

Saint Luke's College of Health Sciences

Bachelor of Science in Nursing



Student Handbook

**Academic Year
2010-2011**

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Introduction to the Student Handbook

Welcome to Saint Luke's College of Health Sciences!

The nursing *Student Handbook* is published annually and distributed to all students. It is intended to provide students with general information about college life, student services, current policies pertaining to the academic program, and other related procedures. It is the responsibility of students to be familiar with the content of this handbook.

The provisions of this nursing *Student Handbook* are not to be regarded as a contract between the College and the student. The college reserves the right to make changes in the nursing *Student Handbook* when such changes are necessary for the effective administration of the institution. The college will make every effort to inform all who may be affected by any changes well in advance of implementation.

Nursing Student Handbook Release Form

To promote accountability for the information and policies contained within this document, students will be asked to sign a statement of receipt when the nursing *Student Handbook* is distributed.

Approval and Accreditations

Saint Luke's College of Health Sciences is accredited by The Higher Learning Commission of the North Central Association, 30 North LaSalle Street Suite 2400, Chicago, IL 60602-2504. (312) 263-0456. www.ncahigherlearningcommission.org

Saint Luke's College of Health Sciences baccalaureate nursing program is fully approved by the Missouri State Board of Nursing and is accredited by the Commission on Collegiate Nursing Education.

Missouri State Board of Nursing
3605 Missouri Blvd, P O Box 656
Jefferson City, MO 65102-0656
(573) 751-0681

Commission on Collegiate Nursing Education
One DuPont Circle, NW, Suite 530
Washington, D. C. 20036-1120
(202) 887-6791

Mailing Address

Saint Luke's College of Health Sciences
8320 Ward Parkway, Suite 300
Kansas City, Missouri 64114
www.saintlukescollege.edu

Telephone Directory

Receptionist—Main Lobby	816-932-5816
Administration Office—Executive Secretary	816-932-1620
Admission Office—Administrative Assistant	816-932-8629
Alumni Office	816-932-2977
Bursar / Student Billing	816-932-9044
Computer Lab	816-932-2533
Director of Enrollment Management/Human Resources	816-932-3372
Executive Director of Business Operations & Student Services	816-932-2194
Executive Director of Institutional Research/Registrar	816-932-2073
Financial Aid	816-932-2194
Health Sciences Library	816-531-0560
IS Site Analyst/Tech Support	816-932-9607
Nursing Skills Lab	816-932-5155
Nursing Skills Lab Coordinator	816-932-2339
Office Manager-Events Coordinator	816-932-2233
Security—Saint Luke's Hospital	816-932-2911
Student Lounge	816-932-3203
Transcript Request	816-932-2073

College Vision Statement

We, the administration, faculty and staff of Saint Luke's College of Health Sciences in partnership with students, strive to create an environment of continual learning. Together, we will appreciate differences and maximize each person's potential. We aspire to be well-rounded individuals who serve humanity with excellence in the practice of nursing. We are committed to using knowledge, skill, compassion and wisdom as we teach and practice nursing. We will live our professional values with dignity and integrity.

College Mission Statement

The mission of Saint Luke's College of Health Sciences is to provide quality baccalaureate education leading to a Bachelor of Science Degree in Nursing.

As an independent institution of higher education where diversity and the uniqueness of the individual is valued, Saint Luke's College of Health Sciences is committed to:

- Integrate a broad base of knowledge derived from general education studies into the nursing program to provide the foundation for personal growth, professional education, and practice;
- Provide a stimulating academic environment with a curriculum designed to enhance critical thinking, promote research utilization, encourage career mobility and foster lifelong learning; and,
- Prepare caring professional nurses who are encouraged to participate in activities that meet the health care needs of the community.

College Commitment to Diversity

Reflecting the Mission Statement, Saint Luke's College of Health Sciences is committed to:

- building an environment that values and respects every person, regardless of race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or other legally protected status;
- a policy of non-discrimination and equal opportunity that extends to all constituents, including students, faculty, staff, and community. This policy includes the principles of access, equity, and diversity;
- making a positive contribution to the nation's efforts to achieve true equality of opportunity and seeking to ensure a positive, supportive climate in which all individuals are valued;
- implementing recruitment efforts directed specifically to diverse populations; and
- incorporating curriculum concepts and activities that value culture and diversity.

Academic Calendar

	Fall 2010 Spring 2011 Summer 2011	Fall 2011 Spring 2012 Summer 2012	Fall 2012 Spring 2013 Summer 2013
Faculty Return	August 2	August 1	August 1
Student Orientation (Junior and Senior)	August 13	August 12	August 10
Tuition and Fees Due	August 16	August 15	August 13
Fall Classes Begin (16 week & 1 st 8 week session)	August 16	August 15	August 13
Convocation (Tentative Date)	August 16	August 15	August 13
Last day to add or drop an 8 week course (1 st 8 week session)	August 20	August 19	August 17
Last day to add or drop a 16 week course	August 27	August 26	August 24
Labor Day--Holiday	September 6	September 5	September 3
College Picnic (Tentative Date)	September 17	September 16	September 14
Last day to withdraw from an 8 week course (1 st 8 week session)	September 24	September 23	September 21
Clinical Induction Ceremony (Tentative Date)	October 7	October 6	October 4
Final Exam Study Day (1 st 8 week courses)	October 6	October 5	October 3
Finals for 1 st 8 week session (9:00 – 11:00 a.m.)	October 7	October 6	October 4
1 st 8 week session ends	October 8	October 7	October 5
Fall Break	October 11-15	October 10-14	October 8-12
Final grades due to Registrar 1 st 8 week session	October 13	October 12	October 10
2 nd 8 week session begins	October 18	October 17	October 15
Last day to add or drop an 8 week course (2 nd 8 week session)	October 22	October 21	October 19
Open House (Tentative Date)	November 7	November 6	November 4
Pre-registration for Spring semester	November 15-19	November 14-18	November 5-9
Last day to withdraw from a 16 week course	November 19	November 18	November 16
Last day to withdraw from an 8 week course (2 nd 8 week session)	November 24	November 23	November 21
Thanksgiving Holiday (Early course dismissal at 1:00 p.m. on Wed.)	November 25-26	November 24-25	November 22-23
Final Exam Study Day—No Classes	December 7	December 6	December 4
Final Exams (2 nd 8 week & 16 week sessions)	December 8-10	December 7-9	December 5-7
Fall Semester Ends	December 10	December 9	December 7
Final Grades due to Registrar (2 nd 8 week & 16 week sessions)	December 15	December 14	December 12

Academic Calendar is subject to change. Refer to the College website for most current information

ACADEMIC CALENDAR CONTINUED	Spring 2011	Spring 2012	Spring 2013
Spring Tuition & Fees Due	January 18	January 17	January 14
Spring Classes Begin (1 st 6 week, 12 week & 16 week sessions)	January 18	January 17	January 14
Martin Luther King, Jr. Day – No Classes	January 17	January 16	January 21
Last Day to add or drop a 6 or 8 week course (1 st 6 or 8 week session)	January 21	January 20	January 18
Last day to add or drop a 16 week course (16 week session)	January 28	January 27	January 25
Last day to withdraw from a 6 week course	February 18	February 17	February 15
Last day to withdraw for an 8 week course	February 25	February 24	February 22
Final Exams for 1 st 6 week session (1 st 6 week (session ends))	February 25	February 24	February 22
2 nd 6 week session begins	February 28	February 27	February 25
Final Grades due to Registrar 1 st 6 week session	March 2	February 29	February 27
Final Exam Study Day 1 st 8 week session	March 10	March 8	March 7
Finals for 1 st 8 week session	March 11	March 9	March 8
1 st 8 week session ends	March 11	March 9	March 8
Spring Break	March 14-18	March 12-16	March 11-15
Final Grades due to Registrar (1 st 8 week session)	March 16	March 14	March 13
Catalog & Handbook copy changes due	March 21	March 19	March 18
2 nd 8 week session begins	March 21	March 19	March 18
Good Friday – No Classes	April 22	April 6	March 29
Final Exams (2 nd 6 week and 12 week session)	April 15	April 13	April 12
2 nd 6 week & 12 week session ends	April 15	April 13	April 12
Capstone begins (3 week session)	April 18	April 9	April 15
Final Grades due to Registrar (2 nd 6 week and 12 week session)	April 20	April 18	April 17
Pre-Registration for Summer and Fall	April 4-8	April 2-6	April 1-5
Final Exam Study Day—No Classes	May 10	May 7	May 6
Final Exams (2 nd 8 weeks and 16 week sessions)	May 11-12	May 8-11	May 7-10
Final Grades due to Registrar (3 week session)	May 11	May 9	May 8
Spring Semester ends	May 13	May 11	May 10
Commencement Activities	May 13	May 11	May 10
Final Grades due to Registrar (2 nd 8 weeks and 16 week sessions)	May 18	May 16	May 15
Faculty Leave	May 31	May 31	May 31
Summer Calendar to be announced			

Bachelor of Science in Nursing Program

PHILOSOPHY

The administration, faculty and staff of Saint Luke's College of Health Sciences support the mission of the College to provide quality education leading to the degree of Bachelor of Science in Nursing. The faculty sets forth this philosophy as a basis for sound baccalaureate nursing education.

Statement on Nursing Education

A baccalaureate education in nursing draws from a broad base of general education studies and a unique body of nursing knowledge to prepare professional nurses to meet the complex and diverse health needs of society. As change agents, professional nurses utilize leadership skills and political action to impact health care needs.

Through partnership, faculty and students share responsibility to ensure high standards of nursing education. The faculty members, as role models and facilitators of learning, provide opportunities for students to expand critical thinking and decision-making skills. Knowledge of research and research principles are valued as means to access and utilize information and aid in the responsible practice of nursing. The faculty is responsible for the direction and implementation of the educational programs and is accountable to students, the College, the community, and the profession to maintain high standards of nursing and nursing education. Effective teaching engages students in ways that generate interest and enhance learning. Students are ultimately responsible for learning and integrating knowledge in the practice of safe professional care and for self-motivation, collaboration, and sharing of their nursing knowledge.

Learning is a lifelong process that occurs in the cognitive, affective and psychomotor domains and leads to change in thoughts, feelings and actions. Adult learners are self-directed and seek learning that is meaningful. A caring atmosphere enables students to use their unique learning styles as they pursue knowledge.

Statement on Professional Nursing

As an art and science, nursing integrates skills and knowledge from a variety of disciplines. Nursing is a dynamic profession that is developing its unique body of knowledge through research and practice. Nursing is primarily concerned with the health of the client system and recognizes the interrelatedness between the health of the client system and the environment. Nursing is the systematic application of specialized knowledge in a caring and nurturing manner throughout the life cycle.

Nursing practice is governed by professional, legal and ethical standards. With the increasing complexity of the health care system, the professional nurse assumes the roles of caregiver, counselor/teacher, critical thinker, client advocate, collaborator and change agent. It is the responsibility of professional nurses to learn, change, and grow, to care for them, and to promote and advance the nursing profession.

Nurses collaborate with other health care providers to assist clients to retain, attain, and maintain health. Effective communication is a critical factor in establishing and maintaining a caring relationship between nurses and clients. Nurses work in partnership with clients to meet individualized health outcomes.

Statement on Persons (Individuals)

We believe each person has inherent worth and dignity. Each individual possesses a unique combination of physiological, psychological, sociocultural, developmental and spiritual dimensions, which comprise the client system. The client system encompasses individuals, families, groups and communities. The wholeness of the individual is greater than the sum of these dimensions. Across the lifespan, each person develops through a process of change and differentiation that results in maturation of the whole. Heredity, society, and life experiences influence this process of development.

Each person is free to make choices and to change within the context of that person's total life circumstances. With this freedom to choose, the individual is ultimately accountable for personal actions, can achieve personal life goals and can assume responsibilities as a member of society. The person is an open system that has potential for harmonious interaction with the environment.

Statement on Environment

The environment embodies external and internal components. The external environment surrounds the individual and includes both physical and sociocultural variables. The internal environment is the inner state of the individual where physiological, psychological, developmental, and spiritual variables interact. Environmental stressors impact the health of the client system both externally and internally. The client system reacts to stressors in the environment and that response determines the state of health. The quality of the environment is critical to the health of the individual and society. Society and individuals share responsibility for a healthy environment.

Statement on Health

Health encompasses well being in physiological, psychological, developmental, and spiritual dimensions. As a state of being, health is both subjectively and socioculturally defined. Wellness is the realization of one's full human potential. Illness is a state in which human functioning is compromised in one or more of the five dimensions. Health care and promotion of wellness are shared among individuals, health care providers and society. Through the use of the nursing process, nurses assist client systems in responding to stressors and meeting health needs with the goal of achieving optimal wellness.

Revised 5-23-01

Student Learning Outcomes

Upon completion of the BSN program, the graduate will:

1. Demonstrate healthy and productive partnerships with clients, colleagues, health care teams, and the community.
2. Demonstrate effective communication skills in all aspects of professional nursing.
3. Demonstrate individual responsibility and accountability by using ethical, legal, and professional standards and values in nursing practice.
4. Demonstrate knowledge and competency in assessment, critical thinking, and technical nursing skills in diverse environments of health care delivery.
5. Function within the scope of practice of the professional nurse (roles include care giver, counselor/teacher, collaborator/coordinator, client advocate, and change agent).
6. Apply research-based knowledge and theory in professional nursing practice.
7. Integrate knowledge of health promotion, disease management, human diversity, and health care technology in the practice of professional nursing.
8. Demonstrate knowledge of global health care issues and health care delivery systems.
9. Integrate knowledge from the humanities, natural and behavioral sciences, and the nursing sciences as a basis for making nursing decisions.

BSN Program of Study and Degree Requirements

The curriculum for the Bachelor of Science in Nursing (BSN) degree program at Saint Luke's College of Health Sciences is based on the mission of the College and the philosophy of the program. The program provides preparation for nurse generalists in a variety of settings and serves as the basis for graduate education in nursing. Due to changing standards by AACN, the curriculum is in a current state of redesign. Students will be informed as curriculum changes are made.

The BSN Program prepares professional nurses to be primary health care providers within the health care system. Graduates are able to engage in a broad range of health promotion and teaching activities and to assist clients in the retention, attainment, and maintenance of optimal wellness. Graduates of this program are prepared to serve as coordinators of health care, collaborating with other health team members in the delivery of comprehensive care to individuals, families, groups, and communities. This program of nursing promotes the development of graduates who are caring, competent, committed, and creative.

NURSING COURSE REQUIREMENTS

Electives

As part of the nursing course requirements, a minimum of two semester hours of nursing electives must be taken.

Nursing Elective Total 2 hours

Semester I

Semester I of the nursing program focuses on the client as an individual. Normal health and wellness are explored, as is the nursing role of assisting a client experiencing alterations in health. All aspects of the nursing process are introduced: assessment, diagnosis, planning, implementation, and evaluation. Other topics included in Semester I are basic communication skills, pharmacology, disease processes, and an introduction to the role of the nurse as a professional.

N. 300 Health Assessment	2 hours (8-week course)
N. 300 Lab Health Assessment Lab	1 hour (8-week course)
N. 305 Professional Development I	2 hours
N. 315 Pathophysiology for Nursing Practice	3 hours
N. 325 Pharmacology in Nursing	3 hours
N. 330 Basic Concepts and Skills of Nursing	1.5 hours (8-week course)
N. 330 Lab Basic Concepts and Skills In Nursing Lab	0.5 hour (8-week course)
N. 330 Clin Basic Concepts and Skills in Nursing Clinical	2 hours (8-week course)
Semester I Total	15 hours

Semesters II and III

The focus in semesters II and III expands to include major alterations in health and their impact on the individual and family in acute care and other settings. The student will care for clients in all developmental stages. The nursing process and communication skills are utilized to assist the client toward realization of full human potential. The nursing role in semesters II and III becomes more developed with an increasing awareness of moral, legal and ethical issues. The student is provided the opportunity to practice beginning research skills.

Semester II Courses:

N. 355 Issues in Aging	2 hours
N. 405 Professional Development II	2 hours
Plus the choice of either N. 360/N. 370 combo*; or N. 410/N. 420 combo* (8-week courses)	

Semester III courses:

N. 407 Life Transitions	2 hours
N. 455 Nursing Research: Evidenced-Based Practice	3 hours
Plus the choice of either N. 360/N. 370 combo*; or N. 410/N. 420 combo*	

*N. 360 Caring for Clients with Alterations in Mental Health	3 hours (8 weeks)
N. 360 Clin Caring for Clients with Alteration in Mental Health Clinical	2 hours (8 weeks)
N. 370 Caring for Adults with Alterations in Health	3 hours (8 weeks)
N. 370 Clin Caring for Adults with Alterations in Health Clinical	2 hours (8 week)

or

*N. 410 Caring for the Childbearing Family	3 hours (8 weeks)
N.410 Clin Caring for the Childbearing Family Clinical	2 hours (8 weeks)
N. 420 Caring for Children and their Families	3 hours (8 weeks)
N. 420 Clin Caring for Children and their Families Clinical	2 hours (8 weeks)

Semester II & III Total 29 hours

Semester IV

In semester IV the focus is on the client as a member of the community. Emphasis is on the maintenance and promotion of health. Nursing process skills are applied and the leadership role is delineated. The student is provided the opportunity to care for clients with critical illness.

N. 460 Community-Centered Care	2 hours (12 weeks)
N. 460 Clin Community- Centered Care Clinical	2 hours (12 weeks)
N. 470 Caring for the Critically Ill Client	2 hours (6 weeks)
N. 470 Clin Caring for the Critically Ill Client	2 hours (6weeks)
N. 480 Nursing Leadership	2 hours (6 weeks)
N. 480 Clin Nursing Leadership Clinical	2 hours (6 weeks)
N. 490 Capstone: Transitions into Professional Nursing	2 hours (2 weeks)

Semester IV Total 14 hours
Nursing Total: 60 Semester Hours

Refer to the *College Catalog* for course descriptions and pre requisites.

SEMESTER HOURS REQUIRED FOR GRADUATION

The Bachelor of Science in Nursing degree from Saint Luke's College of Health Sciences requires 124 semester hours. General education courses comprise 64 of these semester hours, which must be completed prior to enrollment. Junior and senior years consist of 60 semester hours at Saint Luke's College of Health Sciences.

Minimum General Education Coursework	64 hours
Nursing Requirements	58 hours
Nursing Electives	2 hours
Minimum total required for graduation:	Total: 124 hours

ELIGIBILITY FOR LICENSURE

Graduates of the BSN program are eligible to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN®). Eligibility of the graduate to take the NCLEX-RN®, and therefore become licensed as a registered professional nurse, is determined by the state in which the graduate applies for registration.

Completion of the Saint Luke's College of Health Sciences BSN curriculum does not guarantee eligibility to take the NCLEX-RN®.

The Missouri State Board of Nursing outlines specific criteria for licensure applicants in the State of Missouri Nurse Practice Act (2001). Chapter 335.066 (1-15) outlines grounds for denial, revocation, or suspension of licensure indicating that the Missouri State Board of Nursing may refuse to issue a license to applicants who have been convicted of a crime involving unlawful use or possession of any controlled substance, any offense involving moral turpitude, use of fraud, deception, misrepresentation of themselves, or any other condition outlined by the Nurse Practice Act.

Academic Standards, Policies, and Information

ACADEMIC YEAR

The academic year is divided into two 16-week semesters (fall and spring) and one 8-week semester (summer). The fall semester begins the academic year. It starts in August and ends in early to mid-December. The spring semester begins in January and ends in May. The summer semester begins in June and ends in late July or early August.

ACADEMIC ADVISEMENT

The Academic Advisement Program is directed toward assisting students with accomplishment of the following goals throughout their program of study:

1. Development of suitable educational plans, which are compatible with career goals and program requirements.
2. Selection of appropriate courses and other educational experiences.
3. Interpretation of program requirements, policies, and procedures.
4. Student awareness of available educational resources.
5. Evaluation of student progress toward established goals.
6. Referral to and use of College and community resources.

The Academic Advisement Program is administered by the Registrar. All students are assigned an academic advisor upon admission to the college. College faculty serve as academic advisors. Academic advisors maintain contact with the student throughout the program. Students are encouraged to schedule individual academic advisement conferences upon admission to the program, during the pre-registration period each semester, and as needed.

During the initial academic advisement conference, an official program of study* is developed. This program of study is kept by the advisor and a copy will be given to the student. Subsequent to the development of the official program of study, the following procedure is recommended:

1. Each semester the student will receive an enrollment form (by a designated date) and a list of course offerings for the next semester.
2. The student will make an appointment with the academic advisor to discuss courses desired, review the official program of study, complete the enrollment form and obtain the advisor's signature.
3. The student will proceed to registration with the signed enrollment form at the appropriate date and time.

* Note: The student's program of study is flexible. Changes may be made in course selection as long as course sequencing and pre-requisite requirements are met.

Throughout the program, a student may request a change in academic advisor by petitioning the Registrar.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory completion of prerequisite coursework with a grade of “C” or better is required for progression through the nursing curriculum. If a student should need to repeat a course, then further progression will depend on future course offerings and the available enrollment for that course. The College cannot guarantee enrollment into any course. It is the student’s responsibility to meet with his/her advisor and the Nursing Dean in order to discuss academic progression. All courses required for graduation must be completed within four years from the original date of entry into the College.

Revised 10/23/2008

ADDING A COURSE

Students wishing to add a course must obtain approval from the lead teacher of the course as well as their academic advisor. Courses may not be added after the first 1/8 of the class schedule. Students who desire to add a course should obtain an Add Form from the Registrar’s office or at the receptionist desk. The completed form, with the signatures of the academic advisor and lead teacher, must be forwarded to the Registrar by the student.

DROPPING A COURSE

After consultation with his or her academic advisor, a student may elect to drop a course. A course may be dropped up to and including completion of 1/8 of the class schedule. Students who desire to drop a course should obtain a Drop Form from the Registrar's office or receptionist desk. The completed form, with the signature of the academic advisor, must be forwarded to the Registrar by the student.

WITHDRAWING FROM A COURSE

Students may withdraw from a course without grade assessment up to and including completion of 3/4 of the class schedule. After 3/4 of the class schedule has been completed, a grade will be assigned and recorded. A student may withdraw from a maximum of three courses. Students who desire to withdraw from a course should obtain a Withdrawal Form from the Registrar’s office. The completed form, with the signature of the academic advisor, must be forwarded to the Registrar by the student.

REPEATING A COURSE

A student may repeat a course only once. If the student drops a course (refer to the "Dropping a Course" policy) the next enrollment in the course is not considered a repeat. If the student withdraws from a course (Refer to the "Withdrawing from a Course" Policy) or completes the course to the point of receiving a grade, the next enrollment in the same course is considered a repeat of the course. If the student received a grade the first time enrolled in the course, this grade, as well as the second or repeated grade, will be recorded on the transcript. The student's cumulative grade point average will reflect the grade received when the course is repeated.

A student receiving an unsatisfactory grade of "D" or "F" in a nursing course at Saint Luke's College of Health Sciences, must repeat the course at the College.

Nursing electives with a grade of "D" or "F" may be repeated either through retaking the same course or taking another elective. If another nursing elective is taken, the grade for each course will be recorded on the transcript, and the cumulative grade point average will include each course completed.

Students who receive an unsatisfactory grade in any two nursing courses will be dismissed from the program. Although a student who received an unsatisfactory grade may retake a course and earn a passing grade, the original grade will still be counted in the dismissal policy.

Revised 2009

AUDITING A COURSE

Currently enrolled students may audit a non-clinical nursing elective provided the pre-requisites for the course have been met. Enrollment priority will be given to students taking the course for credit. Course tuition and fees for credit and audit are the same. After the initial registration is completed, a student may not change class status either from audit to credit or credit to audit. Course enrollment, class attendance and scope of class participation will be at the discretion of the lead teacher.

LEAVE OF ABSENCE (LOA)

A student may petition the Admission and Progression Committee for a leave of absence due to extraordinary events. A leave of absence will not exceed two consecutive semesters, excluding summers. Only students who are in good academic standing (2.0 g.p.a. or above) at Saint Luke's College of Health Sciences are eligible to apply for a leave of absence.

1. The petition to apply for a leave of absence must be signed by the student and their advisor.
2. The petition for a leave of absence is forwarded to the Admission and Progression Committee.
3. The student will be notified of the decision regarding the leave of absence via certified mail.
4. If the LOA is granted, the student will receive a "W" for all enrolled courses.
5. Students completing the required LOA procedure will be re-admitted to the college without re-application and fee.
6. Students who fail to register for courses in the fall or spring semester immediately following the LOA will be required to re-apply to the college and pay the application fee.

MILITARY LEAVE OF ABSENCE (MLOA)

A Leave of Absence from the college will be provided for students who are called to military service for the term of that service. The procedure is the same as that for emergency LOA above. Students granted a MLOA must register for the fall or spring semester immediately after completing military service/deployment.

DISMISSAL FROM THE BSN PROGRAM

A student may be dismissed from the nursing program at Saint Luke's College of Health Sciences for the following reasons:

- a student does not enroll for two consecutive semesters, excluding the summer term;
- a student fails to complete the nursing curriculum in four calendar years;
- a student fails to achieve a satisfactory grade in a repeated nursing course, including elective courses;
- a student withdraws from more than three nursing courses; and
- a student who receives an unsatisfactory grades in any two nursing courses throughout the curriculum will be dismissed from the program. Although a student who received an unsatisfactory grade in a course may retake the course and earn a passing grade, the original grade will still be counted in the dismissal policy.

Additional reasons for dismissal appear in the *Student Handbook*, Professional Conduct.

WITHDRAWAL FROM THE COLLEGE

A student may withdraw from Saint Luke's College of Health Sciences at any time. To officially withdraw from the College, a student must obtain a Student Withdrawal Form from the Registrar. The form must be completed and returned to the Registrar. The official date of the withdrawal is used to compute tuition and financial aid. A grade of "W" is recorded on the academic record for the semester. As designated by policies, the transcript will state if the student is dismissed from the nursing program.

Notification of the student's withdraw is sent to each course instructor. A financial aid exit interview is required if the student received Financial Aid while enrolled at the College. The Saint Luke's College of Health Sciences student identification badge must also be returned.

Verbal communication to individual instructors of intent to withdraw or failure to attend classes in not considered an official withdrawal.

ENROLLMENT STATUS

Full-time and Part-time

Full-time enrollment is defined as twelve (12) hours for fall and spring semesters and six (6) hours for the summer semester.

Part-time enrollment is considered anything less than twelve (12) hours. Other enrollment status for financial aid purposes include:

- Three-quarter (3/4) time is enrollment of nine (9) to eleven (11) hours for fall and spring semesters and four (4) hours for the summer semester.
- One-half (1/2) time is enrollment of eight (8) to six (6) hours for fall and spring semesters and three (3) hours for the summer semester.
- Less than Half-time is considered any enrollment less than six (6) hours for fall and spring semesters and less than three (3) hours for the summer semester.

Junior/Senior Standing

Students who have earned at least 96 credit hours toward completion of the nursing major will be accorded senior standing. All other students admitted and enrolled in the program shall have junior standing.

INCOMPLETE GRADES

A student must be in satisfactory standing in a course to be eligible for an "Incomplete". A grade of "I" may be given at the discretion of the course faculty when all course requirements have not been met and there is reason to believe that the student will be able to complete the work within the time specified by the instructor. The "Incomplete" course will be changed to an "F" grade if the required work is not completed by the due date determined by the instructor or not later than the end of the following semester including summer semester. An "Incomplete Course Grade Form" must be completed by course faculty and a copy given to the student, the Nursing Dean, student's advisor, and the Registrar. The course faculty will retain the original. A student cannot enroll in a course if he/she has an Incomplete grade in a prerequisite course.

Revised 10/14/05

DIRECTED STUDY FOR NURSING ELECTIVE COURSES

Directed study for elective courses is limited to those students who have irreconcilable schedule conflicts and is subject to the agreement of a faculty member to direct the study. Enrollment requires the approval of the faculty member directing the study, the academic advisor and the Nursing Dean. Directed study for an approved elective course will carry the same number of credit hours but will not be offered during the semester in which the course is being taught.

INDEPENDENT STUDY FOR NURSING ELECTIVE COURSES

The purpose of Independent Study is to provide the student with the opportunity to explore material outside the regular curriculum. Independent Studies are initiated and organized by the student. It will be the responsibility of the supervising faculty member to determine what, if any, pre-requisites are required prior to undertaking the Independent Study.

Students who have a cumulative grade point average of at least 3.25 are eligible to take Independent Study, subject to the willingness of a faculty member to supervise the study.

Enrollment requires the approval of the supervising faculty member, the academic advisor, and the Nursing Dean.

Procedure:

1. The student is to submit the idea for the Independent Study course in writing to the Curriculum Committee Chairperson following approval of their academic advisor. Enough information about the course should be provided to allow the Committee to adequately evaluate the appropriateness of the content. This should be done at least two (2) months prior to the beginning of the course.
2. The Curriculum Committee will review the information and will make a recommendation to the Nursing Dean regarding the course. In addition, if preliminary approval is given, two (2) or three (3) qualified faculty members will be recommended as faculty supervisors.
3. From the recommendation, the student is to select a faculty supervisor, confirm their willingness to serve as faculty supervisor and work with them in determining specific course content and requirements.
4. Prior to submission to the Curriculum Committee for final approval, the student (in consultation with the faculty supervisor) is to prepare a syllabus using the established guidelines.
5. The final syllabus should be submitted to the Curriculum Committee Chairperson no later than one (1) month prior to the beginning of the course.

COURSE GRADING SYSTEM

The grading system of the college is based on a 4.0 scale. Course grades are recorded according to the following system.

	Points per Semester Credit Hour	Grade
A	Excellent 4	90-100%
B	Superior 3	80- 89%
C	Satisfactory 2	75- 79%
D	Unsatisfactory 1	67- 74%
F	Failing 0	0- 67%
I	Incomplete	
DR	Drop a course	
W	Withdrawal Without Assessment	
CR	Credit (associated with transfer credit)	
P	Pass (associated with N. 490)	
AU	Audit	

SEMESTER HOURS

Credit at Saint Luke’s College of Health Sciences is recorded in the semester credit hour. The semester length is 16 weeks.

- Theory clock hour equals 50 minutes. One clock hour equals one semester credit hour.
- Lab clock hour equals 60 minutes. Two clock hours of lab equals one semester credit hour.
- Clinical clock hour equals 60 minutes. Two and one-half clock hours of clinical equals one semester credit hour.

Saint Luke's College of Health Sciences offers courses in varying formats and lengths equivalent to the 16 week semester. Scans of other nursing programs assure that the College is in alignment with established accredited institutions of higher learning with respect to semester credit hour equivalencies.

TEST AVERAGE REQUIREMENT

In designated courses within the curriculum, students must also achieve a weighted test average of at least 75% in order to pass the course. In the event the earned weighted test average is below 75%, the earned weighted test average becomes the final course grade.

GRADE REPORTS

Grade reports are sent to students at their permanent address upon completion of each semester. Academic advisors are informed of an advisee's achievement.

ACADEMIC HONORS

Each semester full-time students with a grade point average from 3.5 to 4.0 qualify for one of the following academic honors.

- The President's List which includes students who achieve a 4.0 semester grade point average.
- The Dean's List which includes students who achieve a semester grade point average between 3.5 and 3.99.

ACADEMIC REQUIREMENTS FOR GRADUATION

Upon recommendation of the faculty, the College will confer the degree of Bachelor of Science in Nursing upon students who have fulfilled the following requirements.

1. Completion of the 124 hours of the required program of study for the BSN degree.
2. Completion of the 60 semester hours of nursing coursework within four (4) years of enrollment at Saint Luke's College of Health Sciences.
3. A cumulative grade point average of 2.0 with no grade below "C" counting towards graduation.
4. The final 38 hours of nursing coursework must be completed at Saint Luke's College of Health Sciences.

Additional Requirements for Graduation

1. Students must make satisfactory arrangements for all financial obligations to the College.
2. All books, supplies, and equipment belonging to the College must be returned prior to graduation.

COMMENCEMENT HONORS

The Bachelor of Science in Nursing degree is conferred upon those individuals who have completed the requirements for graduation during the current academic year. Graduates making no grade lower than a C in any course as recorded on the transcript and earning a cumulative grade point average in the following categories will be recognized:

- 3.90 or above will graduate **Summa Cum Laude**;
- 3.75 to 3.89 will graduate **Magna Cum Laude**; and
- 3.50 to 3.74 will graduate **Cum Laude**.

Student Excellence Awards

Recognition of Saint Luke's graduates is given in the following areas of excellence:

- **Academic Excellence**, to the person in each graduating class with the highest cumulative grade point average.
- **Clinical Excellence**, to the person in each graduating class who demonstrates the highest clinical performance as determined by faculty.
- **Professional Excellence**, to the person in each graduating class who demonstrates high potential for the profession of nursing including being a mentor to peers and a client advocate as determined by faculty and students.

NCLEX-RN® APPLICATION, TESTING

Important websites and resources to review and explore include

1. NCLEX website: <https://www.nscbn.org/nclex.htm>
 - a. See table for students/candidates resources
 - b. Briefly review the 2011 NCLEX-RN® Test Plan/consider your strengths and areas of weakness.
 - c. Review NCLEX-RN® Fact Sheet
2. NCLEX-RN® website is at Pearson Vue: <http://www.pearsonvue.com/nclex>
 - a. Includes candidate booklet and tutorial. Review these.
 - b. Select a location site to register to take the NCLEX-RN® exam (over 200 sites available to take the exam).
3. Application form
 - Candidate **MUST** submit an application for licensure to the state Board of Nursing where you wish to be licensed.
 - Application forms are a two-step process.
 1. Complete a state Board of Nursing Licensure by Examination Application. Once the application and accompanying documents are received they will be reviewed by the state Board of Nursing. If all the requirements on the application are met the state Board of Nursing will immediately notify Pearson Vue.

2. Pearson Vue will contact the candidate via the email address on the application for licensure. Once a candidate has been contacted by Pearson Vue, then register for the exam.

Application form for Missouri State Board of Nursing (Other states may have different requirements)

- a. Application must be completed in black ink and in your own handwriting.
 - b. Applicant must meet eligibility requirements.
 - c. Section V – Affidavit is to be notarized by notary public.
 - d. Applicant must have attached 2” x 2” signed photograph (recent photo of face)
 - e. Applicant must have Dean’s signature and school seal affixed to application
 - f. Criminal background checks. Information will be provided on the instruction letter accompanying the application. Expect a fee for the background check.
4. The Process
1. In December, 2010, prospective graduates will receive an application packet consisting of:
 - An Application for License as a Registered Professional Nurse by Examination;
 - A letter of instruction for completing application for an RN license by Examination; and
 - A transcript request form.
 2. The application and transcript request form must be completed and returned by **January 10, 2011** for administrative processing.
 3. Applications will be mailed to the Missouri State Board of Nursing on **January 24, 2011**. The Transcript Request form will be given to the College Registrar.
 4. Official transcripts will be mailed to the Missouri State Board of Nursing or to a student’s designated State Board of Nursing on or before **May 24, 2011**.
 5. The Board of Nursing will declare the candidate eligible to test and notify Person Vue. Then the candidate will receive notification of Authorization to Test (ATT) by the State Board of Nursing. The fee for NCLEX-RN® exam is \$200.00
 6. Scheduling the Exam
 - Plan on testing for up to a maximum of 6 hours
 - Make an appointment to test immediately after receiving the ATT even if plans are not to test immediately, as test centers fill up quickly.
 - Tests are administered at any approved Pearson Professional Center site.

STUDENT PROGRESS REPORT POLICY AND PROCEDURE

Purpose:

Saint Luke’s College of Health Sciences nursing faculty are committed to assisting each student to achieve success in the BSN program. The nursing faculty measure student academic achievement, monitor student progress, communicate concerns with students as needed, and provide remediation plans and re-evaluation processes appropriately.

Policy:

Students in a course who are identified at risk for academic or clinical failure will be provided assistance by course lead faculty.

Rationale:

As students progress through curricular content and clinical practice, faculty shall guide student remediation in order to facilitate student success in the program. Faculty role includes evidence of a faculty/student progression plan that outlines student deficit, steps to achieve satisfactory performance, a timeline for re-evaluation of student progression, and elements that support eventual dismissal for students who do not meet required standards in either academic or non-academic misconduct.

Procedure:

When a student's academic or non-academic performance in a course is unsatisfactory, that student is considered at risk for failure in the course. Once the need for student remediation is identified, the lead faculty of the course will:

1. Notify the student of risk for concern and potential failure and prepare a Progress Report that will be discussed with the student.
2. Faculty will request signature/date of the remediation plan following a face-to-face meeting to review the Progress Report. Copies of the signed Progress Report will be given to the student, Registrar, and Nursing Dean. (See Progress Report Form), with the faculty retaining the original signed copy.
3. The course faculty determines required and/or adjunctive learning activities, in conversation with the student regarding individual learning needs and recognized deficits.
4. The course faculty will document the measurable level of achievement or mastery of competency that must be met to demonstrate satisfactory performance and progression.
5. A timeline will be determined and delineated in which proficiency must be demonstrated.
6. Periodic follow-up between faculty and student prior to final determination of student status should be documented. This timeline will be included in the Progress Report.
7. Faculty will suggest additional available internal and external resources for the student as indicated. These sources may include but are not limited to: counseling, financial aid, faculty, student faculty advisor, individual/group/peer tutoring, community resources, simulation experiences, text books, journal articles, and review questions.

Revised 2/2009

ATTENDANCE

Attendance and engagement in all course (theory, lab, clinical) learning activities (including examinations, clinical orientations, and preparation for patient care experiences) is expected.

Class and Lab Absences

In the event of an absence, students are responsible for material presented and for any announcements made regarding changes in schedule, content, location, or similar information. Individual course policies regarding instructor notification, tardiness, coursework makeup

provisions and any associated grade penalties are determined by faculty for each course (see course syllabus).

Examination Attendance

All students enrolled in a course are expected to take examinations as scheduled, unless prior permission is obtained from the lead teacher. If you must miss an exam, you are to notify the lead teacher in advance of start of exam. Individual course policies regarding examination attendance, instructor notification, exam makeup, tardiness for exams, and any grade penalties are determined by faculty for each course (see course syllabus).

Clinical Absences

All students enrolled in a clinical course are expected to complete all clinical experiences as scheduled, unless prior permission is obtained from the course instructor. If you must miss a clinical experience, you are to notify your clinical instructor in advance of the start of the clinical experience. All students must complete the number of clinical hours designated to each clinical course within the curriculum. Individual course policies regarding clinical attendance, instructor notification, clinical makeup, tardiness, and any grade penalties are determined by faculty for each course (see course syllabus).

EXAMINATION STANDARDS AND PROCEDURES

Saint Luke's College of Health Sciences faculty and staff expect that student behavior is in accordance with the Professional Conduct Policy and the Code of Academic Integrity, meaning that students refrain from sharing or seeking information from unauthorized resources.

Purpose: The purpose of this policy is to help ensure a fair and equitable environment in which students are able to complete course exams.

Policy: The following exam standards will be followed in all courses:

1. Any special needs or accommodations are to be communicated to the Nursing Dean preferably at the beginning of the course or when identified.
2. All post-exam review sessions, if used, should be held during regularly scheduled class time only.
3. Voluntarily student initiated content review sessions prior to exams may be held outside regularly scheduled class time.
4. All exam sessions are limited to the regularly scheduled class time. No extended time either before or after the regular class time will be allotted.
5. Personal belongings are to be placed in a secured location. No book bags, purses, or other personal belongings are to be left outside of classrooms, in the lobby area, student lounge, or other public areas.
6. Students are to arrive on time and be prepared to take the exam at the starting time. Students are expected to take care of any personal needs prior to the start of the exam. If any unexpected needs arise during the exam, then it is the faculty's discretion as to whether a proctor will accompany the student outside the exam room.
7. Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDA's, laptops.

8. Students are responsible for bringing their own sharpened # 2 pencils to the examination. Students will be notified in advance by faculty if they will be responsible for other allowable items.
9. All cell phones, pagers, and other alarms are to be turned off.
10. Students should be seated with space between them.
11. Students are to ensure that they have completed the entire examination including completing the SCANTRON prior to leaving the room. Students may not return to edit an exam after they have left the examination room.
12. Students are not to congregate outside the examination room during the exam.
13. Faculty reserve the right to question students regarding suspicious behavior, such as writing on hands or wearing hats.

Procedure: If students or faculty have concerns regarding the administration or implementations of an exam, they should refer to related policies for Professional Conduct or Grievance procedures in this *Student Handbook*.

Revised 1/7/ 2009

ACADEMIC PETITIONS

Policy

The student may petition the Admission and Progression Committee for either exemption from a specific College academic policy or to request a Leave of Absence**.

Procedure for the Student

The student will:

1. obtain the form from the Registrar's office or the academic advisor;
2. contact academic advisor to discuss the situation, obtain assistance with completion of the petition, and discuss the rationale for the petition;
3. complete the form, have the lead teacher complete their section, and return the form to the academic advisor for submission to the committee chair two (2) weeks prior to beginning of the next semester (forms may be distributed and submitted via email); and
4. complete one form for each request or each course for which an exemption is requested.

**To petition for a leave of absence complete steps one and two above. The advisor will submit the form to the Chair of the Admission and Progression Committee

Procedure for Academic Advisor

The academic advisor will:

1. meet with the student to discuss the situation, and provide guidance for further action;
2. assist the student in the completion of the petition and meeting the submission deadline. Be certain the rationale for the request is sufficiently detailed, and that the rationale is complete and individualized;
3. direct the student to discuss the request with the faculty member teaching the course if this is appropriate. Encourage relevant comments by the student and/or faculty member regarding this discussion;
4. include additional information or comments relative to the student's request;

5. sign the petition. The academic advisor's signature indicates they have met with the student to discuss the petition but does not indicate their approval of the petition; and
6. submit the completed petition to the Chair of the Admission and Progression Committee at least three (3) weeks prior to the beginning of the next semester.

Procedure for the Chair of the Admission and Progression Committee

The Chair of the Admission and Progression Committee will:

1. Distribute the completed Petition Form to all members of the Committee with the exception of the student representatives;
2. Notify the student of the Admission and Progression Committee's decision via email, requesting acknowledgement of receipt;
3. File a copy of the completed petition and the email notification to the student in the student academic file; and
4. Notify the following people of the decision of the Admission and Progression Committee:
 - Nursing Dean
 - Course lead teacher
 - Academic advisor

Procedure for the Admission and Progression Committee

The Admission and Progression Committee will:

1. Review the petition and gather additional information related to the petition if needed; and
2. Make a decision by vote concerning the action to be taken.

Appeal

The student may appeal the Committee's decision to the Nursing Dean within five (5) working days after notification via email. The Nursing Dean will consider the petition in the event of an appeal by the student.

Revised: April 2008

PROFESSIONAL CONDUCT

Saint Luke's College of Health Sciences is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed professional conduct is essential to the success of this educational mission, and without it, learning is compromised. The value of a degree conferred by an institution is based on the belief that graduates earn their degrees honestly, and that graduates have the knowledge and skills inherent in the degree. Saint Luke's College of Health Sciences believes that quality education leads to quality care. The College accepts this responsibility to the community and to the profession of nursing by expecting all college members to adhere to the code of academic integrity and practice standards of civil and professional behavior.

CODE OF ACADEMIC INTEGRITY

The purpose of the Code of Academic Integrity is to foster an environment of mutual trust, accountability and collegiality. Administration, staff, faculty and students, as members of this academic community, share the responsibility of adhering to the Code of Academic Integrity. This Code is based upon values stated in the *Code of Ethics for Nurses* (American Nurses Association), *The Essentials for Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing), and the philosophy of Saint Luke's College of Health Sciences.

To promote adherence to this Code of Academic Integrity, members of this community will sign and agree to the following pledge:

“I pledge that I have read the Code of Academic Integrity and will abide by the expectations contained in it. As a member of this College, I understand the importance of living the behaviors, values and ethics of nursing in my academic life. While I am a member of this community I will not misrepresent another's work as my own, fabricate work, nor will I give, receive, or tolerate unauthorized aid.”

STANDARDS OF CIVIL AND PROFESSIONAL BEHAVIOR

Saint Luke's College of Health Sciences believes that civility of its members is considered one of the essential tools with which to build good citizens and professionals. Civility awards dignity to its participants and involves behaviors conducive to partnering and effective learning. Behaviors which promote civility include open effective communication and common courtesy. Uncivil behaviors, on the other hand, are disruptive, create animosity and disrespect, are a source of conflict and stress, and interfere with a harmonious and cooperative learning environment.

Within this academic community, baccalaureate education in nursing is an active process involving continuous relations and multi-professional partnerships. Collaborative interactions should reflect professional standards of behavior grounded in honesty, trustworthiness, and mutual respect.

PROFESSIONAL CONDUCT POLICY

Student committed conduct issues

All forms of professional misconduct are prohibited, and could result in disciplinary action including possible suspension or dismissal. It is expected that those who observe incidents of misconduct to report such incidents to course faculty, the chair of Admission and Progression Committee, and/or the Dean as soon as possible, consistent with signing the Academic Integrity statement. Violations include, but are not limited to:

A. Academic Dishonesty:

1. Cheating:
 - a. unauthorized collaboration
 - b. copying from another student's test paper or assignment
 - c. allowing another student to copy from one's own test or assignment
 - d. securing or supplying advanced copies of an exam or specific exam questions without the knowledge and consent of the instructor
 - e. using or attempting to use unauthorized assistance, materials, study aids, or equipment (technological devices such as PDA's, calculators with memory, cell phones, or pagers) in examinations or the completion of assignments
 - f. submitting an assignment, or partial assignment, as new work when the assignment has been completed to fulfill another academic requirement without the knowledge and consent of the instructor
 - g. submitting contrived or altered information in any academic exercise, including: making up data, changing the data or the facts, citing nonexistent sources, or citing sources not used in the actual completion of the assignment
 - h. using purchased or pre-made term papers
2. Plagiarizing by presenting the ideas, thoughts, or words of another as his or her own, or otherwise misrepresenting one's own academic, scholastic, or professional achievement or knowledge, including:
 - a. copying another's paper, article, or computer work and submitting it for any academic exercise
 - b. using the ideas, data, or language of another without specific or proper acknowledgement
 - c. using information from the internet without proper citation and credit
 - d. failing to use quotation marks where appropriate
 - e. representing another person's work, in whole or in part, as his or her own in any way

B. Uncivil Behaviors:

1. Behavior disruptive to the educational process:
 - a. consistently missing deadlines
 - b. repeatedly arriving to class late, leaving early, or otherwise coming and going during class
 - c. sleeping in class
 - d. using electronic devices during class for purposes unrelated to the course
 - e. failure to turn cell phones or pager ringers off during class
 - f. bringing infants and children to class
 - g. conducting side conversations during class
 - h. dominating discussion during class

2. Discourteous, disrespectful, and impolite behavior directed toward faculty or other students/persons at clinical facilities:
 - a. use of profanity
 - b. rudeness, belittling, or use of judgmental tone
 - c. taunting, harassing, hazing, or bullying
 - d. yelling, threatening behavior or words, personal attacks, or unfounded accusations
 - e. use of racial, ethnic, sexual, or other discriminatory slurs
3. Imposing physical harm on faculty or other students/persons
4. Intentionally destroying property
5. Violation of the College Weapons Policy
6. Violation of the College's Substance Abuse Policy

C. Unethical/Unsafe Professional Behaviors:

1. Inadequate preparation for clinical experience
2. Failure to properly notify faculty or unit of a clinical absence
3. Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification, reporting fabricated information, or any other unauthorized use of college documents, academic or other official records, identification or property; which includes, but is not limited to paper, examinations, registration or financial aid materials, application forms, reports, forms, checks, or other records.
4. Breach of client confidentiality
5. Unsafe nursing practice *
6. Violation of the American Nurses Association's *Code of Ethics for Nurses***
7. Violation of signed Academic Integrity statement

***DEFINITION OF UNSAFE NURSING PRACTICE**

Unsafe nursing practice is behavior inconsistent with that expected of a reasonably prudent registered nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within the level of their competency, be aware of limitations of their knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency.

****CODE OF ETHICS FOR NURSES**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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D. Unlawful Behaviors:

1. Infractions related to alcohol, illegal drugs, and controlled substances, including violations of College’s Substance Abuse Policy or federal, state, and local laws pertaining to alcohol, illegal drugs, and controlled substances.
2. Any conduct that could be construed as a violation of any federal, state, or local law or ordinance.

PROFESSIONAL CONDUCT COMMITTEE

A Professional Conduct Committee will be formed when requested by a party involved in a student committed professional conduct incident, and will function as a subgroup of the Admission and Progression Committee, rather than a standing committee.

Functions

1. To review student committed violations of the Professional Conduct Policy after initial assessment by the Chair of the Admission and Progression Committee and/or the Nursing Dean.
2. To make a decision for action when a violation has occurred.
3. To foster confidentiality when a student conduct incident occurs.
4. To provide for consistency in handling student conduct issues.
5. To serve as a consultative committee to faculty and students.
6. To consider appeals from students regarding action taken by a College member in regards to a professional conduct violation.
7. To provide a means of determining the scope of professional conduct issues at Saint Luke’s College of Health Sciences.
8. To convey to students and faculty the importance of adhering to established policies.

Membership

Nursing Dean—Non Voting member

Chair of the Admission and Progression Committee – Facilitator:

In the event that the Chair is involved in the incident, a faculty member of the Admission and Progression Committee will fill in as Facilitator.

Two faculty members:

Selected by the Facilitator from a pool of faculty members not involved in the incident

Two student members:

Selected by the Facilitator from a pool of previously established student volunteers. Students involved with the incident will not be allowed to participate as committee members.

Procedure

- Upon notification of a professional misconduct incident, the faculty member, staff member or student(s) will report the issue or violation to the course faculty or the Chair of the Admission and Progression Committee.
- A Violation Report will be created for all incidents of professional misconduct.
- All Violation Reports will be submitted to the Committee for data collection purposes, even if the incident was handled and resolved without involving the Professional Conduct Committee.

- If the incident has not been resolved, or if requested by an involved party, the Chair of the Admission and Progression Committee will review the report and call a meeting of the Professional Conduct Committee.
- All involved parties will be included in the meeting.
- The Professional Conduct Committee will make a decision for appropriate action and document the decision on the Decision Statement.
- All documentation will be kept in a secure designated administrative file as well as a copy in the student's academic file.
- Decisions will be made known to the student by e-mail as well as by way of mail to the student's last known address on file.
- The decision may be appealed to the Nursing Dean by the student by submitting a written request for appeal within 10 working days of the e-mailed decision notification.
- The Nursing Dean, having been present during the Professional Conduct Committee meeting, will make a decision within 5 working days of the written appeal request. The student will be notified again by e-mail as well as by way of mail to the student's last known address.
- The decision may be appealed to the President by the student by submitting a written request for appeal within 10 working days of the e-mailed notification.
- The President will notify the student in person of the final decision. This decision can not be appealed.

**Saint Luke's College of Health Sciences
Professional Conduct Policy
Violation Report**

Date of initial contact made to the Chair of the Admission and Progression Committee: _____

Date of the violation: _____ Date of this report: _____

Circle type of violation:

- Academic Dishonesty
- Uncivil Behavior
- Unethical/Unsafe Professional Behavior

Name(s) of student(s) committing the violation: _____

Name(s) of faculty, staff member(s), or student(s) in witness of violation:

Brief Statement or Reason for this report:

Discuss the violation. Provide as much detail as possible including how others/witnesses may be directly or indirectly involved in the incident.

Describe action taken to resolve the issue and the outcome, if any.

Signature of person preparing this report: _____

Summary of the Chair of Admission and Progression Committee:

Professional Conduct Committee Meeting Needed: Yes No

Revised 7/2009

NOTE: For Students this form is located F:\College – Nursing\FORMS\Professional Conduct Tracking Report.doc

PROCEDURE: DISCIPLINARY ACTIONS FOR ACADEMIC AND/OR NON-ACADEMIC CONDUCT.

1. Notice

The College shall provide students with written notice of any disciplinary action for academic and/or non-academic conduct pursuant to the Code of Academic Integrity. Such notice will be delivered to the student by (1) Saint Luke's College of Health Sciences e-mail and (2) mailing the notice to the student by registered mail to the student's last known address. Such notice will be delivered within a reasonable time after the College first learns of the conduct-giving rise to the disciplinary action. The notice to the student will include a brief written statement of the facts serving as the basis for the disciplinary action.

2. Student's Opportunity to Contest the Disciplinary Action and the Facts Serving as Basis for Disciplinary Action

If the student disagrees with the College's disciplinary action pursuant to the Code of Academic Integrity above, the student may contest the disciplinary action by contacting the Dean of the academic program. To contest disciplinary action, the student must give written notice to the Dean stating the reason or reasons that the student believes the disciplinary action was improper or unsupported by facts or College policy within five (5) College business days of the date of the notice to the student, as set forth in Section 1 above.

The student also may dispute the facts that serve as the basis for the disciplinary action. The student must submit a *written statement* explaining the reasons that the student contests the facts serving as the basis for the disciplinary action. This statement must be delivered to the Dean of the academic program within five (5) College business days of the date of the notice to the student set forth in Section 1 above.

3. Notice of Final Decision by Dean

The Dean of the academic program shall review the information presented by the student pursuant to Section 2 above and determine whether to overturn the original decision to discipline or discharge the student. The Dean's written decision will be delivered to the student by (1) Saint Luke's College of Health Sciences e-mail and (2) mailing the written decision to the student by registered mail to the student's last known home address. Such decision shall be delivered to the student within fifteen (15) College business days following the receipt of the notice set forth in Section 2 above.

4. Appeal of Dean's Decision

If the student disagrees with the final decision of the Dean of the academic program, the student shall have the opportunity to appeal the decision. To appeal the Dean's decision, the student must submit written notice of the appeal to the President within five (5) College business days of the date of the Dean's final decision pursuant to Section 3 above.

The President will appoint a committee which shall consist of the following membership: three (3) faculty members and two (2) members of the Student Services staff. All actions by the Committee shall be by majority vote.

The Committee shall review all information presented to it, and determine whether or not to overturn the decision of the Dean of the academic program.. The Committee's written decision will be delivered to the student by (1) Saint Luke's College of Health Sciences e-mail and (2) mailing the written decision to the student by registered mail to the student's last known home address. Such decision shall be delivered to the student within fifteen (15) College business days following the receipt of the notice set forth in Section 2 above.

Revised May, 2007

SUBSTANCE ABUSE POLICY

Drug and Alcohol Use

Saint Luke's College of Health Sciences complies with Public Law 101-226, the Drug-Free Schools and Communities Act of 1989, as amended. In conjunction with this compliance, the College advises students of the regulations, which apply to all students:

The unlawful manufacture, possession, use or distribution of any controlled substance of any kind, including drugs and alcohol, by students on College property or as any part of the activities of the College, is strictly prohibited. Violations of the prohibition will result in discipline of the student, which may include dismissal from the College and/or referral to appropriate law enforcement authorities for prosecution. In addition, students who receive federal financial aid are advised that criminal conviction for a drug-related offense may lead to the loss of their financial aid funds.

All sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol apply fully to Saint Luke's students, and College personnel will give law enforcement authorities full cooperation.

There are serious health risks associated with the use of illicit drugs and the abuse of alcohol. Students who experience personal problems with the use or abuse of drugs or alcohol are urged to seek assistance from Saint Luke's Health System Employee Assistance Program (EAP). In addition to providing short term counseling, EAP may refer students to appropriate treatment or rehabilitation programs as needed.

Student Rights

STUDENT RECORDS

The Records Office under the supervision of the Executive Director of Institutional Research and Registrar maintains the student's official academic record. In order for the College to keep accurate records, students who change their name, marital status, local or home address must notify the Records Office immediately.

Family Educational Rights and Privacy Act (FERPA) Compliance

Saint Luke's College of Health Sciences complies with Public Law No. 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

The college defines directory information as a student's name, address, telephone number, date of birth, place of birth, class, dates of attendance, awards received, participation in officially recognized activities and the previous educational institutions attended. In general, personally identifiable information regarding a student will not be released by the College without the prior written consent of the student. However, the College may, for valid reason, release directory information without the student's consent. Forms authorizing the college to withhold all or part of this information are available in the Records Office and are given to all students once each year, during orientation. If a student wishes to withhold all or part of his or her directory information, this form must be completed and returned to the registrar by the third week of the fall semester.

In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from a student's educational record without the prior written consent of the student or as otherwise authorized by FERPA. Permitted exceptions under the law include disclosure to college officials who have a legitimate educational interest, officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid, and certain federal and state officials.

Educational records are maintained in the Records Office and copies of records are provided to academic advisors. Official transcripts are maintained in the Records Office and are, except as herein provided, released upon the student's prior written request only.

Notification of Students Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review his or her education records within 45 days of the day the college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student shall be advised of the correct school official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. A formal request to have one's record amended must be presented in writing to the registrar or the college official responsible for the record. The written request must state clearly the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the College in an administrative, supervisory academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Saint Luke's College of Health Sciences to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

The text of Public Law 93-380 is available in the Registrar's office.

Transcript Fees

A fee of \$5.00 is charged for copying and mailing of official transcripts. Request Forms are available from the Registrar, the Receptionist Desk, or the College Website.

Financial Holds on Records

Saint Luke's College of Health Sciences has the right to refuse to release transcripts of students who have unresolved financial obligations to the College. See "Financial Obligations" in this handbook.

INSPECTION OF STUDENT EDUCATION RECORDS

Students may inspect their education records by written request to the Registration office. The Registration office staff will make needed arrangement and notify student of the time and place where their records can be reviewed.

Students who wish to amend a record should, in writing to the college official responsible for the record, identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy. The College may comply with the request to amend the education record. If the decision is made not to comply, the student will be notified and advised of the right to complaint resolution. (See Student Appeals and Grievance Procedures, *Student Handbook*.)

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students and employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Saint Luke's College of Health Sciences are hereby notified that this institution does not discriminate on the basis of race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or other legally protected status in admission or access to, of treatment or employment in, its programs and activities. Any person having inquiries concerning Saint Luke's College of Health Science's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Director, Financial Aid, 8320 Ward Parkway, Suite 300, Kansas City, Missouri 64114 (816) 932-2194, who has been designated by Saint Luke's College of Health Sciences to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Inquiries may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

STUDENTS WITH DISABILITIES POLICY

Saint Luke's College of Health Sciences promotes fair and equitable treatment for students with disabilities. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, the School provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on specifics of each case. Applicants and/or students who seek reasonable accommodations for disabilities are to contact the Nursing Dean for determination of eligibility for and recommendation/arrangement of appropriate accommodations and services. Information about an applicant's or student's disability is confidential. This information will not be shared whether orally or in writing, with any parties beyond those directly involved in the decision-making.

LEARNING ACCOMODATIONS

Any student with documented special learning needs or concerns should make an appointment with the Dean of the academic program. The Dean will inform course faculty of any special needs or accommodations.

HARASSMENT POLICY

Saint Luke's College of Health Sciences is committed to providing an environment that respects and encourages the development and growth of all students, staff and faculty free of

all forms of harassment, exploitation or intimidation. Saint Luke's will not tolerate harassment of employees or students by anyone. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that denigrates or shows hostility or aversion toward a person that has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment. Such conduct is inconsistent with the College policies of equal employment and academic opportunity without regard to race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or other legally protected status. Saint Luke's will not tolerate harassing conduct that creates an intimidating, hostile or offensive environment. Any individual who believes they may have experienced harassment, or who believes that they have observed harassment taking place, should report this information immediately to the Director of Enrollment Management and Human Resources of Saint Luke's College of Health Sciences.

SEXUAL HARASSMENT POLICY

Sexual harassment is illegal under Federal, State and County Laws and will not be tolerated by the Saint Luke's College of Health Sciences.

DEFINITION OF SEXUAL HARASSMENT

- Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or written communications or physical conduct of a sexual nature when:
 - Submission to or rejection of these behaviors is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit; or
 - Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
 - These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience or working conditions by creating an intimidating, hostile, or offensive environment.
- Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, or creates an intimidating, hostile or otherwise offensive work or academic environment.
- Sexual harassment can occur between individuals of different sexes or of the same sex.
- Consensual relationships between a faculty member and student, or persons in supervisory-subordinate positions, are strongly discouraged. They give rise to legal concerns as well as ethical concerns. Saint Luke's College strongly discourages consenting romantic or sexual relationships between members of the College community when one person has power or authority over the other. The College considers such power relationships to be improper. Where such a power differential exists, if a charge of sexual harassment is brought, the defense of mutual consent will be difficult to prove.
- The academic or work relationship between parties extends at times beyond the physical College site and beyond College work hours. Therefore, evidence of harassment can include, but is not limited to, conduct at offsite or after-hours functions and events under the aegis of the College.

- Listed below are examples of behavior that can constitute sexual harassment. The list is not all-inclusive. Each situation must be considered in light of the specific facts and circumstances to determine if sexual harassment has occurred.
 - Pressure for sexual activity or sexual favors;
 - Unwelcome touching of a person's body, hair, or clothing;
 - Unwelcome sexual jokes or comments (including favorable comments about someone's gender, body, clothing, appearance, etc.)
 - Disparaging remarks to a person about his/or gender or body;
 - Asking about a person's sexual fantasies or sexual activities;
 - Repeatedly asking for a date after the person has said "no;"
 - Nonverbal behavior, such as making sexual gestures with hands or through body movements;
 - Displaying sexually explicit posters or pictures; and
 - Electronic communications, such as e-mail, text messaging and internet use, that violate this Policy.

REPORTING OF SUSPECTED SEXUAL HARASSMENT

Any individual who believes they may have experienced sexual harassment, or who believes that they have observed sexual harassment taking place, should report this information immediately to the Director of Enrollment Management and Human Resources of Saint Luke's College of Health Sciences.

BALANCING ANTI-HARASSMENT POLICIES WITH FREEDOM OF SPEECH/EXPRESSION

Saint Luke's College of Health Sciences policies and procedures relating to harassment are not intended to inhibit or restrict free speech or the expression of ideas. The College strives to be an educational community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and forms of harassment, exploitation, or intimidation. The College seeks to promote the full inclusion of all members and groups in every aspect of College life.

GRIEVANCE PROCEDURE

A grievance is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of rules. Student formal appeals and grievances are reviewed by the Saint Luke's College of Health Sciences Admission and Progression Committee, which recommends the disposition of the grievance to the Nursing Dean for review and final decision. In addition, this Committee reviews and acts upon all cases of academic or nonacademic misconduct as described. The following procedure is available to any student should a grievance arise between a student and a faculty member or other person (hereinafter called the involved party or parties) pertinent to the student's program of study.

Note: Issues involving grades in a particular class should be attempted to be resolved between the course instructor and the student, and will normally not be considered grounds for grievance. Students should make every attempt to resolve any disputes regarding academic matters with the faculty involved. Students should follow this order of contact when disputes are not resolved at the level of the individual teacher:

- make an appointment with the lead teacher; if not resolved,
- make an appointment with the Nursing Dean .
- Exceptional circumstances must be evident for grade matters to fall within grounds for grievance and be approved for formal review and requires agreement of the Nursing Dean and Registrar.

Should a grievance exist, it is the student's responsibility to follow the proper sequence in the Grievance Procedure.

EXHAUSTION PHASE:

I. PRELIMINARY RESOLUTION EFFORTS:

A. The student will make a good faith effort to resolve the conflict with the involved party within five (5) academic days of the incident. The student is to meet with or make an appointment with the involved party to discuss the incident. The goal of this meeting is to agree upon a resolution to the incident.

B. In the event that no resolution is found, the student should attempt to resolve the conflict with the lead teacher of the course (if not already done with the first meeting). This meeting should be held within three (3) academic days of the first meeting.

C. In the event that no resolution is found between the student and the lead teacher, or in the event that the course does not have a lead teacher, or the lead teacher is the object of the grievance, the student should attempt to resolve the conflict with the Nursing Dean. This meeting should be held within three (3) academic days of the student and involved party meeting or within three (3) academic days of the student-lead teacher meeting, according to the particular case.

D. If the conflict fails to be resolved after steps A-C, and the student wishes to pursue the grievance further, the student will have the opportunity for a hearing before the Admission and Progression Committee as follows:

GRIEVANCE PHASE:

II. PROCEDURE:

Throughout the entire Grievance process both involved parties have procedural guarantees as outlined. It is required that all steps be carried out within the prescribed time limits. Failure to do so on the part of the student may negate the grievance. There are four steps:

STEP I

The student will submit a typed statement of the Grievance complaint to the Nursing Dean of the academic program within five (5) academic days of conclusion of the steps of Exhaustion.

Upon receipt of this statement the Nursing Dean will:

A. Notify the student(s) of the right to select a faculty advocate. In the instance of a grievance filed by a student group, the student group may be represented at the meeting referenced below by no more than two (2) currently enrolled Saint Luke's College of Health Sciences students, and these students may be accompanied by a faculty advocate. These individuals will have no vote in the Committee decision. The role of the faculty advocate is to support the student(s) in regard to procedural and/ or substantive (relating directly to the allegation) areas. It is the student's responsibility to contact the advocate and obtain his/ her consent to serve as an advocate;

B. Forward the Grievance complaint to the Chairperson of the Admission and Progression Committee. If the involved party is the Chairperson, the Nursing Dean will forward the complaint to the Chair of the Nursing Faculty who will appoint a replacement chairperson for the hearing.

C. Forward a copy to the involved party (ies).

STEP II

The Chairperson of the Admission and Progression Committee will schedule a meeting of the committee and all involved individuals to hear the grievance. Membership of this Committee may include an Administrative representative from the College if deemed appropriate to the situation. Substitutes for this committee can be appointed by the Chairperson as deemed necessary for reasons of conflicts of schedule or interest.

The student has a right to an unbiased tribunal. If the student perceives that there is a potential conflict of interest with any member of the committee, a specific written declaration of this potential conflict of interest should be presented to the Chair of the Nursing Faculty Senate. If the Chair of the Nursing Faculty Senate agrees about the potential conflict of interest, he/ she will appoint a replacement from the appropriate category (student representative or faculty member of the committee).

The meeting will be scheduled no later than fifteen (15) academic days following the Admission and Progression Committee's receipt of the Grievance. The Chairperson of the Admission and Progression Committee may extend this time period for extenuating circumstances only. The Chairperson will initiate communications with the student and involved party within five (5) academic days of the time that the Grievance is filed with the Nursing Dean to set the hearing date. The chairperson may seek advice on procedural matters about the grievance from the Nursing Dean or College attorney.

STEP III

The purpose of the Admission and Progression Committee is to gather pertinent information in a fair and impartial manner and to recommend to the Nursing Dean an appropriate course or courses of action.

Within three (3) academic days of receipt of the meeting notification from the Chairperson of the

Admission and Progression Committee, all involved individuals will provide the Admission and Progression Committee with:

- 1) a copy of any and all documentation regarding the issue that the student identified in the Grievance statement;
- 2) information regarding a declared documented disability if it is relevant to the issue identified by the student in his/ her grievance statement;
- 3) the names of witnesses to the conflict.

The student and the involved party will be responsible for notifying their witnesses of the date, time and place of the meeting in which they are to testify.

Prior to the meeting of the Admission and Progression Committee, the student and the involved party will be provided a list of the members on the Committee, and the opportunity to review all of the documentation and the list of witnesses submitted to the Admission and Progression Committee by all involved parties. In the event that the documentary evidence or the names of witnesses are not available by the deadline, both parties will be given time at the beginning of the proceeding to review the material submitted.

All parties will be invited to be present during the meeting in which the student's Grievance is addressed. Witnesses may be present only during the time that their testimony is required. However, the individual against whom the grievance is filed is not required to give evidence and will be so informed at the beginning of the proceeding. The role of the advisor during the hearing process is to support the student. This advisor may not question any witnesses or hearing members.

The process of the hearing will progress as follows:

1. Opening Remarks by chair:
 - a. Purpose of convening to hear grievance brought by ...
 - b. Official record of proceedings will be the tape recording
2. Introductions
 - a. State name, role (grievant, advisor, involved faculty, committee member), and level represented (junior, senior)
3. Due Process (Chair to explain exhaustion of steps leading to the hearing phase.)
4. Procedure (Chair to explain items below.)
 - a. Role of the chair
 - b. May consult with Office of Student Services/Registrar
 - c. May consult with legal counsel
 - d. Witnesses present only during testimony
 - e. Involved faculty/party not required to give testimony or evidence
5. Confirmation of no conflict of interest
6. Statement of confidentiality to be read to each new party to the hearing
7. Chair to ask about any questions before hearing the grievance
8. Presentation of the grievance and testimony by student
9. Questioning of student by involved party
10. Questioning of student by Admission and Progression Committee
11. Testimony of witnesses for the student
12. Questioning of witnesses for the student by involved party

13. Questioning of witnesses for the student by Admission and Progression Committee
14. Chair dismisses each witness and calls for the next
15. Presentation of testimony by involved party if party desires (optional)
16. Questioning of involved party by student
17. Questioning of involved party by Admission and Progression Committee
18. Testimony of witnesses for the involved party
19. Questioning of witnesses for the involved party by student
20. Questioning of witnesses for the involved party by Admission and Progression Committee
21. Presentation of counter evidence by student (optional)
22. Presentation of counter evidence by involved party (optional)
23. Any hearing panel member may ask final questions (if any) of either party, if desired
24. Summary by student
25. Summary by involved party

Closure of hearing by the Chairperson

Minutes of the proceeding will be recorded. All participants will maintain **strict confidentiality** of the proceedings and outcome of the entire Grievance process. All records related to the proceedings will be collected by the Chair of the Admission and Progression Committee and secured in the Office of Registrar for 8 years. All photocopied material (other than that required for archiving) will be shredded immediately after the hearing.

Committee deliberations and final decision will be made in closed session. The vote for the final decision will consist of a simple majority of the voting members. The voting members consist of all committee members except the chairperson, who may vote in case of a tie. The committee will base all decisions upon all of the evidence before the committee and known to the involved parties. After all evidence has been heard, the Admission and Progression Committee will prepare a written summary of the hearing, including the final decision on the grievance and the recommendation. The Admission and Progression Committee will forward the document to the Nursing Dean within three (3) academic days after completing deliberations. The committee will not convey this decision or the recommendations to the student because the committee's recommendations are only advisory.

STEP IV

The Nursing Dean may implement or reject the recommendations of the Committee. The decision of the Nursing Dean shall be final and not subject to further appeal. The Nursing Dean will notify the involved party and the student in writing of his/ her decision on the matter by certified mail. This should normally take place within five (5) academic days from the time the Nursing Dean receives the Committee's summary and recommendation. The student has the right to continue class as scheduled until such time as the Nursing Dean's letter, containing the final decision, is received.

Effective March 2, 2009

APPEAL OF A COURSE GRADE

Policy: A student may appeal a final course grade.

Purpose: The final grade in a course is based on course objectives and grades for assignments, experiences, and exams within a course. The assessment of learning and assignment of grades is the responsibility of the course instructor(s). Final grades are to reflect the work completed during the semester in which the student was enrolled in the course. If the student believes the grade reported by the instructor is unfair or if there is a dispute between student and the instructor over the assessment of work completed in a course, the student has the right to appeal the grade.

Procedure:

Informal Process:

The first step in attempting to resolve such a grade disagreement is for the student to meet directly with the instructor to review the student's performance in the course. Although a student may request that the instructor reconsider a grade, such reconsideration is at the instructor's discretion and only if there is a compelling reason to believe the original grade was based on a seriously inaccurate assessment of the student's work. If the grade dispute remains unresolved after consultation with the course instructor involved, the student should then attempt to resolve this with the lead teacher of the course if this person is different from the instructor in question. If resolution cannot be achieved at this stage, the student may continue to the next formal grade appeals process.

Formal Process:

Grade appeals must be submitted in writing to the Admission and Progression Committee within 10 working days of the end of the semester in which the student completed the class. Such an appeal must include whatever documentation the student deems appropriate to support the request.

The Chair of the Admission and Progression Committee will call a Grade Appeals Committee which will be comprised of the Chair of the Admission and Progression Committee, two faculty members, two students, and one student services representative. All members of the called Grade Appeals Committee will be unbiased parties and therefore will not be affiliated with the course under discussion. The student's academic advisor will be notified, and can help support and counsel the student, but will not serve as a member of the committee.

Once a letter for the grade appeal has been received from the student, the Chair of the Admission and Progression Committee will request information from the lead instructor of the course to explain and document the basis used for determining the student's course grade. All written materials will then be reviewed by the Grade Appeals Committee and a decision regarding the appeal will be made.

The student will be notified through his/her school e-mail and by registered mail to the address on file with the College, and may accept the Grade Appeals Committee's decision or make one final appeal to the Dean of the academic program within 10 working days of the Committee's decision.

The Dean of the academic program will review the recommendation of the Grade Appeals Committee and the appeal submitted by the student and will make a final decision to either

accept the Grade Appeal Committee's decision, or to change the course grade. This will then end the Grade Appeals process. The student will be notified of the final decision in writing through his/her school e-mail and by registered mail to the address on file with the College.

If the student receives a failing grade in the course in which the grade is being appealed, they may not progress if the course in question is a pre-requisite. The student also may not be dismissed during the appeal process.

Approved: May 2008

VOTER REGISTRATION INFORMATION

The Higher Education Act Reauthorization of 1998 requires all colleges and universities to supply voter registration form information to all students. Voter registration application information can be found at the following websites:

<http://www.sos.mo.gov/elections/register2vote/> (Missouri)

http://www.kssos.org/elections/elections_registion.html (Kansas)

Student Learning Resources

REQUIRED COURSE TEXTBOOKS AND LEARNING MATERIALS

Textbooks and other learning materials (including online courses, simulation learning systems) that are required or recommended for each course and for use across the curriculum are carefully selected by Saint Luke's College of Health Sciences faculty and/or Curriculum Committee. All students are expected to have these required textbooks (hardcopy and/or eBook format) and other learning materials for their personal use as designated.

Information regarding required and recommended textbook and other learning materials will be distributed at time of course registration.

COURSE LEARNING MANAGEMENT WEBSITES

Evolve Course Learning Management websites built on the Angel Learning Management platform are provided for courses which utilize an Elsevier textbook. Faculty may utilize these websites for posting course resources and assignments, student communication, test administration, and/or posting grades. Additional textbook resources such as student testbanks, animations, and case studies, are also accessible via these course websites.

TUTORIAL ASSISTANCE

Individual and small group tutorial assistance for courses/subjects may be available upon request. Arrangements may be made for upper level nursing students to serve as tutors by contacting the Nursing Dean.

NCLEX-RN® READINESS

Nursing graduates must successfully pass the NCLEX-RN® in order to begin professional nursing practice as a Registered Nurse. NCLEX-RN® readiness is an outcome of engagement in a quality curricular program of study, knowledge acquisition and retention, and the development of analytical problem-solving skills. Success on formative and summative standardized tests designed to assess NCLEX-RN® readiness is correlated with success on the NCLEX-RN®. Therefore, the Evolve Testing and Remediation (HESI) program will be utilized across your program of study in order to provide formative and summative assessments of NCLEX-RN® readiness and customized remediation plans. Formative and summative assessments of NCLEX-RN® readiness will be administered according to the following schedule:

Evolve REACH (HESI) Assessment	Schedule	Benchmark Performance	
Fundamentals of Nursing	N330--1 st semester	≥ 900	Met; Excellent
Pharmacology	N235—1 st semester		
Maternity Nursing	N410—2 nd or 3 rd semester	850-899	Met; Satisfactory
Pediatric Nursing	N420—2 nd or 3 rd semester		
Psychiatric/Mental Health Nursing	N360—2 nd or 3 rd semester	750-849	Not Met; Needs Additional Preparation
Medical Surgical Nursing	N370—2 nd or 3 rd semester		
Community Health	N460—4 th semester	< 750	Not Met; Needs Improvement
Critical Care	N470—4 th semester		
Management	N480—4 th semester		
Comprehensive Exit Exam (NCLEX-RN Predictor)	N490—4 th semester		

Your test results for each of these assessments will identify the specific content areas in which you demonstrated strengths and weaknesses. Links will be provided for each identified area for remediation. From these links you will be able to review related content and practice application of concepts to practice test items. Second versions of each of these exams are also provided. Additionally, specialty and comprehensive practice tests and case studies are provided. Access codes for these additional resources are provided to students at the beginning of their program of study.

NURSING SKILLS AND COMPUTER LABS

The purpose of the Nursing Skills Lab is to provide resources and support for students' learning during their nursing education. **The emphasis is to help every student be successful!** The Nursing Skills Lab also provides support to College faculty for teaching/learning resources and technology integration.

NURSING SKILLS AND COMPUTER LABS STAFF

Kathy Lowe, RN, BSN

Nursing Skills Lab Coordinator

Office # 310

Phone # 816-932-3339

Pager # 816-440-3198

Bryant Miller

IS Site Analyst

Office #310B Phone # 816-932-9607

Hours of Operation

The Nursing Skills and Computer Labs will be staffed from 8AM to 4 PM daily Monday through Friday during school sessions and will be available for students after hours based on building access. Staff may be available at other times by appointment.

The Nursing Skills Lab is comprised of the following components: the studio of Nursing Arts, two study rooms, a Reference Resource Room, and the Computer Laboratory. The area is open for use by individual students, by study groups or by faculty for course instruction. The Nursing

Skills Lab is designed to assist all students in the development and refinement of nursing skills and competencies. Students are encouraged to use these services on a self-referral basis. Students may also be advised to seek assistance based on a recommendation from their instructor or advisor.

The **Computer Lab** contains a computer bank that is connected to the SLHS network (LAN). Each student is assigned a student account and an Individual User ID to access the SLHS LAN. Individual accounts and passwords are not to be shared with other students. Students are not allowed to copy College software or to install any software on College computers.

Features available in the Computer lab: 25 computer workstations with - Outlook E-mail, IE – Internet Explorer, Office 2003 products – WORD, Excel, PowerPoint; Laser printers, a scanner, a shred bin, and multiple resource materials.

Access to Storage Drives on Central Servers: Each student will have a personal storage drive = **M** labeled with their S# and a College Common drive = **F/ COLLEGE** folder.

SLHS Applications are also available to students through the ACCESS window: (CITRIX) These applications include – Plan for Care, Lexi-Comp Drug Info, Care Planning , Horizons Clinicals (HOM and HED), Stedman’s Abbreviations, EKG programs, Clinical Forms, Krames on Demand (patient education program) and the USA Mobility pager text manager.

Saving and transferring information from home – computer lab: Students may use portable storage devices such as “jump drive” or “thumb drive” to transfer information from home to school. If difficulty is encountered, please see the Nursing Skills Lab staff. Sending information, papers, assignments, etc. by e-mail is **STRONGLY** recommended.

Printing: The Computer lab black and white printer is to be reserved for school business only. There is no guarantee that the printers or your storage device will function properly or that the computer lab will be available for printing at the last minute. **PLEASE DO NOT** wait until the deadline to print.

Workshops may be offered to acquaint students with computers, email/internet, word-processing and computer-assisted instructional programs as needed. Any student who desires individual computer instruction should make an appointment with the Nursing Skills and Computer Labs staff. Students may also take computer courses offered by SLHS Information Services based upon space and availability. Please see staff for schedules.

EQUIPMENT

The majority of the equipment, supplies and resources are intended to be used in the Nursing Skills Lab. Some limited check outs are available for specific equipment. When students **check out equipment** (e.g. notebook computers, stethoscopes, blood pressure cuffs, and references) from the Skills Lab staff they will be required to sign an **Equipment Liability Agreement**. Student check-out privileges from the Nursing Skills Lab may be revoked or suspended if policies are not followed.

NURSING STUDENT TOTE SUPPLY BAG

Each student is provided with a tote bag containing all of the needed supplies for skill practice and evaluation during the two year nursing curriculum. The tote bag belongs to each student and it is expected that the bag will be properly stored, maintained, and that the supplies are brought to the proper lab as directed. If you have questions regarding your tote supply bag, please contact Kathy Lowe, RN, BSN in the Nursing Skills Lab or any instructor.

Expenses and Financial Aid Services

STUDENT EXPENSES

Tuition and Fees

Application fee*	\$ 35.00	
Acceptance fee*	\$200.00	(applied to first semester's tuition)
Tuition	\$369.00	per credit hour
Health fee	\$ 75.00	per semester
Student Activity fee	\$ 75.00	per semester
Library fee	\$ 65.00	per semester
Lab/Technology fee	\$440.00	per semester
Graduation fee	\$250.00	last semester
Returned check charge	\$ 15.00	per occurrence

Other estimated expenses:

Books	\$1200.00	(Juniors)
	\$ 700.00	(Seniors)
Uniforms	\$ 300.00	
NCLEX application	\$ 300.00	(Seniors)

*Non-refundable
(tuition and fees subject to change)

FINANCIAL OBLIGATIONS

All tuition and fees are **due prior to the beginning of each semester**. Students who have not paid their charges in full **will not be allowed to attend class**. Students may apply for financial aid by contacting the Financial Aid Office.

Students who have outstanding charges at the end of the semester will not be allowed to register for the next semester until satisfactory arrangements have been made with the Executive Director of Business Operations and Student Services

Saint Luke's College of Health Sciences has the right to refuse to release transcript of students who have outstanding charges, who are delinquent in payment on student loans.

FINANCIAL AID

Students who need help with their expenses are encouraged to apply for financial aid. Application forms and assistance are available from the Financial Aid Office. The Financial Aid Office is located on the fifth floor of Saint Luke's College of Health Sciences in Room 505. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m. Telephone: 816-932-2194 or 816-932-8629.

The following policies and conditions apply to all Financial Aid awards:

1. All financial aid funds are credited directly to the student's account with the College, one half each semester.
2. If a student's aid does not cover his/her full charges, the student must **pay the balance in full each semester at or before the beginning of the semester.**
3. If the financial aid awarded exceeds the student's charges, a refund check will be issued.
 - This excess proceeds check will be issued **ONLY** after all aid funds and all required documents are received at the College.
 - Missing or incomplete information will be requested of the student prior to the issuance of an excess proceeds check. The student will be notified requesting the missing or incomplete information. Prompt student response to requested information will expedite issuance of excess proceeds.
 - After all required criteria have been met, the student will be notified that their excess proceeds check is available.
 - Students who are expecting excess proceeds should be prepared for processing and internal auditing time.
4. Financial aid awards are for one (1) year only. Students must reapply for aid each academic year. Federal forms are usually available after January 1. Students must maintain satisfactory academic progress in order to remain eligible for financial aid. See Satisfactory Academic Progress Policy, *Student Handbook*.
5. If a student withdraws from Saint Luke's College of Health Sciences, and according to the College Return of Enrollment Charges Policy, a tuition refund is calculated, it will be distributed to financial sources as stipulated by federal regulations. See Return of Enrollment Charges Policy, *Student Handbook*.

VERIFICATION PROCEDURE

Students selected by the United States Department of Education for verification must complete all requested verification forms, and supply signed copies of the previous year tax return for all income represented on the FAFSA. Students selected for verification must do so before Federal Aid will be disbursed.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Federal regulations require students to meet satisfactory academic standards in order to receive federal financial assistance. The two standards utilized by the College to determine satisfactory academic progress are quantitative and qualitative.

Quantitative progress requires students to pass a minimum number of credit hours. Qualitative progress requires students to earn a predetermined Saint Luke's College of Health Sciences cumulative grade point average. Students must be in compliance with the College's written standards for both quantitative and qualitative progress to maintain eligibility for any type of federal financial assistance. Students failing to maintain satisfactory academic progress will be ineligible for further federal financial assistance until academic progress guidelines are met. Final quantitative and qualitative progress will be assessed annually.

Saint Luke's College of Health Sciences will attempt to notify students when they have not maintained satisfactory academic progress. However, students are responsible for being aware of the satisfactory academic progress policies and eligibility guidelines even if the College's notification is not received.

Quantitative Progress

To be considered making satisfactory quantitative progress, students must successfully complete at least 75% of the hours attempted. Failing grades (D, F) or withdrawal (W) will not be computed in the number of hours completed.

Qualitative Progress

To be considered making satisfactory qualitative progress, students must maintain a minimum cumulative grade point average of 2.00.

Maximum Time Frame and Credit Hours

Students may receive financial assistance for up to one and one-half (1 ½) times the normal program length (150%). Part-time attendance counts in this calculation. The normal program length for an undergraduate degree is 124 credit hours. Only hours applicable to the Saint Luke's College of Health Sciences Bachelor of Science in Nursing degree will be counted.

Student Financial Appeals Process

A student who fails to make satisfactory academic progress may appeal, in writing, the loss of eligibility. The appeal must be based on documented mitigating circumstances that were clearly beyond the student's control. Types of required documentation may include doctor and hospital reports, legal documents, written statement/information from a relative or other official source as deemed appropriate by the Financial Review Committee.

Written appeals and all supporting documentation must be received by the Financial Assistance Office within fourteen (14) days prior to the beginning of the semester. The Financial Review Committee will review the written appeal, supporting documentation, and notify the student in writing of the appeal decision within fourteen (14) days from the date received.

To appeal the decision of the Financial Review Committee, the student must submit a written appeal and all supporting documentation to the Presidents Office within seven (7) days from the date on the Financial Review Committee's written response. The decision of the President is final.

RETURN OF ENROLLMENT CHARGES

Students must notify the Registrar, in writing, if they intend to withdraw from all courses. The official date of withdrawal is the date that the Registrar receives the written notification.

The adjustment period begins with the first day of classes according to the academic calendar. The College will refund 100 percent of the tuition that has been paid by a student who withdraws from school before the first day of class. Charges for books and College fees are not refundable.

The Return of Enrollment Charges Policy does not apply to students who drop individual courses while remaining enrolled in other courses and are not withdrawing from the College. The following general guidelines for tuition reduction would apply:

Students who withdraw from courses prior to the first day of classes will receive a 100% reduction in tuition (less non-refundable application fee).

Students who withdraw within the first 10% of the enrollment period, students will receive a 90% reduction in tuition charges.

Students who withdraw within the first 11% through the first 25% of the enrollment period, students will receive a 50% reduction in tuition charges.

Students who withdraw within the first 26% through the first 50% of the enrollment period, students will receive a 25% reduction of tuition charges.

Students who withdraw after the end of the first 50% of the enrollment period pay the entire tuition charges.

RETURN OF TITLE IV FEDERAL STUDENT AID

The account of a student who has federal aid and withdraws before 60% of the semester has occurred will be evaluated according to the Department of Education guidelines and formula.

The policy conforms to the Higher Education Amendments of 1998. Title IV programs affected are Subsidized and Unsubsidized Stafford Loans, Perkins Loans, PLUS (Parent Loans for Undergraduate Students), Pell Grants, and SEOG grants.

Federal aid is earned by the percentage of the payment period the student completes. To figure the percentage of aid earned, divide calendar days completed in the semester by total days in the semester. Weekends are included, but scheduled breaks that are at least five (5) days in length are excluded. If the student completes more than 60% of the semester, 100% of the aid is earned for the semester and no immediate repayment obligation is incurred. If the student completes 59% or less of the semester, the portion of federal aid determined to be unearned must be repaid to the federal programs. After this calculation is completed the student may owe charges to the College.

The College will return Title IV aid from the student's account according to the Return to Title IV federal formula. A student may be required to return a Title IV overpayment. If the College notifies the student to return an overpayment, the student has forty-five (45) days to return the funds to the College. If the student does not comply with the forty-five (45) day requirement, the

Department of Education will be notified to begin collection. The student will be ineligible for further Title IV aid until either the overpayment is paid in full or satisfactory repayment arrangements have been made with the Department of Education.

Institutional refunds and the formula used to determine the required return of Federal and other student aid will be completed within thirty (30) days of the withdrawal date.

RETURN OF NON-FEDERAL STUDENT AID/PERSONAL PAYMENTS

If the student received Federal aid, the return of Federal funds is the first priority. If the student received state or institutional aid or made personal payments, the state and institutional aid are repaid proportionally according to the source of the payments.

Federal student aid programs will be returned in the following regulated order: Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal SEOG, other Title IV aid programs.

Student Services

SAINT LUKE'S HEALTH SCIENCES LIBRARY

The Saint Luke's Health Sciences Library maintains an extensive collection of medical and nursing resources for use by Saint Luke's College of Health Sciences.

The Saint Luke's Health Sciences Library provides the following services to College faculty, staff, and students.

- Database/Literature searching
- Electronic databases, books and journals
- Books/Journals/ Audio-visual programs
- Article photocopying
- Inter-library Loans
- Book and Audio-visual check-out
- Phone reference
- Study and reading space
- Computer access and printing
- Internet access-wifi access
- Small group meeting area

Online bibliographic database searches can be done from the Library, any Saint Luke's College of Health Sciences computer (student lab, classroom) via

http://www.saintlukeshelathsystem.org/slhs/Services/Common/Saint_Lukes_Medical_Library/Medical_Knowledge_Base.htm. Searches (except New England Journal of Medicine and Up to Date) may be completed from offsite computers (e.g., home) by following the directions below for special remote login:

1. Go to the SLHS website (<http://www.saintlukeshelathsystem.org/>).
2. Follow the Medical & Allied Health Education link in the left-hand purple menu.
3. Follow the "Saint Luke's Health Science Library" link in the Health Sciences Library section (far right column).
4. This will take you to the Medical Knowledge Base (Medical Library) page.
5. Follow either of the "College of Nursing Special Remote Login" links.
6. The special remote login for Saint Luke's College of Nursing page will come up. Enter the current semester's password the College of Nursing has provided and click Login. (The password is updated each semester.)
7. Once step 6 is successful, you will go to the College of Nursing version of the Medical Knowledge Base (Medical Library) page.
8. The restricted access links (EBSCO, PubMed, Ovid, etc.) will now work properly for you. There are two exceptions: *The New England Journal of Medicine and Up to Date*. These external resources rely on IP authentication. As such, they are only full accessible when used from a system with an IP assigned by the SLHS internal network.

When visiting the library, students must wear the Saint Luke's College of Health Sciences Name/ID badge. Doors are kept locked and must be opened by the Library personnel. They will expect to see your badge.

LOCATION:

4141 Mill Street
Kansas City, MO 64111
E-mail: library@saint-lukes.org
Phone: (816) 531-0560
Fax: (816) 531-6316

DIRECTIONS:

>Directions to the Library **from Saint Luke's Hospital:** go North on Wornall from 43rd street, bear left at the Y on to Mill Street. The Library is on the corner facing west.
>Directions **from Westport Road:** turn South on Mill Street towards Panera Bread Co. The Library is on the left corner at the stop sign, just before the old trolley rails.

Library Hours:

Monday through Thursday	7:30 AM through 8:00 PM
Friday	7:30 AM through 5:00 PM
Saturday	9:00 AM through 1:00 PM
Closed Sunday	

Web site:

http://www.saintlukeshalthsystem.org/SLHS/Services/Common/Saint_Lukes_Medical_Library/Medical_Knowledge_Base.htm

CAREER ASSISTANCE

Nursing is a very diverse career from which graduates may choose many different paths. As students move through the curriculum they have the opportunity to experience a wide variety of specialty areas which provide them with information. They also have the ability to network with many professional nurses in these areas, from whom they gain a sense of what it is like to work in a particular specialty.

Saint Luke's does not have a separate Career Placement Office. However, there are a number of ways in which we assist students with career planning.

1. Students are taught the elements of resume writing and actually write their own resumes. They are also taught about effective interviewing to assist with applying for positions.
2. The College is supplied with multiple copies of the Kansas City Nursing News, which is published weekly and has several pages devoted to the local job market.
3. Students are kept informed about, and encouraged to attend nursing related career fairs which occur periodically in the Kansas City area.
4. Students have access to the Internet via the Nursing Skills Lab through which they can obtain national as well as local information about job openings. One such database is located at Nursing Spectrum.com on the worldwide web.
5. The Saint Luke's Student Nurses' Association often invites guest nurse representatives to talk about specific careers in nursing. All students are encouraged to attend these interesting presentations.
6. The faculty serve as role models of specialists in their respective fields of nursing and are always willing to share their expertise with students, as well as provide them with information about a particular area of nursing.

LETTERS OF RECOMMENDATIONS/REFERENCES

To comply with regulations outlined by the Family Educational Rights and Privacy Act of 1974, Saint Luke's College of Health Sciences requires students to sign a release form if statements given by College employees include personally identifiable information obtained from a student's educational record. Information within this category includes grade point average, academic performance and competencies.

Procedures for Release of Information for Recommendations:

1. The student prints the Saint Luke's College of Health Sciences Consent and Agreement for Release of Information Form found at F:\College-Nursing\FORMS\Release of Information Consent Form.
2. The student completes and signs the form and presents it to the College employee.
3. After receiving the completed form from the student, the College employee may then release information about the student to identified parties listed on the form.
4. College employees releasing information about a student will keep copies of the form in the student academic file in the Registrar's Office.

Approved May, 2006

STUDENT COUNSELING SERVICES AND THE SLHS EMPLOYEE ASSISTANCE PROGRAM (EAP)

As a student at Saint Luke's College of Health Sciences you have access to the Saint Luke's Health System Employee Assistance Program (EAP). Students can receive up to five (5) free visits.

EAP offers short term counseling services. The number of visits is typically based on recommendations by your health provider after the initial visit. Generally, 70% of all employees/family members seen in the SLHS EAP receive all the counseling they need during these visits. Additionally, all Saint Luke's College of Health Sciences students are required to demonstrate evidence of personal health insurance, therefore your personal policy may assist in additional coverage of counseling services, or medication, if indicated.

The EAP counselors are licensed, masters or doctoral level psychologists, clinically trained social workers and/or licensed professional counselors. Several have additional certifications such as Certified Employee Assistance Professional, Certified Substance Abuse Counselor or meet the requirements of Substance Abuse Professionals for DOT related work.

EAP professionally trained counselors provide direction for general and critical incident stress, substance abuse, family issues, financial problems, psychological and relationship issues, legal and vocational difficulties and child and elder care needs.

You may contact EAP at the following phone numbers 1-800-EAP-1223 or 816-931-3073 to arrange a confidential appointment.

Other resources available outside of the EAP include:

- www.suicidepreventionlifeline.org or 800-273-8255 (free and confidential, 24 hour hotline)
- Kansas City Metro-Wide Crisis Line, Domestic Violence and Sexual Assault: 816-HOTLINE or 816-468-5463
- Kansas City Metropolitan CASA (Court Appointed Special Advocates for Children): 816-842-2272
- Child Abuse Prevention Association: 816-252-8388

SPIRITUAL GROWTH

Students at Saint Luke's College of Health Sciences are encouraged to follow the spiritual precept of their choice. The following Christian services are available to students in the Chapel located in the Hospital:

1:00 a.m.	Daily	Prayers for Healing (a brief service of prayers)
11:00 a.m.	Wednesdays	Holy Communion and Healing Service
3:30 p.m.	Saturdays	Roman Catholic Mass
10:30 a.m.	Sundays	Holy Communion

The Saint Luke's Hospital Chaplain is available for students. Additional information may be obtained by calling the Chaplain's Office at 816-932-2180.

HEALTH SERVICES

Each student is expected to maintain a high standard of physical and mental health. Students may seek health services from Saint Luke's Hospital Employee Health Services Department, which is staffed by a Registered Nurse and an appointed physician. The services offered by this facility are limited to treatment of acute, short-term illnesses, TB screening and immunization for Hepatitis B. There is no fee for being seen by the Employee Health physician, but referrals to other physicians are at the student's expense. Employee Health Services is located at the Plaza One Medical Building, 4320 Wornall Road, Suite 624. Saint Luke's Hospital Employee Health Services Department will provide to enrolled students:

- a physician or nurse practitioner to treat minor injuries or illnesses sustained while in the course of their student role. All prescriptions related to such services are at the student's expense.
- appropriate follow up of all bloodborne pathogen exposures and all other infectious agent exposures as specified by the Medical Director of Employee Health Services.
- TB skin testing (and any necessary follow up) to all current students.
- Employee Health will provide Hepatitis B Vaccine & Hepatitis B Titers to current students as specified in the most current CDC's guidelines.
- Flu Vaccinations (if vaccine available) on an annual basis to all current students.
- MMR & Varicella vaccine as required of students.

Employee Health reserves the right to refer the student to a private physician depending on the seriousness of the injury or illness and based on sound medical judgment. Students are not covered under Saint Luke's Hospital Workers' Compensation Plan.

Student health services are **NOT** available during scheduled vacations, holidays and for students not enrolled in course work. All students are required to pay the Saint Luke's College of Health Sciences Health Fee.

MEDICATIONS

Medications may be purchased at Saint Luke's Hospital pharmacy at a discount when the student identification badge is presented. Students are responsible for the cost of all medications. No medications are distributed by Nursing Skills Lab staff or other College staff.

Student Organizations and Activities

SLSNA

Any BSN degree seeking student who is enrolled in one (1) credit hour or more during the current semester is considered a member of the student body and is automatically a member of the Saint Luke's College of Health Sciences Student Nurses' Association (SLSNA). The organization promotes personal and professional development and serves as an avenue for student input into programs and policies of the College. Through its officers and standing committees, the organization sponsors social, educational and cultural events and community activities. As a regular part of its activities the organization sponsors fund-raising events. Some of the monies raised are used to enable students to attend annual, out-of-town conventions of the State and National Student Nurses' Association of which SLSNA is a constituent member.

BSN degree seeking students are eligible for membership in the National Student Nurses' Association (NSNA) upon admission to the College. The NSNA is a pre-professional organization for nursing students whose chief purpose is "to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life." NSNA is structured on a multi-level basis, which includes national, state and local chapters.

SAINT LUKE'S COLLEGE OF HEALTH SCIENCES NURSING HONOR SOCIETY

Saint Luke's College of Health Sciences is dedicated to the development of intellectual curiosity and inquiry and providing students with opportunities to acquire new knowledge and skills that will equip them to function as educated members of society. To foster and augment this development the Saint Luke's College of Health Sciences Nursing Honor Society was founded in 2009. Membership into the society is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. The vision of the Honor Society is to contribute to the global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the people of the world.

SAINT LUKE'S ALUMNI ASSOCIATION

Graduates of Saint Luke's College of Health Sciences are eligible to join the Alumni Association, which evolved from the Saint Luke's Hospital School of Nursing. Activities of the Alumni Association include newsletters, fund raising, education and social programs and student scholarships. For further information concerning the Alumni Association contact 816-932-2977.

STUDENT AMBASSADOR PROGRAM

Student Ambassadors represent the college at community events, college activities, graduation ceremonies and alumni activities. Ambassadors promote a positive, professional image of students of the college. Students interested in being a Student Ambassador should contact the Director of Enrollment Management and Human Resources in office 507

OTHER CAMPUS ORGANIZATIONS

Other campus organizations, which are consistent with the philosophy of the College, may be formed to meet individual student needs and interests. A campus organization must have an advisor who is chosen from the full-time faculty or professional staff of the College. The President must approve all organizations. Organizations may charge membership dues to cover operating costs. The President must approve dues. Campus organizations are open to all admitted students regardless of race, nationality, gender, age or religious preference.

Revised 5/06

STUDENT REPRESENTATIVES ON COLLEGE AND NURSING PROGRAM COMMITTEES

Student representatives are appointed or elected to the following College and Nursing Program Committees. Student representatives are responsible for communicating committee activities to other students and for gathering and providing student input to committee activities. Student representatives are Ex-Officio Committee members, having voice but no vote.

The following is a list of the committees and their purpose.

College Committees

Strategic Planning Committee: Provides leadership for the strategic planning process and is charged with setting institutional priorities and establishing key performance indicators for college goals. *One student representative appointed by President.*

Institutional Effectiveness Committee: Tracks and monitors assessment activities, reviews and analyzes institutional effectiveness indicators, and makes recommendations for institutional improvement and change. *One student representative appointed by President.*

Budget Committee: The Budget Committee is the primary budget recommendation group for the College, establishing recommendations to the College administration on College budgetary matters. The committee oversees the development of the annual college budget in relation to the College's planning priorities. *One student representative appointed by President.*

Institutional Advancement Committee: The Institutional Advancement Committee reviews, discusses, and, when appropriate and necessary, recommends action on important and substantive issues and proposals involving development, public affairs and government relations, community affairs, and alumni affairs. *One student representative appointed by President.*

Alumni Relations Committee: The Alumni Relations Committee promotes strong alumni relations through contact with all College alumni and promotion of College alumni activities. *One student representative appointed by President.*

Nursing Program Committees

Nursing Division Faculty Association: The Faculty Association shall exercise responsibility for the academic affairs of the nursing program in accordance with the vision, mission, philosophy, and purpose of the program and the College. The Faculty Association shall establish requirements for admission and progression within the program and program graduation requirements. The faculty shall determine the arrangement and content of curricula. Through collegial self governance, faculty members decide and develop the curriculum that will be offered to students within the limits established by state rules and regulations and accrediting agencies. The Faculty Association establishes program outcomes and utilizes outcome data in the development, maintenance, and revision of educational experiences in the nursing program. *Two elected Student Representatives, one junior and one senior.*

Curriculum and Educational Resources Committee:

Purpose: To maintain the integrity of the College as an academic entity and to promote the effective use of educational resources in the academic activities of the College. *Two elected Student Representatives, one junior and one senior.*

Admission and Progression Committee

Purpose: Formulate, review, and recommend policies, procedures, processes, and practices to Faculty Association regarding student admission, progression, and graduation. *Two elected Student Representatives, one junior and one senior.*

Program Evaluation and Assessment of Student Learning Committee

Purpose: Ensure the systematic evaluation of the nursing program and of assessment of program student learning outcomes. *Two elected Student Representatives, one junior and one senior.*

CONVOCATION

In academia, the word "convocation" refers to a ceremonial assembly of the members of a college or university. Traditionally, academic convocations celebrate special events such as the beginning of the academic year or the anniversary of an institution. This is true at Saint Luke's College of Health Sciences where Convocation is the official welcome for all students, faculty and academic staff. This ceremony marks the beginning of the academic year and ushers new students into the community of scholars.

CLINICAL INDUCTION CEREMONY

An inaugural Clinical Induction Ceremony in 2009 marked the beginning of a new tradition at Saint Luke's College. This special event is held in October and signifies to junior nursing students the beginning of their clinical practice in the professional nursing program.

PINNING CEREMONY

Pinning ceremonies date back to before the turn of the 20th century, marking the passage of student nurse to practicing professional nurse. Each year nursing students who are graduating from Saint Luke's College of Health Sciences receive their nursing pins and recite the International Pledge for Nurses by candlelight during commencement exercises.

General Policies and Information

FACILITY

Building Hours

The front door to the building is unlocked 0730 - 1800. There is a security guard on duty until 2200. Saint Luke's College of Health Sciences policy requires that all students vacate the building before 2200 daily.

Tobacco Free Policy

The College conforms to a tobacco free policy. The use of tobacco products are prohibited in all on campus and everywhere on the property including outside. Smoking is not permitted in Saint Luke's College of Nursing and Health Sciences parking areas or in cars parked in the parking areas.

Parking

Parking at the College is available to students at no charge in the 8320 Ward Parkway parking garage. It is preferred that students park in the non-reserved parking areas on the upper floors in the uncovered spaces. At no time are students allowed to park in the reserved parking or visitor parking spaces. Violators will be towed.

Copy Machine

Students have access to a copy machine for school purposes only. The student copy machine is located in the student lounge/mail box area and is provided as a courtesy for students to make single school-related copies.

The College cannot guarantee that the copy machine is functional 100% of the time, so please plan ahead and make copies early rather than at the last minute. The copier is not designed for high volume copying. If the machine is NOT WORKING, notify the Receptionist at the front desk and place a sign on the copier indicating that College personnel have been notified. Repairs usually occur the same day.

Options for other copy machines include:

1. use the College copy machine on the 5th floor (faculty and staff print/copy jobs will have priority on the administrative/faculty copiers);
2. ask a faculty member to assist with use of Faculty Workroom copier. The faculty member must remain in the room with the student until the project is complete;
3. use Kinko's, two blocks to the south on State Line; or
4. print at home.

Lounge/Kitchen

A student lounge is conveniently located and comfortably furnished for student use. An adjoining kitchen contains a refrigerator/freezer, microwave oven, coffee maker and vending

machines for snacks, juice and sodas. This is an area for student use. While trash is emptied daily, keeping the area clean and uncluttered is the responsibility of the students who use it.

Study Areas

Study areas are available for student use. These areas include the Student Lounge, the Skills Lab, Rooms, 310A, 309 and 331. Conference rooms can be reserved through the Receptionist at the front desk as availability permits. These rooms include 304, and 501.

SAFETY

Student Identification

Saint Luke's College of Health Sciences identification badges are issued to all students through Enrollment Management and Human Resources of the college. Identification badges must be worn at all times when students are at the College, and all clinical practice environments. The identification badge is required for admittance into the building and for entry to the 3rd and 5th floors of the campus building.

New identification badges are issued at no charge to the student if a legal name change occurs. However, a replacement fee is charged for lost or damaged identification badges. Students should contact the Director of Enrollment Management and Human Resources, room 507, to order a replacement name badge.

Identification badges are not transferable, and the badge may not be loaned to anyone. Identification badges must be returned when the student is no longer enrolled in the College.

Campus Safety Alert

In the event that Saint Luke's College of Health Sciences becomes aware of a situation that poses a risk to the safety and security of the College Community, the Security Officer will issue a Campus Safety Alert through various mediums to advise the campus of potentially dangerous or important safety information. We will alert the College Community by:

- Distributing campus-wide emails.
- Posting notices on the electronic message board on 3rd floor.

Weapons Policy

No weapons of any kind are allowed on campus. Weapons include, but are not limited to firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, dangerous chemicals, knives, switchblades, paint-ball guns, "Air-soft" guns, BB guns, potato launchers, bows and arrows, slingshots and similar devices.

Discipline for unacceptable conduct will depend upon the circumstances. The College will exercise its discretion in determining a proper response, up to and including the immediate termination of employment or student suspension without advance notice. Any relevant licensing or certifying boards will be notified.

Medical Emergencies

Upon recognizing a medical emergency at the College, dial 911. Be sure to include the street address, 8320 Ward Parkway, and identify the third or fifth floor. After 911 is called, notify the receptionist that emergency medical services are on the way and where to direct them. The receptionist will notify the building/front desk and appropriate staff.

Fire And Fire Drills

A fire alarm is called at the College by pulling a call box located in the building. In addition, 911 should be called. Designated fire marshals will direct flow of traffic. When a fire alarm is sounded, all employees and students are to exit the building by the nearest stairwell and meet in the designated area (lower level) in the parking garage. Please close your office and classroom doors as you leave. When fire drills are called proceed as you would for a fire alarm unless directed not to evacuate.

Tornado Warning

A Tornado Warning will be announced at the direction of the Dean or Executive Assistant. The fire alarm will be sounded and the designated fire marshals will direct persons that a Tornado Warning is in effect. All employees, students and visitors must gather in the center of the building in the student lounge area or restrooms. Close doors in offices and classrooms and stay away from windows.

Inclement Weather

In the event of adverse travel conditions caused by ice or snow, the College may close. Most area radio and television stations will broadcast an announcement regarding closing. Dialing **816-932-2362** or checking student College e-mail can access any information concerning school closing. Please remember the College rarely cancels school. However, faculty may cancel individual classes. If faculty cancel an individual class, then they will be responsible for contacting the students.

The College tries to make a decision concerning cancellation of classes as early as possible but this is not always feasible by 6:00 a.m. Each student will need to exercise their own judgment whether they can make it to school safely, or not.

Information Sources and Communication Responsibilities

WEB SITE

Saint Luke's College of Health Sciences web address is: www.saintlukescollege.edu

E-MAIL

Every student is assigned an electronic mail account. This e-mail account is the official source for distribution of information to college constituents. Students should check their e-mail daily. To access e-mail from home with a saint-lukes.org email address use the following web site: <https://email.saint-lukes.org> . All others should use <http://email.saintlukescollege.edu>

SOCIAL NETWORKING

Students, faculty and staff of Saint Luke's College of Health Sciences shall not post or contribute any content to any social networking, or other internet site (including but not limited to Myspace, Facebook, texting, etc.) that reflects negatively on the College faculty, administrative staff, other students, classes, clinical sites and their personnel, clients/patients and/or visitors. Inappropriate material placed on these sites may be subject to Saint Luke's College of Health Sciences Code of Professional Conduct Policy. Individuals or groups within the College community are not permitted to present personal opinions in ways that imply endorsement by the College.

Anyone using these social networking sites should become familiar with the concepts of defamation and invasion of privacy.

Elements of a defamation claim include:

- a. conveying any message about a person(s) through words, images, etc. that could be reasonably understood as being factual (a statement of opinion like "I think Josh cheats on tests" could be considered factual depending upon the context);
- b. the message is conveyed intentionally or inadvertently to someone other than the person(s) who is the subject of the message;
- c. the message conveyed is understood by others to be about the person(s) who is the subject of the message;
- d. the message conveyed would reasonably be understood as being harmful to the reputation of the person(s) who is the subject of the message
- e. and the message conveyed ultimately harms the subject's reputation.

In response to concerns or complaints or information provided by individuals, Saint Luke's College of Health Sciences administrators may look up profiles on social networking sites and may use the information in formal proceedings. If College administrators find the information to be in violation of this policy it may lead to suspension or dismissal from the College.

MESSAGE BOARD

The Saint Luke's College of Health Sciences Message Center located on the 3rd floor is available for promoting campus-wide events. Any event that is open to the entire campus or local community may be placed on the marquee. Depending on space limitations, messages may stay on the board for a maximum of one week. Upon approval, special programs or announcements may be approved for longer than one week. If space does not allow, the duration of the message may be shortened.

The priority of messages shall be:

1. Overall general college announcements (i.e., registration, orientation, college closing)
2. Co-curricular programs
3. Academic programs
4. Other programs open to the entire campus
5. Conferences & summer camps.

All messages shall be submitted to the IS Site Analyst who will then program the Message Board. Please allow two business days.

It is recommended students review the Message Board for posted messages daily.

BULLETIN BOARDS

Bulletin boards for student use are located in various spots in the student lounge and are appropriate for notices of items for sale, tutoring services, carpooling, etc. These boards are cleared at the end of each semester.

SIGNS AND POSTERS

Posters, flyers, announcements, etc., are to be posted on bulletin boards or tack strip boards only. Such items are not to be posted on glass, sheet rock, handrails of stairways or the brick of buildings or other areas that may cause damage to property or cause a safety hazard. Distribution of flyers, leaflets or other printed material on automobiles in parking lots on campus is prohibited.

All posters, flyers, announcements, etc., must be approved, dated, and stamped by Executive Director of Business Operations.

Items being posted must be no larger than 8.5''x11'' in size and must not cover air vents when hung. All posters, flyers, announcements, etc. may be posted for a maximum of two weeks and must be removed the day after the event. All posters, flyers, announcements, etc., must include the organization sponsoring the event. Any student or student organization failing to comply with this policy may lose the privilege to use facilities, in addition to other disciplinary action.

Off campus groups may place posters on the Saint Luke's College of Health Sciences campus following the same guidelines.

SOLICITATION AND FUNDRAISING

Saint Luke's College of Health Sciences encourages participation in charitable and other causes. However, unapproved on-campus soliciting, by any person, for any reason, is strictly prohibited.

Student-led fundraisers that involve the solicitation of donors external to the College, including but not limited to Board of Directors, alumni, parents, friends, and businesses, are not exempt from this policy. Student clubs and organizations wishing to organize such fundraisers must first consult with the Executive Director of Business Operations or designee.

External individuals or organizations are not permitted to conduct sales, promotional, or recruitment activities on Saint Luke's College of Health Sciences-owned or leased property without the written permission from the Executive Director of Business Operations or designee.

College faculty and staff who wish to engage in solicitation activities that benefit Saint Luke's College of Health Sciences programs and activities must comply with this policy as well, regardless of whether they are soliciting internal or external donors.

Approved solicitations do not necessarily reflect the views or opinions of Saint Luke's College of Health Sciences.

CONFLICT RESOLUTION-- CHAIN OF COMMAND

Professional communication responsibilities include the use of appropriate forms and channels of communication for all communications, including conflict resolution. Communications of concern and conflict resolution must begin with face-to-face communication between the involved parties (e.g., student-student, student-faculty) before the initiation of or engagement in communications with individuals at higher levels in the professional chain of command regarding the concern or conflict. Uninvolved individuals are to ensure that this first step in the conflict resolution process has occurred before engaging in communication.

APA FORMATTING AND STYLE GUIDE

Professional communication responsibilities include appropriate citation of sources and use of a consistent format. Within the Saint Luke's College of Health Sciences' BSN Program, students are accountable for accurate use of APA (American Psychological Association) Format and Style Guide for in-text citation of sources, bibliographic references, and for paper formatting. Multiple resources are available, including <http://owl.english.purdue.edu/owl/resource/560/01/>

LEARNING ENVIRONMENT RESPONSIBILITIES

Saint Luke's College of Health Sciences seeks to promote learning environments (classroom, laboratory, clinical) with optimum environmental conditions for effective learning. As members of the SLCHS learning community, all students share in the responsibility for maintenance of learning environments with academic integrity and free of learning disruptions.

Electronic Devices

Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDA's, laptops, etc. All electronic equipment, including PDAs, laptops, cellular phones, and

paggers, are to be placed in silent modes prior to entering any learning environment. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Electronic Communication

Engagement in any form of electronic communication (e.g., cell phones, email, text messages, social networks) can disrupt learning and is therefore prohibited within SLCHS learning environments. At the discretion of the instructor, exception to this policy is possible in special circumstances. In testing situations, use of any unauthorized electronic device may lead to a charge of academic dishonesty and additional sanctions as indicated in the Professional Conduct Policy.

Internet

Use of the internet within learning environments is to be limited to authorized learning investigations.

Audio Recording

Students wishing to record a specific class (includes lab and clinical activities) should obtain permission from faculty prior to the class. To comply with HIPAA regulations, stories of specific client cases discussed by either faculty or students are not to be audio-recorded. Classroom activities (lectures, discussions, games, etc.) are intellectual property of the faculty and College. When permission for audio-recording is granted, the resulting recording is to be released only as approved by the faculty. This means it is not to be distributed by any means (physical or electronic) to others without explicit permission from faculty.

Approved 1/11/06

STUDENT RESPONSIBILITIES

Student Employment

The majority of Saint Luke's College of Health Sciences nursing students are employed part-time. The College recommends that nursing students limit part-time employment to 20 hours per week during the academic year.

Hospitalization Insurance

All students are required to be enrolled in a hospitalization insurance plan. Information about insurance plans is available for those who do not have coverage. Any portion of the medical/hospital costs not covered by insurance is the responsibility of the student and/or the student's family.

Dental/Visual

Dental and visual care is the responsibility of the student.

Illness and Hospitalization

After an absence from school, due to injury, illness and/or hospitalization, students may be asked to submit a physician release before returning to the clinical areas.

Transportation

Students are responsible for providing their own transportation to all classes and clinical sites.

PROGRAM EVALUATION

For the purposes of continuous quality improvement throughout your Saint Luke's College of Health Sciences' BSN program of study, you will have multiple opportunities for the provision of constructive input and evaluative feedback regarding curricular and instructional effectiveness, student services, and overall program effectiveness. Below is a list of surveys which you will be asked to complete. Overall students are asked to assign quality ratings and to provide specific suggestions for improvement. Student feedback is essential and highly valued for its contribution to ongoing continuous quality improvement.

Survey	Purpose
BSN Program Student Evaluation of Course (near end of each course)	Provide curricular input regarding courses within the curriculum and their contribution to achievement of expected student learning outcomes and professional development.
BSN Program Student Evaluation of Theory Instructor (near end of each course)	Provide feedback regarding classroom instructional effectiveness and impact on learning and achievement of course objectives.
BSN Program Student Evaluation of Clinical Instructor (near end of each course)	Provide feedback regarding clinical instructional effectiveness coordination of quality clinical or lab experiences that facilitated learning and achievement of course objectives.
BSN Program Student Evaluation of Clinical Setting (near end of each course)	Provide feedback regarding clinical settings and clinical staff and their impact on learning and achievement of clinical objectives.
Saint Luke's College of Health Sciences BSN Mid Program Assessment (end of Junior year)	Provide feedback regarding overall program (course, instruction, resources, and student services) and its impact on achievement of student learning outcomes.
Educational Benchmarking Institute (EBI) Exit Survey (end of Senior year)	Provide feedback regarding overall program (course, instruction, resources, and student services) and its impact on achievement of graduate outcomes. Results are compared with other similar institutions of higher learning.
National Survey of Student Engagement (NSSE) (annually January)	Provide input regarding the College's effectiveness in meeting its institutional values and students engagement in learning and co-curricular activities. Results are compared with other similar institutions of higher learning.

In addition to these formal opportunities for evaluative input, multiple other opportunities, are available, including SLSNA membership, representation on college committees; participation in Dean's chats; and interactions with faculty and administrators during posted office hours.

STUDENT SUGGESTION FORM

Student input and feedback are integral to the continuous improvement of the Nursing Program and the College. Formal mechanisms, such as course and faculty evaluations, and the mid-program assessment, are in place for collection of student input and feedback. Additionally, students are invited to submit suggestions/concerns/feedback via a suggestion box located in the student mailbox area. Forms are provided, however, any format is welcomed. The box is monitored on a monthly basis and individual responses can be requested. For a student grievance please refer to the Student Grievance policy stated in this Handbook.

Clinical Requirements, Policies, and Information

INTRODUCTION

Clinical experiences are carefully planned to assist students in integrating theoretical content with clinical practice and offer students an opportunity to provide nursing care in a variety of settings. As a professional nursing student it is imperative that policies of the college and the clinical facility are followed. In addition, students in the nursing program at Saint Luke's College of Health Sciences are expected to practice according to the standards set by the profession. The American Nurses' Association *Scope and Standards of Nursing Practice* and *Code of Ethics for Nurses* document these expectations.

THE COLLEGIATE NURSE EDUCATORS OF GREATER KANSAS CITY AND THE KANSAS CITY NURSE EXECUTIVES (CNE/KCNE)

This consortium jointly created a city-wide agreement that includes a description of assumptions regarding faculty and staff roles in clinical education, documentation and record keeping requirements for faculty and students, as well as agency specific and orientation guidelines.

Amendment A of the Clinical Orientation Manual (pages 77-79; http://www.kchealthcareers.com/pdf/Clinical_Orientation_Manual_2010-2011.pdf) includes a list of requirements for students to complete and verify with written evidence submitted to SLCHS prior to entry in any clinical setting.

CLINICAL REQUIREMENTS MANDATED BY CNE/KCNE

All students are responsible for maintaining their own health, protecting themselves and the patients with whom they will interact from communicable/infectious disease, and attaining and maintaining competency with identified practice standards.

The students and faculty of Saint Luke's College of Health Sciences comply with the expectations outlined in the "Greater Kansas City Collegiate Nurse Educators Clinical Orientation Handbook". It can be found at the following web address:

http://www.kchealthcareers.com/pdf/Clinical_Orientation_Manual_2010-2011.pdf

These requirements must be met prior to any clinical experiences and are to be documented on the "Required Physical Examination, Lab and Immunizations" form sent to the student on acceptance to the college. Additional requirements are to be met as described in this handbook. The clinical requirements according to CNE/KCNE are as follows:

1. Upon admission must present a TB screen less than 12 months old. If most current TB screen is over 12 months old one new TB screen is required. If a TB screen has never been done a 2-Step TB screen must be completed.
2. Annual TB (date, type, result)
3. Measles/mumps — for students born on or after 1/1/57, provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination
4. Varicella (Chickenpox) — proof of vaccination, physician diagnosed disease or, for those with a negative or uncertain history of varicella, positive serologic screening
5. Hepatitis B (immunization and/or titre is recommended by the CDC; can waive, if documented)
6. Rubella — for students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
7. Tetanus-Diphtheria — after the initial series, the booster given at 10 years should be Tetanus, diphtheria and acellular pertussis.
8. health insurance (or waiver)
9. current BLS Healthcare provider certification (AHA standards — two-year expiration date)
10. annually signed CNE confidentiality statement
11. color blindness screen
12. orientation exam
13. certification of completion of criminal background check

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Continuing students must maintain full compliance with all annual and/or renewable requirements throughout their enrollment at SLCHS. Students should retain all original documentation pertinent to each requirement in a personal file and provide a legible quality copy of each document for entry into the SLCHS database. Email reminders are sent to students prior to expiration of any clinical requirements.

Supplementary requirements may be contractually mandated by any clinical agency to which students may be assigned. These additional elements are required, non-negotiable and deemed as critically important as SLCHS requirements. Students are notified of their clinical assignment through the Lead Clinical Faculty and will be notified of any additional compliance that might be required. Students are responsible for meeting all applicable clinical requirements described in Clinical Course Syllabi.

ADDITIONAL INFORMATION REGARDING CLINICAL REQUIREMENTS

Health Insurance

CNE/KCNE requires that all students in clinical practice submit documentation of current enrollment in a health insurance plan. . Information about insurance plans is available for those who do not have coverage. Any portion of the medical/hospital costs not covered by insurance is the responsibility of the student and/or the student's family. Students without health insurance coverage should arrange a meeting with the SLCHS Director of Human Resources and Enrollment Management to discuss options.

Students, who fail to provide documentation of health insurance prior to the first day of enrollment and on-going coverage while enrolled at SLCHS, are not allowed to engage in clinical practice activities and may be withdrawn from clinical courses.

BLS (Basic Life Support) Healthcare Provider Certification

Students must obtain cardiopulmonary resuscitation (CPR) certification as a Health Care Provider in Basic Life Support, as set forth by the American Heart Association, prior to admission. This certification must be kept current while enrolled at the college. A student may not attend clinical if their BLS certification has expired.

CNE/KCNE Confidentiality Statement

On admission and each year, students are to sign and adhere to the CNE/KCNE confidentiality statement which reads:

I understand that during my clinical rotations I may have access to confidential information about clients, patients, their families and clinical facilities. I understand I must maintain the confidentiality of all verbal, written or electronic information and in some instances the information may be protected by law, such as state practice acts or other regulatory standards. In addition, the client's right to privacy by judiciously protecting information of a confidential nature is part of the health professionals expected ethical behavior.

Through this understanding and its relationship to professional trust, I agree to discuss confidential information only in the clinical setting as it pertains to patient care and not where it may be overheard by visitors and/or other patients.

During each clinical rotation in the clinical education program, I agree to follow each agency's established procedures on maintaining confidentiality.

Color Blindness Screening

This one time test may be completed prior to admission or it can be completed during student orientation activities at the college at no expense to the student. A record of the results will be maintained at the college.

Orientation Exam

Students and faculty are to carefully review the CNE/KCNE handbook annually prior to clinical experiences. After careful review, students and faculty are expected to complete the orientation exam at the conclusion of the handbook and to demonstrate a 90% or greater competency. Test results are maintained on file at SLCHS. This manual and the exam are found at www.kchealthcareers.org. Instructions for taking the exam are distributed by mail to new and returning students annually.

Certification of Completion of Criminal Background Check

In order to comply with terms of affiliation agreements between SLCHS and clinical agencies, any student who is to have contact with patients (or residents) must provide disclosure regarding his or her criminal background, and/or be subject to possible criminal background check by state agencies. Additionally, state registration and/or licensing applications may require such disclosure. Criminal Background Checks must be completed prior to the first day of school.

PROFESSIONAL APPEARANCE AND ATTIRE

Attire for Clinical and Laboratory Practice

Students in clinical areas are required to adhere to the prescribed dress code of the clinical agency. Faculty in each clinical course will inform the students of the appropriate dress code for each agency. When the dress code is not specified, the following will constitute the **student uniform**:

1. The student clinical uniform will be a scrub top and pants in the color navy blue. The style may be of the student's choice except that elastic cuffed pants are not acceptable. Scrubs can be purchased from any uniform shop. White or neutral hose or white socks may be worn with the uniform.
2. A white lab coat is required. The lab coat may be worn alone over street clothes when the student is performing clinical preparation or at the discretion of the instructor for selected clinical experiences. (See "Attire for Clinical Preparation")
3. Plain white leather, closed toe, soft soled uniform or athletic shoes are to be worn.
4. The College ID badge is worn at all times.
5. The College insignia patch is worn on the upper left sleeve of the lab coat or uniform sleeve if worn alone.

Grooming considerations for clinical and lab areas

1. Hair, fingernails and jewelry should be maintained in an appropriate manner that promotes a professional appearance and ensures the safety of the client and student. Course or clinical instructors will give specific guidelines concerning appropriate jewelry and length of nails.
2. Artificial nails shall not be worn by students enrolled in clinical and/or lab courses. Artificial nails are substances or devices applied to natural nails to augment or enhance nails.
3. No perfumes and colognes are to be worn.

4. Visible body piercings are limited to the ears, with a reasonable number of earrings permitted per ear. (Discrete nose piercing that reflect a cultural tradition will be assessed on an individual basis.)

Attire for Clinical Preparation

Students must wear a white lab coat with the College insignia patch on the sleeve and the College ID badge.

No jean shorts, sweats, halter tops, or short tops that show bare backs or midriffs are to be worn in the clinical area.

Revised May, 2004

CLINICAL EXPECTATIONS

Clinical Attendance / Absences from Clinical Practice

All students enrolled in a clinical course are expected to complete all clinical experiences as scheduled, unless prior permission is obtained from the course instructor. If you must miss a clinical experience, you are to notify your clinical instructor in advance of the start of the clinical experience. All students must complete the number of clinical hours designated to each clinical course within the curriculum.

Arriving late disrupts the clinical experience for the student and can affect patient care. Therefore, arriving late or leaving early can result in unsuccessful completion of course objectives. Punctuality is essential in the nursing profession and a component of professionalism.

Individual course policies regarding clinical attendance, instructor notification, clinical makeup, tardiness, and any grade penalties are determined by faculty for each course (see course syllabus).

Preparation for Clinical Experiences

In order to provide a high level of patient care and to assure safety, students will adhere to the guidelines/expectations set forth in the Clinical Syllabus regarding clinical preparation, including but not limited to: knowledge about assigned patient, medications and procedures, anticipated nursing care and related written assignments.

Required Clinical Supplies

Students are to arrive for clinical experiences prepared with the following supplies (and any additional supplies directed by the faculty that will be needed for the planned experience:

1. watch with a second hand
2. stethoscope
3. name badge
4. black pen
5. bandage scissors
6. penlight

7. calculator
8. clipboard to securely hold documents

Transportation and Parking

Students are responsible for their own transportation to clinical sites. Students are expected to adhere to the parking policies for each clinical facility. Because parking is often limited, carpooling is encouraged.

Security and Safety

Saint Luke's College of Health Sciences is concerned about the security and safety of our students. Students should be aware of their surroundings and any potential threats at all times, and use the services available at clinical agencies, such as security escort to your automobile parked in remote or dark areas. Valuables should be kept securely out of place. The college is not responsible for lost or damaged vehicles or items.

Cell phones

Students are to follow the policies of the agency regarding use of cell phones and other devices. Cell phones must be off or in voice mail mode when carried in the clinical agency. If a student is experiencing a family emergency, or there is a threat of severe weather and you must keep a phone on vibrate mode, obtain instructor permission prior to the start of the clinical experience. Patient care must never be interrupted or compromised to respond to a personal cell phone, and if the device is used as a clinical resource, it is not to be used in the presence of patients or family members.

Guests

In order to provide a safe and positive learning environment for all students, children and/or guests are not allowed to accompany students to any learning setting.

Removal from the Clinical Setting

The student may be removed from the clinical setting based on the professional opinion of the faculty. Possible causes for removal from clinical include:

1. Being unprepared to provide safe patient care.
2. Performing nursing care in a manner detrimental to the patient's welfare.
3. Suspicion of being under the influence of drugs or alcohol.

PATIENT INFORMATION PROTECTION

Protection of Client Records

Students will adhere to the regulations as stated by Health Insurance Portability and Accountability Act, (HIPAA) 1996. Information provided on paper or electronic medium are not to be removed from any client care area/clinical agency nor taken to any area of public access. Names of clients may not be disclosed outside the clinical work area. No information with

HIPPA protected patient identifiers may be shared within the class, with faculty, peers or anyone outside the agency. **Students may not duplicate any information from the patient's chart.**

Clinical Computer Use

In most settings, students will be able to access information from the institutional computer concerning patients. Only information needed for clinical practice and education is to be accessed. Patient information accessed through the chart or agency computer system is confidential. It is the responsibility of professionals to keep this information confidential. Students are required to sign a "Confidentiality Agreement" annually. Data entry is to be supervised by either nursing faculty, or authorized nursing personnel.

If a student is employed by an agency that also serves as an assigned clinical site, the student is not to use their employee sign-on while functioning as a SLCHS student. If unclear about computer privileges the student is to consult with the faculty prior to signing on to computer resources during the clinical day.

STUDENT HEALTH ISSUES

Latex allergy or sensitivity

Any student with a latex allergy or sensitivity should notify clinical faculty and skill lab staff prior to performing any invasive procedures or participating in patient care. While every effort is made to remove the majority of latex supplies and equipment from clinical and practice areas, some may contain latex and could result in exposure.

Infectious/Communicable Diseases

Infectious/communicable diseases are common within clinical settings and may be a threat to SLCHS students and faculty. During the performance of clinical practice students may have contact with patients/subjects with AIDS(HIV), Tuberculosis (TB), Hepatitis B (Hep B), Influenza and other infections. This contact may expose the student to infectious agents that place the student at risk for contracting a communicable disease, or transmitting an infectious disease to other students, faculty, patients, and family members. During pregnancy, the fetus may also be at risk. Conversely, the student's health status may adversely impact the student's abilities to interact with patients and families. Should an exposure or a high-risk situation occur, clinical experiences may require alteration to provide optimal student learning and to ensure the well being of both patient and student.

Students are required to notify their clinical faculty of any risk for transmission of disease to a patient or patient population prior to clinical to determine whether absence is recommended. Additionally, students must report to their faculty any contact with a patient that has potential risk for transmission to the students (for example, if the student is pregnant). Faculty and students will work with the clinical agency to determine the appropriate course of action as determined by institutional policies.

Clinical Agency Infectious/Communicable Disease Policies/Protocols

Students must comply with the communicable/infectious disease policies and protocols of the agency or facility with which they are assigned for clinical practice or research activity, as well as with the policies of SLCHS, and state and Federal statutes, regulations and mandates.

Universal Precautions

Because of the nature of the profession, nursing students may be exposed to certain health risks during the course of their clinical practice. The majority of these risks can be eliminated or minimized by following established standards and universal precautions to prevent disease transmission. These universal precautions will be taught to students prior to clinical experiences and must become part of the students practice in each clinical activity. All patients must be considered as having the potential to transmit infectious diseases.

Personal protective equipment is available in health care facilities where students are assigned clinical experiences. It is the student's responsibility to know the location of this equipment and to follow good health practices for their own protection as well as that of the general public that they are or will be serving.

Students should be aware that neither the school nor clinical agencies provide health insurance for students. Each individual student is responsible for his/her own health care. Injuries sustained by the student in the clinical setting are NOT covered by either the school or the clinical facility. Students are required to maintain health insurance coverage.

Health Costs and Coverage

Students may become ill, injured or exposed to infectious/communicable diseases while engaging in clinical practice/research activities. Illness, injury, or exposure to disease may require, but may not be limited to, counseling, prophylactic intervention, diagnostic procedures and/or follow-up treatment. Saint Luke's College of Health Sciences is *not* liable for health care costs associated with a student's illness or injury resulting from clinical practice/research activities.

Missouri State Board of Nursing's Position Statement Regarding HIV or HBV Infection

MISSOURI STATE BOARD OF NURSING'S POSITION STATEMENT REGARDING HIV OR HBV INFECTION

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety and welfare of the public and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection or make HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process. All licensed nurses and nursing students whom violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

MSNB 10/92

Student Injury during Academic Experiences

If an injury occurs during a clinical or laboratory experience the clinical faculty or preceptor should be notified immediately. An incident report should be completed according to the agency policy (if applicable). Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury this should be noted on the report.

Blood or Body Fluid Exposure

Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as feasible. An incident report should be made out according to the agency policy. When available, the student should follow the clinical agency policy regarding treatment and serial testing.. If the exposure occurs in a facility with no policy regarding exposures, the students should contact their personal health care provider within 72 hours of the event. When the source is known to be HIV positive or active Hepatitis B, the emergency department should be utilized as prophylaxis should begin within hours of exposure.

If the student defers the recommended testing procedures and/or treatment this should be noted on the incident report and signed by the student. The student is responsible for the cost of all follow-up testing and/or treatment.

The SLCHS supports the principle of confidentiality and individual rights in conjunction with CDC guidelines on exposure to blood borne pathogens.

Needle stick or puncture injury

To assure adequate follow-up, nursing students sustaining an accidental percutaneous puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:

Immediate treatment must be carried out.

1. Stop the current activity
2. Thoroughly clean the wound with soap and water.
3. Flush mucous membranes with large amount of water.
4. Report the occurrence immediately to faculty or preceptor so that evaluation of risk and need for treatment can occur promptly following agency policies.

ADDITIONAL CONSIDERATIONS

Medication Administration Policy

1. The policy of each clinical site must be followed at all times when administering any medication.
2. Expectations for medication administration and related policies will be communicated to students by clinical faculty.
3. Students are responsible for knowing classification, mechanism of action, route, dose, side effects and nursing implications of every medication administered.

4. Medications, EXCEPT IV DRUGS, will be administered and prepared at the discretion of the faculty or designated registered nurse.
5. Preparation and administration of all intravenous medications/infusions must be done under the supervision of faculty. The faculty member may use discretion and designate a clinical resource person to supervise the preparation and administration of intravenous medications/infusions with a student.
5. Students may not give any medications:
 - a) in an emergency situation,
 - b) that are investigational drugs,
 - c) that are antineoplastic drugs,

Verbal / Telephone Orders Policy

To reduce the risk of errors and to protect the quality of patient care SLCHS nursing students are not to accept or communicate verbal or telephone orders in any clinical agency.

Students should be aware of the Read Back Verbal / Telephone Orders policy in each clinical agency. If requested to take a verbal or telephone order the student should:

1. Identify himself/herself as a nursing student.
2. Explain that he or she may not accept a verbal or telephone order.
3. Direct the individual to the appropriate licensed person who may accept verbal or telephone orders.

Emergency Response

In the event that a student witnesses a patient or visitor emergency, the student should:

1. Recognize that there is a problem and remain calm.
2. Call or send for help. If needed, pull the call light from the wall.
3. Know your limitations.
4. Step back and allow for care after appropriate help has arrived.
5. Consult with your instructor before observing or participating in any emergency situation that is being handled by regular health care team members. Do not leave your assigned patients unsupervised.

Appendix A:

Campus Security Act and Students Right-to-Know

The College complies with Campus Security Act, Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended. Information in compliance with this legislation is distributed to all students each year and is available throughout the year through the Saint Luke's Hospital Security Office.

Clery Act/Annual Crime Report

	Year	On-Campus		Non-Campus		Public Property
Murder	2006	0		0		0
Non-Negligent Manslaughter	2007	0		0		0
	2008	0		0		0
Negligent Manslaughter	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Sex Offenses Forcible	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Sex Offenses Non-Forcible	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Robbery	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Aggravated Assault	2006	0		9		1
	2007	0		6		0
	2008	0		6		0
Other Assaults	2008	0		23		0
Burglary	2006	0		0		0
	2007	0		1		0
	2008	0		0		0
Thefts	2008	0		48		0
Motor Vehicle Thefts	2006	0		4		0
	2007	0		3		1
	2008	0		1		0
Forgery	2008	0		0		0
Vandalism	2008	0		10		0
Disorderly Conduct	2008	0		3		0
Arson	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Drug Offense	2008	0		0		0
Runaway	2008	0		0		0
Other	2008	0		7		0

Offense	Year	On-Campus		Non-Campus		Public Property
Arrests - violations listed below						
Illegal Weapons Violations	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Drug Law Violations	2006	0		2		0
	2007	0		0		0
	2008	0		0		0
Liquor Law Violations	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Disciplinary Action - violations listed below						
Illegal Weapons Violations	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Drug Law Violations	2006	0		0		0
	2007	0		0		0
	2008	0		0		0
Liquor Law Violations	2006	0		0		0
	2007	0		0		0
	2008	0		0		0

There were no reported hate crimes for 2006, 2007, or 2008.

ANNUAL RETENTION AND GRADUATION REPORT

Year Entered	Fall 03	Fall 04	Fall 05	Fall 06	Fall 07	Fall 08	Fall 09	Fall 10
# of students admitted to class	54	52	52	55	57	55	61	65
# of students still eligible to enroll	0	0	0	0	0	1	61	0
% of students still eligible to enroll	0%	0%	0%	0%	0%	1.82%	100%	100%
# of students dismissed/resigned	2/0	1/1	0/0	2/2	3/1	0/1	0	0
% of students dismissed/resigned	3.70%	3.85%	0%	7.27%	7.01%	1.82%	0%	0%
# of class graduated	52	50	52	51	53	53	0	0
% of class graduated	96.30%	96.15%	100%	92.73%	92.98%	96.3%	0%	0%
# of class retained	52	50	52	51	53	54	61	65
% of class retained 100%	96.30%	96.15%	100%	92.73%	92.98%	98.18%	100%	100%

(Retained means still eligible to enroll or graduated)

Date of Report: July 2, 2010
 (Additional information available on request)

Appendix B:

State of Missouri Nursing Practice Act

The State of Missouri Nursing Practice Act governs licensure and the practice of professional nursing in Missouri. Section 335.066 of the Nursing Practice Act which describes grounds for denial, revocation or suspension of license, states:

1. 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.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
 - (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
 - (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
 - (5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
 - (6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
 - (7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
 - (8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
 - (9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
 - (10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
 - (11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - (12) Violation of any professional trust or confidence;
 - (13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
 - (14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
 - (15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
 - (16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160, RSMo, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.

9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.

10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308)

*Section 335.259 was repealed by S.B. 52 § A, 1993.

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W.3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. *Haynes-Wilkinson v. Barnes-Jewish Hospital*, 131 F.Supp.2d 1140 (E.D.Mo.).

BY-LAWS

SAINT LUKE'S NURSING STUDENTS'
ASSOCIATION

Revised 3/09

PREAMBLE

Reasons for Being

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines and to assume our rightful place in the profession of nursing.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideals.

We believe every right bears inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological.

Rights/Responsibilities

Students have the right to a sound education:

- the right to and responsibility for having a creative educational opportunity;
- the right to the highest quality practitioner-teacher;
- the right to and responsibility for achieving input into curriculum planning;
- the right to and responsibility for achieving self-directed learning;
- the right to and responsibility for participating in interdisciplinary activities;

Students have the right to due process;

- the right and responsibility for insuring peer review and self-evaluation;

Students have all the rights and privileges of internal governance within the organization;

Students have the right to and responsibility for organizing and participating in an organization directed toward achieving professional goals;

- the right to and responsibility for facilitating change in health care delivery through various channels;

- the right to and responsibility for assembling and exploring fundamental and current professional issues and concerns;

- the right to and responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;

- the right to and responsibility for fostering a better correlation between nursing education and practice.

Article I *NAME OF ORGANIZATION*

The name of this organization shall be Saint Luke's Nursing Students' Association (SLSNA), a

constituent of Missouri Nursing Students' Association (MONSA) and National Student Nurses' Association, Inc. (NSNA).

Article II *PURPOSE AND FUNCTION*

Section 1. The purpose of SLSNA is:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- B. Provide programs representative of fundamental interests and concerns to nursing students including social functions.
- C. To aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life.

Section 2. The functions of SLSNA shall include the following:

- A. To provide an active organization on a local and state level and to participate as an active constituent of NSNA.
- B. To prepare members for participation as nursing professionals.
- C. To represent nursing students to the community, to institutions, and to other organizations.
- D. To have a direct input into standards of nursing education and influence in the education process.
- E. To promote and encourage recruitment efforts, participation in student activities and educational opportunities without regard to race, color, creed, sex, age, life-style, national origin, or economic status.
- F. To promote collaborative relationships with local chapters of MONSA and National League for Nursing (NLN), as well as other local nursing associations.
- G. To promote collaborative relationships with local health related organizations, health professions, student groups, and allied health groups.
- H. To influence health care, nursing education and practice through legislative activities.
- I. To plan, organize, and implement social events, fund-raisers and other activities as determined by the General Assembly.

Article III *MEMBERSHIP*

- A. Students enrolled in the Nursing Program at Saint Luke's College of Health Sciences.
- B. Pre-nursing students enrolled at a college of their choice who have been accepted to Saint Luke's College of Health Sciences.

Article IV *DUES*

- A. SLSNA will not require annual dues of its members.
- B. SLSNA members of the Board of Directors, as defined in Articles V and VI, will be required to pay the annual NSNA and MONSA dues.
- C. Both NSNA and MONSA dues shall be payable directly to NSNA. NSNA shall send to each state chapter the dues received on behalf of the paying member.
- D. All board members have 90 days after the election to show proof of NSNA membership. Proof consists of either a canceled NSNA dues check or membership card. Failure to meet this requirement will result in automatic forfeiture of office.

Nominations for the vacancy will be made at the following general assembly meeting with elections to follow one week after in accordance with the election rules.

Article V *OFFICERS AND CHAIR POSITIONS*

Section 1. The officers of SLSNA are the president, vice-president, secretary and treasurer.

Section 2. The duties of the above shall include:

A. President

1. Will preside at all SLSNA meetings, appoint special committees as needed, perform the duties pertaining to the office and represent SLSNA in all matters to MONSA, NLN, NSNA, and other professional/student organizations.
2. Will organize volunteers to help with SLSNA responsibilities over the summer.
3. Will assume President's responsibilities at last General Assembly meeting in May of the elected year.

B. Vice-president

1. Will assume responsibility of the office of President in the event of a vacancy in the office until the next regular election.
2. Will preside at and/or attend meetings in the absence of the President.
3. Will assist the President as delegated and act as advisor to the President.
4. Will be jointly responsible with the chairperson of Bylaws and Nominations Committee to clarify any disputes or questions concerning Parliamentary procedure as established by The New Robert's Rules of Order, by Mary A. DeVries, New American Library; 1989.

C. Secretary

1. Will attend all SLSNA and Board of Directors meetings and record the minutes of each meeting.
2. Will submit minutes of each meeting to the College secretary for typing.
3. Will maintain a notebook with copies of all minutes of meetings. In case of absence from a meeting, he/she will give the notebook to the President who will appoint a Secretary Pro-tem from the members at the meeting.
4. Will provide copies of the minutes for each of the following; the minute book, the all-student bulletin board, the SLSNA advisors, the Academic Dean of Saint Luke's, and the President and Vice-president of SLSNA.
5. Will refer to duly appointed committees the necessary records for completion of business.
6. Will forward minutes to MONSA board as well as the names and addresses of all officers and committee chairs after their election or appointment.
7. Will be responsible for SLSNA correspondence, including all letters of acknowledgment and thanks.
8. Will serve as an officer on the Board of Directors.

D. Treasurer

1. Will prepare and submit financial report to the membership at each General Assembly meeting.
2. Will prepare and oversee development of a budget for approval by the Board of Directors.
3. Will keep permanent records of all monetary transactions of the organization.

4. Will remit payment for approved debits according to the following:
 - a. Requests for disbursement of funds shall be made in writing to the Board of Directors. The Board of Directors may approve disbursement up to \$50.00 per request.
 - b. In order to be reimbursed for any amount over \$50.00, funds need to be approved by the executive board during a general assembly meeting. The next step is to give a receipt to the treasurer. The treasurer then has ten days to reimburse the individual who is owed money.
 - c. Upon approval, the treasurer will issue checks for those requests approved.
 - d. No funds will be disbursed without prior approval.

Section 3. The committees will be: Community Relations, Historical Communications, Social Committee, Ways and Means, By-laws and Nominations, Multi- Cultural Committee and Student Relations. Each committee shall include:

- A. A Senior Chair position
- B. A Junior Chair position
- C. A committee
 1. Committees will be established after the election of the Senior Chair position.
 2. A committee member will be accepted into the committee of his/her choice without exception.
 3. The committee will function under the guidance, leadership and decisions of the Senior Chair position and Junior Chair position.

Section 4. The duties of the Committee Senior and Junior Chair positions are as follows:

- A. Community Relations
 1. Will communicate professional and community activities to the student body.
- B. Historical-Communications
 1. Will submit articles about noteworthy activities to MONSA Newsletter, Nurses Notes, NSNA News and Imprint ("Happenings" column) according to publication deadline.
 2. Will maintain a calendar of events and keep all information current on The All-Students Bulletin Board.
 3. Will be responsible for publication of the College's newspaper.
 4. Will take pictures of activities for yearly scrapbook.
- C. Social Committee
 1. Will be responsible for planning social activities of SLSNA and present a plan for each activity to the General assembly for approval.
 2. Will be involved in planning the All College School Picnic.
 3. Will plan the Junior-Senior Banquet and Dance.
- D. Ways and Means
 1. Will submit ideas to the General Assembly for obtaining funds for SLSNA.
 2. Will serve as Chairperson for all fund-raising projects sponsored by SLSNA.
- E. By-laws and Nominations
 1. Will review by-laws and make necessary revisions.
 2. Will submit recommendations for amending the by-laws to the General Assembly in writing.

3. Will post proposed amendments on the all students bulletin board for two weeks prior to a vote by the membership of SLSNA.
4. Will be responsible for producing ballot for spring and fall elections.
5. Will assume By-law and Nomination Chair responsibilities at last General Assembly meeting in May of the elected year.
6. Will be jointly responsible with the Vice-president to clarify any disputes or questions concerning Parliamentary procedure as established by The New Robert's Rules of Order, by Mary A. Decries, New American Library; 1989.

F. Multi-Cultural Committee

1. Will provide educational opportunities to the membership for the purpose of dismissing stereotypical ideas held by students of diverse backgrounds.
2. Will identify and work to eliminate barriers to communication between culturally diverse persons
3. Will be responsible for planning multi-cultural activities for the purpose of promoting appreciation and acceptance of differences among people.

G. Student Relations

1. Will determine and assign Junior/Senior Buddies
2. Will plan social functions for Junior/Senior Buddies
3. Chair and co-chair will collaborate with every committee for event planning.

Section 5. The actions to be taken in case of Absence of Officers are as follows:

- A. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a majority vote of the current membership present at the next scheduled General Assembly meeting. The officer in question will be notified in advance of the meeting.
- B. Prior notification of two weeks shall be given to the officer in question and a special Board of Directors meeting shall be held to review the circumstances.
- C. An officer may also be removed from office by a majority vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in functions of that office as stated in the By-laws.

Section 6. Proxy Vote in the Event of an Emergency Meeting

In the event of a necessity for an officer of the board needing to call an emergency meeting, every board member will be contacted to request his/her presence to make a pertinent vote to fulfill the immediacy of the mandatory meeting.

Should a board member have a valid reason to be absent from the emergency meeting, the officer calling the meeting concerning the issue at hand will brief them objectively. At this time the board member (absent) will be asked to make a proxy vote before the meeting occurs and give that decision to that officer call the meeting in timely manner so it may be known prior to the meeting.

Secondly, the board member (absent) must contact an advisor and let them know his/her decision. Thirdly, the board member must follow up the decision made with a written statement of his/her decision with a signature and date present on statement so that no question regarding consensus will arise post-implementation.

Section 1. Elections of officers, Senior Chair positions and Junior Chair positions will proceed as follows:

- A. Nominations for election of the Officers and Senior Chair positions for all the committees shall be made during the first General Assembly meeting in March. Elections will be held during the month of April for the Officers and the Senior Chair positions.
- B. Nominations for Junior chair positions for all the committees shall be held at the first General Assembly meeting during the fall semester. Elections will be held during the month of September.
- C. All elections shall be by secret ballot.
 1. SLSNA members may cast ballots from 0800-1200 on the designated voting day.
 2. Ballots will be counted by no less than three SLSNA Board Members.
- D. A majority vote of the members present and entitled to vote shall constitute an official election.
- E. In the event of a tie, a re-vote shall be held.
- F. All nominations shall be made from the floor. Nominees will accept nominations in person or by written proxy.
- G. A biographical data form will be completed by each candidate and made available to the membership prior to spring and fall elections.
- H. Each candidate may have one poster, no larger than 36 x 44 inches, which may be placed at an approved location one week prior to election date.
 1. An approved location is one that is not on wallpaper.
 2. An approved location is one that is not on the administrative hall, in the student mailroom, or on the All Students Bulletin Board.
- I. Candidates will not be allowed to distribute flyers.
- J. An official list of candidates shall be posted four days prior to the election date.
- K. All candidates must currently have a C or better in all theory and clinical classes.

Section 2. Election of officers, Senior Chair positions, and Junior Chair positions midterm, due to vacancy for all circumstances.

- A. Board of Directors notifies student body of a vacancy on the board.
- B. Nomination for vacancy shall be held at the following General Assembly meeting, for Board of Directors consideration.
- C. Directly following the General Assembly meeting, a closed meeting of the Board of Director will convene, for vacancy election via secret ballot.
 1. Board members must cast ballot during designated closed meeting, and a simple majority will determine outcome of the election.
 2. Ballots will be counted with Board of Directors present.
- D. In the event of a tie, the Board of Directors will hold a discussion, and a Re-vote shall be held.
- E. All nominations shall be made from the floor. Nominees shall accept nominations in person or by written proxy.
- F. All candidates must currently have a C or better in all theory and clinical classes.

Article VII *SPECIAL COMMITTEE APPOINTMENTS*

Section 1. Appointments to special committees are made as follows:

- A. Special Committee Appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at the time of appointment. The Board of Directors shall determine the responsibilities and duration of these committees.
- B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers. Attempts should be made to have representatives from all classes serve on committees.

Section 2. Responsibilities of a special committee include:

- A. All committee members shall be responsible to the chair for reporting committee activities.
- B. The chair, on a regular basis, shall report same to the General Assembly.

Article VIII *BOARD OF DIRECTORS*

Section 1. The Board of Directors shall include the President, Vice president, Secretary, Treasurer, the Chairs, Co-chairs and the two Faculty Advisers.

Section 2. The Duties and responsibilities of the Board of Directors include:

- A. Transacting business of the association between General Assembly meetings and reporting such transactions at the next regularly scheduled General Assembly meeting.
- B. Submitting nominations to the General Assembly for a vacancy in any office or committee chair.
- C. Reviewing monetary disbursements, acquisitions, and fund-raising activities and shall be responsible for obtaining persons to audit of all accounts on an annual basis.

Article IX *DELEGATE(S) TO STATE AND NATIONAL CONVENTION*

Section 1. The Purpose and Function of Delegates and Alternates are as follows:

- A. To serve as spokespersons for this association at annual state and national conventions.
- B. Present to the By-laws committees of the state or national organization all proposed resolutions or amendments submitted by this association.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled General Assembly meetings.
- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.
- E. Each Delegate and Alternate will be required to attend at least one day's business sessions.

Section 2. The Qualifications and Process of Selection are as follows:

- A. Any member maintaining a grade level of C or better in all theory and clinical courses, who is active in SLSNA projects and is nominated by current

membership at a regularly scheduled General Assembly meeting is eligible to represent SLSNA as a delegate.

- B. For each Delegate position allocated, two Alternate Delegates will be elected.
- C. Delegates will be determined by a majority vote of the current membership at a regularly scheduled General Assembly Meeting.
- D. All delegates must be members of NSNA.

Article X *AMENDMENTS*

- A. Amendments to the By-laws may be made with a two-thirds vote of those present and voting at a General Assembly meeting.
- B. All proposed amendments must be made available for review at least two weeks prior to voting. Copies of proposed changes will be provided to:
 - 1. The student body, via The All Student Bulletin Board.
 - 2. The Dean.
 - 3. The SLSNA Faculty Advisors.
 - 4. The President and Vice president of SLSNA.
- C. Without prior notice, these by-laws may be amended or suspended by 99% of those present and voting at a regularly scheduled General Assembly meeting.

Article XI *ELECTION OF FACULTY ADVISORS*

- A. Advisors shall be nominated and elected at the last regular General Assembly meeting in May.
- B. All nominations will be made from the floor. Nominees will accept nominations in person or by written proxy.
- C. Election will be by a two-thirds majority vote of members present.

Appendix D:

Tips and Strategies for Success at Saint Luke's

The Bachelor of Science in Nursing degree is a professional practice degree and requires a great deal of motivation, time, and hard work. In order to assure academic success you should not work more than 20 hours per week. Other considerations: You will need a high speed computer with internet access. It is important to have the knowledge and skill to send e-mails with attachments. You will also need Microsoft Office or a compatible program. Your ability to develop and navigate Word and PowerPoint will be beneficial.

**The following suggestions were compiled by former and current Saint Luke's College of Health Sciences nursing students.*

Time Management

- Take courses in the summer prior to the Fall Semester if possible- lightens the load for the first semester.
- Use a planner so you can visualize your week and plan accordingly. Review it daily.
- Start all of the big projects early, long before they are due; you can turn them in early and stress less at the end.
- Don't work if at all possible. Try to work over breaks and summer to save money so you don't have to work while going to school.

Study Habits

- Don't expect to study the same ways as you have before.
- **Don't procrastinate!** Review content early and often prior to exams. Try to understand concepts and not simply memorize content.
- Helpful to have a daily and weekly planner.
- Helpful to have color coded notebooks for each class.
- Parents - Stay at College to study if your children are in caring hands at home or day care. Able to focus with less distraction. Get more accomplished on campus.
- Have a designated place to study; have a convenient storage and retrieval system for future class references.
- Go to class every day!
- Review class notes after class or by the next day.
- Rewrite notes on note cards and review often.
- Read the assigned material before class.
- Create pneumonic devices. e.g. EDFIEEE ("Every Darn Fool in Egypt Eats Eggs". Mechanisms of labor: Engagement, Descent, Flexion, Internal Rotation, Extension, External Rotation, Expulsion).
- Prepare to study 3 hours for each credit hour of the course.

- Find a “study buddy.”
- Teach someone else. It helps you learn the content better.
- Take advantage of study groups if that fits your learning style. If one isn’t compatible, try another one.
- Buy and use ear plugs if you are easily distracted while studying.
- Record lectures (with faculty permission) and replay them during study time at home which helps in retaining the information.

Resources

- Need a computer with Microsoft Word and Internet access.
- Reference resources here on campus are helpful.
- Saint Luke’s Library on Plaza Campus is user friendly and useful. Get to know the librarians. They are invaluable!
- Utilize the Nursing Skills Lab at the College.
- Utilize faculty; don’t be afraid to ask for help. They want you to succeed.
- Use Elsevier/Evolve options for self assessment and remediation.
- Take practice exams.
- Utilize N-CLEX preparation materials. Answer as many practice questions as you can.
- Refer to APA Text when writing papers.

Helpful Hints/Suggestions

- **Always have a good support system in place. Keep your life as stable as possible. Let your spouses/boyfriend/girlfriend/family know up front that you will be “unavailable,” “disengaged” at times. This program requires dedication and commitment. It needs to be regarded as a “full time” job for two years if you are attending school full time.**
- At the beginning of school share addresses, care providers, and resources with classmates.
- Have backup babysitters for unexpected situations. Children are not to be brought to school.
- Learn to prioritize- what is most important versus those things that are not as pressing.
- Have confidence in yourself. You will get through it!
- Be open and willing to change. What worked for you before may not work for you now- nursing school stretches you beyond your comfort level.
- Be prepared. It is a lot more difficult than you might expect. It is nothing like taking your pre-requisites. It is hard, so know it will take a lot of time and effort to do well and succeed.
- For things such as practicums, practice as much as possible in the lab beforehand, while lab assistant or faculty are there to guide you.
- Be realistic about G.P.A. Getting a “B” is not the end of the world. Grades are important but perfection is “insanity”!
- Do something to get your mind off of school.
- Take time for yourself and loved ones. It can’t all be about school.
- Make as many friends as possible and surround yourself with them. They will get you through the tough times.
- Exercise, eat well, and get enough sleep.

- You will get through this and you will become an amazing nurse! Remember why you wanted to be here in the first place.

Test taking strategies

- Get a good night's sleep and eat breakfast.
- Skim through the whole test and answer the “no brainers” first.
- Go through the test slowly and read the whole question! Don't go back and change answers unless you are absolutely sure you are correct.
- Study for a whole week in advance and don't cram the night before.
- Review class objectives that teachers have made to help organize material that you are expected to know.
- Relax 10-15 minutes before the test after completely putting away all study materials. Calm down.
- Read the test question slowly after covering up the answers. Underline or highlight important words in the stem. Uncover one answer at a time. As you uncover the answers, think why it would/would not be correct. At the end of the exam, go back through entire test to make sure you have answered everything.
- Answer the questions you know first. Cross out answers you know are wrong. What are the differences between the remaining choices?
- Study! Study! Study!

Appendix E

Phone and E-mail Directory

Saint Luke's College of Health Sciences Administration and Faculty

Name/Title	Room #	Phone/Email
Dr. Dean Hubbard Interim President	509	932-2144 dhubbard@saint-lukes.org
Dr. Jeanne Wissmann Interim Nursing Dean and Professor	340	932-0345 jwissmann@saint.lukes.org
Laurie Brooks Assistant Professor	352	932-2317 L1brooks@saint.lukes.org
Dr. Jacque Carpenter Associate Professor	349	932-2532 jcarpenter@saint.lukes.org
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Dr. Nancy Haynes Associate Professor	347	932-2235 nhaynes@saint-lukes.org
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Dr, Lucy Hood Professor	338	932-2534 lhood@saint-lukes.org
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Student Services

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Linda Lister Executive Assistant/Office Manager	502	932-2233 llister@saint-lukes.org
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