:

Blessing Hospital
 Broadway at 11th St
 PO Box 7005
 Quincy, IL 62305-7005
 217-223-1200

It is also important to preserve evidence such as letters, emails, text messages, etc. Doing so is especially important in cases of stalking, as this type of evidence is likely to be the only physical evidence available.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

A complainant who makes a claim related to sexual violence, domestic violence, dating violence, or stalking will be given a copy of the document titled "Explanation of Rights and Options After Filing a Complaint of Sexual Violence, Domestic Violence, Dating Violence, or Stalking."

Amnesty Provision

The Amnesty Provision provides immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other responsible employee, so that the reporting student will not receive a disciplinary sanction by the College for a Student Code of Conduct violation, such as underage drinking, that is revealed in the course of such a report, unless the College determines that the violation was egregious. Instances of

egregious violations may include but are not limited to taking action that places the health and safety of any other person at risk.

2. Protecting the Parties

Pending the final outcome of an investigation, the College will take steps to protect the parties involved from further discrimination and harassment. This may include assisting and allowing the individual to change his or her academic, transportation, dining, work, or living situation if options to do so are reasonably available and upon request. Such changes may be available regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Requests to change an academic, transportation, dining, work, or living situation, or a request for the College to take any other protective measure, such as a campus no contact order, should be made to the Title IX Coordinator.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

3. Investigation and Notification Procedures

Applicability of Procedures

These procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these Complaint Resolution Procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

Investigating Officer

Complaints of sexual misconduct will be investigated by the Title IX Coordinator and/or others who are assigned investigative duties. The Title IX Coordinator and/or other College official investigating a complaint will be referred to the "Investigating Officer" below.

Participation in Investigations

All members of the College community are encouraged and expected to fully cooperate with any investigation and resolution under these Complaint Resolution Procedures. College employees who fail to cooperate and/or participate will face discipline, up to and including termination. In the event an alleged victim refuses to participate under these Complaint Resolution Procedures, the College may proceed as a complainant. In the event a respondent refuses to participate, the Complaint Resolution Procedures will be completed despite the Respondent's lack of participation and may result in a finding of misconduct *in absentia*.

General Principles of the Investigation Process

When there is a complaint of sexual misconduct, an investigation and resolution process will take place. The following principles will apply:

- The investigation and resolution will occur in a prompt, timely, impartial, and fair manner. The Investigating Officer implementing these procedures shall discharge his/her obligations fairly and impartially. If the Investigating Officer cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, he or she shall designate another appropriate College official to fulfill his or her role.
- These procedures will be implemented by College officials who receive annual training on issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

- In making any determination on the resolution of the complaint, the evidentiary standard of preponderance of the evidence, i.e. more likely than not that sexual misconduct occurred, will be applied.
- At each stage of the Complaint Resolution Procedures (interviews, meetings, hearings, etc.), the complainant and respondent may be accompanied by a support person of their choice. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor may provide support and private counsel to the party. However, the support person does not serve as an advocate on behalf of the complainant or respondent may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process. The College reserves the right to remove or dismiss a support person/advisor who fails to follow this policy and applicable provisions of the Complaint Resolution Procedures, in which case the party will be allowed to select a different support person.
- During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:
 - Equal opportunity to identify and have considered witnesses and other relevant evidence.
 - Similar and timely access to all information considered by the Investigating Officer.
 - Equal opportunity to review and comment, in writing, on any statements or evidence provided by the other party.
 - Equal access to review and comment, in writing, on any information independently developed by the Investigating Officer.
- Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and resolution procedure. However, informal resolution may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, either party may terminate any informal resolution being utilized at any time and invoke the formal investigation procedure. In any event, informal resolution, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence. Informal resolutions will be documented by the Title IX Coordinator including the alleged complaint, and process of resolution as well as the final resolution. There is no right of appeal for informal resolution for either party.
- At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct policy.
- The College will endeavor to conduct a fair investigation in a timely manner. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or the respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request in approximately three (3) days.
- Some instances of sexual misconduct may also constitute criminal conduct. As necessary and when applicable, the College will contact and cooperate with law enforcement in situations involving sexual misconduct. In the case where alleged criminal conduct has also been reported to law enforcement, the College may temporarily delay its investigation of the complaint where necessary to avoid interfering with law enforcement. However, the pendency of a criminal investigation does not serve as a substitute for these procedures, and the investigation and resolution process will commence promptly once interference is no longer a concern. In addition, because the standard of proof that applies in these procedures (i.e. preponderance of evidence) is different from the standard necessary for a criminal conviction (i.e., proof beyond a reasonable doubt), the College's determination will not be held in abeyance due to the pendency of a criminal trial.
- Cases involving multiple complainants or respondents will be handled using the General Principles of Investigation Process. In those cases, each of the complainants and respondents would be investigated on an

individual basis. At the discretion of the Title IX Coordinator, investigative meetings and other procedures may be combined to address more than one complaint.

Initial Notification

Prior to the commencement of the investigation, the complainant and the respondent shall (i) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation and (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from other College administrators, the College's attorneys, or other parties as needed.

Notification of the Respondent and Selection of Resolution Process

Once the Investigating Officer receives a complaint, the Investigating Officer will promptly notify the respondent and provide the respondent with the opportunity to review a copy of the written complaint. This notice will include the identities of the parties involved, the specific section of the code of conduct allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident.

The Investigating Officer will then communicate with each party, separately, to discuss the pertinent avenues for resolution as set forth below. Considering the parties' wishes and other circumstances, the Investigating Officer will then determine whether the complaint will be resolved through an informal or formal process. The Investigating Officer will then notify the parties of the process to be used.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence.

Formal rules of evidence do not apply in any of the formal resolution processes specified below. Nonetheless, evidence that is irrelevant or whose prejudicial effect substantially outweighs its probative value may be excluded from consideration. A complainant's irrelevant sexual history will be excluded from consideration.

The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Throughout the investigation, parties will be granted an opportunity to review and comment, in writing, on any statements or evidence provided by the other party or any information independently developed by the Investigating Officer.

All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a drafted written report that summarizes all information and facts. The drafted written report will explain the scope of the investigation, identify factual findings, and state whether any allegations in the complaint were found to be substantiated by the preponderance

of evidence. Both parties will be provided a copy of the drafted written report and allowed to respond, in writing, to the written investigation report.

After reviewing and considering the parties' written comments, if any, the Investigating Officer will finalize the investigation report, making adjustments to it if deemed necessary. If the final written report determines that sexual misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community. Such sanctions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the occurrence of discrimination, harassment, and retaliation. Examples of such sanctions include no-contact orders, classroom reassignment, the provision of counseling or other support services, and training. It also includes discipline for the respondent, including warning, final warning, suspension, dismissal, or other appropriate institutional sanctions. The final written report and any addendum will be given to the complainant, the respondent, and the Title IX Coordinator within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act.

The final written report of the Investigating Officer shall be final subject only to the right of appeal set forth below.

Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the College's President, the College's Board of Trustees will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Trustees will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the College's President will designate the Investigating Officer. Based on the information gathered during the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

4. Appeals/Grievance Process

Either the complainant or the respondent may file an appeal if there is disagreement with the results and conclusion of the investigation. An appeal must be filed in writing and will proceed in accordance with the College's judicial process, found in College Student Handbook.

Grounds for Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision;
- There was a procedural error significant enough to call the outcome into question;
- There was a clear error in factual findings;
- Bias or prejudice on the part of the Investigating Officer; or
- The punishment or the corrective action imposed is disproportionate to the offense.

Method of Appeal

Appeals must be filed with the President ("Appellate Officer") within ten (10) days of receipt of the written report determining the complaint. The appeal must be in writing and contain the following:

- Name of the complainant;
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any;
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- Requested action, if any.

The appellant may request a meeting with the Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The Appellate Officer will resolve the appeal in approximately fifteen (15) days of receiving it and may take any and all actions that the Appellate Officer determines to be in the interest of a fair and just decision, including conducting additional interviews or new interviews of material witnesses. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination. The written statement shall be provided to the complainant, the respondent, and the Title IX Coordinator in approximately three (3) days of the resolution.

5. Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, the Deputy Title IX Coordinator, and the Appellate Officer are responsible for maintaining documentation regarding the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

6. Intersection with Other Procedures

These Complaint Resolution Procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these Complaint Resolution Procedures and other College grievance, complaint, or discipline procedures, these Complaint Resolution Procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

STUDENT AFFIRMATION STATEMENT

POLICY

All students are required to sign the Student Affirmation Statement annually during the first month of each academic year. Any student who chooses not to sign the Student Affirmation Statement is not permitted to attend classes or clinical, or make up any missed assignments. Signed Student Affirmation Statement are placed in the student's record.

STUDENT CODE OF CONDUCT

PURPOSE

To outline the expectations of student behavior.

POLICY

Students at the College must conduct themselves in an ethical and professional manner at all times. At all times includes, but is not limited to, interactions with faculty, administration, staff, students, visitors, patients, agency personnel, and other individuals in the classroom (physical or virtual), hallways, lounges, offices, clinical/lab settings, College events, on social media/online sites, and when representing the College in public.

PROCEDURE**ICARE**

ICARE is an acronym for *Initiative, Communication, Accountability, Respect, and Exceed expectations*. The behaviors associated with ICARE are as follows:

Initiative:

- I will seek knowledge to enhance my skills and use what I learn in my daily work.
- I will bring ideas for new opportunities and embrace change at the College.
- I will always anticipate others' needs in order to create a positive experience.
- I will be proactive in earning and maintaining the trust of all.

Communication:

- I will consistently use AIDET in all encounters.
- I will actively listen to others and find answers to questions asked of me.
- I will attempt to resolve conflict using open communication.
- I will be a positive voice of the College and Blessing Health System.
- I will report concerns regarding violations of policies, compliance, and privacy.
- I will be honest in all communication.

Accountability:

- I will take accountability for my own learning.
- I will put the needs of others first.
- I will keep our environment safe and clean.
- I will actively work to achieve the organizational goals.
- I will follow through in a timely manner on all College commitments.
- I will be responsible for the privacy of others, by keeping all information confidential in compliance with HIPAA and FERPA.
- I will consistently use evidence-based practices.
- I will use all resources responsibly.
- I will conduct myself according to the ethical standards of healthcare professions.
- I will comply with reasonable instruction from the College or agency personnel.
- I will comply with all College policies and procedures.
- I will not engage in academic dishonesty.*

Respect:

- I will honor diversity at the College.
- I will not engage in negativity or gossip.
- I will make eye contact, smile, and greet everyone I meet, offering to escort those who appear to need assistance.
- I will give others priority in hallways, elevators, and parking areas.
- I will uphold the personal privacy, dignity, and rights of all.
- I will uphold the College's mission, vision, and values.

- I will not engage in behavior that causes risk or harm to others.

Exceed Expectations:

- I will seek ways to exceed others' expectations.
- I will give 100% of my attention when interacting with others, always putting them first.
- I will show empathy to everyone, every time.

Any behavior that is not in accordance with this policy is considered a violation. The College reserves the right to address any conduct deemed inappropriate even though it is not expressly covered above.

Academic Dishonesty

Examples of academic dishonesty include, but are not limited to:

- Cheating or knowingly plagiarizing or falsifying academic work such as papers, projects, homework, examinations, or presentations
- Knowingly assisting another student in committing an act of cheating or another form of academic dishonesty
- Falsifying clinical experiences and professional service activities either verbally or in written documentation
- Possessing examinations, student papers, laboratory materials, or other College property without authorization
- Falsifying grades or documents

Reporting

When any member of the College community (faculty, staff, administrators, and students) witnesses an event/breach of duty, or suspects that an event/breach of duty has occurred by a student, the individual is obligated to report the event immediately to either the Student/Alumni Services Officer or another College employee. The Student Code of Conduct Report Form must be submitted to the Student/Alumni Services Officer within two (2) business days. This form is available on the "Student Forms" page of the College's website.

Investigation

The Student/Alumni Services Officer conducts an investigation by initially reviewing each Code of Conduct violation report. The investigation may include interviewing involved parties and gathering additional information. Patterns of behavior and degree of severity are taken into consideration using the Just Culture algorithms. Just Culture is an established set of objective pathways utilized to identify if the violation occurred due to a system or process issue, human error, at-risk behavior, or reckless behavior.

System or Process Issue: Circumstances outside one's control that may influence or lead to an undesirable outcome.

Human Error: Unintentional and unpredictable behavior that causes or could have caused an undesirable outcome, either because a planned action is not completed as intended or the wrong plan is used.

At-Risk Behavior: Unsafe behaviors mistakenly believed to be justified. At-risk behavior typically includes repetitive or serious events/breaches of duty.

Reckless Behavior: Knowingly choosing to place oneself or others in a position that may cause harm. The student sees the risk and understands the harm that can be done. He or she chooses to place self-interest above the rest of the system. Reckless behavior typically includes repetitive or very serious events/breaches of duty.

At-Risk or Reckless Behavior is reviewed by an administrator who may determine that a hearing is necessary.

Violations that do not require a hearing result in student coaching on the reported violation. Documentation of coaching and the student's response is placed in the student's permanent file.

Hearing

Hearings are conducted by the Code of Conduct Committee as soon as possible.

This committee consists of:

- The Student/Alumni Services Officer who serves as Chairperson with voice and no vote except in the event of a tie vote
- One (1) faculty or staff member from the Student Development Committee with voice and vote
- One (1) faculty member from the Academic Committee with voice and vote
- One (1) Academic Advisor with voice and vote
- Two (2) students with voice and vote

All evidence and discussion presented at the hearing remains confidential. All documents are maintained in a confidential and secure manner. Recording is not allowed during the hearing process. Minutes are taken by a member of the Committee or designee.

The Committee reviews the student's record. Each individual has the opportunity to be heard by the Committee. The student may choose a support person to accompany him or her to the hearing. The support person is not permitted to contribute or communicate in any manner during the hearing process. If the support person fails to comply, he or she will be asked to leave the hearing. The support person may not be a lawyer as this is an internal process and not a civil process.

Committee members have the opportunity to ask questions and seek clarification. All parties are dismissed at the conclusion of the discussion. The committee moves to a closed door session to determine the outcome. Failure of the student to appear for the hearing results in the outcome based solely on the evidence at hand.

Outcome

Following the hearing, a majority vote is taken to determine the final decision. Decisions may include, but are not limited to:

- No further action/no fault found
- Final warning issued
- Dismissal from the program

All decisions of the Committee are documented. All parties are notified in writing of the hearing outcome within three (3) business days. The Vice President of Academic Affairs of the partner institution is notified if the outcome is dismissal from the program.

Appeal Process

Students have the right to appeal an outcome by submitting a letter of appeal to the Student/Alumni Services Officer within three (3) business days. The letter should include specific rationale for the appeal. Letters not received by the third business day are not considered, and the outcome is final.

The appeal is reviewed by the Student Development Committee within ten (10) business days. The Student Development Committee reviews all of the documentation and makes a final decision. The student is notified in writing of the final decision within three (3) business days.

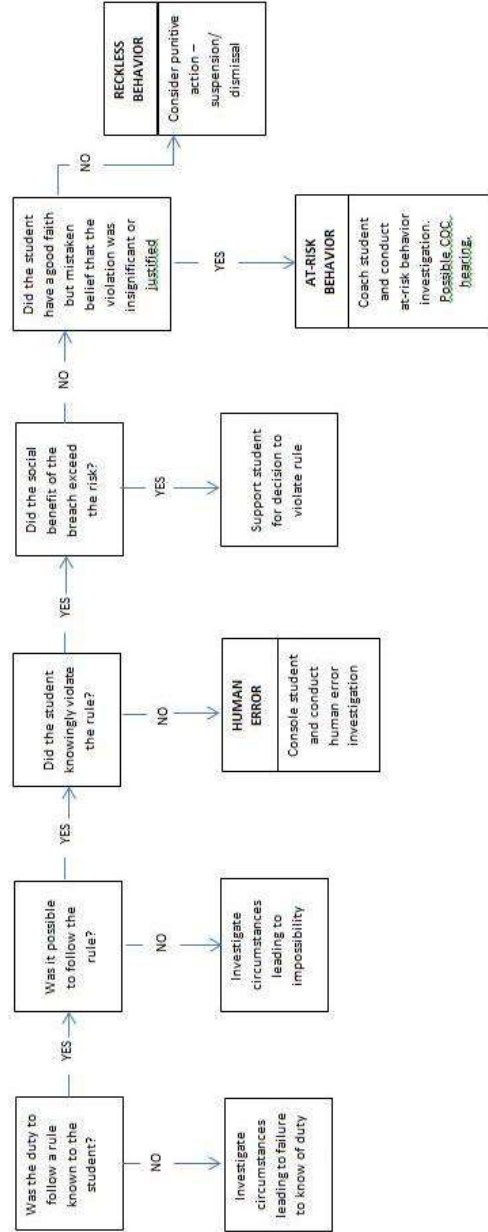
PATHWAYS TO FOLLOW

DUTY TO FOLLOW A PROCEDURAL RULE

Did the student breach a duty to follow a procedural rule in a system designed by the college or agency?

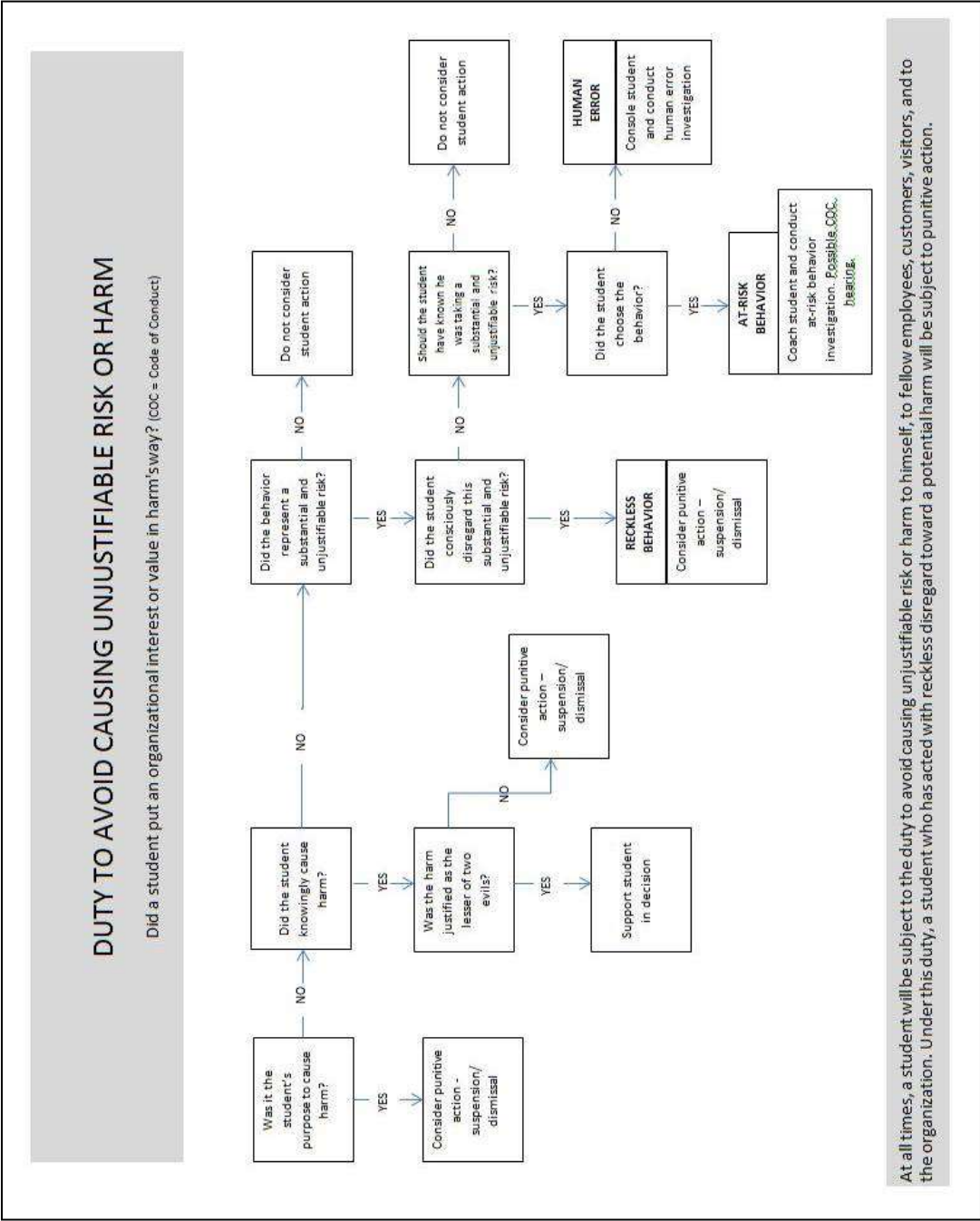
Note: This path applies when the student works within a system and is responsible for being a reliable component within that system. (COC = Code of Conduct)

Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report



When working under a duty to follow a procedural rule within a system, a student will be subject to punitive action when they have acted with reckless disregard toward the risk.

Adopted from Just Culture Algorithm v3.2 For Employers

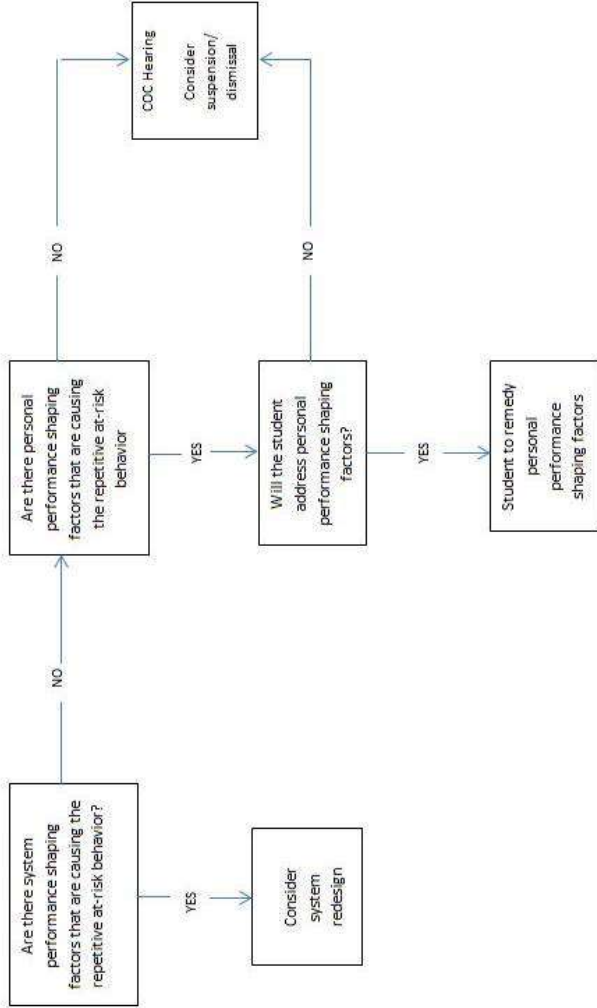


At all times, a student will be subject to the duty to avoid causing unjustifiable risk or harm to himself, to fellow employees, customers, visitors, and to the organization. Under this duty, a student who has acted with reckless disregard toward a potential harm will be subject to punitive action.

REPETITIVE AT-RISK BEHAVIORS

(COC = Code of Conduct)

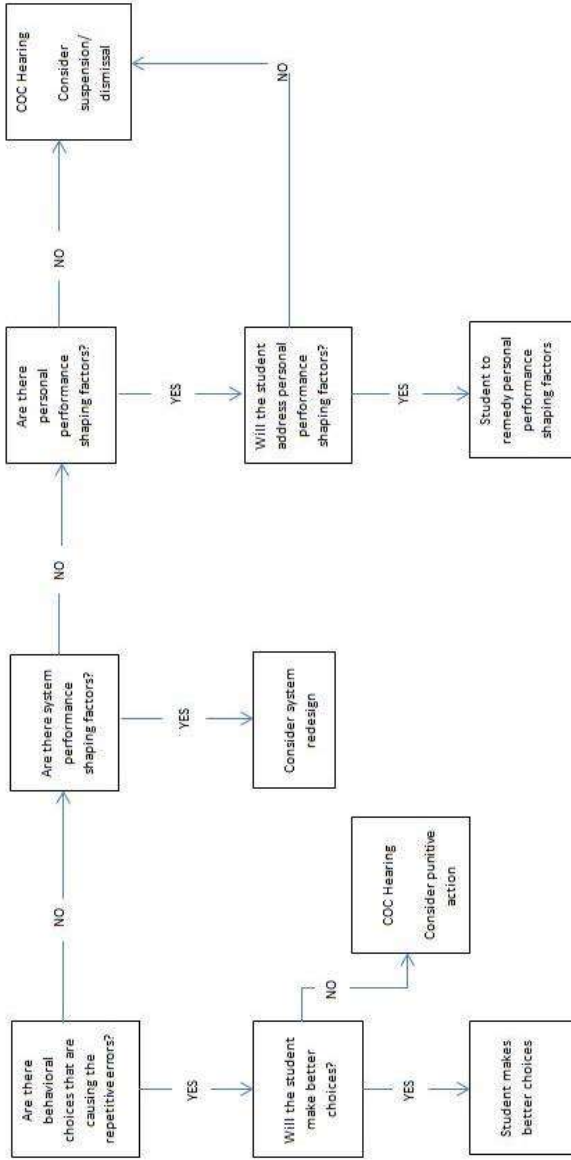
Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report.



REPETITIVE HUMAN ERRORS

(COC = Code of Conduct)

Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report



**STUDENT POLICIES AND PROCEDURES: GRIEVANCE/APEALS PROCEDURES
AND VOICING STUDENT CONCERNS**

GRIEVANCE AND APPEAL DEFINITIONS

POLICY

Grievance

A grievance is a complaint, an expression of dissatisfaction, or a strong feeling of being treated unfairly. A grievance is any specific complaint by an affected student concerning the application of college policies.

Appeal

An appeal is the formal action which one takes when dissatisfied with the results of the grievance procedure.

ACADEMIC GRADE GRIEVANCE AND APPEAL

PURPOSE

To outline the due process for appealing a final grade.

POLICY

Students may appeal final grades.

PROCEDURE

To appeal final grades:

- The student must meet with the instructor no later than two weeks after the end of the semester in which the grade in question was given. If the instructor is not available, undergraduate students are to contact the Academic Dean within the same time frame.
- If the student is still dissatisfied after meeting with the instructor and/or the Academic Dean, the student must contact the Student/Alumni Services Officer no later than one week after the meeting.
- The Student/Alumni Services Officer conducts an investigation that:
 - Examines the consistency of the instructor's grading scheme.
 - Does not change the instructor's judgment as to the quality of the student's work.
 - Corrects mathematical or mechanical errors that may have been made in grading.
- Grades are not changed unless there is clear, convincing, and unequivocal evidence that the grade was calculated in error.
- The Student/Alumni Services Officer reports to the student, the instructor, and the Academic Dean, in writing within 10 working days of the investigation.
- If the student is still dissatisfied, the student may request a hearing within 10 working days of receipt of the report. Hearing requests must be in writing and provide pertinent facts and names of individuals leading to the request.

NON-ACADEMIC GRIEVANCE PROCEDURE (UNDERGRADUATE)

POLICY

Students may grieve treatment that they feel is discriminatory.

PROCEDURE

- When the student believes he/she has been treated unfairly, he/she is to do the following within two weeks of the incident:
 - Meet with the other party to clarify the problem, and reach a resolution.
 - If unsuccessful, contact the Chair of the Student Development Committee within one week of the meeting with the other party.
- The Chair of the Student Development Committee will schedule a meeting within two weeks to mediate a resolution between the student and the other party.
- The student may request a hearing when mediation does not lead to resolution. This request for a hearing is a written statement submitted to the Chair of the Student Development Committee within two weeks of mediation, and describes:
 - The pertinent facts of the condition giving rise to the grievance.
 - The name of the other party, and the action requested to resolve the situation.
 - This written request must be received by the Chair of the Student Development Committee within two weeks of the meeting to mediate.
- If the student is still not satisfied, he/she may (within 10 working days of receipt of report) request a hearing as outlined under "Hearing Procedures." Hearing requests must be in writing, and provide pertinent facts and names of individuals leading to the request.

NON-ACADEMIC GRIEVANCE PROCEDURE FOR THE MSN PROGRAM

POLICY

Students may grieve treatment that they feel is discriminatory.

PROCEDURE

- When the student believes he/she has been treated unfairly, he/she is to do the following within two weeks of the incident:
 - Meet with the other party to clarify the problem, and reach a resolution.
 - If unsuccessful, contact the Chair of the MSN Program Committee within one week of the meeting with the other party.
- The Chair of the MSN Program Committee will schedule a meeting within two weeks to mediate a resolution between the student and the other party.
- The student may request a hearing when mediation does not lead to resolution. This request for a hearing is a written statement submitted to the Chair of the MSN Committee within two weeks of mediation, and describes:
 - The pertinent facts of the condition giving rise to the grievance.
 - The name of the other party, and the action requested to resolve the situation.
 - This written request must be received by the Chair of the MSN Program Committee within two weeks of the meeting to mediate.

- If the student is still not satisfied, he/she may (within 10 working days of receipt of report) request a hearing as outlined under “Hearing Procedures.” Hearing requests must be in writing, and provide pertinent facts and names of individuals leading to the request.

HEARING PROCEDURE (UNDERGRADUATE)

POLICY

The College adheres to the hearing procedures outlined below for all non-academic grievances and academic grade grievances when the student is not satisfied with the findings of the Student/Alumni Services Officers investigation. Policies/procedures pertaining to non-academic and academic grade grievances can be found in this section of the catalog/handbook.

PROCEURE

- The Student/Alumni Services Officer does the following within two weeks after receiving the written request for a hearing:
 - Notifies the Dean of Enrollment Management/Business Manager that the grievance has been filed.
 - Appoints an Appeals Committee to consist of two faculty and two students who are not involved in the situation.
 - Notifies the other party (respondent) that a grievance citing him/her has been filed.
 - Sends a copy of the student’s statement to the respondent.
 - Notifies the student and/or respondent in writing to ask if either intends to have an advisor.
 - Notifies all involved persons in writing of the date, time, and place of the hearing and of the order for the presentation of statements and questions by the participants.
- Within one week of receipt of the above, the student and respondent:
 - May challenge the composition of the committee.
 - Will notify the Student/Alumni Services Officer in writing of his/her intent to be accompanied by an advisor. This statement is to include the name, occupation, and relationship of the advisor to the party. The advisor will not be a lawyer as this is an internal process, not a civil proceeding.
- The advisor is to:
 - Counsel the student or respondent prior to the hearing.
 - Confer with the advisee during the hearing.
 - Address the committee only when requested to do so by the committee.
- The Appeals Committee will do the following prior to the hearing:
 - Read the student’s statement describing the grievance.
 - Meet to rule when a member of the committee is challenged, and if necessary, a replacement will be appointed. (The member in question is not present at this meeting.)
- The Student/Alumni Services Officer will conduct the hearing in the following manner.
 - Remind everyone present that all information is confidential and to disable all video and audio recording devices.
 - Limit the number of persons present to committee members, the student, the respondent, and their advisors.
 - Call witnesses as needed.
 - Approve when advisors may address the committee.
 - Direct the discussion and questions to topics germane to the issue.
 - Excuse everyone from the room so that the committee may deliberate.
 - Ask the student, respondent, advisors, and witnesses to remain available for the committee during the deliberations.

- Dismiss everyone when the committee decision has been reached.
- The Appeals Committee will do the following during the hearing:
 - Listen to statements.
 - Ask questions to clarify/validate the situation.
 - Deliberate after all information has been exchanged.
 - Recall the student, respondent, and/or witnesses to clarify/validate issues for a decision.
 - Reach a majority decision using the following criteria to make a judgment based on:
 - Was the student treated fairly?
 - Were actions taken by the involved parties in accordance with established College policy?
 - Can an equitable solution be achieved?
- The Appeals Committee will submit a final report describing conclusions and recommendations. This report is submitted to the Student/Alumni Services Officer after the completion of the hearing.
- Obtain the final report of the committee, and forward it to the student and respondent. A copy is also sent to the Dean of Enrollment Management/Business Manager.
- The student and/or respondent may appeal the committee decision. The request for an appeal is a written statement submitted to the President/CEO of the College within one week of the finding of the committee.
- If appropriate, the President/CEO will:
 - Review the hearing proceedings to determine that proper procedures were followed, and due process was accorded the student.
 - Rule that the appeal process is finished after determining due process as accorded, and procedures were appropriately followed during the hearing.
 - Rule that another hearing is to be initiated after determining a lack of due process or inappropriate use of procedures occurred during the hearing.
- The decision of the President/CEO will be given to the student within two weeks of receipt of appeal, and the decision of the President/CEO is final.

NOTICE: If the student fails to meet the above stated timeline(s), the student forfeits his/her right to appeal.

HEARING PROCEDURE FOR THE MSN PROGRAM

POLICY

The College adheres to the hearing procedures outlined below for all non-academic grievances and academic grade grievances when the student is not satisfied with the findings of the Student/Alumni Services Officers investigation. Policies/procedures pertaining to non-academic and academic grade grievances can be found in this section of the catalog/handbook.

PROCEDURE

- The Student/Alumni Services Officer does the following within two weeks after receiving the written request for a hearing:
 - Notifies the MSN Program Committee Chair that the grievance has been filed.
 - Appoints an Appeals Committee to consist of two MSN Program faculty and two graduate students who are not involved in the situation.
 - Notifies the other party (respondent) that a grievance citing him/her has been filed.
 - Sends a copy of the student's statement to the respondent.
 - Notifies the student and/or respondent in writing to ask if either intends to have an advisor.
 - Notifies all involved persons in writing of the date, time, and place of the hearing and of the order for the presentation of statements and questions by the participants.

- Within one week of receipt of the above, the student and respondent:
 - May challenge the composition of the committee.
 - Will notify the Student/Alumni Services Officer in writing of his/her intent to be accompanied by an advisor. This statement is to include the name, occupation, and relationship of the advisor to the party. The advisor will not be a lawyer as this is an internal process, not a civil proceeding.
- The advisor is to:
 - Counsel the student or respondent prior to the hearing.
 - Confer with the advisee during the hearing.
 - Address the committee only when requested to do so by the committee.
- The Appeals Committee will do the following prior to the hearing:
 - Read the student's statement describing the grievance.
 - Meet to rule when a member of the committee is challenged, and if necessary, a replacement will be appointed. (The member in question is not present at this meeting.)
- The Student/Alumni Services Officer will conduct the hearing in the following manner.
 - Remind everyone present that all information is confidential and to disable all video and audio recording devices.
 - Limit the number of persons present to committee members, the student, the respondent, and their advisors.
 - Call witnesses as needed.
 - Approve when advisors may address the committee.
 - Direct the discussion and questions to topics germane to the issue.
 - Excuse everyone from the room so that the committee may deliberate.
 - Ask the student, respondent, advisors, and witnesses to remain available for the committee during the deliberations.
 - Dismiss everyone when the committee decision has been reached.
- The Appeals Committee will do the following during the hearing:
 - Listen to statements.
 - Ask questions to clarify/validate the situation.
 - Deliberate after all information has been exchanged.
 - Recall the student, respondent, and/or witnesses to clarify/validate issues for a decision.
 - Reach a majority decision using the following criteria to make a judgment based on:
 - Was the student treated fairly?
 - Were actions taken by the involved parties in accordance with established College policy?
 - Can an equitable solution be achieved?
- The Appeals Committee will submit a final report describing conclusions and recommendations. This report is submitted to the Student/Alumni Services Officer after the completion of the hearing.
- Obtain the final report of the committee, and forward it to the student and respondent. A copy is also sent to the Chair of the MSN Program Committee.
- The student and/or respondent may appeal the committee decision. The request for an appeal is a written statement submitted to the President/CEO of the College within one week of the finding of the committee.
- If appropriate, the President/CEO will:
 - Review the hearing proceedings to determine that proper procedures were followed, and due process was accorded the student.
 - Rule that the appeal process is finished after determining due process as accorded, and procedures were appropriately followed during the hearing.
 - Rule that another hearing is to be initiated after determining a lack of due process or inappropriate use of procedures occurred during the hearing.
- The decision of the President/CEO will be given to the student within two weeks of receipt of appeal, and the decision of the President/CEO is final.

If the student fails to meet the above stated timeline(s), the student forfeits his/her right to appeal.

FORMAL COMPLAINTS

PROCEDURE

Students and/or parents are welcome to talk with the Academic Dean, Dean of Enrollment Management/Business Manager, and/or the President/CEO. FERPA release signed by the student is required prior to college administrators speaking to parties other than the student. However, for an issue or concern to be considered a complaint, it must be written, signed, and submitted to the Academic Dean, Dean of Enrollment Management/Business Manager, and/or the President/CEO. The administrator receiving the complaint talks with the student and/or parent to gather more information or clarify facts. Complaints are then investigated by the Academic Dean when faculty, grading, clinical performance, and curricular issues are involved and by the Dean of Enrollment Management/Business Manager when staff and academic and student services are involved. Findings along with resolutions are discussed with the student and/or parent. Findings and resolutions are also reported to the President/CEO. Complaints are kept on file in the President/CEO's office.

NOTE: Information from complaints is shared with faculty and staff as data for making quality improvement decisions. Names of those individuals involved in complaints are not shared.

STUDENT VOICE AT THE COLLEGE

POLICY

The College recognizes the student's right to communicate input to the faculty and/or administration. The College further recognizes that the student is preparing to be a professional nurse and that he or she needs to be able to communicate effectively with many groups. Further, among other roles, the student nurse is preparing for the professional nurse functions of change agent and patient advocate. To that end, the College welcomes and plans for student voice in assessing, evaluating, and improving the program.

There are many avenues for students to voice concerns, suggest improvements, and offer suggestions. At the end of each semester, students have the opportunity to evaluate instructors and courses. Other mechanisms for student input, suggestions, or appeals are contained in this catalog/handbook and the Student Nurses Organization (SNO) bylaws.

AVENUES OF VOICE FOR STUDENT CONCERN

Academic Grade

Avenues for voice are:

- Talk with the course instructor.
- Talk with Advisor
- Talk with Academic Dean or Dean of Enrollment Management/Business Manager.
- Follow the Academic Grade Appeal if necessary.
- Follow the Hearing Procedure for non-resolution with the course instructor.

Academic Concerns other than Grade

Avenues for voice are:

- Talk with the course instructor or advisor or the persons involved.
- Talk with Student Services Coordinator
- Talk with the Academic Dean or Dean of Enrollment Management/Business Manager.
- Follow the Non-academic Appeal Policy if the situation is non-resolved.

Non-academic Concerns

Avenues for voice are:

- Talk with the persons involved for resolution.
- Talk with advisor
- Talk with the Student Services/Alumni Officer for mediation.
- Talk with the Academic Dean or Dean of Enrollment Management/Business Manager.
- Follow the Hearing Procedure for non-resolution.

Student Concern: General Concerns or Student Needs

The avenue for voice is to talk with the appropriate individuals: the course instructors; the student's academic advisor; dialogue with the Deans and/or SNO representatives for the College Senate and Student Development, Academic, Curriculum, and Research Committees. Students may also submit concerns in the student suggestion box.

Course/Instructor Concerns

Avenues for voice are:

- Talk with the course instructor and/or advisor.
- Complete course and instructor evaluations.
- Talk with the Academic Dean.
- Follow the Appeals Procedure if necessary.

Curriculum

The avenue for voice is to talk with the SNO representatives on the Curriculum Committee.

Academic Life Issues

The avenue for voice is to talk with the SNO representatives on the Academic Committee.

Undergraduate Student Life Issues

The avenue for voice is to talk with the SNO representatives on the Student Development Committee.

Research

The avenue for voice is to talk with the SNO representatives on the Research Committee.

Graduate Curriculum, Academic Life Issues, and Student Life Issues

The avenue for voice is to talk with the Coordinator of the MSN Program Committee.

STUDENT POLICIES AND PROCEDURES: GENERAL POLICIES AND PROCEDURES

ALCOHOL AND DRUG USE AND FITNESS FOR DUTY

PURPOSE

To define expectations regarding alcohol and drug use and Fitness for Duty for students of the College and to provide information about drug testing.

POLICY

The College maintains a zero-tolerance policy toward substance abuse. Therefore, the College requires a pre-enrollment urine drug test and conducts random drug testing throughout the year and for any Fitness for Duty injury occurrences. Fitness for Duty is defined as being free from the effects of illegal drugs, alcohol, or any other drugs that may impair judgment or job performance.

The College is committed to preventing the use, presence, and/or effects of these substances in the academic setting for the general welfare of patients, employees, students, volunteers, customers, and visitors. This policy applies to all students when on the premises of all agencies related to the students' education, which include, but are not limited to, the College campus, Blessing Hospital, clinical sites, and College-sponsored events. The College expects and requires all students performing work in the role of student or College employee to report for work Fit for Duty and to comply with the Drug-Free Workplace Act of 1988.

Causes for reasonable suspicion of drug or alcohol use may include, but are not limited to:

- Drowsiness and/or sleepiness
- Odor of alcohol and/or a possible chemically-controlled substance
- Slurred, incoherent, and/or pressured speech
- Unexplained and/or frequent absenteeism
- Unexplained errors
- Unexplained changes in mood
- Lack of manual dexterity
- Personality changes
- Disorientation
- Unexplained occurrences, accidents, or injuries
- Lack of coordination

The College recognizes alcoholism, drug abuse, and psychological adjustment problems as treatable conditions. Students voluntarily seeking support through Student Services to address drug abuse, alcohol abuse, and/or other problems are encouraged to use the Student Wellness Program. Students voluntarily seeking such help are not subject to punitive actions, though entrance into an assistance program does not excuse a failed drug test under this policy.

Any student who is found to have alcohol illegal drugs, and/or drug paraphernalia on his or her person or in his or her locker, desk, clothing, personal belongings, or work area is subject to immediate disciplinary action, up to and including dismissal from the College.

Standards of Conduct

The College prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance or illegal drug; misuse of a legal or prescription drug; and the presence and/or use of alcohol on College-owned property, while conducting business off premises, or while driving company-owned vehicles. Violations of the policy are considered serious offenses and may result in counseling; disciplinary action up to and including dismissal from the College; a search of personal property; and when appropriate, referral to the local law enforcement agency for investigation.

Students are expected to comply with rules of conduct, which are conditions of a good learning environment. The following are examples of behaviors that are considered inappropriate conduct and are grounds for dismissal from the College. These examples are illustrative but are not the only inappropriate conduct that may subject a student to the disciplinary process, according to the student code of conduct, which could include suspension, termination, or dismissal and possibly local, state, or federal charges.

- Using, possessing, or selling any alcoholic beverages, controlled substances, illegal drugs, or other substances being used inappropriately or for unintended purposes. Misusing prescription drugs on any property owned by Blessing Corporate Services (BCS) or its entities, including the College, vehicles, and parking lots.
- Reporting for class, clinical, College employment as a student assistant, or College events in a condition Unfit for Duty.
- Refusing to comply and/or tampering with or providing fraudulent testing specimens. Based on the circumstances and initial findings, the student may be placed on indefinite suspension from class, clinical, College employment, and College events until sufficient testing and the College has completed investigation.

Laws and Legal Sanctions

The following is a summary of federal, state, and local laws and legal sanctions related to illegal drug and alcohol use.

Federal Law

- Federal law prohibits, among other things, the manufacture, distribution, sale, and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years in prison and a fine up to \$250,000 to life in prison and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (such as methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl fentanyl analogue) range from five years to life in prison and fines from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.
- Convictions for federal drug offenses can also result in the loss of eligibility for federal financial aid.

Illinois State Law

- Illinois statutes cover a wide range of drug offenses, including cannabis (720 ILCS 550/1 et seq.) and other controlled substances (720 ILCS 570/401 et seq.). Penalties for the possession and delivery of illegal drugs vary widely by the type of drug, amount confiscated, the number of previous offenses by the individual, and whether

the individual intended to manufacture, sell, or use the drug. Trafficking controlled substances results in more severe penalties.

- A non-exhaustive list of sanctions for possessing certain drugs under Illinois law is as follows:
 - Possessing up to 2.5 grams of marijuana or hashish can result in up to 30 days in prison and a fine up to \$1,500. Possessing between 2.5 and 10 grams can result in up to 6 months in prison and a fine up to \$1,500. Possessing between 10 grams and 30 grams can result in up to 1 year in prison and a fine up to \$2,500 for a first offense and 1-3 years in prison and a \$25,000 fine for subsequent offenses. Depending on the exact amount, possessing over 30 grams can result in 1-15 years in prison and a fine of \$25,000 for a first offense.
 - Possessing LSD, cocaine, heroin, morphine, or other controlled substances can result in a minimum of 4 years in prison and a fine up to \$200,000 or the full street value of the amount of the drug possessed.
 - Possessing anabolic steroids can result in up to 30 days in prison and a fine up to \$1,500 for a first offense. Subsequent offenses can result in up to 6 months in prison and a fine up to \$1,500.
- Illinois law as it relates to alcohol use is as follows:
 - The possession and/or consumption of alcohol by any person under 21 years of age is illegal. The penalty is up to 1 year in prison and a fine up to \$2,500. Community service and completion of an alcohol abuse prevention program may also be required.
 - It is against the law for anyone to permit a gathering at their residence at which one or more persons under 21 possess or consume alcohol. The penalty is up to 1 year in prison and a fine up to \$2,500.
 - It is illegal to sell or deliver alcohol to anyone under 21. The penalty is up to 1 year in prison and a fine up to \$2,500.
 - It is illegal for a person under 21 to present false identification in an attempt to purchase alcohol. The penalty is up to 1 year in prison and a fine up to \$2,500.
 - Driving while under the influence of alcohol is prohibited. Substantial penalties exist for individuals driving or physically controlling a motor vehicle with a blood or breath alcohol concentration of .08 or greater. Arrests are also possible at lower alcohol levels if driving is impaired. The penalty for a first offense is up to 1 year in prison and a fine up to \$2,500. Community service and completion of an alcohol abuse prevention program may also be required, and driving privileges may be revoked. Increased penalties and mandatory minimum sentences occur for subsequent offenses. Similar penalties exist for a person who is found to be driving while impaired by drugs.

Local Laws (Quincy, IL)

- Under the Municipal Code of Quincy, IL:
 - It is unlawful for a person under 21 years of age to drink, purchase, or possess alcohol, or to misrepresent his or her age for the purpose of purchasing or obtaining alcohol. A first offense results in a fine of \$100-\$300 and/or education and public service at the discretion of the court. Subsequent offenses result in a fine of \$300-\$500 and may also result in required attendance at an alcohol education program and public service.
 - It is unlawful to sell, give, or deliver alcohol to any person under 21 years of age or to permit any persons under 21 years of age to consume alcohol. Fines range from \$300 to \$2,500.
 - It is unlawful for any person to consume alcohol while on any public street, public alley, public sidewalk, or public parking lot.
 - It is unlawful for any person to possess alcohol that is not in its unopened or uncapped package while on any public street, public alley, public sidewalk, or public parking lot.
 - Minors under 21 years of age are prohibited from entering an establishment that is licensed to sell or furnish alcohol after 12:30 a.m., though minors may be admitted to nightclubs if accompanied by a parent or legal guardian. Notwithstanding the previous sentence, an establishment that is licensed to sell or furnish alcohol may prohibit anyone under 21 years of age from entering.
 - It is unlawful for someone under 21 years of age to solicit someone who is 21 years of age or older to obtain or purchase alcohol.

- There cannot be any alcoholic beverages in the passenger area of a motor vehicle that is not in the original container with the seal unbroken. The minimum fine for a violation is \$150.
- It is unlawful for any intoxicated person, or any person under the influence of alcohol or drugs, to operate or attempt to operate any motor vehicle on any street.
- It is unlawful for any person to knowingly possess any substance containing cannabis (including marijuana, hashish, and the seeds and derivatives thereof). Possessing less than 2.5 grams can result in a fine of \$100-\$500. Possessing between 2.5 grams and 10 grams can result in a fine of \$200-\$750. Possessing between 10 grams and 30 grams can result in a fine of \$300-\$1,000. Possessing over 30 grams is addressed pursuant to Illinois state law.
- It is unlawful for any person to knowingly possess an item of drug paraphernalia with the intent to use it in ingesting, inhaling, or otherwise introducing cannabis or a non-prescribed controlled substance into the body, or in preparing cannabis or a non-prescribed controlled substance for that use. A first offense can result in a fine of \$350-\$500 and attendance at a substance abuse education program. Subsequent offenses can result in a fine of \$500-\$1,000 and attendance at a substance abuse education program. All drug paraphernalia will be forfeited to the City of Quincy.

Health Risks

Health risks associated with chronic drug and alcohol use include, but are not limited to:

- Depression
- Liver disease
- Kidney disease
- Psychosis
- Impaired thinking
- Heart attacks
- Seizures
- Strokes
- High blood pressure
- Violent outbursts
- Paranoia
- Anxiety
- Increased risk of birth defects and developmental issues during and after pregnancy.

PROCEDURE

Pre-Enrollment Drug Testing

Following acceptance to the College, students are required to undergo a mandatory drug test prior to enrollment in accordance with the College's admissions policy. A positive pre-enrollment drug test (or failure to submit to the drug test) results in revocation of admission to the program.

Conditions for Drug Testing Current Students

Current students are tested by urinalysis and/or other appropriate methods in, but not limited to, the following situations:

- Reasonable suspicion of being Unfit for Duty
- Random testing in accordance with this policy
- When required by contract with a federal or state agency
- Following an injury while in the role of student or College employee when required by this policy

- Pursuant to conditions or procedures established in the Student Wellness Program

The student is not responsible for the cost of the drug testing in the first four situations listed above. The student may be responsible for the cost in the last situation.

Student Responsibilities

Each student is individually responsible for:

- Reporting to class, clinical, College employment, and College events Fit for Duty.
- Reporting to the Student and Alumni Services Officer any drug or alcohol ticket, arrest, charges, or conviction no later than five (5) days of after the event.
- Reporting to College faculty, staff, and/or administration any student behavior that raises doubt about the individual's Fitness for Duty.
- Complying with a Fitness for Duty evaluation upon notification by College faculty, staff, and/or administration.
- Reporting to his or her instructor or immediate supervisor the use of any prescribed, over-the-counter, or other drugs that may adversely affect his or her ability to perform assigned duties satisfactorily and safely if taken before or during a scheduled class, clinical, College work shift, or College event.

Faculty, Staff, and Administration Responsibilities

Faculty, staff, and administration have the following responsibilities:

- Directing students to the Employee Health Nurse or House Supervisor immediately following an injury during class, clinical, or College employment for a drug test.
- Directing students to the Blessing Physician Services (BPS) Employer and Sports after notification of selection for random testing.
- Reporting any students who have been criminally convicted for drug-related activity no matter where it occurred. Faculty and staff report these students to College administration. Administration reports these students to all clinical agencies' human resources or administration.
- Observing students' behavior in class and clinical, on campus, during College work shifts, and at College events to identify those who may be Unfit for Duty.
- Contacting another member of the College team to verify his or her observations of a student's behavior, if possible, when the student is suspected of being Unfit for Duty.
- Escorting students to the BPS Employer and Sports Clinic when they are suspected of being Unfit for Duty.

Fitness for Duty Testing Procedures

Any student who displays behaviors that indicate Unfitness for Duty are required to undergo a drug test and are not permitted to return to the clinical area until the drug test results have been verified as negative.

When a Fitness for Duty situation is identified as being associated with the use of a substance, the student is informed of the concern by College faculty, staff, and/or administration. The student must then submit to an examination by a BPS Employer and Sports Clinic physician to determine whether or not the individual may return to class, clinical, College employment, or a College event. When BPS is closed, the student is examined by a Blessing Hospital emergency room physician. If the drug test results are negative, the College is notified and the student is permitted to resume class and clinical immediately.

Random Drug Testing Procedures

The College performs random drug testing and does so in the following manner:

- Each month the Student Services and Alumni Officer receives a computer-generated list of randomly selected student identification numbers. All active student identification numbers have an equal opportunity to be selected in the lottery each month.
- These students are notified of their selection and are required to report immediately to the BPS Employer and Sports Clinic for drug testing.
- Failure to report for drug testing within the required time frame is deemed equivalent to testing positive.

Consequences for a Positive Drug Test

If a drug test result is positive, the student is barred from class, clinical, College employment, and College events until he or she has met with and been cleared by a licensed counselor suited to treat his or her needs. Failure to meet with and follow the counselor's program may result in immediate dismissal from the College.

Confidentiality

Information received by the College through any testing program is maintained as confidential except as otherwise indicated by law or subpoena. Test results are kept separate from academic, personnel, and employee health records.

Student Wellness Program

Students are encouraged to voluntarily seek assistance from the Student Wellness Program (SWP) if they are experiencing problems such as drug addiction, alcoholism, and/or other personal, behavioral, and/or mental health issues that may affect performance. The College may mandate students to seek assistance from the SWP based on observations of suspicious or actual behavior and documentation of their deteriorating performance in class or clinical or at College employment.

Participating in the SWP does not exempt any student from normal policies and procedures, nor does it exempt students from completing their normal responsibilities as required by the College academic standards. No amnesty is given for a student stealing patient medication.

Students who are mandated to utilize the SWP due to alcohol or drug use may participate in the program only one (1) time for the same reason for the duration of their education.

If a leave of absence is deemed necessary, the College has the right to set conditions for the student to return. A contract of return explaining these conditions must be signed by the student. Violation of the terms as described in the contract of return to campus may result in dismissal from the College.

ANIMALS ON CAMPUS

PURPOSE

The purpose of this policy is to ensure appropriate access and safe handling of animals on the campuses of the College.

POLICY

The College supports the use of service dogs by those with disabilities and licensed therapy animals on campus in appropriate circumstances and in accordance with this policy. Those with questions about the use of service or licensed therapy animals should refer to this policy and/or contact:

Jenna Crabtree
 Dean of Enrollment Management/Business Manager
 Blessing-Rieman College of Nursing & Health Sciences
 3609 N. Marx Drive
 Quincy, IL 62305

www.brcn.edu
 jcrabtree@brcn.edu
 1-800-877-9140 extension 6961

The College's Confidential Compliance Hotline
 1-888-495-4387

DEFINITIONS

Service Animals are defined under the Americans with Disabilities Act ("ADA") as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

- Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
- Miniature horses may also be considered service animals in certain situations.

Emotional Support Animals: An emotional support animal is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person's disability. Emotional support animals are not service animals.

Handler: A person who is the responsible party for a licensed therapy animal, a person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Licensed Therapy Animal: An animal who has received training and licensure through a certified therapy training program and who goes with their handler to volunteer in a variety of settings.

PROCEDURE

Students, Employees and Visitors

- **Service Animals:** Individuals with disabilities who wish to bring a service animal to the College campus – including classrooms, and other College buildings – may do so without prior approval. In certain environments the use of a service animal may not be appropriate. However, individuals are *strongly encouraged* to reach out to the Dean of Enrollment Management/Business Manager, to ensure that their experience bringing the animal to campus is smooth.
- **Emotional Support Animals:** Individuals may not bring emotional support animals onto campus.

- **Licensed Therapy Animals:** Individuals who wish to bring their licensed therapy animal to the College campus must receive prior approval by the Dean of Enrollment Management/Business Manager.

Responsibilities of Handlers/Owners

- **Laws, Ordinances, and Policies:** Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all College policies and guidelines.
- **Arrangements prior to Visit:** Handlers of therapy animals are responsible for reporting to the Dean of Enrollment Management/Business Manager prior to visits. A reoccurring visit schedule may be arranged with the Dean of Enrollment Management/Business Manager.
- **Proper Identification:** All animals are subject to local licensing and registration requirements. Handlers and animals should wear an identification badge/item while onsite.
- **Health, Temperament, and Vaccination:** Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag. The animal must have passed a temperament evaluation by a licensed veterinarian. Certification needs to be provided to the Dean of Enrollment Management/Business Manager.
- **Caring for the Animal:** The cost of care, arrangements, and responsibilities for the well-being of the animal are the sole responsibility of the handler/owner at all times. The College will accept no responsibility for the care of any animal covered by this policy.
 - Animals must be well groomed (College facilities are not to be used for grooming animals). Animals cannot be left unattended at any time. If the handler/owner must be away, they must either take the animal with them or make arrangements for the animal to be cared for by a responsible handler. Animals cannot be confined to a vehicle, tethered, or abandoned at any time. Regular and routine cleaning of floors, kennels, cages, etc. must occur.
- **Keeping the Animal under Control:** The animal should respond to voice and/or hand commands at all times, and be fully controlled by the handler/owner.
 - **Being Responsible for Damage Caused by the Animal:** Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay, and assume any and all liability, for any damages or harm caused by the animal.
 - **Being Responsible for Waste:** Cleaning up after the animal is the sole responsibility of the handler/owner and it must be done so immediately. In the event that the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal.
 - **Leash Requirements:** Service and Therapy animals should be on a leash and collared at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. The leash should be no more than 6 feet in length and be under constant control of the handler/owner.
 - **Observing Good Animal Etiquette:** To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger). The animal must possess friendly and sociable characteristics.
 - **Other Conditions and Restrictions:** In response to a particular situation, the College reserves the right to impose other reasonable conditions or restrictions on the use of service animals as necessary to ensure the health, safety, and reasonable enjoyment of College programs and activities by others.

Handlers/Owners Education

The Handler/Owner will be educated on this policy through the Dean of Enrollment Management prior to the initial visit with licensed therapy animals.

Clinical and Hospital Policies

Clinical sites and hospital settings may have service animal policies that differ from those of the College. Students should contact the Dean of Enrollment Management/Business Manager with any questions or concerns about clinical site or hospital service animal policies where those policies may impact a student's ability to participate in College educational programs or activities.

Other Information Specifically Related to Service Animals

Permitted Inquiries

- In general, members of the College community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:
 - If the animal is required because of a disability, and
 - What work or task the animal has been trained to perform.
- The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, College community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Areas Off Limits to Service Animals

- While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:
 - **Sterile Environments:** Operating rooms and other highly controlled and sterile environments are off limits to service animals.
 - **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
 - **Food Preparation Areas:** Animals should not visit during meal time or in food preparation areas as they are off limits to service animals per health codes.
 - **Patient Care Settings where the Service Animal Poses a Health Risk:** Patient care settings where the presence of the animal poses a reasonable risk of harm to a particular patient, such as in cases of patient allergy or anxiety, are off-limits to service animals.
 - **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Questions regarding areas that are off limits to service animals should be directed to the Dean of Enrollment Management/Business Manager or in the laboratory setting, the laboratory instructor. Exceptions may be granted in some circumstances.

General Standards for the Removal of Service Animals

- Decisions to remove a service or therapy animal will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general **examples** reflect reasons why an animal may be removed:
 - The animal poses a direct threat to the health or safety of others. For example, the animal displays vicious behavior towards others or has a serious illness.
 - The animal causes or would cause substantial physical damage to the property of the College and other community members, including but not limited to students, faculty, staff, and visitors.
 - The animal poses an undue financial and administrative burden to the College.
 - The animal would fundamentally alter the nature of the College's operations.
 - The animal is out of control and the handler/owner does not take effective action to control it. If the out of control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into College facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
 - The animal is not housebroken.
 - The handler/owner does not abide by his/her responsibilities as outlined in Responsibilities of Handlers/Owners part of this policy.
- When an animal has been properly removed pursuant to this policy, the College will work with the handler/owner to determine reasonable alternative opportunities to participate in the College's services, programs, and activities without having the animal on the premises.

Additional Matters

- **Animal No Longer Necessary:** The Dean of Enrollment Management/Business Manager should be notified when an animal covered by this policy will no longer be on campus.
- **Conflicting Disabilities:** Some people may have allergic reactions, asthma, respiratory diseases, etc. to animals that are substantial enough to qualify as disabilities. The College will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Dean of Enrollment Management/Business Manager.
- **Concerns:** Concerns regarding an animal covered by this policy can be brought to the attention of the Dean of Enrollment Management/Business Manager.
 - Individuals with minor concerns about an animal may discuss the matter with the owner/handler. Major concerns should immediately be brought to the attention of the Dean of Enrollment Management/Business Manager.
- **Grievances:** If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may informally discuss the situation with the Dean of Enrollment Management/Business Manager in order to reach a resolution or file a formal written appeal with the Dean of Enrollment Management/Business Manager.

BILL OF RIGHTS FOR STUDENTS OF NURSING

POLICY

In addition to the College "Mission Statement," it is the philosophy of the College that all persons have intrinsic worth, value, and rights within society. In keeping with this philosophy, the faculty and the Student Nurses Organization adapted the following Bill of Rights for Students of Nursing from the 1975 House of Delegates of the National Student Nurses Association.

The Bill of Rights for Students of Nursing states:

- Students should be encouraged to develop the capacity for critical judgment, and engage in a sustained and independent search for truth.
- The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom with responsibility.
- Each institution has a duty to develop policies and procedures, which provide and safeguard the students' freedom to learn.
- Under no circumstances should students be barred from admission to a particular institution on the basis of race, creed, sex, or marital status.
- Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; but they are responsible for learning the content of any course of study for which they are enrolled.
- Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- Information about student views, beliefs, and political associations which instructors acquire in the course of their work should be considered confidential, and not be released without the knowledge or consent of the student.
- The student should have the right to have a responsible voice in the determination of his/her curriculum.
- Institutions should have a carefully considered policy regarding information retained as part of the student's permanent record, and as to the conditions of disclosure.
- Students and student organizations should be allowed to invite, and to hear, any person of their own choosing outside of the scheduled learning experiences, thereby taking the responsibility of furthering their education.
- The student body should have clearly defined means to participate in the formulation and application of institutional policies affecting academic and student affairs.
- The institution has an obligation to clarify those standards of behavior, which it considers essential to its educational mission and its community life.
- Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation, and published in advance through such means as a college catalog and student handbook or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures shall be available for every student.
- As citizens and members of an academic community, students are subject to obligations, which accrue to them by virtue of this membership, and should enjoy the same freedoms of citizenship.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have the right to personal privacy in their living space to the extent that the welfare of others is respected.
- Adequate safety precautions should be provided by the College; for example, to and from student dorms, adequate street lighting, locks, etc.

- Dress code, if present in the College, should be established by student government in conjunction with the College President and Faculty, so the highest professional standards possible are maintained, and also take into consideration points of comfort and practicality for the student.
- Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

Faculty and students, if need be, will negotiate and compromise on those specific actions and requests that fulfill the rights of, and are in accordance with, the policies of the College and of Blessing Corporate Services (BCS).

CAMPUS SAFETY

It is the responsibility of Blessing Rieman College of Nursing to provide a safe and secure environment for our students, employees and campus visitors. This booklet was prepared so the members of the college can be well informed regarding campus crime statistics, crime reporting procedures and crime prevention.

The particular crime categories cited are those required by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of 1998.

The collection of crime statistics, requests for service, and provisions for the safety of the Blessing Rieman College of Nursing community are provided on a 24-hour basis and are similar to those of a small town. We take campus safety and security seriously and are committed in the effort to maintain a safe, secure learning environment for all students, staff, faculty and visitors. Your personal safety is a priority at Blessing Rieman College of Nursing. Blessing Rieman College of Nursing and Blessing Hospital Campus Safety maintain a close working relationship with the Quincy Police Department and other public service entities to maintain a safe campus. Blessing Rieman College of Nursing is in the process of drawing up a Memorandum of Understanding with Blessing Hospital as to services provided. In the event a criminal offense occurs on campus law enforcement will need to be called and a report filed with the law enforcement agency.

Safety and security are everyone's responsibility. We need your cooperation and assistance to make Blessing Rieman College of Nursing a safe place to live, work and learn.

CAMPUS SAFETY DEPARTMENT

The Blessing Rieman College of Nursing/Blessing Hospital Safety Department is under the supervision of the Manager of Security at Blessing Hospital. Campus Safety staff includes a Director, Manager and full/part time safety officers. The officers are responsible for working cooperatively with students, faculty, staff and local law enforcement to enhance the level of service and safety on campus. Campus safety officers have direct contact with city police, fire department, and ambulance services to facilitate rapid response in any emergency situation. The campus safety department is responsible for providing a number of services related to safety and security. Safety officers routinely patrol campus on foot or in a marked safety vehicle, conduct vehicle checks, enforce parking and issue permits, conduct security surveys, student escorts and document incidents which occur on campus. Other duties include the presentation of training and crime prevention programs. Campus Security officers do not have the authority to issue legally binding citations or make arrests. Campus Security patrols the Blessing Hospital grounds, which Blessing Rieman College of Nursing is a part of as well as the adjacent parking lots. The college has no officially recognized off campus locations.

CAMPUS SECURITY AUTHORITIES

In addition to campus safety personnel, crimes or situations requiring a timely warning may be reported to: the President, Dean of Enrollment Management/Business Manager, Academic Dean, and Student Services Officer. All of the mentioned parties may be reached by phone at 217-228-5520.

POLICY ON REPORTING CRIMES

It is the policy of the College that all criminal activity be accurately and promptly reported to Campus Safety, another campus security authority or to local law enforcement authorities.

CAMPUS PHYSICAL SECURITY

Most campus facilities are open during normal operating hours of 8 a.m. and 4:30 p.m. Certain facilities, buildings and offices may be restricted as to hours of access requirements. Access to residence buildings is restricted to residents and their guests. Access to residence buildings also includes admittance of staff for the purpose of maintenance, housekeeping, security and other administrative functions. Keys are issued to all residents, remain the property of the college, and may not be duplicated. Afterhours access to administrative buildings is on an as needed basis and may be granted by contacting campus safety. Some buildings have cameras installed to monitor areas where safety and security could be a risk.

All broken windows or locks should be reported to Student Services (extension 6990). For any repairs students, faculty and staff can report information to Student Services or Blessing Hospital Physical Plant. Exterior doors should not be propped open, if found open they should be secured and reported to campus safety.

IDENTIFICATION CARDS

All students, faculty and staff are issued identification cards at Blessing Rieman College of Nursing. The cards are used for identification purposes and to make purchase(s) from hospital dining services. If the card becomes lost or stolen it should be reported to Student Services

Escorts

Blessing Hospital Campus Safety offers a ride and walking escort service for students, faculty and staff. The telephone number for an escort is extension 0.

WEAPONS

Illinois law and college policy prohibit anyone other than commissioned police officers to carry weapons on campus. A weapon is defined as any object that is designed to cause injury or shoot a projectile. This includes paintball guns, blowguns, pellet/bb guns, archery equipment, knives with blades over four inches long and ammunition.

OTHER PHYSICAL SECURITY MEASURES

Campus safety along with other campus officials, regularly survey the campus grounds to assess lighting and foliage conditions as they relate to the safety and security of the college. Comments pertaining to safety and security can be directed to Student Services. The information may also be exchanged by contacting the Student Services by e-mail sgeschwandner@brcn.edu.

CRIME PREVENTION AND SAFETY AWARENESS

Educational Programs on Campus Security Procedures and Individual Responsibility

Blessing Rieman College of Nursing in conjunction with Blessing Hospital offers various programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. Those programs come in the form of annual CBL's (computer based learning) that must be completed, and annual emails directing them to our procedures. They cover topics such as:

- Fire.
- Active Shooter.
- Travel Safety.
- Personal Safety.

Educational Programs about Crime Prevention

Crime prevention and safety awareness programs are offered at Blessing Rieman College of Nursing. Campus safety and other outside agencies provide information, talks and programs as well as annual CBL's on topics pertaining to:

- Rape and Sexual Risk Reduction:
- Domestic Violence Education
- Workplace Violence Education
- Personal Safety: Rape Aggression Defense System
- Alcohol and Drug Awareness
- Travel Safety
- Fire Extinguisher Use Get out and Stay Alive/Surviving the Fire Weather Safety/ Preparedness
- Personal Safety/Property Safety

CAMPUS EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

All emergencies including crimes in progress, fire and medical emergencies on and off campus should be **immediately reported to 911.**

- Emergency callers should be prepared with the following information:
 - Name
 - Exact location of the incident
 - Description of the scene
 - Description of any suspects
 - Description and license numbers of any involved vehicles.
- All victims are encouraged to report crimes and emergencies to Blessing Rieman College of Nursing or the Quincy Police Department. Initially campus safety officers will be the primary responder to campus emergencies. Direct radio and phone communications with local police, fire and emergency medical services ensures the campus safety officer can initiate and direct emergency responders to the area.

To report non-emergencies or suspicious activities, call campus safety at 228-5520 x 0.

Blessing Riemann College of Nursing Campus Safety has the primary responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document emergencies on campus.

In the event the College becomes aware of a serious or continuing threat to the health or safety of members of the Blessing Rieman College of Nursing community it will issue a timely warning to the College community. The College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of a confirmed immediate threat to the Blessing Rieman College of Nursing campus community. These methods of communication include the following:

- Emergency Text Message by Cell Phone
- Emergency E-Mail
- NOAA Weather Radios
- Building Fire Alarms

Student Services Officer is responsible for issuing these warnings. The College has communicated with local police requesting their cooperation in informing the College about crimes reported to them that may warrant these timely warnings.

CRIME RESPONSE

Blessing Rieman College of Nursing Campus Safety requires that calls involving crimes against persons and life/safety issues, such as fire or injury, receive priority response from the department. Any crime in progress shall be handled by local law enforcement. The primary response will be handled by the Quincy Police Department. The Adams County Sheriff's Office and the Illinois State Highway Patrol may be a source of Secondary response in an emergency situation which involves crimes in progress or acts which exhibit high potential for violence or serious bodily injury. If you are witness to a crime in progress dial 911 immediately. Reports on criminal acts not in progress or general assistance requests are taken by campus safety officers. To contact campus safety dial 217-228-5520 ext. 0 and have the operator contact campus safety or contact student services at 217-228-5520 ext. 6990.

Awareness is a vital part to crime prevention. Students, faculty, staff and visitors can stay informed about criminal incidents at Blessing Rieman College of Nursing by reading the Daily Crime Logs or Safety Alerts Which are available upon request from Blessing Hospitals Security Manager. To contact the security manager dial 217-228-5520 and have the operator connect you.

Blessing Rieman College of Nursing/Blessing Hospital Campus Safety maintains a Daily Crime Log in compliance with the Jeanne Clery Disclosure of Campus Safety Security Policy and Campus Crime Statistics Act. Persons may view a copy of the crime log at the Director of Campus Safety Office, Blessing Hospital Quincy Illinois during normal business hours (8A.M – 5 P.M.). You can reach the Safety Office by phone at 217-223-1200.

CONFIDENTIAL REPORTING PROCEDURES

- Blessing Rieman College of Nursing has an anonymous reporting system known as Silent Witness. This can be used if the witness or victim chooses to make a report anonymously. This form is available on the door to the student services office as well as the College website, in the forms section.
- When College personnel become aware that a crime has been committed they are to inform the person they are counseling to call the Quincy Police Department and file a report. Calling the police and filing a report is completely voluntary. Contact the College Counselor if appropriate. In addition notify the Student Services Officer in writing or email. It is important to receive reports of criminal activity, even anonymously, in order for the disclosure of annual crime statistics to be as accurate as possible.
- The College counselor or the counselors at Blessing Behavioral Services are not considered to be a campus security authority and are not required to report the crime for inclusion in the annual disclosure of crime statistics. They are encouraged to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion in the annual crime statistics. A professional counselor is defined as a person who

is an employee of the institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certificate.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal college operations and services as quickly as possible following an emergency. The Emergency Response Framework identifies key decision makers and their roles during a campus emergency. The plan provides for the establishment of emergency command centers and describes procedures that will be utilized during specifically identified severities of emergency.

The College procedure for addressing a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus or the immediate area:

- Unless obvious from the circumstances, the Student Service Officer, Administration team, or Campus security will first confirm the existence of the emergency or dangerous situation by consulting with appropriate area law enforcement, state or federal emergency management personnel or local weather information providers.
- Upon confirmation, the Student Services Officer, Administrative team and Campus security will consult with one another to determine the appropriate content of that notification. Due to the fact that our campus is mostly commuter students we will send emergency notifications to the entire student body as well as all faculty and staff.
- The Student Services Officer or the Dean of Enrollment Management/Business Manager will initiate the emergency alert system which will send a text message and email to all students and employees who are registered for the system as well as a P.A. announcement if appropriate.
- The Blessing Health Systems Public Relations Office will notify local media in order that the larger community external to the campus may be advised of the emergency information being disseminated to the campus.
- Blessing Hospital and the Quincy Police or Fire department will be notified as well.

The College also has communicated with local police requesting their cooperation in informing the College of situations that may warrant initiating the College's emergency response and evacuation procedures.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the effort to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The Emergency alert system is tested every semester, and students can register for the alerts at any time.

EVACUATION

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. All fire alarm systems will sound an audible alarm and with a visible flashing strobe to signal an emergency. Whenever the alarm sounds, everyone must leave the building or move to a safe location. The alarms and strobe lights are tested every quarter and maintained by Blessing Hospital.

All buildings on-campus have emergency evacuation protocol in place with an annual distribution to faculty, staff and students. The evacuation plans include information specific to fire evacuation and severe weather procedures. These documents include such information as emergency telephone numbers; evacuation personnel duties; designated meeting points; and building information about smoke detection, and /or pull alarm systems and fire

extinguisher locations. Severe weather protocol includes information specific to watch /warning education, communication procedures and safe areas for seeking shelter.

TESTING EMERGENCY RESPONSE PROCEDURES

There are a number of exercises in place to enhance the effectiveness of emergency preparedness at the college. These exercises include announced and unannounced fire alarm drills throughout campus every semester, threat recognition training for faculty and staff and an annual tabletop exercise which includes members of college administration. A record is kept of each test or exercise that includes the date and time of it and whether it was announced or unannounced. Emergency response and evacuation procedures are publicized to students and employees in conjunction with at least one test per calendar year.

ON-CAMPUS MISSING STUDENT POLICY

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the college community in the event that a student living on campus is perceived to be and is reported missing.

If a member of the College community has reason to believe that a student who resides on campus is missing, he or she should immediately notify Student Services (**217-228-5520 ext. 6990**), which will initiate a missing person report and initiate an investigation. That reports should immediately be referred to Campus Safety. In the event a Campus Safety person cannot be reached, the report should be made to the Quincy Police at 911. The College will notify local law enforcement within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

In addition to registering a general emergency contact, all students have the opportunity to identify confidentially an individual (a confidential contact) to be contacted by the college in the event the student is determined to be missing for more than 24 hours. This, however, does not preclude the College from making a determination that the student is missing before that 24 hours has run or from initiating notification procedures as soon as it makes that missing determination.

If a student has identified a confidential contact, the College will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. If the missing student is under 18 years of age and not emancipated, the college is required to notify a custodial parent or guardian, in addition to any other designated contact person, within 24 hours of the determination that the student is missing.

Students shall be given the opportunity to designate confidential contact information, specific to the possibility of being reported missing, during residence hall check in procedures. This Confidential Contact Registration Form will be kept on file in the Student Services Office. A registration form is also available for completion in the Student Services Office. Each student who files a Confidential Contact Registration Form is solely responsible for the accuracy of the contact phone number and for the update of information should the confidential contact person and /or number change.

SEXUAL OFFENDER REGISTRATION

The Illinois State Highway Patrol maintains the State Sexual Offender Registry, a central information and registration system for sexual offenders located in Illinois, you can access it by visiting there website at <http://www.isp.state.il.us/sor/>. Information for registered sex offenders can be received from this location as well the Adams County Sheriff's Office. The sheriff keeps record(s) of registered sex offenders in Adams County.

Registered sex offender information can also be obtained from the Student Service Officer. This includes information obtained from the above mentioned law enforcement agencies.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

ALCOHOL AND ILLEGAL DRUG USE ON CAMPUS

The Drug Free Workplace Act of 1988 & Drug Free Schools and Communities Act Amendment of 1991 mandate that we have a drug & alcohol abuse prevention program. The prevention program is comprised of the following components:

- Education and information about the dangers of drug abuse in the workplace and on the property will be disseminated through student newsletters, bulletin boards, special publications, and special programs to employees, faculty and students.
- Programs, which address unlawfully controlled substance use, including personnel actions that may result from such violations, will be conducted and coordinated by the Blessing Health System Human Resources Department and included in the Faculty and Staff Handbooks (employees) or by the College Student Handbook (students).
- Self-referrals, as well as supervisory referrals, to drug counseling and rehabilitation programs are available to students—and faculty and staff members through the Blessing Hospital Behavioral Services and on partner campuses.

Definitions

- Drug any substance that has known mind or function altering effects on a person, including psychoactive substances prohibited or controlled by Federal and State laws.
- Prescribed Drug any substance prescribed for use by the employee by a licensed medical practitioner.

College Sanctions

To ensure a safe and productive work & learning environment, the following is prohibited on College or Hospital property or as part of any College activity:

- Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances, or misusing or abusing prescribed or over-the-counter drugs;
- Detectable levels of illegal drugs or alcohol while executing job duties during normal working hours;
- Violating any federal or state law relating to alcohol or drugs, including those relating to underage drinking;
- Consuming alcoholic beverages on College or Hospital premises or at a College-sponsored function.

Anyone violating this policy regarding alcohol and illegal drugs and/or controlled substances will be subject to disciplinary action up to and including termination (employee) or suspension and/or expulsion (student) in addition to referral for prosecution by local and federal authorities.

External Sanctions

Students and employees must be aware that there are significant criminal penalties, under federal and state law, for the unlawful possession or distribution of alcohol and illegal drugs.

Federal Law: Conviction for the possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of \$1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for 5 to 20 years.

A Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

The severity of the sanctions imposed for both possession and distribution offenses depend on the type of quality of drugs, prior conviction, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near College premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of a drug conviction.

Counseling and Treatment

The College encourages individuals with substance abuse problems to seek assistance. Employees and Students at Blessing Rieman College of Nursing have a free resource through Blessing Behavioral Health Services. Employees are encouraged to speak with Human Resources for more information on who to contact for help and Students are encouraged to speak to the College counselor or the Student Services officer.

Students of Blessing Rieman College of Nursing are encouraged to seek help in their local area or through online programs and hotlines. Some examples are:

- www.drugrehabcenter.com
- www.journeyrecoverycenters.com
- www.Unhooked.com

OFFENSE DEFINITIONS

The Clery Act requires statistics be reported for certain specified serious crimes, liquor law violations, drug law violations and illegal weapons violations. The offenses are defined according to the F.B.I. Uniform Crime Reporting/ National Incident – Base Reporting System as follows:

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. The UCR Program further specifies that this type of assault is usually accompanied by the use of a weapon or by other means likely to produce death or great bodily harm. Attempted aggravated assault that involves the display of—or threat to use—a gun, knife, or other weapon is included in this crime category because serious personal injury would likely result if the assault were completed. When aggravated assault and larceny-theft occur together, the offense falls under the category of robbery

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Murder and Non-Negligent Manslaughter: The willful killing of one human being by another

Negligent Manslaughter: The killing of another person through gross negligence.

Drug Abuse Violations: Arrests or disciplinary referrals for the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and /or use.

Liquor Law Violations: Arrests or disciplinary referrals for the violation of laws and ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Drunkenness and driving under the influence are not included.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. In the UCR Program, a motor vehicle is a self-propelled vehicle that runs on land surfaces and not on rails. Examples of motor vehicles include sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles. Motor vehicle theft does not include farm equipment, bulldozers, airplanes, construction equipment, or water craft such as motorboats, sailboats, houseboats, or jet skis. The taking of a motor vehicle for temporary use by persons having lawful access is excluded from this definition.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses:

- *Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- *Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.

Weapons Law Violations: Arrests or disciplinary referrals for the violation of laws or ordinances prohibiting the sale, purchase, manufacture, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Include violations such as the manufacture, sale, or possession of deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to a minor.

Hate Crimes: The Clery Act also requires collecting and reporting statistics related to hate crimes. These are crimes motivated by bias related to the victim's actual or perceived, race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability. Hate crime statistics include not only those crimes noted above, but also the crimes of:

- *Larceny-theft:* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possessing of another. Attempted larcenies are included.
- *Simple assault:* An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- *Intimidation:* To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying the weapon or subjecting the victim to actual physical attack.
- *Destruction/damage/vandalism of property:* To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

OTHER CRIMES

The Clery Act also requires collecting and reporting statistics on the additional crimes set forth below. These definitions are prescribed to ensure consistent reporting by colleges and universities across the country. As noted later in this document, however, definitions under Illinois law are used for purposes of training and educating students and employees.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence

A felony or misdemeanor committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress. For purpose of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with a similar identity to the victim.

Preventing and Responding to Various Sex Related Offenses

Blessing Rieman College of Nursing prohibits rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking and has various programs to educate students and employees about awareness of such offenses and steps that can be taken to prevent them.

The College's Primary Prevention and Awareness Program focuses on all incoming students and new employees and is geared towards stopping dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms in healthy and safe directions.

The Primary Prevention and Awareness Program also includes instruction on safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene where there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than such individual. It also includes information on risk reduction, such as warning signs of abusive behavior and how to avoid potential attacks.

The following are safe and positive options that a bystander can take to intervene and prevent harm or the risk of harm to another individual:

- Name or acknowledge an offense.
- Point to the “elephant in the room.”
- Interrupt the behavior.
- Publicly support an aggrieved person.
- Call for help.

The following information relates to risk reduction options that promote safety and help students and employees address conditions that facilitate violence:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
 - Make your limits known before going too far.
 - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
 - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
 - Grab someone nearby and ask them for help.
 - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
 - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
 - Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.
 - It is also important to be aware of the warning signs of an abusive person. Some examples include:
 - Past abuse
 - Threats of violence or abuse
 - Breaking objects
 - Using force during an argument
 - Jealousy
 - Controlling behavior
 - Quick involvement
 - Unrealistic expectations
 - Isolation
 - Blames others for problems
 - Hypersensitive
 - Cruelty to animals or children
 - “Playful” use of force during sex
 - Jekyll-and-Hyde personality
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
 - Remember that you owe sexual respect to the other person.
 - Don’t make assumptions about the other person’s consent or about how far they are willing to go.
 - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
 - If your partner expresses a withdrawal of consent, stop immediately.
 - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
 - Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.

- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

In addition, the College has an Ongoing Prevention and Awareness Campaign for students and faculty. This campaign serves as a refresher for the topics addressed in the Primary Prevention and Awareness Program. It is conducted by means of Computer Based Learning modules, and emails with links to videos for programming, initiatives, and strategies that are focused on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking.

On-line resources:

- www.Notalone.gov
- www.NSVRC.org

For purposes of the aforementioned educational programs, the College uses certain definitions contained in the Illinois law. They are set forth below.

Domestic Violence

Under Illinois Law, Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois Domestic Violence law. Under Illinois law family or household members are defined as

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwelling;
- people who have or allegedly have child in common or a blood relationship through a child in common;
- people who are dating or engaged or used to date, including same sex couples; and people with disabilities and their personal assistants.

Dating Violence

The College has determined from good-faith research that Illinois law does not define a separate offense of “dating violence.. Note, however, that the definition of “domestic violence” above includes within its coverage violence by a person against another person whom the perpetrator is dating or engaged or used to date. Also, the College uses in its sexual violence educational programs the definition of dating violence provided in the Clery Act for purposes of collecting crime statistics. Under it, dating violence means violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship

Stalking

Under Illinois Law, Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress
- 720 ILCS 5/12-7.3. Stalking. (2011)(a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
 - fear for his or her safety or the safety of a third person; or
 - suffer other emotional distress.
- (a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and:
 - at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or
 - places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.
- (a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:
 - follows that same person or places that same person under surveillance; and
 - transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.
- (b) Sentence. Stalking is a Class 4 felony. A second or subsequent conviction for stalking is a Class 3 felony.
- (c) Definitions. For purposes of this Section:
 - "Course of conduct" means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. A course of conduct may include contact via electronic communications.
 - "Electronic communication" means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. "Electronic communication" includes transmissions by a computer through the Internet to another computer.
 - "Emotional distress" means significant mental suffering, anxiety or alarm.
 - "Family member" means a parent, grandparent, brother, sister, or child, whether by whole blood, half-blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. "Family member" also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.
 - "Follows another person" means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. "Follows another person" does not include a following within the residence of the defendant.
 - "Non-consensual contact" means any contact with the victim that is initiated or continued without the victim's consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.
 - "Places a person under surveillance" means: (1) remaining present outside the person's school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person's property.
 - "Reasonable person" means a person in the victim's situation.

- "Transmits a threat" means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.
- (d) Exemptions.
 - This Section does not apply to any individual or organization (i) monitoring or attentive to compliance with public or worker safety laws, wage and hour requirements, or other statutory requirements, or (ii) picketing occurring at the workplace that is otherwise lawful and arises out of a bona fide labor dispute, including any controversy concerning wages, salaries, hours, working conditions or benefits, including health and welfare, sick leave, insurance, and pension or retirement provisions, the making or maintaining of collective bargaining agreements, and the terms to be included in those agreements.
 - This Section does not apply to an exercise of the right to free speech or assembly that is otherwise lawful.
 - Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.
- (d-5) The incarceration of a person in a penal institution who commits the course of conduct or transmits a threat is not a bar to prosecution under this Section.(d-10) A defendant who directed the actions of a third party violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.
- This includes those of the same or opposite sex.

Sexual Assault

Under Illinois law (720 ILCS 5/11-1.20) the crime of criminal sexual assault is committed when a person does any of the following:

- commits an act of sexual penetration by the use of force or threat of force;
- commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent
- commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member
- commits an act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.
- This includes those of the same or opposite sex.

Consent as defined in Illinois Statutes (720 ILCS 5/11-1.70)

"Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.

CRIMINAL BACKGROUND CHECK

POLICY

All students are required to undergo a criminal background check prior to beginning clinical at the sophomore level. The Illinois State Law authorizing this check is known as the *Health Care Worker Background Check Act*. The law was enacted to protect the frail and disabled citizens of the State of Illinois. The academic programs of the College require clinical training experiences that may include the treatment of children, developmentally disabled, or vulnerable adults. The criminal background check includes self-disclosure of the student's criminal history and investigation of his/her criminal background.

Requirements for licensure not only include passing the NCLEX-RN exam but also include being of good moral character as demonstrated by not having a criminal history. Therefore, to demonstrate moral character, graduates are required to submit to a nation-wide criminal history records check when applying for licensure and the NCLEX-RN exam.

A criminal history may not prohibit an individual from obtaining a RN license. However, the Illinois Department of Financial and Professional Regulation (IDFPR) - as well as licensing departments/boards of nursing of other states - may refuse to issue a license when an individual:

Has a conviction by plea of guilty or nolo contendere, finding of guilt, jury verdict, or entry of judgment or by sentencing of any crime, including, but not limited to, convictions, preceding sentences of supervision, conditional discharge, or first offender probation, under the laws of any jurisdiction of the United States: (i) that is a felony; or (ii) that is a misdemeanor, an essential element of which is dishonesty, or that is directly related to the practice of the profession. [(225 ILCS 65/70-5) Nurse Practice Act]

The felonies and misdemeanors referred to in the Nurse Practice Act include but are not limited to the offenses listed in this policy. Having a history with any of these offenses may not prohibit you from obtaining the RN license but there is the risk that IDFPR – or another state's licensing department/board of nursing – may not issue you a license. The decision to grant the license is based on a number of factors and will not be made until the time of application for licensure. Therefore, in the event your criminal background check for the College indicates a criminal history, ***make an appointment with your advisor who can help you decide whether or not to pursue a nursing education based on the risk that a RN license will not be issued based on a criminal history.***

The student has a right to (a) obtain a copy of the criminal record report, (b) challenge the accuracy and completeness, and (c) request a waiver.

The student may be withdrawn from clinical courses or may be dismissed from the program if the criminal background check shows a conviction of any of the criminal offenses listed in this policy. The student is reinstated if his/her identity is validated by a fingerprint based record check and it is determined that the student does not have a disqualifying criminal history. Any student has the right to request a waiver of the Health Care worker back ground check act for conviction of a listed criminal offense.

Persons who have been convicted of committing or attempting to commit one or more of the offenses listed in this policy will not be permitted to perform clinical activities unless a waiver is granted. Although the College grants a waiver, the student with a criminal history may not be able to perform clinical activities because agencies have the right to refuse clinical privileges to any individual with a criminal history. Students who are denied clinical privileges may not be able to complete clinical nursing courses and therefore cannot complete the program.

Disqualifying Offenses that May be Considered for a Waiver by the Submission of a Waiver Application

- Unlawful Restraint
- Aggravated Unlawful Restraint
- Forcible Detention
- Child Abduction
- Aiding and Abetting Child Abduction
- Assault
- Aggravated Assault
- Battery
- Battery of an Unborn Child
- Domestic Battery
- Tampering with Food, Drugs or Cosmetics
- Aggravated Stalking
- Home Invasion
- Endangering the Life or Health of a Child
- Ritual Mutilation
- Ritual Abuse of a Child
- Theft
- Theft of Lost or Mislaid Property
- Retail Theft
- Identity Theft
- Aggravated Identity Theft
- Forgery
- Robbery
- Vehicular Hijacking
- Burglary
- Residential Burglary
- Criminal Trespass to Residence
- Arson
- Aggravated Arson
- Residential Arson
- Unlawful Use of a Weapon
- Unlawful Use or Possession of Weapons by Felons or Persons in the Custody of the Department of Corrections Facility.
- Aggravated Discharge of a Firearm
- Aggravated Discharge of a Machine Gun or a Firearm Equipped with a Device Designed or Used for Silencing the Report of a Firearm.
- Reckless Discharge of a Firearm.
- Aggravated Unlawful Use of a Weapon.
- Unlawful Discharge of Firearm Projectiles
- Unlawful Sale or Delivery of Firearms on the Premises of Any School.
- Armed Violence
- Practice of Nursing without a License
- Endangering Life or Health of a Child
- Permitting Sexual Abuse of a Child
- Cruelty to Children
- Receiving Stolen Credit Card or Debit Card
- Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer
- Selling a Credit or Debit Card without the Consent of Issuer.

- Using a Credit or Debit Card with the Intent to Defraud.
- Fraudulent Use of Electronic Transmission.
- Manufacture, Delivery, or Possession with Intent to Deliver, or Manufacture, Cannabis
- Cannabis Trafficking
- Delivery of Cannabis on School Grounds.
- Delivering Cannabis to a Person under 18.
- Calculated Criminal Cannabis Conspiracy.
- Manufacture or Delivery, or Possession with Intent to Manufacture or Deliver, a Controlled Substance Other than Methamphetamine, a Counterfeit Substance, or a Controlled Substance Analog.
- Controlled Substance Trafficking.
- Distribution, Advertisement, or Possession with Intent to Manufacture or Distribute a Look-alike Substance.
- Calculated Criminal Drug Conspiracy.
- Delivering a Controlled, Counterfeit or Look-alike Substance to Persons under 18.
- Engaging or Employing Person under 18 to Deliver a Controlled, Counterfeit or Look-alike Substance.
- Violations under the Methamphetamine Control and Community Protection Act.

Disqualifying Offenses that May be Considered for a Rehabilitation Waiver

- Theft (as a misdemeanor)
- Theft of Lost or Mislaid Property.
- Retail Theft (as a misdemeanor)
- Criminal trespass to Residence.
- Reckless Discharge of a Firearm.
- Practice of Nursing without a License.
- Cruelty to Children.
- Receiving Stolen Credit Card or Debit Card.
- Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer.
- Selling a Credit Card or Debit Card with the Intent to Defraud.
- Using a Credit or Debit Card with the Intent to Defraud.
- Fraudulent Use of Electronic Transmission.

Offenses that Are Always Disqualifying Except Through the Appeal Process

- Solicitation of Murder.
- Solicitation of Murder for Hire.
- First Degree Murder.
- Intentional Homicide of an Unborn Child.
- Second Degree Murder.
- Voluntary Manslaughter of an Unborn Child.
- Involuntary Manslaughter and Reckless Homicide.
- Concealment of Homicidal Death.
- Involuntary Manslaughter and Reckless Homicide of an Unborn Child.
- Drug Induced Homicide.
- Kidnapping.
- Aggravated Kidnapping.
- Indecent Solicitation of a Child.
- Sexual Exploitation of a Child.
- Sexual Misconduct with a Person with a Disability.

- Exploitation of a Child.
- Child Pornography.
- Aggravated Domestic Battery.
- Aggravated Battery with a Firearm.
- Aggravated Battery with a Machine Gun or a Firearm Equipped with Any Device or Attachment Designed or Used for Silencing the Report of a Firearm.
- Aggravated Battery of a Child.
- Aggravated Battery of a Senior Citizen.
- Drug Induced Infliction of Great Bodily Harm.
- Criminal Sexual Assault.
- Aggravated Criminal Sexual Assault.
- Predatory Criminal Sexual Assault of a Child.
- Criminal Sexual Abuse.
- Aggravated Criminal Sexual Abuse.
- Abuse and Criminal Neglect of a LTC Facility Resident.
- Criminal Abuse or Neglect of an Elderly Person or Person with a Disability.
- Financial Exploration of an Elderly Person or a Person with a Disability.
- Armed Robbery.
- Aggravated Vehicular Hijacking.
- Aggravated Robbery.

Illinois Cannabis Control Act

- Manufacture, Delivery or Possession of Cannabis.
- Delivery of Cannabis on School Grounds.
- Calculated Criminal Cannabis Conspiracy.
- Cannabis Trafficking with Intent to Deliver/Manufacture.
- Delivery to a Person Under 18.

Illinois Controlled Substances Act

- Manufacture of Controlled/Counterfeit Substance, Controlled Substance Analog.
- Look-Alike Substances.
- Elements of the Offense.
- Delivery to a Person Under 18/Violations on or Near School, Public Housing, Public Park, Intent to Delivery Substances.
- Controlled Substance Trafficking.
- Calculated Criminal Drug Conspiracy.
- Employing a Person Under 18 to Deliver Substance.

PROCEDURE

- Nursing students complete the criminal background check before the first clinical experience.
- Criminal background checks are completed online by going to the College's website at www.brcn.edu. Click the Student Services button. On the Student Services page, click the Online Student Verification Center link (www.myvci.com/blessingrieman) and follow the directions.
- Additional investigation, including fingerprint-based checking, is done if deemed necessary to positively identify a student who may be associated with a criminal act.

- All students must sign an authorization for the College to disseminate results to any agency requiring the information for clinical privileges. However, agencies will be notified of a student’s criminal history when the criminal background check flags a past offense. This notification is in accordance with state and federal laws.
- A student may request a waiver of the prohibition against them by submitting the following information to the Academic Committee (within 30 days after receipt of the criminal record report).
- Provide information to initiate a fingerprint-based criminal records check.
- Pay additional fees for the above records check.

A waiver may be granted based upon, but not limited to, the following mitigating circumstances:

- The age at which the crime was committed.
- The circumstances surrounding the crime.
- The length of time since the conviction.
- The student’s criminal history since the conviction.
- The student’s current character references.
- Other evidence demonstrating the ability of the student to perform the responsibilities competently and evidence that the student does not pose a threat to the health or safety of resident, patient or clients.

GENDER EQUITY POLICY

POLICY

The College does not practice or condone discrimination in any form on the grounds of race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, veteran status, or disability to the extent required by law. Sex discrimination includes discrimination on the basis of gender identity and failure to conform to stereotypical notions of femininity and masculinity.

For purposes of this policy, the College uses the term “transgender” to include those individuals who identify as gender non-conforming, including but not limited to: gender queer, gender variant, bigender, transsexual, or other specific terms that individuals feel may more accurately describe their experience of themselves.

This policy provides some basic information that transgender individuals may find helpful and affirms the College’s commitment to fully accommodating all transgender members of the College community.

Legal Name Change

An individual’s legal name will be used for official transcripts, financial aid documents, payroll, personnel files, and other College systems where a legal name is required by law or College policy.

To change the name on all documents at the College, individuals must obtain a court ordered name change. Individuals will need to provide a copy of the court order to the Registrar on the Student Information Change form found on the College’s website. Upon providing proof of legal name change, the College will change all official records to reflect the individual’s new name.

Preferred Name & Pronoun

Transgender individuals may also elect to use a name other than their legal name, for internal College purposes. Individuals may also elect to use a preferred pronoun.

The College acknowledges that a “preferred name” can and should be used wherever possible in the course of College business and education. An individual’s preferred name and pronoun will be used in lieu of legal name when it is not necessary for the legal name to be used. Individuals who choose to use a preferred name should expect the preferred name to appear on everything except official transcripts, financial aid documents, and payroll.

To designate a preferred name and/or pronoun, please complete the Student Information Change Form found on the College’s website and send it to the Registrar’s office. Students, faculty, and staff are expected to facilitate the use of preferred name and pronoun.

Sex/Gender Marker Change

Official College records reflect sex assigned at birth. Individuals changing their sex/gender marker will be required to provide a valid, government issued document with the corrected gender, or documentation from either a medical health care provider or a licensed mental health care provider. Please contact the Registrar and complete the Student Information Change Form (found on the College’s website) to change what appears in official College records.

An individual’s sex/gender marker does not appear on ID cards or transcripts.

Bathrooms

The College has several single-occupancy, gender-inclusive restrooms located on campus. For information about the location of single-occupancy restrooms, please contact the Dean of Enrollment Management/Business Manager. All members of the campus community and campus visitors are welcome to use these or any restroom that corresponds to their gender identity.

Harassment & Discrimination

Any student, faculty, or staff member who believes they or another member of the College community may have been subjected to conduct that constitutes prohibited sex discrimination is encouraged to file a complaint with the College’s Title IX Coordinator:

Jenna Crabtree, MBA
Dean of Enrollment Management/Business Manager
3609 N. Marx Drive
Quincy, IL 62305
www.brcn.edu
crabtreej@brcn.edu
217-228-5520, ext. 6961

Complaints of this nature are investigated and resolved pursuant to the College’s Sexual Misconduct Policy.

Questions

Please contact Dean of Enrollment Management/Business Manager regarding any additional information or assistance you may need to access transgender accommodation services offered by the College.

HEALTH AND CPR REQUIREMENTS

PURPOSE

To outline individual immunization and CPR requirements based on the academic program.

POLICY

Immunization Requirements

The State of Illinois legislation requires colleges and universities to collect proof of immunization from all on-campus students. This law applies to all full-time students and those part-time students registered for six or more hours of credit, enrolling after July 1, 1989, and born after January 1, 1957.

Students are required to have the following immunizations prior to patient contact:

- MMR (Measles, Mumps, & Rubella)
- Hepatitis B
- TB
- Td (Diphtheria/Tetanus series or booster)
- Influenza
- Varicella

Exceptions:

- The following immunizations are not required if the student shows evidence of immunity via antibody titer testing.
 - MMR
 - Hepatitis B
 - Td (Diphtheria/Tetanus)
 - Varicella
- The student may choose to sign a waiver for any immunization other than TB for either medical or religious reasons.
- Students who are enrolled exclusively in online courses are exempt from these immunization requirements.

CPR

Students should check their specific program's CPR requirements. The only acceptable CPR certification is through the American Heart Association (the Basic Life Support for Healthcare Provider course). CPR certification must be renewed prior to expiration.

Submission

Students must submit proof of immunizations and CPR course completion in the CastleBranch portal. Students who fail to submit proof are prohibited from attending classes and clinical.

Questions

Questions may be directed to the Student and Alumni Services Officer at 217-228-5520 ext. 6990 or to CastleBranch at 888-666-7788.

PROCEDURE**Immunizations**

The following describes the immunization schedule:

- MMR – 2 doses – initial dose; second dose at least 28 days later.
- Hepatitis B – initial dose; second dose 4 weeks after first dose; third dose 5 months after second dose.
- TB – initial 2-step test followed by yearly updates.
 - 2-step test: an initial test with reading of results 48-72 hours later followed by a second test given 1-3 weeks after the first test with reading of results 48-72 hours later.
 - Yearly update: one test given with reading of results 48-72 hours later.
- Td (Diphtheria/Tetanus series or booster) – within the last 10 years.
- Influenza – 1 dose annually (typically to be received in late September through the end of October).
- Varicella – 2 doses given at least 28 days apart.

Students who have positive-reacting TB skin tests must submit results of their chest X-rays and fill out the Annual Tuberculosis Health Questionnaire.

During periods of regional or widespread influenza activity, students who signed a waiver for the influenza vaccine will be required to wear an isolation mask at all times except when they are in designated eating areas such as break rooms, cafeterias, coffee shops, or tea rooms. Students who are with the requirement to wear a mask will be counseled and disciplined according to the Student Code of Conduct.

CPR

Blessing Hospital has monthly CPR sessions available by reservation through the Educational Services Department. Space in hospital classes is limited, and reservations must be made well in advance by calling 217-223-8400 ext. 4830. Students may also visit www.heart.org to find a local course or to complete the online portion of the training.

Deadlines

Immunization and CPR requirements must be completed by the deadline based on the student's enrollment date. Students who do not meet the designated deadline will not be permitted to attend classes, clinical, or any other events on campus and will be disciplined according to the Student Code of Conduct.

HEALTH INSURANCE**POLICY**

Health insurance is required for all students, and therefore, students are required to show proof of health insurance at registration in the fall. Students who do not have and do not want to purchase health insurance of any kind are required to sign a release form.

Health insurance brochures can be obtained from the College's Student/Alumni Services Office. None of the companies represented in the brochures are in any way affiliated with or necessarily recommended by the College, Blessing Hospital, Culver-Stockton College, and Quincy University. Interested students must apply directly to the company of their choice for coverage. All future transactions are between the student and the insurance company selected. The College and its partners do not provide claim or payment services.

Expenses for health care from any source are the obligation of the student. Students are to contact the physician of their choice for major illness.

HEALTH AND OSHA POLICY

PURPOSE

The purpose of this policy is to identify State of Illinois, Blessing Hospital, and College requirements regarding student health and to ensure that they have been met.

POLICY

The College complies with all regulations regarding student health set forth by the State of Illinois for post-secondary institutions, health policies of cooperating clinical agencies, and employee health policies of Blessing Hospital.

The College encourages nursing students to engage in positive health practices for self-protection and for the protection of those they will serve. Only those students who have met all health requirements will be allowed to participate in clinical experiences.

OSHA

OSHA is the Occupational, Safety, and Health Administration, an agency of the U.S. government with the authority to regulate safety and health in the workplace.

An OSHA regulation is considered federal law. Therefore, employers and employees must comply with OSHA regulations. Students practicing in a work area must also follow OSHA regulations.

OSHA regulations that apply to nursing students are:

- All personal injuries and accidents that happen in the work place must be reported to the College. Therefore, students must report all personal injuries and accidents that happen during clinicals, on the College premises, and on the Blessing Hospital complex.
- All patient care errors and accidents must be reported. Therefore, students must report patient care incidents to their instructors.
- All health care workers must wear a lab coat or scrub jacket or uniform when working in a clinical/patient care area.
- All health care workers must be protected from the spread of microbes. This regulation involves: 1) being immunized; 2) using personal protective gear; 3) cleaning contaminated lab coats and uniforms; and 4) reporting needle sticks and cuts from sharp objects.

THE LAB COAT

Students must wear lab coats, scrub jackets, or uniforms when giving patient care, prepping for clinical, and visiting assigned patients for whatever reasons.

Lab coats, scrub jackets and uniforms are designed to protect the health care worker from body fluids and microbes. Because lab coats and uniforms are exposed to body fluids and microbes, they should not be worn in public after clinical hours.

Knit material is not recommended for uniforms because of its ability to absorb fluids. Therefore, the College dress code does not allow knit uniforms.

When a lab coat, scrub jacket or uniform is contaminated, the student or health care worker must implement the following steps:

- Report the incident to the instructor.
- Take the lab coat or uniform off and bag it for laundering.
- Shower/bathe in the facilities provided by the institution/agency.
- Put on clothes provided by the institution/agency.

INTELLECTUAL FREEDOM AND PRIVACY

PURPOSE

To ensure Blessing Health Professions Library (the Library) patrons' rights to confidentiality and privacy are safeguarded.

POLICY

The College is committed to the principles of-protecting intellectual freedom with scholarship. Intellectual freedom is the right to seek, research, review, and share information from all points without restriction. This intellectual freedom extends to the protection of the right to privacy of all Library patrons.

PROCEDURE

Library personnel work with other libraries in the Illinois Library and Information Network (ILLINET) to preserve and protect privacy rights, subject to limitations imposed by licensing and payment agreements with electronic content providers. The Library is not responsible for the privacy practices of external web sites.

Library personnel limit the Personally Identifiable Information (PII) collected, does not place PII in public view, avoid creating unnecessary records, and retain only the information needed. PII are data that could potentially identify a specific individual. The identity of the borrower or requestor of a library item and the information contained in individual circulation system patron records are confidential, in accordance with Illinois Statutes. Library personnel may be obligated to release such information to law enforcement agents in response to a search warrant, subpoena, or other lawful directives issued in accordance with S. 193, **the USA PATRIOT Act Sunset Extension Act of 2011**. Deleted records containing PII will be properly disposed of in confidential bins maintained by Blessing Health System.

Library personnel monitors the institutional implementation of the Family Education Rights and Privacy Act of 1973 (FERPA) and the, Health Insurance Portability and Accountability Act (HIPAA) of 2003, evaluating their impact on the collection, retention of library records, and the privacy and confidentiality rights of library patrons. The Library respects and follows the College and Blessing Health System privacy policies including but not limited to logging off databases and computers when finished in order to protect their privacy.

MEDICATION BOX KEY

PURPOSE

The purpose of this policy is to ensure security for the medication box keys.

POLICY

Faculty and students are responsible for properly obtaining and maintaining security of the Medication Box Keys. In the event a key is lost, the occurrence must be reported and fines may be issued.

DEFINITIONS

Unit Nurse- Blessing Hospital nurse authorized to distribute medication box keys

Authorized Student- Any student who has been given prior approval by their clinical instructor to obtain keys independently from the unit nurse

Medication Box Keys- key that will open the medication box on individual nursing units

PROCEDURE

- An instructor or Authorized Student will obtain the medication box key from the Unit Nurse at the beginning of the shift.
- All keys must be returned to the Unit Nurse at the end of the clinical experience.
- All keys must be accounted for prior to students leaving the clinical unit.
- In the event a key is lost:
 - Lost keys are reported to nursing unit leadership.
 - If the key is not found within five (5) business days, nursing unit leadership will complete an Occurrence Report.
 - Seventy-five dollars (\$75) replacement fee will be billed to the student's account.
 - If the key is found and returned, the College may refund fifty dollars (\$50) to the student's account.
 - The College will work with nursing unit leadership in processing reimbursement.

MINORS ON CAMPUS

PURPOSE

To provide guidelines for non-enrolled minors on campus to promote an environment that is conducive to learning.

POLICY

The College discourages minors on campus. Minors are defined as children less than 18 years of age. In the event minors must be on campus, they are required to be under the direct supervision of a responsible adult, defined as a parent/guardian/caregiver, at all times. The responsible adult may not be an on-duty student worker. Faculty and staff are not permitted to supervise students' children. Minors who are ill or causing a disturbance to others will not be permitted to remain on campus.

PROCEDURE

Below are guidelines to be followed when a minor is on campus.

Library

Minors are only permitted in the conversation/group work area of the library. Minors under 16 are not permitted to use computers, except in special circumstances with library staff approval. This equipment is essential for students and is not filtered for minors. Minors requesting to use the computers must check in with the library staff to receive the guest login information.

Student Lounge

Minors are only permitted in the student lounge under the direct supervision of a student who is currently enrolled at the College.

Student Services Building:

Minors are only permitted in the Student Services Building under the direct supervision of a student who is currently enrolled or seeking enrollment at the College.

Classroom/Simulation Center/Clinical Agencies

Minors are not permitted in these areas at any time.

College Offices

Students may bring minors to College offices with the approval of the employee(s) with whom the student is conducting College business.

Employees may bring minors to College offices. College administrators may ask the employee to remove the minor from the workplace if there is an interruption of work duties, if there is potential for health or safety risks, or if the minor's presence is disruptive.

NAME BADGE

POLICY

All undergraduate students must wear their name badges at all times when on the College's campus, including class, clinical, library, simulation center, computer labs, and the Student Services Building. Students will be asked to leave the campus when not wearing their name badges. The Student Code of Conduct sanctions will apply.

NON-DISCRIMINATION/EQUAL OPPORTUNITY POLICY

PURPOSE

The purpose of this policy is to define the College's guidelines and procedures regarding discrimination that may create a hostile learning environment.

POLICY

The College is committed to the principle of equal opportunity in education and employment. The College prohibits discrimination against and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation;

gender; gender identity and expression; including a transgender identity; genetics; veteran status; and any other characteristic protected under applicable federal or state law, herein called “protected categories.” The College expects all employees, students, and community members to join with and uphold this commitment.

The College also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation ought not to be retaliated against for their participation in the fact-finding process.

The College has designated the Title IX Coordinator to coordinate its compliance with Equal Opportunity and to receive inquiries regarding Equal Opportunity:

Jenna Crabtree, MBA
Dean of Enrollment Management/Business Manager
Blessing-Rieman College of Nursing & Health Sciences
3609 N. Marx Drive
Quincy, IL 62305
www.brcn.edu
crabtreej@brcn.edu
217-228-5520, ext. 6961

The College’s Confidential Compliance Hotline
1-888-495-4387

A person may also file a complaint of discrimination with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Equal Opportunity by visiting: www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481.

DEFINING AND RECOGNIZING DISCRIMINATION

Unlawful discrimination occurs when a person is harassed or treated arbitrarily or differently because of their real or implied membership in a “protected category” such as race; color; national or ethnic origin; age; religion disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; veteran status; genetics; and any other characteristic protected under applicable federal or state law.

Personality differences; personal conflicts; general mistreatment not related to the above protected categories; or a response to poor performance are usually employee relations issues, not discrimination matters.

COMPLAINTS OF DISCRIMINATION

This Policy and accompanying Complaint Resolution Procedures are meant to address complaints of Discrimination based on Protected Categories, as listed above.

Making a Complaint

Employees

All College employees have a duty to file a complaint with the Title IX Coordinator (see contact information above) when they believe or receive information indicating that a member of the College Community may have been subjected to conduct that constitutes prohibited Discrimination on the basis of a Protected Category.

Students and Other Persons

Students and other persons who believe they or another member of the College Community may have been subjected to conduct that constitutes prohibited Discrimination based on a Protected Category are encouraged to file a complaint with the Title IX Coordinator (see contact information above). Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights at: www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Content of the Complaint

So the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged Discrimination based on a Protected Category; (2) the names of all person(s) involved in the alleged Discrimination based on a Protected Category, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so the College may follow up appropriately.

Conduct that Constitutes a Crime

Any person who believes they have been subject to Discrimination that also constitutes a crime is encouraged to make a complaint to local law enforcement as well as to the College's Title IX Coordinator. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. If the situation is an emergency or if a person believes he or she is in imminent danger, the person should dial 911.

Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of all the College's non-discrimination policies should make a complaint in the manner set forth in this section.

Retaliation

It is a violation of this policy to retaliate against any member of the College community who reports or assists in making a complaint of Sex Discrimination or a complaint of Discrimination based on a Protected Category. It is also a violation of this policy to retaliate against any member of the College Community who participates in the investigation of a complaint in any way. Retaliation includes any act of revenge or negative or otherwise unwarranted treatment. Persons who believe they have been retaliated against in violation of this Policy should make a complaint.

Protecting the Parties

Pending final outcome of an investigation in accordance with the complaint resolution procedures, the College will take steps to protect the parties from further Discrimination based on a Protected Category or retaliation. This may include allowing the parties to change his or her academic, transportation, dining, work, or living situation if options to do so are reasonably available and upon request.

Timing of Complaints

The College encourages persons to make complaints of Discrimination based on a Protected Category as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of. College employees must forward any report or observation of Discrimination based on a Protected Category against a student within three (3) business days to the Title IX Coordinator. All complaints of Discrimination based on a Protected Category should be made within 180 days of the alleged misconduct.

Investigation and Confidentiality

All complaints of Discrimination based on a Protected Category will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures (see below), and the College will take disciplinary and remedial action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints. In the event that the complainant's confidentiality cannot be ensured, the College will notify the complainant.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

Resolution

If a complaint of Sex Discrimination or Discrimination based on a Protected Category is found to be substantiated, the College will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from the College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

Good Faith Complaints

While the College encourages all good faith complaints of Sex Discrimination or Discrimination based on a Protected Category, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Academic Freedom

The College strongly supports and protects principles of academic freedom. All members of the College community have the right to use the academic forum provided by the College to discuss controversial subjects and express ideas with which some or most of the members of the College community disagree. Sex Discrimination or Discrimination based on a Protected Category, however, is not about voicing unpopular ideas. Sex Discrimination or Discrimination based on a Protected Category is neither legally protected expression nor the proper exercise of academic freedom.

Education

Because the College recognizes that preventing Discrimination based on a Protected Category is an important issue, it offers educational programming to a variety of groups such as: campus personnel; incoming students participating in orientation; and members of student organizations. To learn more about educational resources, please contact the Title IX Coordinator.

COMPLAINT RESOLUTION PROCEDURES: COMPLAINTS OF DISCRIMINATION**General Principles**

For purposes of these complaint resolution procedures, “Investigating Officer” means the Title IX Coordinator or his/her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures.

Fairness and Impartiality

The Investigating Officer shall discharge his or her obligations under these Complaint Resolution Procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

Investigation and Resolution of the Complaint

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Discrimination based on a Protected Category. During the course of the investigation, the Investigating Officer may receive counsel from the College’s administrators, the College’s attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation in cases where the complainant requests that the matter not be pursued. In such a circumstances, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint.

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence.
- Similar and timely access to all information considered by the Investigating Officer.
- Equal opportunity to review and comment, in writing, on any statements or evidence provided by the other party.
- Equal access to review and comment, in writing on any information independently developed by the Investigating Officer.

All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Support Person for Cases Involving Students

During the investigation process, both a student complainant and a student respondent may ask a person to accompany him or her to meetings with the Investigating Officer. In cases involving multiple student complainants or student respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process. Non-student complainants, and non-student respondents, are not entitled to have a support person present during the investigatory process.

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this policy.

Pending Criminal Investigation

Some instances of Discrimination may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, state whether any allegations in the complaint were found to be substantiated by preponderance of the evidence, and recommend one of the three determinations specified below. The written report will be submitted to both the Academic Dean and the Dean of Enrollment Management/Business Manager. Both parties will be provided a copy of the draft written report and allowed to respond to the written investigation report, in writing.

In the case of a complaint against a faculty member or student, the Academic Dean, in consultation with the Dean of Enrollment Management/Business Manager, may accept the Investigating Officer's report, request to review additional information, including summaries of party/witness statements or other information, or return the report for further investigation.

In the case of a complaint against any person other than a faculty member or student, the Dean of Enrollment Management/Business Manager, in consultation with the Academic Dean, may accept the Investigating Officer's report, request to review additional information, including summaries of party/witness statements or other information, or return the report for further investigation.

After the review of the Investigating Officer's report is complete, the Academic Dean or Dean of Enrollment Management/Business Manager, as the case may be, will for both the complainant and respondent, prepare and deliver a written determination of the complaint. The determination will be one of three outcomes.

The outcome of the investigation will be conveyed to the parties, simultaneously, in writing. The complainant and the respondent will receive a copy of the written report within three (3) days of its completion. If necessary, the

version of the written report provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with the Family Educational Rights and Privacy Act (“FERPA”).

Finding “No Violation”

If there is a determination that the behavior investigated did not violate the Non Discrimination/Equal Opportunity Policy, both parties will be so informed.

Finding “Inappropriate Behavior Not Rising to the Level of a Violation”

There may be a determination that the behavior investigated did not violate the Non-Discrimination/ Equal Opportunity Policy but was inappropriate, unprofessional, or violated some other College policy. The Academic Dean or Dean of Enrollment Management/Business Manager may determine that such inappropriate behavior merits discipline, ongoing monitoring, coaching, or other appropriate action. If so, the Academic Dean or Dean of Enrollment Management/Business Manager may initiate further proceedings or impose disciplinary measures consistent with College policy.

Finding “Violation”

If there is a determination that the behavior violated the Non-Discrimination/Equal Opportunity Policy, the Academic Dean or Dean of Enrollment Management/Business Manager, in consultation with any appropriate supervisor, will determine appropriate corrective and disciplinary action to be taken. In addition, the Academic Dean or Dean of Enrollment Management/Business Manager will implement reasonable and appropriate measures to ensure that the complainant is not subject to further discrimination or harassment and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps may include, but are not limited to, counseling or training, separation of the parties, and/or discipline of the respondent, including written reprimand, suspension, demotion, termination, or expulsion in accordance with College policy. Remedial steps that do not directly affect the respondent shall be redacted from the respondent’s copy of the written determination.

The written report shall be final subject only to the right of appeal set forth below.

Special Procedure Concerning Complaints against the President and Certain Other Administrators

If a complaint involves alleged conduct on the part of the College’s President, the College’s Board of Trustees will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Trustees will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator, a Dean, or other administrator, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the President, who will prepare and issue the written determination. The determination issued by the President is subject to appeal to the Board of Trustees consistent with the appeal procedure set forth below.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal resolution may only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem

directly with the respondent. Moreover, the complainant may terminate any such informal resolution at any time. In any event, informal resolution, even on a voluntary basis, will not be used to resolve complaints alleging any form of violence.

Timing of the Investigation and Resolution

The College will endeavor to conclude its investigation and resolution of the complaint within a timely and prompt manner, approximately sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

APPEALS

Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

Method of Appeal

Appeals must be filed with the College's President within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The President will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the President is final. The President shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the President as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Non-Discrimination/Equal Opportunity Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Non-Discrimination/Equal Opportunity Policy.

Nothing in these complaint resolution procedures, the Non-Discrimination/Equal Opportunity Policy, or associated materials should be interpreted so as to limit the College's right to resolve, investigate, and/or take disciplinary action against any improper conduct of a discriminatory nature, even though such conduct is not of the type, severity or pervasiveness that constitutes Discrimination based on a Protected Category as defined in the Non-Discrimination/Equal Opportunity Policy.

NOTIFYING THE COLLEGE OF IDENTITY THEFT

POLICY

Students are encouraged to notify the College if they are or suspect they are victims of identity theft. This notification alerts the College that it must watch for and report any suspicious activities with accessing the student's financial aid, student records, and/or CAMS and Blackboard portals. Students are to notify the College by contacting the College's Financial Aid Office or the College's Registrar's Office.

DISPLAYING INFORMATION

PURPOSE

To explain the expectations for displaying information throughout the College.

POLICY

Students are required to obtain approval prior to displaying information throughout the College.

PROCEDURE

Students wanting to display information including, but not limited to, flyers, posters, and pictures, must complete the following process.

- Students must request approval from the Student/Alumni Services Officer.
- Once approved, the document is initialed by the Student/Alumni Services Officer.
- The information must be removed within two weeks.
- Any item displayed without approval is removed by College personnel.
- Displaying of unapproved information results in disciplinary action.

PREGNANCY DISCLOSURE POLICY**POLICY STATEMENT**

A student who is pregnant is strongly encouraged to notify College Counselor as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of the College's nursing programs and their clinical requirements. Pre-planning can also help with particular challenges a student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

OPTIONS AFTER DISCLOSURE

Once a student has voluntarily decided to disclose a pregnancy to the College, the student will have several options, as described below.

- Continue at the College
 - If a student decides to continue in the program and desires to have any adjustments to the academic program due to the pregnancy, the student should contact course/clinical faculty and the College counselor to discuss any reasonable adjustments that may be necessary to continue in the program. Adjustments that have been agreed upon, if any, will be documented in the form in Addendum A which will be signed by both the student and the College counselor.
 - Request a leave of absence
 - A leave of absence due to pregnancy may be for various amounts of time depending on a student's particular circumstances. Such a leave may be extended if deemed medically necessary by the student's doctor.
 - Due to the structure of the College's nursing programs, the timing and/or length of a student's leave of absence may result in the student being required to re-take or finish course(s) in a future term.

If taking a leave of absence due to a pregnancy, the Education Plan in Addendum B will be discussed and signed by the student and the College counselor. Normal College leave of absences procedures (if applicable), apply.

Withdraw from the College

The student may, in their sole discretion, determine that they must withdraw from the College for an indefinite period of time or permanently due to the pregnancy. Normal College withdrawal procedures, and readmission procedures (if applicable), apply.

Questions or Concerns

A student who has questions about this policy or who is concerned about its implementation should contact the College Counselor

PROTECTION AND DISCLOSURE OF STUDENT RECORDS UNDER FERPA

PURPOSE

To clarify federal requirements regarding protection and disclosure of student records.

POLICY

Students' educational records are protected under The Family Education Rights and Privacy Act of 1974 (FERPA). The purpose of FERPA is to safeguard information found in education records thereby protecting students' privacy.

The law gives students the right to:

- Review their education records.
- Request correction of any inaccurate or misleading data in their education records.
- Consent to disclosure of personally identifiable information in their education records.

DEFINITION OF EDUCATION RECORD

FERPA defines education record as: "All records, files, documents, and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for such agency or institution."

Records kept by the Registrar, Student Services, and Financial Aid Offices are education records and protected by FERPA. Course documents that are filed in students' academic records are education records that are also protected under FERPA.

NOTE: Class rosters, security records, personnel/employment records, and treatment records are not education records. Treatment records are protected under HIPAA.

Grades

Faculty grade books are education records because they contain information directly related to students and the information is used to calculate a grade that is shared with the Registrar's Office. Grade books, grades, grade reports, and transcripts are protected by FERPA.

REVIEW OF STUDENT RECORDS

Students have the right to review their education records. However, students must make a request to access these records and the College has 45 days in which to comply with the request. The following procedure is used to review education records.

- The student submits a written request that identifies the records to be reviewed. The request is submitted to the office that maintains the records (Registrar, Student Services, and/or Financial Aid Offices).
- The Registrar, Student Services/Alumni Officer, Financial Aid Coordinator, or Student Accounts Representative makes arrangements for access and notifies the student of the time and place to review the record(s).

Request Correction of Education Records

Students have the right to request a correction of education records that they believe are inaccurate or misleading. The following procedure is used to make this request.

- The student submits a request to view the record believed to be inaccurate or misleading.
- After review of the record, the student submits in writing an explanation of what is and why it is inaccurate or misleading.
- The College notifies the student in writing of its decision to amend or not to amend the record.
- The student has the right to request a hearing if not in agreement with the College's decision to not amend the record.
- After the hearing, if the College decides not to amend the record, the student has the right to place a statement with the record setting forth his/her view about the contested information.

CONSENT TO DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION

Students have the right to give consent to disclosure of any personally identifiable information from their education records. Disclosure is defined by FERPA as: "Access, release, or transfer of personally identifiable information about a student."

In compliance with FERPA, the College does not give access, release, or transfer student information unless the student has given written consent.

Release of Education Records

Students give consent to disclose information when they complete and sign the *Authorization to Release Confidential Information* form during fall registration. The form identifies the specific individuals who have permission from the student to obtain information from education records. The authorization to release information form covers all education records at the College whether academic, student services, or financial aid.

The authorization to release information remains in effect until the student amends the form, either rescinding or giving permission for a specific person to obtain information from education records. The form is obtained from the College's Registrar's Office.

Release of Directory Information

FERPA defines a directory as information that can be given to third parties and the public without students' prior consent. FERPA identifies directory information as the following personally identifiable information: "A student's name; student's address; student's e-mail address; student's phone number; parents' names; parents' phone numbers; student's date of birth; major field of study; minor field of study; academic advisor; participation in officially recognized activities and sports; dates of attendance; degrees; honors; and awards received; most recent school attended; and photograph."

Of the above directory information, the College only releases the following directory information under the following circumstances:

Armed Services Requests

The College complies with requests from U.S. armed services officials for student names, addresses, phone numbers, and College email addresses. Students may opt out of the release of this information by notifying the College's Registrar's Office in writing.

Exceptions to Consent to Disclose Student Information

FERPA permits disclosure without student consent under the following circumstances and the College, in compliance with FERPA, will release information when these circumstances occur.

Legitimate Educational Interest

College employees who are in administrative, counseling, supervisory, academic, student support, and research positions are allowed access to student information when: a) they need specific student information to perform their tasks, b) these tasks are within the scope of their positions, and c) their use of student information is consistent with the College's purposes.

Official Audits or Evaluations

The College releases student information to federal and state educational agencies when these agencies need student information to audit, evaluate, or enforce educational programs, rules, and regulations.

Financial Aid

The College releases student information when required to determine: a) financial aid eligibility, b) amount of financial aid awarded, and c) conditions under which financial aid is granted. The College also gives access to student information when auditors are enforcing the terms and conditions of financial aid.

Accreditation

The College releases student information when accrediting agencies need student information to complete an accreditation.

Judicial Orders and Subpoenas

The College must release student information when requested by a judicial order or subpoena. However, the College, in compliance with FERPA, will notify the student before complying with the subpoena, unless the court ordered that the contents of the subpoena are not disclosed or protected education records were not part of the subpoena.

Ex Parte Court Orders under the USA PATRIOT Act

The College releases student information without notification or consent of the student when requested by the attorney general per an ex parte court order under the USA PATRIOT Act. Before releasing the information, the College will take steps to ensure that the court order is valid.

Registered Sex Offenders

The College discloses, without student consent or notification, information about a student who is required to register as a sex offender under the Wetterling Act.

Health and Safety Emergencies

The College will disclose student information to appropriate officials when necessary to protect the health and safety of the student or other individuals.

De-identification of Personal Information

FERPA permits the release of information from education records without students' consent when all personally identifiable information is removed. This release of information is done by the College for research and quality improvement purposes. When the College discloses education records, personal information of individuals other than the student are redacted before copies of records are released.

FILING COMPLAINTS

Students have the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students who need assistance or who wish to file a complaint should do so in writing to the Family Policy Compliance Office, sending pertinent information concerning allegations, to the following address:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, DC20202-5920

REDEMPTION OF EXPERIENTIAL LEARNING (EXP) DOLLARS

POLICY

The Experiential Learning (EXP) Rewards program is designed to help students take advantage of the experiential courses offered as part of the College's curriculum. A student in good standing can have up to \$1,000 in EXP reward vouchers for use during his/her junior and senior years at the College. These are to be used toward payment of any special fees associated with taking courses. These might include costs for courses that involve domestic or foreign travel, research materials, off-campus internship expenses, attendance at approved academic conferences, or other authorized expenses.

REQUIREMENTS

- To redeem EXP Reward vouchers, students must be in good academic standing. Any student who loses his/her good standing as defined in College policies loses his/her voucher earnings for those semesters and does not start to earn again until the semester after probation ends.
- Students must be in good standing with the Student Services Offices (holds on any College accounts, office requirements turned in and up to date, unpaid fines, no outstanding balances in Financial Aid, etc.).
- Students who have a violation of the Student Code of Conduct at a warning level or higher or ICARE standards in the past 12 months may not be allowed to participate in EXP courses or use EXP dollars.
- Students must be enrolled continuously as a College student to earn and redeem EXP Reward vouchers.
- Any student who does not use his/her EXP Reward vouchers during his/her College career forfeits the vouchers.

Reward vouchers **can only be used** for course expenses and **cannot be applied** toward payment of tuition, room, board, books or other usual fees.

Students have \$1000.00 available to them the start of the Junior year. Each semester on probation will result in a loss of one (1) semester's worth of EXP dollars. One (1) semester of EXP dollars is valued at \$250.00.

Students enrolled in an eligible course may redeem the voucher for a particular semester or accrue the reward toward a future experience. If the reward is redeemed toward a course with a fee of less than \$500, the remaining voucher amount will be available to use for a future study experience. A student is only eligible to redeem the maximum amount of dollars for a particular course, even if the student has more than that amount accrued. (Example: If a student has a balance of \$1,000, and the cost of a course is \$500, only \$500 will be issued to the student at that time for that particular course.)

If a student receives reward money for a course, and does not complete the course, the student will be required to return the full amount of reward money to the College's Student Services Office prior to pre-registration for the following semester, graduation, or release of transcripts.

The drop date for an EXP course is the add/drop date listed on the College academic calendar for each semester.

Any College student enrolled in partnership with Culver-Stockton College or Quincy University and the College is also eligible to redeem his/her reward vouchers toward an EXP course offered through the partner campus. Balances remaining from partners accrued from the freshmen and sophomore years cannot be transferred to the College for the junior and senior years. Once a student becomes a junior or senior level nursing student, the reward voucher balances start over.

PROCEDURE FOR REDEMPTION OF EXP REWARDS

- Register for course with advisor during pre-registration.
- Complete rewards application form and get appropriate signatures.
- Turn completed form into the College's Registrar's Office with pre-registration form.
- The College's Registrar will send pre-registration form to partner campus (if applicable) for final registration.
- EXP vouchers turned in after the add/drop date will not be accepted. (You will not receive any money.)
- Student Services Officer will request reward money from fiscal services.
- Student Services Officer will contact the student when money arrives.
- Student will sign for and pick up reward money from student services office.

SCHEDULING EVENTS

POLICY

Any person or group planning an activity of any kind on either campus should review the College and Culver-Stockton College or Quincy University calendars to avoid conflicts. Students are required to schedule activities through the Student Development Committee and the Student Nurses Organization.

PROCEDURE

After proper approvals have been secured, the event will be scheduled with the Student/Alumni Services office. Reservations for classrooms at the College are scheduled through the College's Academic Assistant. Requests for space for events to be held in Blessing Hospital are first cleared with the College's Student/Alumni Services Office. The Academic Assistant will assist in securing rooms.

Equipment must be requested prior to events and from the appropriate College administrator, staff, and/or faculty.

Announcements may be posted on the College bulletin boards with prior approval from the Student/Alumni Services Office at the College.

SOLICITATION

PURPOSE

To define the approval of solicitation.

POLICY

No outside individual or group, other than the United Way, is permitted to raise funds or solicit on the campus of the College. Fundraisers for College student organizations or other College-supported organizations, such as honor societies and alumni associations, are permitted with prior approval.

PROCEDURE

Members of College student organizations must contact the SDC chair to request approval for the fundraising activity at least seven (7) days prior to the event. The SDC chair shares the information with the committee for a vote. Members of other College-supported organizations must contact a member of the College administration team to request approval for the fundraising activity at least seven (7) days prior to the event.

STUDENT ACCOUNTABILITY WITH COLLEGE POLICIES

POLICY

The College, in fulfilling its mission as an institution of higher learning, strives to create a community environment that fosters personal, academic, and professional growth. Such an environment is based on values and attitudes that promote mutual respect, protect the rights, and ensure the safety of all members of the College community. Therefore, a student’s breach of College policies is not taken lightly and violations are reviewed for action. Violations of an academic nature are reviewed by the Academic Committee, and the Student Development Committee reviews violations of policies governing student life.

Attendance at the College is a voluntary choice on the part of the student and that choice includes acceptance of College policies as well as behavioral and performance expectations. While residing on or taking classes on the College’s campus, students are under the jurisdiction of the College’s policies. Students are also under the jurisdiction of College policies when attending or participating in College-sponsored activities and events.

STUDENT AUTHENTICATION

PURPOSE

To ensure security of student identity and private information.

POLICY

All College employees require students to identify themselves with two identifiers before disclosing information protected by the Family Educational Rights and Privacy Act (FERPA).

PROCEDURE

Student/Authorized Third Party Responsibility

- Students are required to identify themselves prior to obtaining information protected by FERPA.
- When meeting with College employees in person, students must identify themselves with their name badge and CAMS Student ID.
- When communicating over the phone with College employees, students must identify themselves with their CAMS Student ID and home address.

- Students are responsible for providing written confirmation of their CAMS Student ID on all submitted tests.
- Authorized third parties are required to provide the CAMS Student ID and home address prior to obtaining information protected by FERPA.

Employee Responsibility

- Prior to disclosing information protected by FERPA, College employees require students to identify themselves with their name badge and CAMS Student ID when meeting in person.
- Prior to disclosing information protected by FERPA, College employees require students to identify themselves with their CAMS Student ID and home address when communicating over the phone.
- Prior to disclosing information protected by FERPA to a third party, College employees verify the student has authorized the third party to receive information on the FERPA release form.
- Faculty require students to provide their CAMS Student ID on all submitted tests.

STUDENT DRESS AND CLINICAL SUPPLIES

PURPOSE

The purpose of this policy is to ensure students portray an image that is positive, professional, and consistent with the mission of the College and with professional standards of health care.

POLICY

Students will follow dress code standards as determined by the College.

Clinical/Simulation Center Dress

Students are required to practice the following standards for the College official uniform.

- Matching royal blue scrub pants and top with the College insignia embroidered on the chest.
- The uniforms must provide appropriate coverage at all times.
- Scrub pants and tops must be clean, in good repair, and wrinkle free. Pants should not touch the floor.
- A tank style, short- or long-sleeved shirt may be worn under the uniform. The colors permitted are plain yellow, gold, white, gray, and black. The undershirt must provide appropriate coverage consistent with clinical standards.
- Shoes must be soft-soled, skid-resistant, clean and in good repair with a closed top and toe.
- Socks or hosiery must be worn with the uniform at all times.
- The College's official name badge and attached student identifier must be clean and in good repair at all times. It must be worn above the waist so it is visible, complying with agency policies, state/federal regulations, and DNV GL/NIAHO standards for patient care. When not in the student role the badge may not be worn. Students may not wear their employee badge while on the college campus or in the clinical facility when in the student role.
- The optional white or royal blue lab coats/scrub jackets must be embroidered with the College insignia.

Students are required to practice the following standards for hygiene:

- Students are to practice good body hygiene.
- Excessive perfume/cologne, make-up, and smoke odor are not permitted.
- Chewing gum is not permitted.
- Hair that is longer than shoulder length must be pulled back and secured. If hair is dyed, it must be a natural hair color. Non-natural colors including, but not limited to, blue, pink, purple, and orange are not permitted.

- Beards and mustaches must be neatly trimmed to meet safety and infection control standards.
- Artificial nails or nail enhancements are not permitted. Natural fingernails must be no longer than ¼ inch. Nail polish is not permitted.
- Any tattoo that could be considered offensive in nature or has profanity must be covered.

Students are required to practice the following standards for jewelry.

- Safety and infection control must be taken into consideration at all times when selecting jewelry.
- Watches must be water-resistant and be able to count seconds. Smart watches are not permitted.
- Only one ring or band set is permitted.
- Bracelets are not permitted.
- Earrings are limited to two (2) per ear. The earrings can be no larger than ½ inch in diameter. Hoops, bars, dangles, and connected jewelry are not permitted. Gauges should be solid and not exceed ¼ inch in diameter.
- Neck chains (including medical alert tags that are on neck chains).
 - must be worn inside or under clothing.
- Body jewelry, including tongue jewelry but excluding earrings, must not be visible.
- The College will not assume responsibility for jewelry that is lost or damaged while on campus or during clinical experiences.

Pre-clinical Dress

When visiting clinical floors for clinical preparation, students must wear either the clinical uniform, an official College polo shirt with a College lab coat/scrub jacket and khaki slacks or skirt, or semi-professional dress with a College lab coat/scrub jacket.

Community Service Dress

The official College polo shirt and khaki slacks or skirt may be worn when representing the College in settings outside patient care areas. The polo shirt must be tucked in so that no skin will show when bending over or when arms are raised.

Students are advised to read course syllabi to determine when to wear community service dress to events required for courses. Students are encouraged to clarify with faculty, the Student/Alumni Services Officer, the Student Nurses Organization, or the event coordinator when uncertain about the appropriate dress for the event.

Professional Dress

Professional dress is:

- Suit skirt/pants and suit jacket with collared shirt and tie or blouse.
- Dress with jacket or blazer.
- Slacks and jacket with collared shirt and tie or blouse.
- Pantsuit with collared shirt and tie or blouse.
- Coat dress, shirtwaist dress, or knit dress.

Students are encouraged to clarify with faculty, the Student/Alumni Services Officer, the Student Nurses Organization, or the event coordinator when uncertain about the expected dress for the event.

Supplies

All nursing and respiratory care students are required to have the following supplies:

- Water resistant watch with a second hand (smart watches not permitted)

- Stethoscope
- Penlight
- Blood pressure cuff - adult (nursing students only)

Stethoscopes, penlights, and blood pressure cuffs are available to purchase from our online store.

Notes

- Bandage scissors and cloth stethoscope covers are not permitted in order to meet infection control standards.
- Read the course syllabus to determine the supplies that are required for individual courses.

STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH ACT

POLICY

In accordance with the State of Illinois' Student Optional Disclosure of Private Mental Health Act, the College is providing students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person of your choosing.

This Act states that an institution of higher learning may disclose mental health information if a physician, clinical psychologist, or qualified examiner who is employed by the institution, makes a determination that the student poses a clear danger to himself, herself or others to protect the student or other person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person or by the student on himself, herself, or another. The physician, clinical psychologist, or qualified examiner shall, as soon as practicable, but in no more than 24 hours after making the determination under this section, attempt to contact the designated person and notify the designated person that the physician, clinical psychologist, or qualified examiner has made a determination that the student poses a clear, imminent danger to himself, herself, or others.

PROCEDURE

If the student desires to designate a person that would receive certain private mental health information in such a situation, please complete the form titled, Mental Health Disclosure Form. This form will allow you to affirmatively authorize the disclosure of the information. This process is optional. Please print, complete the form, and return to Student Services Office.

Mental Health Disclosure Form (Optional)

Pursuant with the State of Illinois' Student Optional Disclosure of Private Mental Health Act, you have the opportunity to designate an adult whom you would like the College to contact in the event that you experience a mental health emergency that puts you or others at risk of serious injury or death. You are not required to designate a contact person; however, if you choose to designate someone, the person can be anyone over the age of 18 years.

If the student would like to designate an individual as a mental health designee contact in the event that the student is evaluated by a physician, clinical psychologist or qualified examiner and it is determined that the student poses a threat of harm to the student or another person, complete the form and return to the Student Services Office.

STUDENT PARKING POLICY

PURPOSE

To outline the parking requirements for students.

POLICY

All students must adhere to all parking regulations while on College property or at clinical agencies.

PROCEDURE

Students will be educated on this policy during annual registration.

- Register your vehicle(s) with the Student Services Officer and obtain a College parking tag.
- College parking tags will be issued during registration or available in the Student Services office.
- Display your College parking tag at all times on the rearview mirror of your vehicle while parking in any location on College property or at clinical agencies.
- Park in the designated parking areas while at all College locations.
- Replacement College parking tags are available in the Student Services office.
- Fines will be issued as a result of not following the parking regulations.

Failure to comply with the policy will result in a progressive fine being issued.

- First offense is a \$100.00 fine
- Second offense is a \$200.00 fine
- Third offense is a \$300 fine

Failure to pay the fine may result in a student's grades being withheld or in a student not being able to register for classes or graduate. All fines are payable in the Financial Aid office. All disputes regarding parking violations should be directed to the Dean of Enrollment Management/Business Manager. Additionally, all parking violations are a violation of the Student Code of Conduct.

STUDENT SERVICES ITEMS

PURPOSE

To assure the timely return of property belonging to the hospital or the College.

POLICY

The Student Services items listed below are issued to students upon the start of their classes on the College campus.
Student Services items:

- Campus mailbox key
- Name badge
- Door access chip
- Badge backer

PROCEDURE

Mailbox keys and badge backers are collected at the end of each school year by the Student Services Officer. Failure to return these items to Student Services within 15 days of the end of the semester will result in a hold on the student's account, and a fee will be charged to revoke the hold. If an item is lost, a replacement can be obtained for a fee. Badge backers and mailbox keys can be obtained from Student Services. Name badges and door access chips can be obtained from Blessing Hospital's Human Resources department ("Human Resources").

Students are issued one name badge and door access chip free of charge from the College. If the item is lost or damaged, the student is responsible for notifying Human Resources within two days. Failure to return one's badge and door access chip within 30 days from the time of separation from the College will result in a hold being placed on the student's account and a fee being charged to revoke the hold.

All replacement fees are to be paid to the College's Student Accounts office.

- Fee for replacement - \$5
- Fee to revoke hold - \$30 (includes replacement fee)

STUDENT TRANSPORTATION

POLICY

Classes are held on the College and the Culver-Stockton College or Quincy University campuses. Many clinical experiences are held at agencies away from these campuses. Transportation to campuses and clinical agencies is the responsibility of the student and may require access to a vehicle.

STUDENT WELLNESS PROGRAM

PURPOSE

To outline the behavioral health assistance available to students of the College.

POLICY

The College offers a student wellness program (SWP) to all on-campus College students. The SWP provides free access to behavioral health resources through the College and the Blessing Outpatient Behavior Health Center and provides education about outside resources. Topics of discussion include, but are not limited to, drug dependency, alcohol dependency, stress/anxiety, and depression.

PROCEDURE

Students have access to five (5) free visits per year at the Blessing Outpatient Behavioral Health Center. For appointments, students must contact the Blessing Outpatient Behavioral Health Center.

In addition to the Blessing Outpatient Behavioral Health Center, students have unlimited access to the College counselor at no charge. Students must contact the College counselor to schedule an appointment.

If necessary services are outside the College counselor's or the Blessing Outpatient Behavioral Health Center's scope of practice, students may be referred to an outside agency on a case-by-case basis.

All information is kept confidential. If consultation and/or referral is deemed necessary, the student is informed and is required to sign a release for information to be forwarded to the appropriate counselor/agency. The student must also sign a release form with cooperating counselors/agencies giving permission to release to the College information related to his or her treatment.

VOTER REGISTRATION

PURPOSE

To ensure compliance with federal requirements.

POLICY

The College supports the voter registration requirement and makes a good faith effort to distribute voter registration forms to its students prior to state and federal general election days.

PROCEDURE

The College sends a dedicated electronic message quarterly (the beginning of March, June, September, and December) to all students that provides a link to the state online registration forms.

CONSTITUTION DAY AND CITIZENSHIP DAY PROGRAM

PURPOSE

To ensure students have the opportunity to attend an educational program pertaining to the US Constitution on September 17 of each year.

POLICY

Constitution Day and Citizenship Day is an American federal observance recognizing the adoption of the United States Constitution and those who have become U.S. citizens by birth or naturalization. It is normally observed on September 17, the day the U.S. Constitutional Convention signed the Constitution in Philadelphia in 1787. If it falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

PROCEDURE

The College collaborates with Quincy University and Culver-Stockton College for this event. Students are notified of the event each year.

STUDENT POLICIES AND PROCEDURES: COMPUTER USAGE POLICIES AND PROCEDURES

ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

POLICY

The College endeavors to provide students with a modern computing environment to support their educational needs. The College campus maintains several technology enhanced classrooms that foster opportunities for teaching and learning by integrating learning technology, such as computers, specialized software, audience response

technology, networking, and audio/visual capabilities. In addition, the college maintains several computer labs for computerized testing as well as a wireless network for student use.

The College's information technology resources may only be used for activities that support the mission and purposes of the college.

Please read the following Acceptable Use Policies in their entirety to ensure that you understand all the terms and conditions contained therein. By using the technology provided by the College, you agree to abide by these policies. Any violation of these policies is a violation of the Student Code of Conduct and may result in disciplinary action, including the termination of your network, e-mail, and/or internet access.

PRIVACY EXPECTATION WHEN USING INFORMATION TECHNOLOGY SYSTEMS AND APPLICATIONS

The College will make all reasonable attempts to provide security and privacy for all users. This however does not guarantee privacy on any information technology system or application. Users are expected to be responsible and use good judgment when transmitting information electronically. All users of College information technology resources will respect and protect the confidentiality of other's information at all times.

STUDENT RESPONSIBILITIES

College information technology resources are provided for students use as part of their regular educational activities. Students have an obligation to use their access to the Internet and e-mail in a responsible and informed way, conforming to network etiquette, customs, courtesies and any or all applicable laws or regulations.

- Students must keep secure all data, computer files, or e-mail containing private or confidential information. Students may not print, remove, or share, any patient related information from Blessing Hospital, or other agencies.
- Students are responsible for keeping the credentials for their computer accounts secure and up to date and will follow all applicable password and security policies. Students must not share their account information with anyone, including friends, fellow students, or faculty and staff. The College's IT Department does not ask for student passwords.
- Students are expected to check their College assigned email on a regular basis. All official College email communications will be sent there. Students must periodically maintain their email account to prevent their mailbox from being full.
- Students must remember to log out of computers in the computer lab after use to prevent others from accessing their accounts.
- It is the Student's responsibility for making personal backups of any personal data or files created while using College information technology resources. Students are strongly encouraged to save their data to a portable storage device such as a USB drive, CD, or diskette. College personnel are not responsible for recovering a student's lost data resulting from computer problems, user error, etc. Storage of any patient information on the College network, computers, or portable storage devices is prohibited.
- As with other forms of publications, copyright restrictions/regulations must be observed.
- Students shall be aware that their conduct/information they publish can reflect on the reputation of the College. Therefore, professionalism in all communications is of the utmost importance.
- Students may use personal devices such as PCs, laptops, tablets, etc., to connect to the College "public" Wi-Fi network. Configuring and maintaining any such devices is the student's responsibility.

UNACCEPTABLE USES

The following activities are, in general, prohibited. Under no circumstances is a student of the college authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing College-owned or provided resources.

Examples of inappropriate conduct on the Internet, intranet, and email include, but are not limited to:

- Transmitting confidential or private information over the Internet or via electronic mail outside of the network without encryption.
- Engaging in illegal activities or using the Internet for any illegal purposes, including initiating or receiving communications that violate the College's Code of Conduct or any laws and regulations. This also includes malicious use, spreading of viruses and hacking. Hacking means gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data or electronically stored information.
- Transmitting statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Use of abusive or objectionable language in either public or private messages.
- Knowingly visiting pornographic, racist, discriminatory, anti-Semitic, anti-U.S., gambling or illegal sites, or any other sites deemed inappropriate by the College.
- To send, receive, solicit or store material, messages, or images that are vulgar, offensive, sexually oriented, anti-Semitic, or racist. If you receive unsolicited materials containing inappropriate content, immediately inform the sender that this type of email is considered inappropriate and is a violation of College policy.
- Sending or forwarding electronic chain letters or other unsolicited e-mail.
- Attempting to read, delete, copy, or modify another user's email with malicious intent.
- Soliciting money for religious or political causes, or advocating religious or political opinions.
- Use of information technology resources to harass, threaten or stalk others.
- Disclosing or sharing your security code or password with others.
- Posting personal comments or opinions on Internet news groups, bulletin board systems, web pages, social media, blogs, chat rooms, etc. or sending personal comments and opinions via email that would give readers the idea that you are speaking on behalf of the College.
- Storing personal entertainment files such as movie, or music files on the College network.
- Copying, disseminating or printing copyrighted materials (including articles, images, movies, music, games, or other software) in violation of copyright laws.
- Downloading or installing software without it first being approved by the College's Information Technology Department.
- Other activities that will cause congestion and disruption of networks and systems includes, but not limited to, non-school related streaming audio or video content, Internet games, online gaming, P2P files sharing, unnecessary email subscriptions and e-mail attachments.
- Connecting devices to the internal network. No personal hardware may be connected the College's internal "private" network.
- Damaging equipment. Users who intentionally abuse or damage information technology resources may be held responsible for repair charges or cost of replacement. Report all known instances of intentional abuse and damage to the College's Information Technology Department

HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) AND HEALTH AGENCY POLICIES

POLICY

College personnel and students may have access to Protected Health Information (PHI) as part of their educational assignments when on a clinical site or by accessing the computer systems of Blessing Health System or other health agencies. College personnel and students are required to adhere to all data privacy and data security policies in effect at these agencies such as those related. It is absolutely prohibited to print, copy, or otherwise save any PHI to any College computer system or personal devices.

Inappropriate use of PHI may be subject to evaluation of consequences under the College's Student Code of Conduct. Failure to adhere to federal, state and local laws regarding the use of Blessing Health System or other health agencies computer systems and the sensitive data they contain can also result in personal financial liability and legal prosecution.

HOLDS ON STUDENT COMPUTER SYSTEMS ACCOUNTS

POLICY

In order to effectively enforce College IT policies regarding student use of information technology resources, the College IT Department may find it necessary to temporarily deny student's access to these resources until compliance with policies can be determined.

Examples of compliance issues:

- Student is not in compliance email policies (mailbox is full).
- Student is not in compliance with personal storage policies.
- Student is not in compliance with acceptable use policies.

PROCEDURE

- The College IT Department receives notification that the student is not in compliance with an IT policy.
- The Blessing Corporate Services Compliance Department will be contacted if unacceptable use situations such as illegal activity or suspected breaches of BCS privacy and security policies have occurred.
- The College IT Department deactivates or otherwise temporarily blocks access to the student's computer system(s) account(s).
- The College IT Department will contact the appropriate Staff or Faculty to inform the student of the issue.
- When the student is back in compliance with policies, their account(s) may be reactivated.

STUDENT COMPUTER SYSTEMS ACCOUNT DEACTIVATION

POLICY

To keep the College computer systems secure, student accounts that are no longer authorized to use the College computer systems will be deactivated.

The College Registrar will forward the names of dismissed or graduated students to Blessings Hospital's Human Resource Department to ensure that access is disabled for Blessing Hospital systems.

WITHDRAWAL/DISMISSAL

The Registrar will inform the College IT Department when a student is dismissed or withdraws from the program. The account will immediately be deactivated by the College IT Department.

GRADUATION

All graduating students' accounts will be deactivated at the end of August. This is a courtesy to allow students to finalize remaining commitments with the College, and allow time for the students to transition away from using their College email account. Students are responsible for informing potential employers and other contacts that their College email account will be deactivated in this timeframe.

PASSWORDS**PURPOSE**

To outline the requirements for password management and security.

POLICY

Passwords are required to access all College Information Technology (IT) systems.

PROCEDURE

Confidentiality of passwords is vital to the protection of sensitive data. Employees and Students are responsible for protection of their user account passwords. The following guidelines are used to protect access to college assets:

- Do not share College passwords with anyone.
- Do not discuss your password openly around others.
- Do not reveal a password over the phone to anyone.
- Do not send your password in an email or text message on a computer or phone.
- Do not hint at the format of a password (e.g., "my family name").
- Do not reveal a password on questionnaires or security forms.
- Do not reuse passwords between business applications and personal applications.
- Do not use the "Remember Password" or "Enter Password Automatically" features of any application (e.g., Internet Explorer). Users are strongly discouraged from writing their password down. It should be committed to memory whenever possible. If users must write their password down, the paper must be stored in a secure location and with a level of security equal to the information the password protects.
- Users may securely store their password in electronic form as an alternate means. If passwords are stored or transmitted electronically, they must be encrypted using a tool approved by Blessing Information Systems (IS). The type of encryption should provide protection equal to the sensitivity of the data protected by the password. For example, passwords protecting access to ePHI should have a 128-bit key minimum (Bitlocker, Winzip, or GuardianEdge). Passwords protecting non- ePHI access can be less secure, such as a note in the user's MS Outlook.
- Practical training aides (FAQ and video) on password management are found on the College website on the IT Help Desk page. <https://www.brcn.edu/parents-current-students/it-help-desk>

First Time Use

First-time passwords are set to a unique value for each user. The user is required to change the password immediately after the first use. The first-time use password must conform to the password requirements section in this policy. It cannot be a simple password such as blessing123.

Password Non-Display

Passwords must not be visible on a screen, hard copy, or any other output devices.

Password Resets

The user's identity is verified using personal information prior to resetting passwords. No exceptions are made to the user verification process.

Password Requirements

Passwords must meet the following criteria:

- All user account passwords must be changed one (1) time per year.
- The minimum password length is 11 characters.
- Passwords must be comprised of a mix of letters, numbers, and a minimum of one (1) special character (e.g., !@#%\$%^&*).
- Passwords may not be the same as any previous eight (8) submissions.
- A password cannot be used if it has been compromised and is listed at <https://haveibeenpwned.com/Passwords> (enforced automatically for Active Directory passwords).
- Passwords must not include easily guessed words (e.g., company names, city names, family names, nicknames, Social Security number, phone number, or account number).
- Passwords should not include repetitive characters (e.g., AAAAAAAAAA, BBBB), characters normally found in a common sequence (e.g., 123456), or characters found in a specific sequence on the keyboard (e.g., QWERTY).
- Words found in a dictionary must never be used.
- Passwords should not be based on personal information (e.g., initials, family name, birthdates, Social Security numbers, phone numbers, account numbers, places, etc.).

Group / Shared Passwords

Group or shared passwords are explicitly prohibited on individual user accounts.

Change of Default Passwords

All vendor-supplied default passwords must be changed immediately upon installation of the vendor's product to meet the criteria required by this policy. Default accounts should be disabled or removed.

Access Attempts

Unsuccessful login attempts are limited to no more than five (5) consecutive invalid attempts. Users failing to authenticate within five (5) consecutive attempts are locked out for a minimum of 15 minutes or until the account is enabled by the systems administrator or IT helpdesk (217-228-5520 ext. 6900).

Compromised Account

Compromised accounts must be reported to the College's IT helpdesk at 217-228-5520 ext. 6900 and must be reset immediately.

STUDENT MOBILE DEVICES

PURPOSE

To identify the student requirements necessary to mitigate risk and to protect the College from a security breach in regard to mobile devices.

POLICY

Students may choose to have a personally owned mobile device set up to access web-facing College Information Technology (IT) services such as email, calendar, or other approved apps or services. The students are required to follow all applicable College Information Security policies and procedures. All data on the student's mobile device will be erased when the pin code or password is entered incorrectly five (5) times.

PROCEDURE

Student Security Responsibilities

Students must not store confidential data on mobile devices. Students should always be aware of the physical location of any device that has College IT services on it. They must take steps to prevent loss or theft and keep the device in a secure location.

It is strongly recommended that Apple iCloud, Google Drive, or similar technology be utilized by the student to prevent the loss of data on the device such as personal photos. Backing up and preventing the loss of data on a personally owned device is solely the responsibility of the owner. Students will be required to sign a form acknowledging this policy.

Setup and Removal of IT Services

The student must sign the Student Mobile Device Acknowledgement form. The College IT Department will then set up access for College IT services on students' personally owned mobile devices.

Students' accounts will be immediately deactivated upon dismissal or withdrawal from the College. Students' accounts will be terminated 90 days after graduation from the College. This will result in not being able to access email, calendar, or other approved apps or services on their mobile devices.

Configuration of Student Mobile Devices

The College IT Department will set a security configuration that requires a locking pin code or password on the device.

The pin code or password will be set to expire every 90 days.

The security configuration will enable the data on the device to be automatically erased in the event of the wrong pin code or password being entered on the device five (5) times in a row.

SOFTWARE AND HARDWARE REQUIREMENTS FOR STUDENTS

POLICY

In the College learning environment, computer software and hardware allows the student to communicate with faculty, staff, and other students. Without the appropriate software and hardware, students will not be able to access many course materials, collaborate with faculty, and complete assignments for submission and grading.

Microsoft Office Compatibility Requirements

All courses at the College require submitted assignments to be compatible with the Microsoft Office Suite software which includes Word, Excel, and PowerPoint. The College currently uses Microsoft Office 2010 (or higher). Assignments must be submitted in a compatible format. An example of an acceptable MS Word file would be in the MS Office 2010 “.doc”, or “.docx” formats.

Assignments created using other applications, such as Microsoft Works or WordPerfect, or Macintosh files created using applications (other than the MS Office suite) are not satisfactory and will not be accepted by instructors.

General Software Requirements

The following are the minimum recommended requirements to access the College’s web portals.

- Microsoft Windows 7 or higher with latest update.
- Internet Explorer 11 or higher with latest updates.
- Google Chrome, newest version.

College Computer Lab Environment

The College provides several computer labs for student use. The computers in the labs will meet the minimum computer software and hardware requirements for the College and have the Microsoft Office Suite software installed. College computers allow filtered internet access as well as access to the College’s email system. The labs are upgraded and maintained by the College’s IT Department.

Students are prohibited from installing software on the lab computers. The IT Department will not install personally owned student software on College computers.

Student Personal Computers or Devices

Students should review and be aware of any software and hardware requirements for their classes prior to enrollment. If the student has any questions about requirements or about whether the current software or hardware is appropriate for a class in which the student would like to enroll, contact the course instructor, or the college IT Help Desk.

The College IT Department is not responsible for installing, or configuring any personally owned hardware or software. The college does not sell or otherwise provide software for students’ use on personally owned computers.

STUDENT SERVICES

ADVISING

Student advising is accomplished by two different groups of people and is designed to facilitate the development and success of each individual student. Students are assigned both a Faculty Advisor and an Academic Advisor.

Through their commitment to students and close interaction with students, Faculty Advisors are positioned to monitor and guide the student to meet their professional and personal goals. Faculty Advisors also assist the student with socialization into the nursing profession.

The Academic Advisors are also an integral part of the educational process. Academic advising is a continuous process of evaluating educational and personal goals. Final responsibility for decisions concerning life goals and/or educational plans rests with the student.

The Faculty Advisor and Academic Advisor will collaborate as needed to facilitate the students' academic success.

Students with needs other than academic advising will be referred for counseling. Referrals are made by College faculty or staff, or through the College's Student/Alumni Services Office.

CAREER SERVICES

College faculty and the career offices at Culver-Stockton College and Quincy University are available to any student wishing to investigate career opportunities. All three college libraries contain career materials. Students seeking career opportunities are encouraged to ask faculty members to complete recommendations for placement files. Placement files are maintained by the career offices of partner institutions.

FAXING

Students may fax information to the Financial Aid Office, the Student Accounts Representative/Bursar, the Student Services Office, the Registrar, and the Admission Office. Before faxing, students are to contact the recipient to determine that faxing is the best method for submitting information. The College's FAX number is 217-223-1781.

COUNSELING

The College provides counseling services. Services include crisis intervention, stress management, coping strategies, time management, confidence building, and finding resources to help manage crises. The purpose of the College's counseling services is to empower students to promote their own successful learning. The College's counselor is Sarah Mueller who can be contacted at 217-228-5520, x6997 and her email is MuellerS@brcn.edu

FOOD SERVICE AT THE HOSPITAL

Food service is available to students through the Blessing Hospital cafeteria. Students can purchase meals and other food items at a 50% discount when showing their College/Blessing Hospital ID/name badge.

The College offers an optional Cafeteria Cash Card Program that allows students to scan their name-badge at the register to pay for food purchases from the Blessing Hospital cafeteria or the Blessing Tea Room. To participate in this program or have questions about the program, contact Nancy Campbell in the Financial Aid Office at 217-228-

5520, ext. 6996 or ncampbell@brcn.edu. Open enrollment for the program begins on the first day of classes in August and ends August 30th.

LIBRARY AND COMPUTER LAB

The Blessing Health Professions Library's web page (www.brcn.edu/library) provides online access to databases, electronic books, electronic journals, and tutorials. Remote access to resources is available through the library's single sign-on service. Students may contact the library staff for more information.

The library offers:

- Computers and printers.
- Wireless access for personal devices.
- Loaner laptops for work within the library.
- Reference and research help.
- A web page with electronic resources and online tutorials.
- Interlibrary loan.
- Print collections.
- A copier, a fax machine, scanners, and laminators.
- Professional help with poster design and printing.
- Library orientations.

General library policies are:

- Print materials are checked out for four weeks and are renewable.
- Print journals are for use in the library only.
- Fines (25 cents/day) must be paid by the end of each semester or grades will not be released.

The computer lab is under the direction of the library staff and is open only during library hours. Computer work is self-directed; however, help is available. The computer lab is also used for testing.

LEARNING RESOURCE CENTER (LCR)

All students who feel they need additional assistance to meet educational objectives may use the tutoring facilities at Culver-Stockton College or Quincy University.

Tutoring is also available on the College's campus. Tutoring services are available for APA formatting, writing, math, nursing content, test taking, study strategies, and time management.

Tutoring services are provided by the following individuals:

<u>Advisor</u>	<u>Phone Number</u>	<u>Email</u>
Kim Erskine, MSN, RN	217-228-5520, x6911	ErskineK@brcn.edu
Christian White, MSN, RN	212-228-5520, x6955	WhiteC@brcn.edu

Tutoring services are available by appointment. Appointments are made by calling or emailing one of the above individuals. Referrals for tutoring may be made by faculty as a strategy to help students achieve success with their course work.

LOCKERS

Student lockers are located in the College of Nursing Building. Lockers for use during clinical are located on the Blessing Hospital campus. Students must request a lock from the Student/Alumni Services Office. Personal locks are not permitted. Students must remove locks and all personal belongings from lockers (College Building and the hospital) at the end of each day. Locks must be returned at the time of graduation or withdrawal from the College.

The College and Blessing Hospital retain the right to inspect the contents of all lockers for items that are in violation of the College/hospital policies. The College assumes no responsibility for the loss or damage of personal belongings.

LOST AND FOUND

Lost and found articles are taken to the College's Academic Assistant. Blessing Hospital's Lost and Found can be reached at ext. 6720.

ORGANIZATIONS

STUDENT ORGANIZATION

The purpose of the College's student organizations is to allow students to participate in social activities and to promote health care through group-sponsored events. The Student Nurses Organization (SNO) and the Student Health Sciences Organization (SHSO) host joint meetings that include educational sessions of interest to students.

SNO coordinates trips to the National Student Nurses Association (NSNA) convention and the Student Nurses Association of Illinois (SNAI) convention.

SNO and SHSO also sponsor many events throughout the year such as bowling nights, picnics, blood drives and paint nights. SNO and SHSO are open to all students, and is governed by its members through officers elected by students.

Student Representation

A function SNO and SHSO is to provide student representation in the governance of the College. Students actively participate in the governance of the College through membership on the College Senate and on most standing committees of the College Senate. SNO and SHSO are also the liaison groups with the Student Development Committee at the College.

STATE AND NATIONAL STUDENT NURSE ORGANIZATIONS

Nursing students become members of NSNA. Through this organization, students can participate at the national, state, and local levels. Participation provides an opportunity to become aware of current trends and issues within the profession of nursing.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau International is the international honor society of nursing. Its vision is a global community of nurses leading the profession in scholarship, knowledge, and technology to improve the health of the people of the world. The chapter of Sigma Theta Tau at the College is the Pi Pi Chapter. Senior nursing students who have at least a 3.0 GPA and are in the top 35% of their class are invited to join the honor society.

AMERICAN ASSOCIATION FOR RESPIRATORY CARE (AARC)

Respiratory care students become members of AARC. Membership includes two monthly magazines (Respiratory Care and AARC Times), reduction in registration fees at national meetings, literature from manufacturers, and membership to the Illinois Society for Respiratory Care (ISRC).

American Health Information Management Association (AHIMA)

Health information management students become members of AHIMA. Membership includes the *Journal of AHIMA*, career assistance, discounts on certification exams, and membership in the State Association.

STUDENT EMPLOYMENT

INTERNSHIPS

Blessing Hospital offers students who have completed their junior years paid summer internships in clinical areas of their choice. Students are assigned to a unit and a registered nurse for a contracted period of time. Students interested in internships and/or regular hospital employment may contact the Human Resources Office at Blessing Hospital. Students may earn college credit for these internships.

STUDENT WORKERS

A limited number of assistantships are available each semester with preferences given to junior and senior students. Applicants must be enrolled in a minimum of 6 credit hours, and maintain a cumulative GPA of 2.7. Positions are renewable each semester based on continued 2.7 GPA and satisfactory job performance. Applications for positions are available from the College's Student Services/Alumni Office.

SPIRITUAL LIFE

As a college whose mission is to develop the individual's mind, body, and spirit, the College encourages the free practice of religious life. A variety of formal and informal religious life opportunities are available in the Quincy area.

A chaplaincy service is provided by Blessing Hospital. The hospital chapel at Blessing Hospital on 11th Street is located on the first floor of the hospital across from the elevators. It is open 24 hours daily for prayer and meditation. Students may contact the chaplain at his office adjacent to the chapel.

STUDENT LOUNGE

The student lounge is primarily for fellowship and relaxation. Students requiring a quiet place to study should use the library.

Kitchen facilities are available in the lounge and there are two refrigerators for storing food. All students are responsible for keeping the area clean. Students are expected to help maintain an atmosphere conducive to learning by keeping all areas orderly and neat.

Students are reminded that eating in classrooms and the library is not allowed. Drinks are allowed in the classroom **only if they are in covered containers.**

TEXTBOOKS

All nursing textbooks can be purchased online through the College website or another vendor. Information about ordering textbooks can be obtained from the College's website.

STUDENT FORMS

NEW/RETURNING STUDENT REGISTRATION FORMS

All forms that require a signature must be handwritten. Typed signatures are not acceptable.

- [Background Check Release Form](#) (new or re-admitted students)
- [NSO Student Liability Insurance](#). Use this link to purchase NSO student liability insurance: Choose "get a quote" or "renew" (nursing students only, all- renew annually). Upload certificate to your CastleBranch account.
- [Parking Policy](#) (new or re-admitted students)
- [Student Code of Conduct](#) (Informational only)
- [Code of Conduct Affirmation Statement](#) (new or re-admitted students)
- [Student Information Form](#) (all, annually)
- [Personal Health Assessment](#) (all, annually)
- [Vehicle Information Form](#) (new, re-admitted students or if change of information occurs)
- [Mental Health Disclosure Form](#) (optional or if change of information occurs)
- [FERPA Release Form](#) (optional or if change of information occurs)
- [Media Release Form](#) (all students or if change of information occurs)

FINANCIAL AID FORMS

- [Financial Aid Interview](#)
- [Reimbursement Request](#)
- [Special Circumstances 19-20](#)
- [Outside Scholarship Form 18-19](#)
- [Outside Scholarship Form 19-20](#)
- [Promise to Pay Form](#)

Verification Worksheets

- [Standard Verification Worksheet 18-19](#)
- [Standard Verification Worksheet 19-20](#)
- [Custom Verification Worksheet 18-19](#)
- [Custom Verification Worksheet 19-20](#)
- [Aggregate Verification Worksheet 18-19](#)
- [Aggregate Verification Worksheet 19-20](#)

Federal Direct Loan Forms

- [PLUS Loan Data Sheet 18-19](#)
- [PLUS Loan Data Sheet 19-20](#)
- [Student Loan Data Sheet 18-19](#)
- [Student Loan Data Sheet 19-20](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#)
- [Parent PLUS Master Promissory Note](#)
- [Parent PLUS Application](#)

STUDENT SERVICES

- [PSA Form](#)
- [Flu Shot Waiver](#)
- [Hep B Waiver](#)
- [Personal Health Insurance Waiver Form](#)
- [Measles Waiver](#)
- [Mumps Waiver](#)
- [TB Annual Health Questionnaire](#)
- [Tdap Waiver](#)
- [Student Code of Conduct Report Form](#)
- [Student Suggestion Form](#)
- [Silent Witness Form](#)

STUDENT WORKER INFORMATION

If you are interested in applying for a campus job, please complete the form below and submit to the Student Services Officer in person, or by email, studentservices@brcn.com.

- [Student Worker Information Request](#)

REGISTRAR

- [Change of Name & Address Form](#)
- [Withdrawal Form](#)
- [LOA Form](#)
- [Return from LOA Form](#)

MSN FORMS

Change Forms

- [Change of Advisor-Chair Form](#)

Project Forms

- [Project Committee Approval Form](#)
- [Project Completion Form](#)

Thesis Forms

- [Thesis Committee Approval Form](#)
- [Thesis Completion Form](#)