

STUDENT HANDBOOK

2016-2017



 **Saint Luke's**
COLLEGE OF HEALTH SCIENCES

DISCLAIMER:

Saint Luke's College of Health Sciences makes every effort to ensure the information contained within the Student Handbook is accurate, however, changes may be needed from time to time as policies, processes and regulations are updated. At the time of its publication (March, 2017), the Handbook is under revision. As such, Saint Luke's College of Health Sciences reserves the right to modify, update, amend, or supplement any portion of the Student Handbook as deemed necessary. As changes are made throughout the year, information will be shared with the College community.

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MESSAGE FROM THE PRESIDENT

Dear Students,

Welcome to Saint Luke's College of Health Sciences! We are honored to have you as a student and hope your experience at the College is a rewarding one.

Saint Luke's College of Health Sciences is a community. A diverse learning community of students, faculty, and staff, course offerings, instructional methods, academic support services, and student services that promote a safe, collegial and professional learning environment. At our College, you will encounter formal, structured instruction and discourse; a variety of academic support services; and a revamped student life and extracurricular experience, composed of student activities and programming.

As President of the institution, I serve as its Chief Executive Officer. As such, I am responsible for assuring to our College constituents, including students, parents, alumni, regulatory and accrediting agencies as well as the community at large, that Saint Luke's College fulfills its mission of preparing health professions leaders to effectively meet the healthcare needs of diverse populations. Through our programs, we strive to provide you with the requisite knowledge and skills necessary to enter the workplace.

I urge to take advantage of everything that our College has to offer. Our faculty, staff and administration will always be ready to extend a helping hand to support your educational pursuits, goals, and aspirations. Thank you for being a member of the Saint Luke's College of Health Sciences.

Respectfully,

A handwritten signature in black ink, appearing to read 'Hubert Benitez', with a stylized flourish at the end.

Hubert Benitez, DDS, PhD

President and Chief Executive Officer

WELCOME FROM THE DEAN OF STUDENTS



On behalf of the Office of the Dean of Students, I want to welcome you to Saint Luke's College of Health Sciences! Every new academic year brings with it a sense of renewal, excitement and expectation. It is our hope that you will use the tools, resources, and information provided in the Student Handbook to help guide you on your educational journey.

This handbook provides valuable information in regard to College policies and procedures, campus services, facilities, and student rights and responsibilities that will be useful to you during your time at Saint Luke's College of Health Sciences. Please become familiar with its contents.

Thank you for choosing Saint Luke's College as your academic home. We wish

you the very best in your scholastic pursuits and look forward to seeing you at special events and activities designed just for you throughout the year.

Sincerely,

Marcia Ladage

Dean of Students

Saint Luke's College of Health Sciences is an educational leader serving exceptional students pursuing undergraduate and graduate degrees in nursing and in additional health professions. As an independent institution of higher education closely affiliated with Saint Luke's Hospital, the College seeks to prepare health profession leaders to effectively meet the healthcare needs of diverse populations in complex organizations and in a variety of settings. A broad base of knowledge derived from general education studies is integrated into each program as a foundation for personal growth, professional education, and practice. A stimulating academic environment focuses on discovery, scholarship and practice to address societal needs for nursing and other healthcare services.

VISION

Saint Luke's College of Health Sciences aspires to be a leading educational institution for preparing professionals in the healing arts. Further, we seek to continue our collaborative relationship with the region's quality leader, Saint Luke's Hospital and the Saint Luke's Health System, thus affording our students leading-edge clinical educational opportunities. We envision growing to become a comprehensive college of health professions with students pursuing educational programs in multiple disciplines.

VALUES

Accountability is being responsible for consistency and fairness in our thoughts and actions. **Integrity** is individual responsibility and equality through a mutual commitment to each other and to the College. **Knowledge** is the preparation of intelligent, humble, and passionate caregivers for service to others. **Professionalism** is responsibly and efficiently demonstrating excellence to every population we serve. **Excellence** is the consistent dedication to being the best. **Respect** is positive regard for each other through our actions and open and honest dialogue. **Leadership** is providing results through an efficient and ethical approach to our work.

STUDENT RESPONSIBILITY

The information in this publication is as current and accurate as possible. Due to the constant change in economic conditions and in student program needs, the accuracy of the details appearing here may be affected. This may be true for any and all information, which is current at the time of publication of this catalog.

Students are expected to read and conform to the regulations in this catalog. The student, not the College nor faculty members, is primarily responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate. Students are advised to closely study the Course Offerings available online and to consult with faculty advisors for planning. Items within this catalog/handbook are subject to change.

LEARNING ENVIRONMENT

Saint Luke's College offers a vibrant and varied learning environment for educating nurses. The entire nursing curriculum is developed by faculty who create their courses in keeping with the national Quality Matters standards. These criteria are foundational to building a robust curriculum that maximizes learning.

Each degree program incorporates learning experiences that introduce students to multiple nursing environments, common nursing challenges, critical knowledge, and up-to-date nursing skills. Examples of learning activities follow:

- Hybrid courses include class meetings with faculty who may lecture and facilitate learning activities. These courses also include online learning activities that enable students to come prepared for class and that offer students some flexibility in planning their homework.
- Elective courses give students an opportunity to study a narrowly focused area of nursing. Several elective courses include traveling overseas or to other areas of the United States to hold mini-clinics and work with

vulnerable populations.

- Students will experience a variety of clinical states through activities in our state-of-the-art Simulation Center.
- Students can practice their nursing skills in our open skills lab and prepare themselves for off-site clinicals.
- Clinical experiences provide students with hospital-based learning.
- Community-based clinicals introduce students to the challenges of caring for vulnerable populations in Kansas City.
- Our nursing classes are challenging, so students can seek additional information and assistance from our Peer Mentors Program.
- Courses also incorporate delivery strategies to accommodate all learning styles.

We want our students to be successful, and so our faculty are accessible when students have questions or need help. Every faculty member is available by appointment or during posted office hours, and via email or phone.

Today's nursing and health professions graduates must be prepared to meet the demands of an ever-changing, complex healthcare environment and to act as client advocates and catalysts for improvement and change. Graduates must be empowered through transformative education to provide and coordinate safe quality care focused on the achievement of patient-centered outcomes.

Through the transformational processes of socialization and education, we strive to co-create an empowered, safe, effective baccalaureate generalist graduate who meets the following outcomes:

- Safe, effective baccalaureate generalist
- Evolving professional
- Interprofessional colleague
- Quantum thinker
- Transformational practitioner

COLLEGE POLICIES AND PROCEDURES

ACADEMIC GRIEVANCE

Saint Luke's College of Health Sciences recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of an appeal or grievance. The primary purpose of the Appeal and Grievance Policy and Procedures is to ensure that students have the opportunity to present appeals and grievances to the appropriate College faculty and/or administration and that the College has a consistent way of resolving those appeals and grievances in a fair and timely manner. Accordingly, students are encouraged to use the grievance or appeal without fear, prejudice, or reprisal for initiating the process or participating in its resolution.

The Appeal and Grievance Policy and Procedures are only available to a student when no other specific policy or procedure is available. For example, procedures for appealing grades are found in the "Appeal of a Grade" section and procedures for addressing sex discrimination and sexual harassment are published along with the College's Title IX: Non-Discrimination and Harassment Policy. Further, the Grievance Policy and Procedures cannot be used as an additional avenue for appealing an issue that has already been resolved pursuant to a different set of College procedures. If the appeal is concerning a dismissal from the College, the dismissal will be delayed until the grievance/appeal process is completed and a decision is made.

Definitions

An academic appeal is defined as any situation in which the student would request an exception to the normal academic policies of the College. 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 or legal documents.

An academic 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 one of the following: a) an arbitrary and/or capricious action on the part of a faculty member, including dismissal from a program in accordance with College policy, b) application of standards different from those that were applied to other students in the same course or program, and c) other issues that are not concerning a grade. For grade concerns please adhere to the *Appeal of a Course Grade Policy*.

A non-academic grievance or appeal is an allegation by a student concerning a) a College employee, b) administrative policies, procedures, regulations or requirements of the College, c) actions impeding a campus climate of intellectual diversity, d) student employment, e) student misconduct, f) financial issues, or g) a College program, service or activity.

GUIDELINES

Students should make every attempt to informally resolve grievances, and should attempt to resolve any disputes regarding any matters with the College representative involved. If a situation cannot be informally resolved, formal student grievances follow the formal grievance procedure listed below. Failure by a student to complete the requirements below in a timely manner will result in the grievance or appeal being considered waived or abandoned.

Student Appeals, Conduct and Grievance Committee

The Dean of Students (as Facilitator) will request that a Student Appeals, Conduct and Grievance Committee be formed when deemed necessary following review of a student appeal or grievance brought pursuant to this policy. The Facilitator may seek advice on procedural matters about the grievance/appeal from the Academic Deans or College attorney.

Membership

- The Dean of Students as (non-voting) Facilitator for the Student Appeals, Conduct and Grievance Committee and
- Three faculty members who are not involved in the incident will be selected by the Dean of Students.
- Every effort will be made to use a variety of members to serve on the committee.
- An administrative designee from the College will assist the Committee if needed.
- If the Dean of Students is involved in the underlying incident, the Academic Deans will appoint a replacement Facilitator for the Student Appeals, Conduct and Grievance Committee.

PROCEDURE FOR ACADEMIC GRIEVANCE OR APPEAL

Initial Phase:

- a. Informal meeting. The student will make a good faith effort to resolve the conflict with the involved faculty or staff member. Within five (5) academic days of the incident giving rise to the academic grievance or appeal, the student is to meet with, or email to make an appointment to meet with, the faculty or staff member to discuss the incident. The faculty or staff member must respond back to the student within five (5) academic days of the meeting with a decision. The goal of this meeting is to agree upon a resolution to the incident.
- b. Request to Dean of Students. If the matter is not resolved at the meeting, or if the student believes that meeting with the faculty or staff member cannot be productive, the student may request to meet directly with the Dean of Students. Such a request must be
 - made in writing
 - to the Dean of Students
 - within five (5) academic days of the faculty or staff member's decision or, if the student believes that a meeting with the faculty or staff member cannot be productive, within five (5) academic days of the incident giving rise to the academic grievance or appeal and
 - in the request, the student must state that the student is raising an academic grievance or appeal.
 If the Dean of Students is involved in the underlying incident, this request must be made to the President, who will facilitate the investigation.
- c. Investigation. After receiving the request, the Dean of Students will communicate with the Program Director(s) as appropriate. The Dean of Students and/or Program Director(s), as appropriate, will conduct an investigation and document findings. After the Dean of Students and/or the Program Director finish the investigation, they will meet with the student to propose a resolution to the situation or recommend that the Student Appeals, Conduct, and Grievance Committee be convened. The investigation findings, as well as the proposed resolution and/or recommendation for convening the committee will be documented and saved in a password-protected file on the College S drive (or its successor).
- d. Convening the Student Appeals, Conduct, and Grievance Committee. In the event that no resolution is found, the Student Appeals, Conduct, and Grievance Committee will be informed by the Facilitator with instructions to call the committee together within three (3) academic days. The student then will have the opportunity for a hearing before the Student Appeals, Conduct & Grievances Committee, and the results of this hearing will be documented by the Facilitator of the Student Appeals, Conduct, and Grievance Committee and housed in a password-protected file on the College S drive (or its successor).

Hearing Phase:

The four-step process is described below:

Step 1

Once the student has been notified that a committee will be convened, the student will submit a typed statement of the academic grievance or appeal complaint to the Student Appeals, Conduct & Grievances Committee within five (5) business days.

Upon receipt of this statement, the Facilitator of the Student Appeals, Conduct & Grievances Committee will:

- a. Notify the student(s) of the right to select a faculty/staff advocate, though selecting one is not required. In the instance of a grievance/appeal complaint filed by a student group, the student group may be represented at the hearing referenced below by no more than two currently enrolled Saint Luke's College students, and these students may be accompanied by a faculty/staff advocate. Faculty advocates will have no vote in the Student Appeals, Conduct & Grievances 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. This faculty advocate may not question any parties, witnesses or committee members, and may not offer evidence or objections during the hearing. It is the student's responsibility to contact the advocate and obtain his/her consent to serve as an advocate.

- b. Appoint College representatives to the Student Appeals, Conduct & Grievances Committee. All members of the Committee are expected to participate in a grievance hearing absent recusal due to a conflict of interest or other extenuating circumstance (with the absence being discussed and approved by the Facilitator in advance).
- c. Notify the involved party/parties of the membership of the Student Appeals, Conduct & Grievances Committee. An involved party may raise the issue of a potential conflict of interest by filing a written declaration of such with the Facilitator of the Committee. Members of the Committee are also expected to discuss recusal with the Facilitator if they have a conflict of interest that could reasonably lead to unduly prejudicial bias or the perception thereof. The Facilitator has the final say on all potential conflicts of interest that are raised.
- d. Forward a copy of the grievance/appeal complaint to members of the Student Appeals, Conduct & Grievances Committee and to the involved party/parties.

Step 2

The Facilitator of the Student Appeals, Conduct & Grievances Committee will schedule a meeting of the Committee with all involved individuals to hear the grievance/appeal. The Facilitator will initiate communications with the involved party/parties within five (5) academic days of the time that the grievance/appeal complaint is filed to schedule the hearing and provide written notice of the hearing. The hearing will be scheduled no later than fifteen (15) academic days following the Facilitator's receipt of the grievance/appeal complaint. The Facilitator may extend this time period for extenuating circumstances.

Step 3

The purpose of the Student Appeals, Conduct & Grievances Committee is to gather pertinent information in a fair and impartial manner. Within three (3) academic days of receipt of the hearing notification from the Committee, all involved parties in the grievance/appeal will provide the committee:

- a. A copy of any and/or all documentation regarding the issue that the student identified in the grievance/appeal complaint;
- b. Information regarding the student's declared documented disability if relevant to the issue identified by the student in his/her grievance/appeals complaint;
- c. The names of witnesses with information relevant to resolution of the grievance/appeal. The involved party/parties will be responsible for notifying their witnesses of the date, time and place of the hearing in which they are to offer information. At least two (2) days prior to the hearing, the involved party/parties will be provided the opportunity to review all of the documentation and the list of witnesses submitted to the 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 hearing in which the student's grievance/appeal is addressed. Witnesses may be present only during the time that they are offering evidence. The individual against whom the grievance/appeal is filed is not required to give evidence.

The process of the hearing will generally progress as follows:

1. Opening Remarks by Facilitator.
 - Purpose of convening is to hear grievance/appeal brought by the student
 - Official record of proceedings will be collected via documentation that will be stored in a password-protected file on the College S drive (or its successor)
 - Introductions (name and role of those present)
 - Procedural status (review the steps leading to the hearing phase)
 - Hearing procedure
 - Role of the Facilitator
 - Witnesses present only during testimony

- No formal rules of evidence apply and evidence will be heard as determined relevant at the discretion of the Committee
 - Involved faculty/staff and party/parties not required to give testimony or evidence
 - Confirmation of no conflict of interest to be presented
 - Statement of confidentiality to be read to each new party to the hearing
 - Facilitator to ask if there are any questions before hearing the grievance/appeal
2. Presentation of the grievance/appeal and testimony by grievant/appellant student.
 3. Questioning of grievant/appellant student by the Committee (involved faculty or staff member may request that the Facilitator ask specific questions of the grievant/appellant student on his/her behalf; Facilitator will ask questions that are deemed appropriate in the Facilitator's discretion).
 4. Evidence of witnesses for the grievant/appellant student.
 5. Questioning of witnesses for the grievant/appellant student by the Committee.
 6. Facilitator dismisses each witness and calls for the next during this procedure.
 7. Presentation of evidence by involved faculty or staff member (optional).
 8. Questioning of involved faculty or staff member by the Committee (grievant/appellant student may request that the Facilitator ask specific questions of the involved faculty or staff member on his/her behalf; Facilitator will ask questions that are deemed appropriate in the Facilitator's discretion).
 9. Evidence of witnesses for the involved faculty or staff member.
 10. Questioning of witnesses for the involved faculty or staff member by grievant/appellant student (optional).
 11. Questioning of witnesses for the involved faculty or staff member by the Committee.
 12. Presentation of counter evidence by grievant/appellant student (optional).
 13. Presentation of counter evidence by involved faculty or staff member (optional).
 14. Any hearing panel member may ask final questions (if any) of either party, if desired.

Closure of hearing by the Facilitator

Minutes of the proceeding will be documented including the decision and rationale for the decision. All participants will maintain strict confidentiality of the proceedings and outcome of the entire grievance/appeal process. All records related to the proceedings will be collected by the Facilitator of the Committee and secured in the Dean of Students for eight (8) years. All photocopied material (other than that required for archiving) will be shredded immediately after the hearing.

Deliberations of the Committee and its final decision will be made in closed session. The vote for the final decision will consist of a simple majority of the voting members and will be anonymous. The Committee will base its decision upon all of the evidence provided at the hearing that the Committee determines to be relevant. Upon reaching a decision, the Committee will prepare a written summary of the hearing, including the final decision on the grievance/appeal and the recommendation. The Student Appeals, Conduct & Grievances Committee will forward the written summary and recommendation(s) to the appropriate Program Director within three (3) academic days after completing deliberations. The written summary and recommendations of the Student Appeals, Conduct & Grievances Committee are advisory in nature and will not be provided to the student who filed the grievance/appeal or the involved faculty or staff member.

Step 4

After receiving the summary and recommendations, the appropriate Program Director/Dean of Students will notify the involved faculty or staff member and the student who filed the grievance/appeal in writing of the committee's decision. This should normally take place within five (5) academic days from the time the Program Director/Dean of Students is notified by the committee. The student may appeal in writing within five (5) academic days to the Academic Deans, who will notify the student of their decision in writing; the student may then appeal in writing within five (5) academic days to the President of the College, who will notify the student of the President's decision in writing. The Academic Deans or President may accept, modify or reject the recommendations of the committee. The decision of the President shall be final and not subject to further appeal.

The student has the right to continue class as scheduled until such time as the notification of the final decision is received or the time to appeal has expired. At that point, the last decision and any disciplinary or remedial measures described in the decision letter will take effect.

PROCEDURE FOR NON-ACADEMIC GRIEVANCE OR APPEAL

A student may file a Non-Academic Grievance or Appeal by utilizing the Non-Academic Appeals Form. Non-academic grievances or appeals must be based on documented circumstances that were clearly beyond the student's control, such as medical reasons, death in the immediate family, or College error. The Non-Academic Appeal Form can be requested from the Dean of Students Office.

Process

The Student should submit the completed Form to the Dean of Students (Facilitator for the Student Appeals, Conduct & Grievances Committee) with documentation. Types of required documentation may include doctor and hospital reports, legal documents, or written statement/information.

The Student Appeals, Conduct & Grievances Committee will review the written grievance or appeal and supporting documentation. The Dean of Students will notify the student in writing of the committee's decision.

If necessary, within five (5) academic days of notice of the committee's decision, the student may appeal in writing the decision of the Student Appeals, Conduct & Grievances Committee with the academic Dean(s) or Chief Financial Officer as appropriate, who will notify the student of a decision in writing. Within five (5) academic days of notice of that decision, the student may appeal in writing the decision to the President, who will notify the student of a decision in writing. The academic Dean(s), Chief Financial Officer and/or President may accept, modify or reject the recommendations of the Student Appeals, Conduct & Grievances Committee. The decision of the President shall be final and not subject to further appeal.

FILING GRIEVANCES WITH OUTSIDE AGENCIES

In some circumstances, aggrieved students may also file grievances with the Missouri Department of Higher Education or the College's accrediting agencies.

- The Higher Learning Commission's complaints webpage is located at: <https://www.ncahlc.org/HLC-Institutions/complaints.html>.
- Complaints filed with the Commission on Collegiate Nursing Education (CCNE) can be directed to the "CCNE Complaints Administrator" and sent to the CCNE office at: One Dupont Circle, NW, Suite 530, Washington, DC 20036. Additional information is available on CCNE's website, available at: <http://www.aacn.nche.edu/>.
- The Missouri Department of Higher Education's complaint procedures are available at: <http://dhe.mo.gov/documents/POLICYONCOMPLAINRESOLUTION-reviseddraft.pdf>.

ACADEMIC INTEGRITY

Academic integrity means honesty and ethical behavior in scholarship and in all academic, clinical, and laboratory settings. Students are responsible for knowing and observing the student conduct expectations, for demonstrating honesty and ethical behavior in all scholarly activities, and for being truthful in all academic communication. Administration, faculty, and staff are also responsible for fostering a culture and expectation of academic integrity. No one will assist or facilitate another in academic dishonesty or attempting academic dishonesty. Academic dishonesty is defined as any violation of academic integrity. The list of possible violations that follows is not all-inclusive, but serves as a guide to the most frequent

forms of academic dishonesty.

Plagiarism: Is presenting another's work as your own. This includes using another's words, ideas, or sentence structure without properly citing the other person's work.

- Plagiarism includes:
 - Submitting work that is similar or identical to that of another person without proper citation and referencing.
 - Facilitating or allowing anyone else to plagiarize.
 - Using one's own previous work.
 - Copying from a written, on-line, or verbal source without proper citations and references.
 - Producing work in collaboration with others without proper credit assigned to all members of the group.

Cheating: Is taking or trying to take an examination or test in a dishonest manor or completing an assignment in a dishonest manor.

- Cheating includes:
 - Copying another's assignments or test answers
 - Obtaining test questions/answers in advance of an exam
 - Reproducing or publishing exams
 - Using unauthorized equipment or materials in any coursework
 - Communicating with others during exams
 - Doing assignments or taking exams for others
 - Sabotaging or stealing the assignments of others
 - Unauthorized collaboration on assignments/tests
 - Submitting one's own work for more than one course without authorization
 - Purchasing or selling course work or exams
 - Facilitating or allowing anyone else to cheat.

Fabricating: Is falsifying content included in one's assignment, academic documents, or need for academic accommodations.

- Fabricating includes:
 - Contriving or making up information
 - False citations, false data, false information used in any assignment
 - Forging or falsifying academic records
 - Misrepresentation of credentials
 - Being dishonest about need for special accommodation, consideration, or extensions
 - Facilitating or allowing anyone else to fabricate.

Misuse of electronic materials and academic property: Is malicious actions that result in improper use of electronic resources or damage of College property.

- Misuse of electronic materials and academic property includes:
 - Sharing log in or access to college computer system
 - Unauthorized use of college documents and files
 - Unauthorized recording
 - Copyright violations
 - Large scale downloading
 - Facilitating or allowing anyone else to misuse electronic materials and academic property
 -

PROCEDURE:

Student and college employed non-faculty observers of academic dishonesty

- Notify the faculty member of the course, program or track director, Academic Dean, or Dean of Students

Faculty who observe or receive notification of academic dishonesty

- Gather information/documentation.
- Confer with the student(s) involved.
- Explain allegations and present any evidence.
- Listen to the student's response.
- Determine whether the student has committed an act of academic dishonesty
- Document the incident.
- Report *all* incidents to Program/Track Directors.
- Confer with Program/Track Directors as needed

Program/Track Directors

- Confirm that academic dishonesty has occurred
 - Review the student file maintained by Dean of Students to determine if the student has a history of academic dishonesty
 - Notify the student verbally of the charge and provide them with a copy of this policy.
 - Notify the chair of the Student Appeals, Conduct and Grievance Committee of the incident and the resolution or the need for a committee hearing
- Notify Academic Dean, student advisor, Dean of Students, President, Compliance Officer, Board of Directors as deemed necessary or required.

Dean of Students

- Track all incidents of Academic Integrity violations.

Consequences

Plagiarism

For a First Offense

- The assignment will be awarded zero (0) points with opportunity for re-submission with a 20% grade deduction.
- If the Program Director determines that no plagiarism has occurred, no action will be taken and the course faculty will grade the assignment with no academic penalty.
- The student will be counseled about plagiarism.

For a Second Offense

- The assignment will be awarded zero (0) points with no opportunity for re-submission
- The student violation will be analyzed by the Program/Track Director and discussed with the Academic Dean and a mandatory hearing with the Student Appeals, Conduct and Grievance will be scheduled after notification to the Dean of Students from the Program Director
- Student will be notified that a third violation will be a dismissal from the college

For a Third Offense:

- The student may be dismissed from the college
- If the student wishes to appeal, the student needs to request a meeting in writing with the Academic Dean
- If the student then wishes to appeal further, the student needs to request a meeting in writing with the President
- All decisions by the President will be final and not subject to further appeal

Cheating or Fabricating

For a First-Time Offense for Cheating or Fabricating

- The assignment will be awarded zero (0) points.

- If the Program/Track Director determines that no cheating or fabrication has occurred, no action will be taken and the course faculty will grade the assignment with no academic penalty.

For a Second Offense

- The assignment will be awarded zero (0) points with no opportunity for re-submission
- The student violation will be analyzed by the Program Director and discussed with the Academic Dean and a mandatory hearing with the Student Appeals, Conduct and Grievance will be scheduled after notification to the chair from the Program Director
- Student will be notified that a third violation will be a dismissal from the college

For a Third Offense:

- The student may be dismissed from the college
- If the student wishes to appeal, the student needs to request a meeting in writing with the Academic Dean
- If the student then wishes to appeal further, the student needs to request a meeting in writing with the President
- All decisions by the President will be final and not subject to further appeal

Misuse of Electronic Materials and Academic Property

Notice of Disciplinary Action

The college will provide students with written notice of any disciplinary action regarding the Misuse of Electronic Materials and Academic Property. Such notice will be delivered to the student by Saint Luke's College email. The notice to the student will include a brief written statement of the facts serving as the basis for the disciplinary action. Each incident will be treated on an individual basis.

ALCOHOL AND DRUG POLICY

DRUG AND ALCOHOL ABUSE POLICY AND PREVENTION PROGRAM

Pursuant to Public Law 101-226, the Drug-Free Schools and Communities Act of 1989, as amended, Saint Luke's College of Health Sciences is required to establish a drug and alcohol prevention program as well as drug and alcohol abuse policies for students and employees. In conjunction with this compliance, the College has established the following policy, which applies to all students and employees: the unlawful manufacture, possession, use or distribution of any controlled substance of any kind, including drugs and alcohol, by students and/or employees 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.

Violations of the prohibition by Saint Luke's College of Health Sciences employees will result in disciplinary action as described in the Saint Luke's Health System Alcohol and Drug Abuse policy HR-002 (found on ePULSE- SLCHS Policies and Procedures). 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 employees. SLCHS personnel will give law enforcement authorities full cooperation for any investigations. **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.**

Alcohol Related Issues

While drinking and driving has received a great deal of public and media attention, the relationship between alcohol and crime, for both offenders and victims, has not received the same level of public attention. The relationship between alcohol and crimes including domestic abuse and violence, underage drinking, robbery, assault and sexual assault is clearly

documented.

FACT: 5.3 million adults – 36% of those under correctional supervision at the time – were drinking at the time of their conviction offense

Excessive drinking leads to criminal behavior:

The US Department of Justice (DOJ) estimated that a majority of criminal offenders were under the influence of alcohol alone when they committed their crimes. Federal research shows that for the 40% of convicted murderers being held in either jail or State prison, alcohol use was a factor in the homicide.

FACT: Alcohol is a factor in 40% of all violent crimes today

About 3 million violent crimes occur each year in which victims perceive the offender to have been drinking. Crimes include: rape, sexual assault, robbery, aggravated and simple assault. About two-thirds of violent crimes are characterized as simple assaults.

Based on victim reports, alcohol use by the offender was a factor in:

- 37% of rapes and sexual assaults
- 15% of robberies
- 27% of aggravated assaults, and
- 25% of simple assaults

Alcohol and Crime in College

- College students reported about 463,000 (31%) alcohol-related incidents of violence in 1995.
- 90% of alcohol-related incidents of violence involving college students occurred off campus.
- Per capita arrest rates for alcoholic beverage law violations (including prohibited manufacture, sale or possession of alcohol and maintaining illegal drinking places but excluding public drunkenness and driving-related offenses) are highest at public, four- year colleges.
- Just over half of campus law enforcement agencies at four-year universities and colleges with at least 2,500 students report that they operate alcohol education programs; public universities (59%) more often reported the availability of such programs and services than private colleges (43%).

Source: U.S. Department of Justice, Bureau of Justice Statistics, "Alcohol and Crime," 1998. Courtesy of National Council on Alcoholism and Drug Dependence, Inc. (NCADD) 244 East 58th Street, New York, NY 10022 212-269- 7797 www.ncadd.org

About The National Council on Alcoholism And Drug Dependence, Inc. (NCADD): Founded in 1944, NCADD and its National Network of Affiliates is a voluntary health organization dedicated to fighting the nation's #1 health problem- alcoholism and drug addiction and the devastating consequences of alcohol and other drugs on individuals, families and communities.

Missouri Penalties

In addition to the information listed above, a complete listing of Missouri substances, how they are placed on the schedule and additional drug information, can be found at: <http://www.moga.mo.gov/>

Missouri drug regulations can be found at: <http://www.moga.mo.gov/>

Penalties for Illegal Possession or Distribution of Illegal Drugs under Federal Law

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million.

Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life

imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses

Health Risks

There are serious health risks associated with the use of illicit drugs and the abuse of alcohol. Some but not all of the risks are listed below:

- a. Alcohol and other depressants: Consumption of alcohol and other depressants causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.
- b. Marijuana: Use of marijuana can lead to panic reactions, impaired short term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.
- c. Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- d. Hallucinogens: Unpredictable behavior, emotion instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- e. Narcotics (Heroin, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
- f. Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

Prevention

Students or employees who experience personal problems with the use or abuse of drugs or alcohol are urged to seek assistance from Saint Luke's Health System EAP/SAP Services (Employee Assistance Program/ Student Assistance Program. In addition to providing short term counseling, SAP may refer students to appropriate treatment or rehabilitation programs as needed

Alcohol and Drug Abuse Information and Programs

The College seeks to assist in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. The College provides education through dissemination of informational materials, educational programs, counseling referrals and college disciplinary actions.

There is no available on-campus counseling. Short-term counseling and referral assistance to students and employees who are troubled by alcohol or substance abuse problems can be found via the Employee/Student Assistance Program. The Dean of Students can assist students/employee in contacting SAP/EAP services. Any member of the College community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help.

Review

1. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this policy will be distributed to all students and employees on an annual basis
2. During each even numbered year, a biennial review of the comprehensive drug and alcohol abuse prevention program will be conducted to determine its effectiveness, make improvements where necessary, and ensure that it is consistently enforced.
3. *Reporting*
4. Yearly notification of SLCHS' Alcohol and Drug policies for all students and employees is made in the following ways: Email, SLCHS website Consumer Information tab, new student orientation, and via the Clery Report. Paper copies are available from the Dean of Students.
- 5.
6. A yearly report is provided to the campus community listing number of alcohol and/drug related violation and types of sanctions in the following format:

Year	Type	Number of incidents	Type of sanctions

7. To date, SLCHS has had no reported drug or alcohol related violations. Future scrutiny of the student/faculty/staff complaints will allow for proper assessment of issues, internal protocols and procedures, as well as evaluation of the appropriateness of sanctions
8. *Saint Luke's College Policy CO-033*

ANIMALS ON CAMPUS

This policy ensures the health and safety of the Saint Luke's College of Health Sciences community; preserves the integrity of the buildings and grounds; and supports a healthy educational and work environment that respects the rights of individuals. The following restrictions and requirements are established to address the issue of animals on College property, consistent with applicable codes and regulations. It is the policy of Saint Luke's College of Health Sciences that service animals assisting individuals with disabilities or working animals be generally permitted as described below:

DEFINITION

"Service animals" are defined by the Americans with Disabilities Act (ADA) as dogs or in certain situations, miniature horses that are individually trained to do work or perform tasks for people with disabilities including, but not limited to "guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

"Working animals" are defined as therapy animals for approved didactic and clinical sessions, animals used by law enforcement or emergency personnel in the exercise of their official duties and/or animals used for research and teaching activities that are part of an approved curriculum in compliance with all applicable laws, regulations and other College policies,

Dogs whose sole function is to provide comfort or emotional support do **not** qualify as service animals under the ADA or as working animals for college activities. Service animals or working animals are **not** pets. Pets are not allowed on campus facilities at any time.

The work or task an animal has been trained to provide must be directly related to the person's disability or to the specific task as related to the emergency functions or educational activities described above. The ADA, Missouri law [RsMO 209.150] and Saint Luke's College of Health Sciences Board of Directors allow service animals accompanying persons with disabilities or working animals on campus to perform a specific task to be on the Saint Luke's College of Health Sciences campus. A service animal must be permitted to accompany a person with a disability everywhere on campus that the person would otherwise be allowed to go. However, there are some places on campus that are not safe for service animals; these areas are discussed in greater detail, below.

Areas Where Service Animals Are Not Allowed to Enter

Service or working animals may also be excluded in areas where the presence of the animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, labs, simulation activities or food preparation or kitchen areas.

Permission to access restricted areas may be granted to an individual animal/partner team on a case-by-case basis. The access decision will be made by the Dean of Students, lab or simulation manager, instructor, or the President.

The final decision shall be made based on the needs of the student and/or the nature of the activity and the best interest of the animal. **To be granted an exception:** Anyone wanting her or his service or working animal to be granted admission to a restricted area should contact the Dean of Students at (816) 936-8716.

When a Service or Working Animal Can Be Asked to Leave

A service or working animal may be asked to leave a college facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service or working animal that displays vicious behavior toward people may be excluded. Service or working animals that are not housebroken can also be asked to leave college facilities and programs. In addition, animals not covered under the ADA service animal definition can be asked to leave a college facility or program. Questions related to the use of service animals on campus should be directed to the Dean of Students at (816) 936-8716.

Requirements for Service or Working Animals Vaccination

The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus and must receive booster vaccinations annually. All vaccinations must be current and the animal must be wearing current vaccination tags.

Licensing: The animal must be licensed as is appropriate to your community, city and/or state. Health. The animal must be in good health.

Leash: Animals must be on a leash or in harness at all times, unless impracticable or unfeasible due to handler's disability or the activity.

Under Control of Partner/Handler: The handler must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the handler.

Toileting Areas and the Cleanup Rule: The handler of the animal should encourage the animal to use appropriate areas for toileting needs and to properly dispose of animal waste

Liability The owner/handler of the animal on the college campus or event is personally responsible for the animal at all times. The owner/handler will be required to pay for any damages caused by the service or working animal.

Saint Luke's College Policy OP-004

APA WRITING STYLE

The official writing style for student papers and theses should follow the guidelines of the Publication Manual of the American Psychological Association, 6th Edition. Each student is expected to purchase and use this manual as a reference for written assignments. All written assignments should be presented in APA style. Guidelines for electronic references may be found at <http://www.apastyle.org/apa-stylehelp.aspx>.

ATTENDANCE

Regular class attendance is essential to student success. Failure to maintain regular attendance can lead to a variety of negative consequences. 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).

Participation in class discussions and posting is critical for success in an online course. In order to facilitate an

online environment that encourages learning and decreases disruption, students who fail to meet minimum course participation requirements may be administratively dropped from the course.

In online education, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. The school must demonstrate that a student has successfully posted a response to a gradable assignment. Examples of acceptable evidence of academic attendance for online education include: student submission of an academic assignment, student submission of an exam, documented student participation in an interactive tutorial or computer-assisted instruction, a posting by the student showing the student participating in an only study group that is assigned by the institution, and/or a posting by the student in a discussion form showing the student's participation in an online discussion about academic matter.

Saint Luke's College Policy AP-026

Posting Attendance:

- a. For courses that meet face to face (present on campus – including clinicals) the first week, faculty record attendance by the first Monday (after session start) at midnight via Empower Web Portal based on physical presence
- b. For online courses, faculty record attendance by recording a grade on a previously identified gradable assignment.

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.

BULLETIN BOARDS, SIGNS and POSTERS

Messages announcing campus-related events may be placed on the bulletin boards on the A level. Depending on space limitations, messages may stay on the board for only one week. Posters, flyers, and other announcements may not be posted on windows, doors, walls, handrails, or on automobiles in parking lots on campus. All messages must be dated.

Off campus groups may place messages on the bulletin boards with permission only. For more information inquire at the front desk. For additional information contact the Dean of Students.

CANCELLATION OF CLASSES

SLCHS wants to keep its students, faculty, and staff safe during inclement weather. This includes review of the National Weather Service (www.weather.gov) projections along with the condition of main traffic arteries, to determine the appropriateness of holding classes. It is recognized that weather conditions near one's home may be different from that near the college. In such cases, if the school is open and you cannot make it in, notify your supervisor promptly so alternate arrangements can be made.

When weather predictions signal the potential for paralyzing weather, faculty and staff should take their laptops home with them to facilitate the potential of working at home if the school is closed. If employees cannot work from home, they should work with their supervisor to implement flex time to make up the hours missed without using PTO. Faculty will notify students how class will be made up after consulting with their Dean.

A list of instructions will be created to support the following posting assignments and it will be shared with the Cabinet. This will enable informed substitutes to fill in for assigned personnel should they be unavailable at any time when the school will be closed

The following methods (with hyperlinks if applicable) will be used to notify students, faculty and staff of school closings. The President or his/her designee will communicate with the responsible person for each method of notification to enable them to complete their assigned announcement(s) of school closing.

ANNOUNCEMENT METHOD	RESPONSIBLE PERSON
KMBC Channel 9 (ABC)	Facilities Manager
KCTV5 Channel 5 (CBS)	Facilities Manager
KSHB Channel 41 (NBC)	Facilities Manager
FOX Channel 4 (FOX)	Facilities Manager
Textcaster text alerts (sign up here: http://my.textcaster.com/asa/Default.aspx?ID=61317a93-50ab-445e-9225-cad99bf3e3d1)	IT Manager
Main page of SLCHS web site	Communications Manager
Voice mail on the main college phone: 816-936-8700	Communications Manager
Email to all traditional students, faculty, and staff	Communications Manager

CIVIL AND PROFESSIONAL BEHAVIOR

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 report such incidents to course faculty, the chair of the Curriculum Committee, and/or the Dean as soon as possible, consistent with signing the Academic Integrity statement. Violations include, but are not limited to:

ACADEMIC HONESTY

Cheating

- Unauthorized collaboration
- Copying from another student’s test paper or assignment
- Allowing another student to copy from one’s own test or assignment
- Reproducing, securing, supplying, or publishing copies of an exam or specific exam questions without the knowledge and consent of the instructor
- Using or attempting to use unauthorized assistance, materials, study aids, or equipment (technological devices such as computers, calculators with memory, or cell phones) in examinations
- 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
- 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
- Using purchased or pre-made term papers

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:

- Copying another’s paper, article, or computer work and submitting it for any academic exercise
- Using the ideas, data, or language of another without specific or proper acknowledgement
- Using information from the Internet or any other source without proper citation and credit
- Failing to use quotation marks where appropriate

- Representing another person's work, in whole or in part, as his or her own in any way

Uncivil Behaviors Disruptive to the Educational Process

- Consistently missing deadlines
- Repeatedly arriving to class late, leaving early, or otherwise coming and going during class
- Sleeping in class
- Using electronic devices during class for purposes unrelated to the course
- Failure to turn cell phones off during class
- Bringing infants and children to class
- Conducting side conversations during class
- Dominating discussion during class

Discourteous, Disrespectful and Impolite Behavior

- Use of profanity
- Rudeness, belittling, or use of loud or judgmental tone
- Taunting, harassing, hazing, or bullying
- Yelling, threatening behavior or words, personal attacks, or unfounded accusations
- Use of racial, ethnic, sexual, or other discriminatory slurs
- Imposing physical harm on faculty or other students/persons
- Intentionally destroying property
- Violation of the College Weapons Policy
- Violation of the College Substance Abuse Policy

Unethical/Unsafe Professional Behaviors

- Inadequate preparation for clinical experience
- Failure to properly notify faculty or unit of a clinical absence
- 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
- Breach of client confidentiality
- Unsafe Nursing Practice*
- Violation of the American Nurses Association's Code of Ethics for Nurses
- 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 that 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.

COMPUTER ACCESS

Access to Storage Drives on Central Servers: Each student will have a personal storage drive (M:\) labeled with their student number (S#), a College Common drive (N:\) and a Department Drive (F:\)

College applications are also available to students through the ACCESS window (CITRIX). These applications include:

- Plan for Care
- Care Planning
- Horizons Clinicals (HOM and HED)
- Stedman's Abbreviations

- EKG programs
- Clinical Forms
- Krames on Demand (patient education program)
- EPIC

Saving and Transferring Information

Students may use portable storage devices such as “jump drive,” or “thumb drive,” to transfer information from home to school. Sending information, papers, assignments, etc., by email is **STRONGLY** recommended.

COLLEGE COMPUTER EQUIPMENT, NETWORK AND COMPLIANCE

To assure proper use and user responsibilities is consistent with Saint Luke’s College of Health Sciences’ (“SLCHS”) Core Values and in compliance with the Higher Learning Commission Assumed Practices A.2.

This policy covers students, faculty, staff, and any individuals using any Saint Luke’s College computers, equipment and information technology and network resources.

College computers, equipment and network resources are the property of the College and should be used for College-related purposes. College computer resources shall not be used for illegal purposes.

The College reserves the right to access all information on the College’s computers, equipment and network without prior notice. Furthermore, authorized individuals may monitor equipment and network traffic at any time to ensure the College’s computer resources are used in an appropriate manner and to facilitate protection against unauthorized access, and to verify adherence to security policies and procedures. Monitoring includes coordinated active scans/attacks by authorized individuals to test or verify the security of the College’s computer system and resources. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over SLCHS systems may be monitored.

All members of the College community are bound by College policies, federal and local laws related to civil rights, harassment, discrimination, copyright, security and other laws governing electronic communications. Accordingly, as needed or as required by law, the College will enforce its policies to ensure College computer resources are used for appropriate and legal purposes. The College reserves the right to limit or end access to its computer resources to those who violate relevant policies, laws or otherwise abuse College computer resources.

Further, while the College encourages users of its computer resources to utilize these resources in a manner consistent with the College’s core values, the College cannot protect individuals against the existence or receipt of electronic material that may be offensive to them. Consequently, individuals utilizing the College’s computer resources are warned that they may see or be a recipient of material they find offensive.

Saint Luke’s College Policy Number CO-025

COMPUTER REQUIREMENTS

To satisfactorily participate in hybrid and online courses, Saint Luke's College has established the following minimum computer requirements that must be met in order to access our online systems.

Students are required to have a working laptop as coursework will be conducted in a hybrid or blended format. The learning management system D2L will be used for the online portion of your coursework. During the program you will have high-stakes testing which will be given on your laptop during class sessions.

Minimum Laptop Computer Specifications

- Intel Core i3 (or higher) or AMD equivalent around 2 GHz or faster (Intel Core i5 or AMD equivalent recommended)
- 4 GB of RAM (8 GB recommended)
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of at least a 1024x768 display
- Stereo sound card. Headset is recommended, but not required.
- Web camera recommended, but not required.
- CD/DVD-ROM drive is recommended - Most software can be downloaded, however there may be an occasional title that will require a drive for installation.

Software Applications Required

- Windows 7 (Windows 7, 8.1, or 10 recommended) or Mac OSX 10.10+
- Microsoft Office 2007 or Newer
- Following Internet Browsers
 - Internet Explorer 11
 - Google Chrome
 - Mozilla Firefox
- Adobe Reader & Flash Player
- Java
- Microsoft Silverlight

COPYRIGHT AND PATENT OWNERSHIP

This policy applies to all faculty, staff, and students of Saint Luke’s College of Health Sciences (SLCHS) and to any third party users connected to the SLCHS network.

Other relevant policies addressing copyright compliance include:

SLCHS Policies

- SLCHS Policy: Statement on Copyright Law

SLHS Policies

- [SEC-01-Use of Technology-Systems-Services](#)
- [SEC-03 - Acceptable Access/Usage of Email, Voicemail, Internet](#)
- [Copyrighted Computer Software](#)
- [SLHS Internet Content Filtering](#)

Users are required to comply with all SLCHS and SLHS Policies.

Definitions

Copyright: a form of protection provided by the laws of the United States to the authors of “original works of authorship.” See Title 17, U. S. Code. This protection is available for both published and unpublished works. See U.S. Copyright Office, Copyright Basics, 2008, page 1.

Copyrighted Materials: materials protected by copyright are “original works of authorship” that are fixed in a tangible form of expression. These materials include:

- literary works;
- musical works, including any accompanying words;

- dramatic works, including any accompanying music;
- pantomimes and choreographic works;
- pictorial, graphic, and sculptural works;
- motion pictures and other audiovisual works;
- sound recordings; and
- architectural works.

See U.S. Copyright Office, *Copyright Basics*, 2008, pages 2-3.

Copyright Infringement: when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission or legal authority of the copyright owner. See <http://www.copyright.gov/help/faq-definitions.html>. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

POLICY

This policy applies to college owned and personally owned devices connected to any college network. Users of SLCHS networks are prohibited from engaging in or participating in acts that could be construed as copyright infringement. This includes, but is not limited to: the distribution of copyrighted materials through peer-to-peer networks; downloading or uploading of copyrighted materials through peer-to-peer networks; downloading or uploading of copyrighted materials through email; and downloading copyrighted material from websites or other servers.

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder.

The distribution of copyrighted material without the owner’s permission is a violation of the Digital Millennium Copyright Act (DMCA). If a campus community member is found to have illegally shared files over the College’s network, he or she may be subject to disciplinary action up to and including termination of employment, suspension or dismissal.

Violators of the DMCA may also be subject to civil and criminal penalties. Generally, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to \$150,000 per work infringed. Courts can also assess costs and attorneys’ fees, in its discretion. See 17 U.S.C. §§ 504 and 505. The act of “willful” copyright infringement can result in imprisonment of up to five years for a first time offense and additional fines. See 17 U.S.C. § 506 and 18 U.S.C. § 2319.

The Higher Education Opportunity Act (HEOA) calls for the college to combat unauthorized distribution of copyrighted materials by:

- Utilizing one or more technology based deterrents
- Providing education about copyright & disclosures
- Maintaining a list of legal ways to acquire copyrighted materials (legal alternatives to illegal downloading)

Technology-Based Deterrents: SLCHS’s parent organization, the Saint Luke’s Health System, maintains technology-based deterrents in the form of firewalls, web filters, & bandwidth shaping.

These systems block access to the following applicable categories on all networks:

- **Illegal Activities, Illegal Questionable:** Pages that promote crime, such as stealing, fraud, “phreaking,” and cracking; “warez” and pirated software; computer viruses; terrorism, bombs, and anarchy; sites depicting murder and suicide, as well as explaining ways to commit such acts.
-
- **Peer File Transfer, Peer-to-Peer:** Sites that distribute software to facilitate the direct exchange of files between

users. Peer-to-peer includes software that enables file search and sharing across a network without dependence on a central server. In addition to blocking access, bandwidth shaping is utilized in this category.

- **Filter Avoidance, Proxy Avoidance:** Sites that promote and aid in the use of undetectable and anonymous web usage.

All network traffic is subject to monitoring procedures conducted by the Information Technology Department for purposes of determining compliance with the College's policies. Administrators consistently monitor the technology-based deterrents for errors on a real time basis. In addition to real time monitoring, SLCHS periodically reviews the effectiveness of this Policy and works with the SLHS IS Security department semi-annually to review the effectiveness of the technology-based deterrents.

Education & Disclosure: The College will maintain links on the College's website to educational material on copyright and unauthorized distribution of copyrighted material as we are made aware of changes by SLHS IS Security and/or copyright law.

An annual disclosure regarding copyright issues will be distributed to the College community. This disclosure provides;

- A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
- A summary of the penalties for violation of Federal copyright laws; and
- A description of the institution's Policies governing unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

Legal Alternatives: Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu. In addition to these alternatives, EDUCAUSE maintains a list of legal alternatives for downloading or otherwise acquiring music, video, images, or other copyrighted material. See <https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli>. In addition to this Policy, this link may also be found in the Annual Disclosure distributed to the college community.

COURSE WAIVERS AND SUBSTITUTIONS

For all academic degree programs, all course waiver/substitution requests must have the approval of the College's Track Director or Dean at the time of registration or including the end of the add/drop period (including all signatures and dates) in order for the Office of the Registrar to process the request. The Office of the Registrar will process only course waiver/substitution requests that have complied with this procedure. In order to take a course out of sequence a request must be approved by the Dean before the end of add/drop.

DISABILITY AND INDIVIDUALIZED EDUCATION PLANS

Saint Luke's College of Health Sciences ("SLCHS") complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. It is SLCHS's policy to provide individuals with disabilities full and equal enjoyment of the services, facilities, and privileges of SLCHS. Specifically, SLCHS does not discriminate on the basis of disability in its admission, recruitment, academics, housing, research, financial aid, counseling, employment assistance, and/or any other service, facility, or privilege available to students or potential students. Further, SLCHS does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on disability. SLCHS promotes an environment of respect and support for individuals with disabilities.

SLCHS will make reasonable accommodations for individuals with disabilities as defined by applicable law. Reasonable accommodations include modifications to SLCHS's policies, practices and procedures where necessary for individuals with

disabilities, unless doing so would alter requirements that are essential to the instruction being pursued or to licensing requirements. SLCHS will also provide auxiliary aids and services as are necessary to ensure that a student with a disability is not denied the benefits of, or excluded from participation in, the education program or activity. Further, SLCHS strives to remove barriers for individuals with disabilities and to provide services, facilities and privileges to achieve equal opportunity for individuals with disabilities. Examples of some of the reasonable accommodations SLCHS makes available include but are not limited to: Academic/Program Modifications; Access to Facilities; Classroom Access; Communication Access; Testing Accommodations; Information Referral; Priority Registration; and Parking.

SLCHS is committed to providing reasonable accommodations to individuals with disabilities. The professions for which SLCHS offers programs, however, may have cognitive, sensory, affective, and psychomotor functional requirements that are essential for the delivery of safe, effective care. Thus, individuals must be able to meet these functional requirements, with or without reasonable accommodation in order to participate in SLCHS's programs. For example, the functional abilities that are essential to engage in the practice of nursing, and which are required to be met (with or without reasonable accommodations) to participate in SLCHS's nursing program derive from the list of Functional Abilities Essential for Competent Nursing Practice, developed by the National Council of State Boards of Nursing. Students and potential students should consult with the Dean of Students' office for information on the functional abilities essential to the practice of professions for which SCLHS offers programs.

A. Requesting Accommodation

Any applicant, student, or other individual who believes a reasonable accommodation is necessary to enable such person to seek admission, enroll, or otherwise participate fully and equally in a SLCHS program is encouraged to contact the Dean of Students to discuss any needs he/she may have. The Dean of Students can be contacted at 816-936-8716. The Dean of Students will consult with the individual making the request, faculty, staff, and other departments as necessary in an effort to arrive at a reasonable accommodation. When making requests for accommodations, students should not make requests directly to faculty members who are teaching their classes. If such a request is made, faculty members will not grant or deny the accommodation request but will refer such requests to the Dean of Students.

It is the responsibility of the student or potential student seeking accommodation to identify his/her condition and provide the requested documentation. Students seeking an accommodation will be scheduled for a confidential meeting with the Dean of Students to discuss the student's needs and complete an "Application for Services Form" as provided by the Dean of Students. To obtain accommodations by the start of a semester, the student should meet with the Dean of Students as soon as possible, preferably at least six (6) weeks before the first day of classes or, if the accommodation relates to a specific class(es), before enrolling in the class(es). Such notice will allow students and the Dean of Students a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate and effective, evaluate alternatives if appropriate, and to implement the resources for any necessary aid in a timely manner. While notification before the beginning of a term is preferable, accommodation requests will be accepted and considered at any time. Also, additional accommodations or modifications to already granted accommodations can be requested at any time.

In addition to completing an "Application for Services Form" at the meeting with the Dean of Students, the student will also need to present current documentation regarding the nature of the disability and any accommodations needed. The Dean of Students will review the "Application for Services Form" and all documentation, with assistance of an outside medical professional if necessary. Documentation requirements are outlined further below. Reasonable accommodations are determined on a case-by-case basis through the collaboration of the Dean of Students, the student, faculty, individual departments, and outside professionals as warranted, with consideration for essential standards for courses, programs, services and activities, or status of facilities.

When an accommodation request is deemed reasonable and necessary, the Dean of Students will develop a plan identifying the circumstances for which accommodations are needed and the reasonable accommodations granted by the Dean of Students. The plan will be distributed to those with a need to know to put any accommodation in place.

Additionally, the Dean of Students will contact individual faculty members to discuss, as necessary, the accommodations and the process for implementation. Faculty are expected to assist with provision of granted accommodations without compromise to essential elements of the course or evaluation standards. If agreed-upon accommodations are not implemented in an effective or timely manner, then the student is encouraged to contact the Dean of Students.

The College will not grant a requested accommodation when documentation requirements have not been met and/or the College considers the request to be unreasonable. The College is not required by law to fundamentally alter its programs in order to accommodate a student. However, alternative accommodations may be offered by the College when it has denied a particular request. Additionally, accommodations are not effective retroactively. Students will not be allowed to re-do assignments or re-take exams with accommodations that they originally took prior to the time they asked for and received accommodations.

Individuals seeking admission and progression to clinical courses, and graduation from SLCHS must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to safety and welfare may be denied admission, progression, or graduation. SLCHS's individualized assessment of an applicant's or a student's threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk and the probability that injury will occur.

Students who have concerns about the accommodations provided or not provided or who wish to submit a complaint about discrimination or harassment based upon disability should report their concerns to the Dean of Students or to the President. The President and/or Dean of Students will follow up with Program Directors for review. The President or his/her designee will make a final decision. SLCHS endeavors to provide prompt and equitable resolution to student concerns.

B. Required Documentation

SLCHS relies on students to self-report impairments, conditions and disabilities as well as to provide documentation from professionals in order to determine appropriate accommodations. Disability documentation from treating health care providers should conform to the following criteria:

1. Documentation must be from a health care professional who has relevant experience and licensure appropriate to profession. The extent of documentation required may vary depending on the claimed disability or requested accommodations. Documentation must be current; however, documentation of past accommodations—such as IEPs and Section 504 plans—may be considered in some circumstances. If documentation provided is not current or otherwise sufficient, then the Dean of Students will request appropriate documentation from the individual seeking accommodations and, if necessary, will provide references for health care providers, including the option of using the St. Luke's Health System Student Assistance Program, or a referral to a currently licensed, professional provider of services (within or external to SLHS), aligned to the specified need (e.g., counseling, testing, etc). Additional documentation may be requested, even if some supporting documentation has already been provided.
2. Reports must be on letterhead and signed by the treating health care professional, including titles and license descriptors as appropriate.
3. Diagnostic statements must identify each condition, including ICD or DSM codes as appropriate, date/copy of most recent full evaluation, and dates/copies of additional evaluations.
4. Documentation should include the current impact of the condition(s) described in a clinical narrative and through the provision of specific results from diagnostic procedures. As appropriate to the condition(s) and/or requested accommodation, the documentation should include the impact on major bodily functions (including but not limited to the functions of the immune system, cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions), and functional impact on behavioral abilities. Descriptions should provide sense of severity, information on variability over time or circumstances, expected duration of impact, and potential triggers. Descriptions should also include any significant side effects of treatment that may impact physical, perceptual, behavioral or cognitive performance.

5. Documentation should include recommended accommodations, modifications and services. Recommendations should be logically related to the functional impact of each condition, to ensure equal access and opportunity at SLCHS. When connections are not obvious, they should be explained.

To assist in ensuring disability documentation meets the above-stated criteria, it is suggested that the student provide their treating health care professional with a copy of this policy when seeking documentation.

Medical information provided by the student will be kept confidential to the extent possible, except that information may be shared as necessary to implement accommodations.

C. Honor Code

An accommodation based on a student's disability may relate to the administration of testing, examinations, or other course work. Students provided with such accommodations must continue to adhere to SLCHS's honor statement. Failure to adhere to the honor statement may result in disciplinary action.

DEAN'S/PRESIDENT'S LIST

Academic Honors and Awards

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

DRUG CONVICTION

Students convicted of possession or distribution of drugs, or who are in default on a student loan, or who owe a repayment of a Federal grant, may not be eligible for financial assistance. Contact the Director of Financial Aid with questions regarding any of these situations.

ELECTRONIC COMMUNICATION

Engagement in any form of electronic communication (e.g., cell phones, email, text messages, and social networks) can disrupt learning and is therefore prohibited within the College learning environments. At the discretion of the instructor an exception 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 Academic and Student Conduct Expectations.

ELECTRONIC DEVICES

Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDAs, laptops, etc. All electronic equipment, including PDAs, laptops, cellular phones, and pagers, are to be placed in silent modes prior to entering any learning environment. At the discretion of the instructor, an exception is possible in special circumstances.

EMAIL USE AND COMPLIANCE

This policy applies to anyone issued a saintlukescollege.edu email address. Use of the saint-lukes.org system is governed by SLHS Policies including, but not limited to: SEC-03

Provision of Email service

- The saintlukescollege.edu mail system is the official college email system
- Workforce members are expected to use the official email system for all work related matters
- SLCHS expects that such communications will be read in a timely fashion
- Email is the official communication platform of SLCHS
- Official email communications are intended to meet only the academic, administrative, and operational needs of the college
- Email users are expected to comply with state and federal laws, college policies, and normal standards of professional and personal conduct
- All email users are expected to maintain the privacy of their password
- The official and only supported desktop clients of SLCHS email are with a web browser at <http://email.saintlukescollege.edu> or using Google Apps Outlook Connector w/ MS Outlook 03-163
- Mobile devices may function if the device supports Android Sync, ActiveSync, POP/IMAP or BIS.
 - Because of the wide range of devices, support may be limited

Email Messages will not:

- contain confidential patient information (PHI);
- contain grades, social security numbers, credit card numbers, and other highly sensitive personal information;
- contain harassing language or messages that could reasonably be considered offensive by others, to include remarks about an individual or group's race, religion, national origin, physical attributes or sexual preference;
- involve junk mail, chain letters or hoaxes;
- contain solicitations for personal gain or profit, or advancement of individual views;
- involve any kind of illegal activity, such as gambling, hacking and pornography;
- be used to send or receive copyrighted materials;
- impersonate a college office, faculty/staff member, or student

Privacy & Audits

- SLCHS does not ordinarily read, monitor or screen the content of email; however, the college cannot assure the confidentiality and privacy of email
- SLCHS reserves the right to monitor and audit email to assure that systems and networks are functioning properly. Auditing protects against unauthorized access or use, and assures the confidentiality and integrity of information stored on computer systems. Use of the SLCHS email system constitutes an expressed consent to auditing

Security & Confidential Information

- Some confidential information such as grades should be only made available in systems such as mySLC: Empower or mySLC: Courses, which require authentication at every use
- All email transmitted and stored within the saintlukescollege.edu email system is encrypted
- All messages sent between saintlukescollege.edu and saint-lukes.org are encrypted. There is no guarantee that messages sent to any other domain or email system can be encrypted unless the SLCHS mail encryption service is used
- All trade secrets, proprietary financial information, or similar material confidential in nature sent to an address other than saintlukescollege.edu or saint-lukes.org must make use of the SLCHS mail encryption service. See policy **Email Encryption (CO-007)** for more information
- Notwithstanding the College's right to monitor, audit or run discovery searches, any messages should be treated as confidential by other email users and accessed only by the intended recipient.

- To prevent computer viruses from being transmitted, certain file extensions are not allowed to be sent or received. All emails and attachments are scanned by anti-virus software and infected attachments will be stripped from emails prior to delivery.
- You must notify IS Support immediately upon discovery you lost your mobile device, as it may be possible to remotely wipe the data on the device.

Personal Use

Incidental personal use of email is acceptable provided the use is:

- reasonable and professional;
- has minimum impact to college resources;
- does not interfere with job responsibilities;
- does not violate this policy or applicable law

Remote Access for Non-Exempt Employees

Employees off the clock are not expected to check their email and highly encouraged to wait until they return to on the clock status. Before logging on off the clock, a non-exempt employee must gain approval by their manager to assure their time is accounted for appropriately.

College Property

- College email systems, services, addresses, accounts and data stored in them are the property of the college
- Access to college email services is a privilege and may be revoked by the college without prior notice and without the consent of the email user, including but not limited to:
 - when required by and consistent with applicable law or policy
 - when there is reasonable suspicion that violations of policy or law have occurred or may occur
 - when required to meet time-dependent, critical operational needs

Email Retention

It is the policy of SLCHS to retain, archive and delete email in a manner that is consistent with appropriate business conduct, complies with state and federal regulations, and supports the college’s organizational interests.

- All email messages, including attachments, whether sent or received, will be captured and recorded in an electronic archive storage environment immediately upon transmission
- All email messages contain metadata (electronic mail header) that will be captured for dates, times, transmission methods, IP and router information, and any/all information relating to the trafficking of the message for audit trail purposes.
- All email will be archived according to the table below. All email will be maintained in its original form during that period regardless of any user action such as modification or deletion or administrator action such as deletion of the user account. The message will be permanently deleted from the system at the end of that time period.

Staff	36
Faculty	36 Months
Students & All Other	12 Months

- It is each employee’s responsibility to monitor their compliance with the e-mail retention policy.
 - i.e. Email containing but not limited to official student records and financial data may require further retention as defined by the SLCHS policy on data retention and destruction.

Email Discovery

At the request of SLCHS Board of Directors, President’s Cabinet, President or Director of Human Resources, IT or the designated corporate officer will perform a search to identify email responsive to discovery efforts and will implement appropriate retention schedules that support discovery requirements.

Discovery efforts may set forth based upon legal proceedings or requirements by subpoena or other methods or internal investigations. Discovery efforts may include but are not limited to individuals, departments, or subject matter.

Separation

Once an employee leaves SLCHS or an individual is no longer associated with SLCHS, their email box will be suspended immediately by IT upon notification of the employee's status. After 60 days, the email box will be deleted from the SLCHS email system and no longer available. Emeritus faculty may request or retain an official email account upon request.

Student accounts will be suspended immediately upon withdrawal or dismissal from the college. Upon graduation, accounts will remain active for a period of 6 months, at which time they will be deleted.

Reporting Violations

Suspected or known violations of this Email policy or law should be confidentially reported to the appropriate supervisory level for the operational unit in which the violation occurs.

Saint Luke's College Policy CO-008

GRADE APPEAL

The student has the right to appeal a final grade if he/she believes the grade reported by the instructor is unfair or if there is a dispute between a student and the instructor over the assessment of work completed in a course, the student has the right to appeal the grade. 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.

Initial Phase

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, 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 formal grade appeals process.

Appeal Phase

Grade appeals must be submitted in writing to the Student Appeals, Conduct and Grievance Committee Chair within ten 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 Student Appeals, Conduct and Grievance Committee will call a Grade Appeals Committee, which will be comprised of the Chair of the Student Appeals, Conduct and Grievance 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 written request for the grade appeal has been received from the student, the Chair of the Curriculum Committee will request information from the lead instructor of the course to explain and document the basis 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 or her school email and may accept the Grade Appeals Committee's decision or make one final appeal to the Dean within 10 working days of the Committee's decision.

The Academic Dean 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 Academic Dean will notify, via College email, the student, the Chair of the Grade Appeals Committee, the Registrar, and the lead faculty of the course of the final decision. If the decision is made to overturn the course grade, the new grade will be recorded by the Registrar, not the course faculty.

If the student receives a failing grade in the course in which the grade is being appealed and the course in question is a prerequisite to the future courses, the student may not progress. The student may not be dismissed from the college during the Grade Appeals process.

Saint Luke's College Policy AP-006

INCOMPLETE GRADE

A student must be in satisfactory standing in a course to be eligible for an "Incomplete". A student cannot enroll in a course if he or she has an incomplete grade in a prerequisite course.

An incomplete grade 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 one semester. The incomplete grade will be changed to an "F" grade if the required work is not completed end of the following semester, including summer semesters.

An Incomplete Course Grade Form must be completed by course faculty and a copy given to the student, Program Director, the student's advisor, and the Registrar. The course faculty member retains the original.

Saint Luke's College Policy AP-022

INTERNET

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

LEARNING ENVIRONMENT RESPONSIBILITIES

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

LEAVE OF ABSENCE

The student may request a Leave of Absence from the College. A Leave of Absence LOA will not exceed two consecutive semesters, excluding summers.

Military Leave of Absence (MLOA)

A leave of absence from the College will be granted for students who are called to military service. Students granted MLOA must register for the fall or spring semester immediately after completing service.

Pregnancy or Childbirth Leave of Absence (P/CBLOA)

A leave of absence from the College will be granted to students who have pregnancy or childbirth related issues.

Personal Leave of Absence

A leave of absence from the College may be granted to students who are experiencing an unanticipated life event that interferes with their normal progression in the program

Criteria for Granting a Leave of Absence (Excluding MILOA & P/CBLOA)

1. better GPA of 3.0 or
2. the Program Director The approval of

Procedure for The Student

The student will:

1. Obtain the form from the registrar's office
2. Contact the Dean of Students to discuss the situation, obtain assistance with completion of the petition, and discuss the rationale for the petition
3. Complete the form and return to the Dean of Students as soon as possible

Procedure for the Dean of Students

The Dean of Students 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. 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
4. Include additional information or comments relative to the student's request
5. Consult others as appropriate
6. Sign the completed petition.

Procedure for the Chair of the Student Appeals, Conduct & Grievance Committee

The Facilitator (Dean of Students) of the Student Appeals, Conduct and Grievance Committee will:

1. Distribute the completed Leave of Absence Petition form to all members of the Committee.
2. Notify the student of the decision via e-mail, requesting acknowledgement of receipt.
3. Notify the following people of the decision of the Student Appeals, Conduct and Grievance

Committee:

- Appropriate Dean
- Appropriate Program Director
- Appropriate Course Faculty member(s)
- Academic advisor

Appeal

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

Saint Luke's College Policy AP-003

MANDATED REPORTERS

Reporting Requirement (210.115.1 RSMo)

“When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, **nurse**, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, RSMo, peace officer or law enforcement official, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183.

Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof. When a person is required to report in an official capacity as a staff member of a school facility, the person in charge shall be notified. That person in charge becomes responsible for immediately making or causing a report to be made. This is not meant to relieve anyone of their responsibility from making a report. A report may also be made to any law enforcement agency or juvenile office, although this does not take the place of making a report to CD.

Section 210.109.3, RSMo, states mandated reporters may not make child abuse/neglect (CA/N) reports anonymously provided the reporter is informed that reporter information will be held as confidential.

Abuse is defined as: “...Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.”

Neglect is defined as; “...Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.”

Those responsible for the care, custody, and control of the child are defined as: “...Those included but not limited to the parents or guardian of a child, other members of the child’s household, or those exercising supervision over a child for any part of a 24 hour day. It shall also include any adult, who, based on the relationship to the parents of the child, members of the child’s household or the family, has access to the child.” (Section 210.110 RSMo)

Reporting Procedure/Ca/N Hotline Unit Response

Reports are to be made immediately to the 24 hour, 7 day a week Child Abuse/Neglect Hotline telephone number (1- 800-392-3738 & TDD 1-800-669-8689) maintained by CD. The Hotline is staffed by trained Children’s Service Workers whose responsibility is to accept the information and make the determination that the information constitutes a child abuse/neglect report. The screening will determine that:

- The child is under the age of 18 years;
 - Whether or not the person who is alleged to have abused the child was “responsible for the care, custody, and control” of the child at the time of the incident;
 - The alleged abuse or neglect is having an adverse effect on the child;
 - The incident occurred in Missouri;
 - The report meets the definition of abuse or neglect as defined by law; and
 - Identifying information is available to locate the child/family.
- The following information, if available, should be provided when making a report:
- The name, address, present whereabouts, sex, race, and birth date or estimated age of the reported child or children and of any other children in the household;
 - The name(s), address(es), and telephone number(s) of the child’s parent(s), or other person(s) responsible for the child’s care;

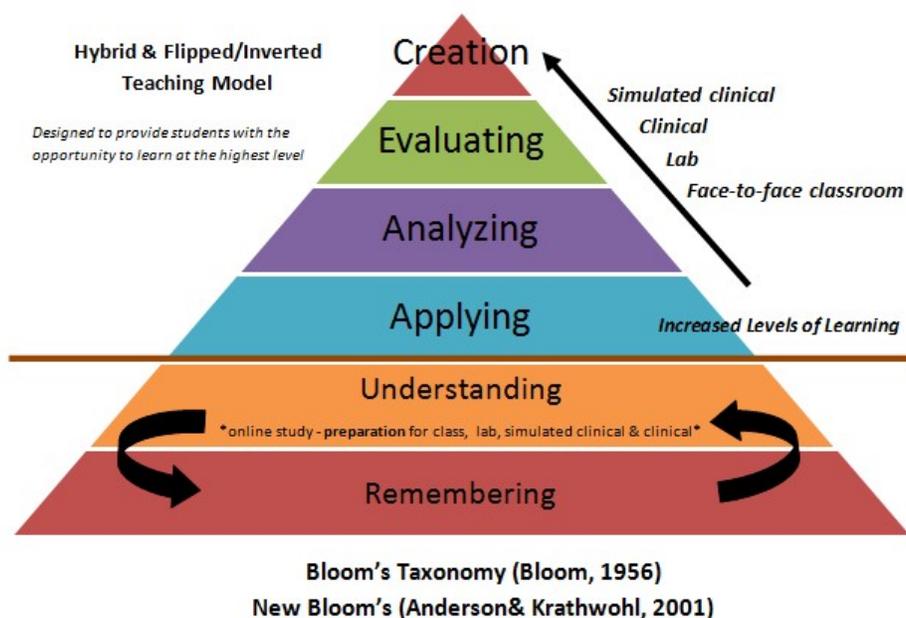
- The name(s), address(es), and telephone number(s) of the person(s) alleged to be responsible for the abuse or neglect, if different from the parent(s);
- Directions to the home, if available, when the child’s address is general delivery, rural route, or only a town;
- Other means of locating the family;
- Parents’/alleged perpetrators’ place of employment and work hours, if known;
- The full nature and extent of the child’s injuries, abuse, or neglect, and any indication of prior injuries, including the reason for suspecting the child may be subjected to conditions resulting in abuse or neglect;
- Any event that precipitated the report;
- Adverse reactions to the child(ren);
- An assessment of the risk of further harm to the child and, if a risk exists, whether it is imminent;
- If the information was provided by a third party, or if there were witnesses, the identity of that person(s);
- The circumstances under which the reporter first became aware of the child’s alleged injuries, abuse or neglect;
- The action taken, if any, to treat, shelter, or assist the child;
- Present location of the child;
- Whether the subjects of the report are aware a report is being made;
- The name, address, work and home telephone numbers, profession, and relationship to the child of the reporter;
- When was the child last seen by the reporter;
- Whether other children are in the home.

If the call is accepted as a child abuse/neglect report, the information is transmitted electronically to the county Children’s Division office within a designated circuit, and an investigation or family assessment is begun immediately or initiated within 24 hours, depending on the severity of the allegations. If educational neglect is the only concern, the investigation shall be initiated within 72 hours. For the vast majority of reports, the child is seen within 24 hours.

Saint Luke’s College Policy CO-016

MODEL OF INSTRUCTION

The majority of the courses at Saint Luke’s College are offered in the blended “hybrid” format, while a few are offered completely online. Nursing lab, simulation, and clinical courses remain primarily face to face. All courses are designed to reinforce application and synthesis of key concepts.



Saint Luke’s College seeks to promote learning environments (classroom, laboratory, clinical) with optimum

environmental conditions for effective learning. As members of this community, all students share in the responsibility for maintaining learning environments with academic integrity and free of learning disruptions.

NON-SMOKING

Smoking is prohibited on the Saint Luke's College premises. This includes all areas outside of the building but included as part of Saint Luke's College property.

ON-LINE ORIENTATION

Online Orientation is a required step in the transition to Saint Luke's College of Health Sciences (SLCHS). This online, module-based, tool assists all students in preparing them for their time at SLCHS. These modules are designed to prepare a student to learn in the online e-learning environment. The Online Orientation is housed in our learning management system, D2L. Students admitted to SLCHS will be notified by email with details and access to the Online Orientation.

ORIENTATION

Jump Start is the first step of the orientation experience at Saint Luke's College of Health Sciences (SLCHS). This half day program is designed to provide students with an overview of expectations and resources. Jump Start also serves as our students' personal introduction to SLCHS. In addition to meeting with advising and program directors, students will meet key staff who will become an important part of their college experience. Students admitted to SLCHS will be notified by email with details related to Jump Start.

New Student Orientation completes the orientation process and aids the student in their transition to SLCHS. This all day program is designed to provide students with an overview of resources, the SLCHS community, academic and co-curricular expectations, and opportunities to shape their experience at SLCHS. In addition to introductions by the President and Academic Deans, students will complete computer and instructional systems training. Students admitted to SLCHS will be notified by email with details related to Orientation.

POSSESSION OF FIREARMS AND WEAPONS

The College prohibits all individuals from carrying weapons (Including concealed weapons) into Saint Luke's College of Health Sciences premises. Possession of firearms, explosives, other weapons and dangerous chemicals by any faculty, staff, student or other person is prohibited in the Saint Luke's College of Health Sciences premises, including the College building and parking lot. This prohibition includes concealed firearms and other concealed weapons, whether a person has a concealed carry permit or not. This policy applies to faculty, staff, students, visitors, vendors and contractors and any person entering the College for any reason. The only exception to this prohibition is that on-duty law enforcement officers may possess the weapons they are required to carry while on duty.

Definitions

College Premises/facilities include buildings and parking lots owned, leased or managed by Saint Luke's College. Firearms and weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law.

Possession

- Any College student who possesses or conceals a weapon on their person in the College shall be asked to remove the weapon from the premises immediately, and shall be subject to immediate dismissal.
- Any College faculty or staff employee who possesses or conceals a weapon on their person in the College shall be asked to remove the weapon from the premises immediately, and shall be subject to disciplinary action under the applicable College policy.
- The College has the authority to restrict access to its premises or to request any visitor to leave if said visitor possesses a weapon or if there is reasonable suspicion by faculty, staff or students of the presence of a concealed

weapon on the visitor. Refusal to leave the premises willingly will result in the notification of local law enforcement agents requesting removal of said person. Further legal action including a misdemeanor trespass charge may be pursued.

Searches

The College reserves the right to conduct searches of any person or object that enters onto the College's premise. The College is authorized to search lockers, desks, purses, backpacks, toolboxes, lunch sacks, clothing or other items carried into the College.

Reporting Obligation

If any faculty, staff or student believes that another person (visitor, employee, and student) possesses a weapon on the premises, the employee or student shall report this belief and the basis for this belief immediately to his or her supervisor for employees, and for students to the Dean of Students. Failure to report knowledge of the presence of any weapon on College premises shall subject the faculty, staff and students to disciplinary action.

Safety

Faculty, Staff and students, including security personnel, should be aware that the enforcement of this policy deals with confronting individuals carrying weapons. Under no circumstances should any faculty, staff or student take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

Saint Luke's College Policy Number OP-010

PREGNANT AND PARENTING STUDENTS

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits discrimination on the basis of sex – including pregnancy, parenting and all related conditions – in educational programs and activities that get federal funding. This means that all students who might be, are, or have been pregnant must be given the same access to school programs and educational opportunities that all other students have. As such, Saint Luke's College of Health Sciences must provide academic support and reasonable accommodations for these students.

A student's absence because of pregnancy or childbirth must be excused as long as the student's doctor indicates the absences are necessary. When a student returns, she must be allowed to return to the same academic status as prior to her leave. A student's absences due to parenting issues, such as caring for a sick child, are also excused (this includes both mothers and fathers).

If absences are due to pregnancy or parenting status, faculty must allow a student to submit work after the deadline and earn class attendance and participation points with the goal of graduating on time, if possible and if desired by the student. Faculty who base grades on class attendance cannot penalize a pregnant or parenting student for absences related to pregnancy or parenting status and must allow the student to earn back the credit from the classes missed. Faculty will work with students to determine how to best make up missed work and points. The student may be offered alternatives to making up missed work, from which the student will be allowed to choose. These rules supersede any school or instructor-based attendance policies regarding allowable numbers of absences or ability to make up missed school work. Furthermore, students who are pregnant or dealing with any pregnancy-related conditions must be permitted to continue their off-campus assignments, including clinical rotations.

Students who are pregnant or experience pregnancy related conditions may be allowed additional services based upon functional limitations imposed by the pregnancy. Examples may include requiring a larger work space or being allowed frequent trips to the bathroom. Additionally, there is a designated space on 2nd floor for students who may be breastfeeding.

Although a student is not required to disclose a pregnancy, it is the student's responsibility to disclose pregnancy status in

order to request desired accommodations to ensure successful completion of the student's educational program. The College encourages pregnant and parenting students to work with the Title IX Coordinator as early as possible to develop an appropriate plan for meeting the student's educational needs. The Title IX Coordinator will collaborate with the student and any other necessary faculty or administrators to determine what adjustments may be available to allow the student to continue in the program. Any reasonable adjustments that have been agreed upon will be documented in an Education Plan and signed by the student and Title IX Coordinator. A leave of absence may also be available if a student so chooses. Please note that the College does not consider it reasonable for a parent to bring children into the classroom or clinical environment.

In order to provide support to our students and faculty and ensure compliance; a dean, faculty member, pregnant or parenting student who needs information or assistance with arranging academic or other related adjustments and support should contact the Title IX Coordinator, Marcia Ladage 816-936-8716.

As is stated in Saint Luke's College of Health Sciences Non-Discrimination Policy:

Saint Luke's College of Health Sciences (the "College") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers Sex Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex Discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Any discriminatory or harassing behavior towards a student due to her pregnancy (such as sexual comments, jokes, and humiliating or physically threatening or harmful behavior) will not be tolerated. Anyone experiencing or witnessing such behavior should promptly contact the Title IX Coordinator: Marcia Ladage, mladage@saintlukescollege.edu and/or 816-936-8716. Complaints of discrimination or harassment based on pregnancy will be investigated and resolved under the College's Title IX: Non-Discrimination and Harassment Policy and Complaint Resolution Procedures.

PRINTING

Saint Luke's College printing services allow students to print from either a school computer or their personal devices that they bring on campus for a small fee. The printers will also allow students to copy documents and/or scan items into their email. The printers are located in the Lobby on the first floor and in the hallway of the A level by the student study rooms. There is a small fee of \$.10 a page that goes toward the use and maintenance of the printers. Instructions on how to print can be found at support.saintlukescollege.edu.

PROGRAMS OF STUDY

Upon admission to the College, students are expected to consult with their academic advisors to develop a Program of Study specific to their degree program or area of study. Based on the student's Program of Study they should register for the recommended courses.

Any unapproved change to the Program of Study/schedule may result in course(s) being unavailable and may delay graduation. The curricula are subject to change based upon professional or accreditation standards and/or national certification requirements. Student will be notified when changes occur.

Saint Luke's College Policy AP-028

REGISTRATION

Newly admitted or readmitted students may enroll during identified registration periods. Currently enrolled students are given the opportunity to register for the next semester's classes during pre-registration which usually begins in October and March; the specific dates are widely publicized.

Students will be notified via email the dates of registration, how to register, and the schedule for the upcoming semester. Fall and summer schedules are typically sent to students in March. The spring schedule is typically sent to students in October.

All students must register through mySLC during the specified registration dates.

REPEATED COURSES

A student may repeat a course only once. A student receiving an unsatisfactory grade of D or F in a nursing course at Saint Luke's College must repeat the course at the College. Guidelines 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 Withdraw 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 was repeated. 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 within their program of study 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.

Saint Luke's College Policy AP-029

SATISFACTORY ACADEMIC PERFORMANCE

Satisfactory completion of prerequisite coursework with a grade of C or better is required for progression through 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 or her academic advisor and the Academic Deans 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.

SOLICITATION AND FUNDRAISING

Saint Luke's College encourages participation in charitable and other causes. However, unapproved, on-campus solicitation, 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 Dean of Students or his or her designee.

External individuals or organizations are not permitted to conduct sales, promotional, or recruitment activities on Saint Luke's College owned or leased property without the written permission of the Dean of Students or his or her designee.

College faculty and staff who wish to engage in solicitation 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.

Saint Luke's College Policy Number OP-007

STUDENT CODE OF CONDUCT

Saint Luke's College 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 that without it, learning is compromised. The value of a degree conferred by an institution is based on the beliefs that graduates earn their degrees honestly and that graduates have acquired the knowledge and skills consistent with their degree goals. The *Student Conduct Expectations* are to promote personal responsibility and accountability, encourage students to consider the impact of their actions, empower students to address any conflict in a safe respectful manner and collaborate with faculty, staff, students, and the campus community. The College accepts this responsibility to the community and to the health professions by expecting all College members to adhere to the code of academic integrity and practice standards of civil and professional behavior. Expectations of student behavior are listed in the College Catalog.

POLICY:

All forms of professional misconduct are prohibited and could result in disciplinary action including possible suspension and/or dismissal. It is expected that those who observe incidents of misconduct report such incidents as soon as possible.

The Just Culture concept and algorithm will be followed.

Violations include but are not limited to:

Uncivil Behavior Disruptive to the Educational Process

- Consistently missing deadlines
- Repeatedly arriving to class late, leaving early, or otherwise coming and going during class
- Sleeping in class
- Using electronic devices during class for purposes unrelated to the course
- Failure to turn cell phones off during class
- Bringing infants and children to class
- Conducting side conversations during class
- Dominating discussions during class

Discourteous, Disrespectful and Impolite Behavior

- Use of profanity
- Rudeness, belittling, or use of loud or judgmental tone
- Taunting, harassing, hazing, or bullying
- Yelling, threatening behavior or words, personal attacks, or unfounded accusations
- Use of racial, ethnic, sexual, disability or other discriminatory slurs
- Imposing physical harm on faculty, students or other persons
- Intentionally destroying property
- Violation of the College Weapons Policy
- Violation of the College Substance Abuse Policy

Unethical/Unsafe Professional Behaviors

- Inadequate preparation for clinical experience
- Failure to properly notify faculty or unit of a clinical absence
- 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.

- Breach of client confidentiality
- Unsafe Nursing Practice*
- Violation of the American Nurses Association's Code of Ethics for Nurses
- 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 that 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.

Student Appeals, Conduct and Grievance Committee

The Program Directors and/or The Dean of Students will request that a Student Appeals, Conduct and Grievance Committee be formed when deemed necessary following review of a student conduct incident. This committee will function as a standalone committee when necessary. A good faith effort will be resolve any student incident prior to convening the Student Appeals, Conduct and Grievance Committee.

Membership

- Chair of the Student Appeals, Conduct and Grievance Committee (Facilitator)-In the event that the Chair is involved in the incident, the Academic Dean will appoint a chair.
- Dean of Students
- Two faculty members who are not involved in the incident will be selected by the Facilitator.

Functions

1. To review student violations of the *Standards of Civil and Professional Behavior* (listed in the College Catalog).
2. Follow the Just Culture Algorithm in making decisions
3. To make a decision for action when an incident has occurred and is not resolved by the involved parties.
4. To foster confidentiality when a student conduct incident occurs.
5. To provide for consistency in handling student conduct issues by following the college policies.

PROCEDURE

Upon observation or notification of a student misconduct incident, the College employee will report the incident to the Program Directors, Dean of Students or the Academic Dean. Notification of an incident may also come from another student. A Student Conduct Incident Report will be created for all incidents of student misconduct.

1. All Incident Reports will be submitted to the Dean of Students who will then communicate with the appropriate Program Director. Subsequently the Program Directors and/or the Dean of Students will contact the Chair of the Student Appeals, Conduct and Grievance Committee for investigation of the student incident. This procedure is followed with all incidents even if resolved by other means, and all documentation will be housed with a college drive in password protected files. If the incident was academic in nature and resolved within the course, it will be documented by the course lead and forwarded to the Chair of the Student Appeals, Conduct, and Grievance Committee to be placed on the college S drive in a password protected file.
2. If the incident has not been resolved the Chair of the Student Appeals, Conduct and Grievance Committee will review the report and call a meeting of the Student Appeals, Conduct and Grievance Committee (see below).
3. The student may choose to represent themselves during the meeting by either providing a written statement to the Chair of the Student Appeals, Conduct and Grievance Committee, who will read the statement to the

committee or the student may be present at the meeting to make a statement if he or she requests to do so. All student information will be removed from written documents to maintain anonymity. If the student chooses to be present at the meeting, anonymity will not be maintained. The student will not be present for deliberations. Other parties involved in the incident may be requested to attend the meeting. The Chair will document the decision on the Student Conduct Incident Report form.

4. All documentation will be kept in a secure, college designated electronic file to be placed on the college S drive in a password protected file monitored by the Chair of the Student Appeals, Conduct and Grievance Committee.
5. Decisions will be made known to the student in person or by college email. The student may make an appointment with the Program Directors and/or the Dean of Students to be informed of the decision or to discuss the results.
6. The student may appeal the committee decision to the Academic Dean and ultimately the College President by submitting a written request for appeal within ten working days of the emailed decision notification. An appeal must provide new and meaningful information that was not presented to the Appeals, Conduct, and Grievance Committee.
7. The Academic Dean and/or the President will make a decision within five working days of the written appeal request. The student will be notified of the final decision by college email.

Consequences

After investigation, a student that is deemed to have committed a violation The Just Culture Algorithm will be followed in making decisions about consequences. If it is decided that the student acted with: *reckless disregard, caused unjustifiable risk or harm to self, fellow students, patients or the College or has violated the Code of Conduct and individual policies* then the following consequences will be applied. This sequence will be followed unless the violation is deemed serious enough to warrant a written warning or dismissal from the College.

First offense:

- The Dean of Students or the Program Director will schedule a counseling session with the student which will include a verbal warning for first offenses, except in cases where the nature of the offense is considered serious enough to warrant a written warning or discharge.

Second offense:

- The Dean of Students or the Program Director will schedule a meeting with the student. A written warning will be given for second offenses or initial offenses too serious for a verbal warning but that do not warrant dismissal from the College.
- The student should sign this warning and a copy should be given to him/her. One copy will be retained by the Dean of Students or Program Director and another copy sent to the Dean of Students or Program Director who was not present at the meeting. If the student refuses to sign the warning, a witness should be secured to note the refusal by signing in the appropriate place.
- The Dean of Students or Program Director is required to explain the student's grievance rights at the time the warning is given. A written warning should include a statement indicating that further violations of College policy or procedures may result in additional disciplinary action or possible dismissal from the College. Specifically stating the next action to be taken or setting specific time limits should be avoided.

Third offense:

- The student may be dismissed from the College
- If the student then wishes to appeal further the student needs to request a meeting in writing with the Academic Dean
- If the student then wishes to appeal further, the student needs to request a meeting in writing with the President.

- All decisions by the President will be final and not subject to further appeal

STUDENT EMAIL

Every student is assigned an electronic mail account. This email account is the official source for distribution of information to college constituents. Students should check their email daily. To access email from home with a college email address, please access: <http://email.saintlukescollege.edu>

STUDENT'S RIGHT TO PRIVACY

The Family Education Rights and Privacy Act (FERPA)

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 registrar's 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 or spring semester (whichever is the student's first).

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 registrar's office and copies of records are provided to academic advisors. Official transcripts are maintained in the registrar's 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 service 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 Ave.,
SW Washington, DC 20202-4605
The text of Public Law 93-380 is available in the Registrar's office.

Inspection of Student Education Records

Students may inspect their education records by written request to the registrar's office. The registrar's office staff will make needed arrangement and notify the 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.

Saint Luke's College Policy CO-018

STUDENT SUGGESTION FORM

Students may register a complaint or suggestion by utilizing a Student Suggestion Form. These forms are available in the College Commons. After completing the form, the student should place it in the secured

box (marked Suggestion Box), also located in the Commons. The Dean of Students will review the complaint or suggestion and make recommendations for actions to resolve the issue. The Student Suggestion Form exists to provide a means of communicating concerns which do not fall under the present Student Grievance Policy.

STUDENT TRAVEL POLICY

The following instructions and procedures in addition to the Participation Agreement have been established by Saint Luke's College of Health Sciences (SLCHS) to provide guidance when planning and conducting your student travel experience. If you have questions about this policy please contact: Marcia Ladage, Executive Director Business Operations/Student Services 816-932-6742 mladage@saintlukescollege.edu

Procedure

In order to participate in SLCHS student travel you must meet the following requirements:

- Enrolled full-time at the SLCHS
- Good academic standing
- Have completed the credit hours required (if applicable)
- Met all requirements for course (as applicable), including immunizations, passports, etc.

Code of Conduct

The following code of conduct principles are in alignment with Saint Luke's College Academic Catalog and Student Handbook.

SLCHS has the right to expect that students, as members of the academic community, will conduct themselves in a manner which is consistent with the educational mission of the institution. Any departure from these standards may be subject to appropriate disciplinary actions, which could include dismissal from the SLCHS.

Infractions include but may not be limited to the following:

- All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery and alteration or use of institutional documents of identification with intent to defraud
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional or host activities
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person
- Rape, including acquaintance/date rape, and sexual assault in any form. Behavior or activities that endanger the safety of one's self or others
- Vandalism, intentional damage, destruction or defacement of institutional/host property or the property of any person while on institutional or host premises
- Attempted or actual theft of institutional or host property or the property of any person while on institutional or host premises
- Possession, use or distribution of any controlled substance or illegal drug, or drug paraphernalia
- Illegal use, possession or distribution of alcoholic beverages. Theft or other abuse of computer time, files or equipment
- Indulging in lewd and indecent behavior in public

- Disturbing the peace by making unreasonable noise, which includes but is not necessarily limited to the use of mechanical and amplifying equipment
- Failure to comply with the directions of the institution or host officials, including police officers and other staff or faculty acting in the performance of their duties
- Failure to adhere to established in-house regulations when properly publicized by the responsible program officers, particularly when they concern subjects such as health, safety, building operations, and standards of behavior
- Any actions that tend to discredit or injure the institution or host institution. Aiding or abetting any conduct described above
- In addition to the above stated conduct, students studying through SLCHS assume an important personal obligation to conduct themselves in a manner that is compatible with local laws and regulations. The student is responsible to know and comply with all of the rules and expectations of the trip and host institution regarding student conduct

Disciplinary Action

The student's conduct while engaged in a travel experience may be subjected to disciplinary action by SLCHS if the alleged conduct violates the institutions expectations for student conduct and academic responsibility. The following disciplinary actions may be taken:

- The travel planning faculty will notify the President/Dean of the alleged offense. A decision in regard to disciplinary action for the student will be made in consultation with the faculty/staff, President/Dean and President of SLCHS which can include financial implications, withholding of transcript, or dismissal from SLCHS with no refund of tuition or other program related costs.
- The student will be asked to attend a meeting with the above stated offices to discuss the alleged offense. After a decision is made another meeting will be held, if deemed necessary.
- If the student participates in illegal activity while traveling in a student travel program he/she will be solely responsible for any legal action that may be taken against him/her by local governments and authorities, for which neither SLCHS nor the U.S. government or agencies may provide assistance. The institution or host institution may terminate the student's participation in the student travel program if the student engages in actions endangering self or others or jeopardizing the success of the program.

Payment Plan

Students who enroll in SLCHS student travel programs will pay the full cost of tuition for the course (if required).

Other costs such as air travel, meals or lodging costs are not included in the tuition for the program. Specific additional costs vary depending on the trip. The payment for those costs is typically paid directly to the airline or organizing institution. To find out what those costs will be, please contact the faculty member organizing the trip.

In some instances students may have additional financial aid eligibility that may cover the cost of the trip. To learn more about this please contact the SLCHS Financial Aid Administrator.

Cancellation Policy

As SLCHS makes financial commitments (deposits, airline reservations, etc) on your behalf well in advance of the program start date, refunds can only be made in accordance with the terms listed below.

1. A student who drops/withdraws from the course will receive tuition refund in alignment with the refund policy listed in the catalog
2. Program fees can only be refunded **prior** to commitment of airline reservations.
3. Any program deposit paid by the student is non-refundable at any time. Note: All voluntary cancellations must be made in writing to the SLCHS Trip faculty.
4. In cases where SLCHS is forced to cancel or suspend a program or in the case of serious documented illness the following refund policies will be applied: If the program has not yet begun, all funds will be refunded.
 - If the program has begun, SLCHS will refund any portion of the student's expense (excluding travel expenses) that has not been used or committed.
 - Note: Cancellation or suspension of any program will result if (1) the United States Department of State issues a travel warning advising U.S. citizens not to travel to a particular country or, if in country, to leave, or (2) SLCHS deems it necessary to cancel or suspend the program for any other reason. Any serious illness that causes a student to withdraw must be documented by a licensed U.S. physician with notification sent to the SLCHS student travel planning faculty.

Travel Insurance

Since travel expenses (including airplane tickets & other means of travel) are not paid to SLCHS as tuition, SLCHS strongly recommends students purchase Travel Insurance. Travel insurance may protect you if cancellation or suspension of any program results from the United States Department of State issues a travel warning advising U.S. citizens not to travel to a particular country or, if in the country, to leave. Please contact your travel agent for more details.

Safety Issues

Safety is often a concern to students and their families when deciding to participate in travel experiences both within and outside of the U.S. The following website gives helpful information on safety issues and may answer questions you and your family have about traveling or studying in another country – <http://travel.state.gov>

Waiver and Release

SLCHS is not liable for any damages, losses, or theft of student property or injuries of any kind sustained by a student while traveling on SLCHS student travel. Students who desire to participate in student travel while enrolled at SLCHS are required to execute the Waiver, Release and Indemnification below. SLCHS will keep the original Waiver, Release and Indemnification, and a copy will be provided to the student.

WAIVER, RELEASE AND INDEMNIFICATION

I, _____, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge Saint Luke's College of Health Sciences, Saint Luke's Hospital, Saint Luke's Health System, Inc., and their affiliates, employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in this program and/or any travel incident thereto, except for such damages as may be caused by the gross negligence or willful misconduct of the employees or agents of Saint Luke's College of Health Sciences.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify and hold harmless Saint Luke's College of Health Sciences, Saint Luke's Hospital, Saint Luke's Health System, Inc., their affiliates, employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in this program and/or any travel incident thereto.

I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in a court of, and be determined by the laws of, the State of Missouri; I agree that if any portion of this Student Travel Policy and Waiver, Release and Indemnification Agreement is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.

AGREEMENT

I hereby acknowledge that I have read, understand and will comply with the items as outlined in this Student Travel Policy and Waiver, Release and Indemnification Agreement.

STUDENT NAME (Please print):

SIGNATURE: _____

DATE: _____

STUDENT WORK GUIDELINES

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

TITLE IX: NON-DISCRIMINATION AND HARASSMENT POLICY AND COMPLAINT RESOLUTION

I. Policy Statement

Saint Luke's College of Health Sciences is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers Sex Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex Discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual Harassment (as defined below in Section IV.C), whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the College, and may constitute a form of Sex Discrimination in violation of this policy. Sexual Harassment also includes Sexual Violence/Assault (as defined below in Section IV.D). Examples of specific conduct that constitutes Sexual Harassment and Sexual Violence/Assault are also set forth below.

II. Scope

This policy applies to administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). The College's prohibition on Sex Discrimination, Sexual Harassment, and Sexual Violence/Assault extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, and student services.

The College has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of Sex Discrimination and remedy its effects.

III. Title IX Statement

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit Sex Discrimination in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of Sex

Discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of Sex Discrimination:

Marcia Ladage, Dean of Students

624 Westport Road, Kansas City, MO Phone: 816-936-8716 mladage@saintlukescollege.edu

A person may also file a complaint of Sex Discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Sexual Misconduct

A. Definition of Sexual Misconduct

"Sexual Misconduct" is an umbrella term covering Sex Discrimination, Sexual Harassment, and Sexual Violence/Assault, and this term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

B. Sex Discrimination

The College prohibits discrimination on the basis of sex ("Sex Discrimination") in all the College's programs and activities. In compliance with Title IX and its implementing regulations, the College has implemented this policy to eliminate, prevent, and address conduct that constitutes Sex Discrimination. Sexual Harassment and Sexual Violence/Assault may constitute prohibited Sex Discrimination in violation of this policy.

C. Definition of Sexual Harassment and Examples

Sexual Harassment is any unwelcome conduct of a sexual nature. Sexual Harassment constitutes Sex Discrimination when it denies or limits a person's ability to participate in or benefit from the College's programs and activities. Sexual Harassment denies or limits a person's ability to participate in or benefit from the College's programs and activities when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any aspect of the College's programs and activities;
- Submission to or rejection of such conduct by a person is used as a basis for any decision adversely affecting such person with respect to the College's programs and activities; or
- Such conduct is severe or pervasive, such that, considering all relevant circumstances, the conduct denies or limits a person's ability to participate in the College's programs and activities.

The College encourages members of the College Community to report any and all instances of Sexual Harassment, even if they are unsure whether the Sexual Harassment constitutes Sex Discrimination.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, such as:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- Email and Internet use that violates this policy
- Sexual Violence/Assault (as defined below)
-

Further examples of Sexual Harassment may be found in the Frequently Asked Questions below.

D. Definition of Sexual Violence/Assault and Examples

Sexual Violence/Assault is a form of Sexual Harassment. Sexual Violence/Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth. A single instance of Sexual Violence/Assault may be sufficiently severe to deny or limit a person's ability to participate in or benefit from the College's programs or activities, and, therefore, constitute Sex Discrimination.

Some examples of Sexual Violence/Assault include:

- Rape or sexual assault: Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Prostituting another person
- Non-consensual video- or audio-taping of sexual activity
- Knowingly transmitting a sexually transmitted disease to another

Further examples of Sexual Violence/Assault may be found in the Frequently Asked Questions below.

E. Definition of Consent

Lack of consent is a critical factor in determining whether Sexual Violence/Assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
 - Warning signs of when a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

F. Definition of Domestic Violence, Dating Violence, and Stalking

The crimes of Domestic Violence, Dating Violence, and Stalking can also constitute Sexual Misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

1. Domestic Violence

“Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of “domestic assault,” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

2. Dating Violence

“Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

G. Reservation of Right to Address Conduct of a Sexual Nature that Does Not Rise to the Level of Sexual Misconduct

Notwithstanding the aforementioned definitions, the College reserves the right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature even though such conduct is not of the type, severity, or pervasiveness that constitutes Sexual Misconduct under this policy.

V. Roles and Responsibilities

A. Title IX Coordinator

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College Community in understanding that Sexual Misconduct is prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of Sexual Misconduct; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of Sexual Misconduct; and (4) to implement the Title IX Complaint Resolution Procedures or to designate appropriate persons for implementing the Title IX Complaint Resolution Procedures.

B. Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy

- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. *All Employees*

- It is the responsibility of all employees to review this policy and comply with it.
- *Students*
- It is the responsibility of all students to review this policy and comply with it.

D. *The College*

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that constitutes Sex Discrimination, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the prohibited conduct. The College will act in accordance with its Title IX Complaint Resolution Procedures, described below.

VI. Complaints

A. Making a Complaint

1. *Employees*

All College employees have a duty to file a complaint with the Title IX Coordinator or the President when they believe or receive information indicating that a member of the College Community may have been subjected to conduct that constitutes Sexual Misconduct. This does not apply to the employees who may maintain confidentiality, as described in Section VI.A.3. of this policy.

2. *Students and Other Persons*

Students who believe they or another member of the College Community may have been subjected to conduct that constitutes prohibited Sexual Misconduct are encouraged to file a complaint with the Title IX Coordinator or the President. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

3. *Confidential Discussions*

If a victim desires to talk confidentially about his or her situation, the Director of Operations and Compliance is available. The Director of Operations and Compliance is available to assist you and will not report your circumstances to the College for investigation without your permission, unless otherwise required by law (such as when the victim is a minor). Notwithstanding, a non-identifying report may be made to the Title IX Coordinator so that the College can identify any patterns of Sexual Misconduct on campus and, if the conduct is a crime, it can be included in the College's annual crime statistics disclosure.

4. *Content of the Complaint*

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged Sexual Misconduct; (2) the names of all person(s) involved in the alleged Sexual Misconduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

5. *Information Provided to Complainant and Respondent*

A complainant who makes a claim of Sexual Misconduct to the College will be given a copy of the document titled “Explanation of Rights and Options after Filing a Complaint Under the Title IX: Non-Discrimination and Harassment Policy.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of Sexual Misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

6. *Conduct that Constitutes a Crime*

Any person who believes they have been subject to Sexual Misconduct that also constitutes a crime—including Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking—is encouraged to make a complaint to local law enforcement, as well as to the College’s Title IX Coordinator. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

7. *Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking*

If you are the victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim’s fault. The College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of Sexual Violence/Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of Sexual Violence/Assault, Domestic Violence, or Dating Violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. In case of Stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking is made, the complainant has several options, such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

8. *Vendors, Contractors, and Third Parties*

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

9. *Retaliation*

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of Sexual Misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

10. *Protecting the Complainant*

Pending final outcome of an investigation in accordance with the Title IX Complaint Resolution Procedures, the College will take steps to protect the complainant from further Sexual Misconduct or retaliation. This may include assisting and allowing the complainant to change his or her academic, transportation, or work situation, to the extent the College controls these environments, if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

11. If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

B. Timing of Complaints

The College encourages persons to make complaints of Sexual Misconduct as soon as possible, because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

C. Investigation and Confidentiality

All complaints of Sexual Misconduct will be promptly and thoroughly investigated in accordance with the Title IX Complaint Resolution Procedures, and the College will take disciplinary and remedial action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints. In the event that the complainant's confidentiality cannot be ensured, the College will notify the complainant.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community. The Title IX Coordinator is the person responsible for evaluating requests for confidentiality.

D. Resolution

If a complaint of Sexual Misconduct is found to be substantiated, the College will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, probation, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, work, or transportation accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

E. Bad Faith Complaints

While the College encourages all good faith complaints of Sexual Misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed, and the person who filed the knowingly false complaint may be subject to discipline.

VII. Academic Freedom

While the College is committed to the principles of free inquiry and free expression, conduct constituting Sexual Misconduct is neither legally protected expression nor the proper exercise of academic freedom.

VIII. Education

Because the College recognizes the prevention of Sex Discrimination, Sexual Harassment, Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking is an important issue, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other items, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

E. Frequently Asked Questions

1. What kinds of conduct constitute prohibited Sex Discrimination?
2. What are some additional examples of Sexual Harassment?
3. What should I do if I am a victim of Sexual Misconduct?
4. What are some additional examples of Sexual Violence/Assault?
5. What constitutes "consent" for purposes of Sexual Violence/Assault?
6. What should I do if I am a victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking?
7. Can I make a complaint of Sexual Violence/Assault against my boyfriend or girlfriend?
8. What should I do if I am a victim of Sexual Misconduct committed by someone who is not a College student or employee?
9. What should I do if I am a victim of Sexual Misconduct, but the incident occurred off campus?
10. Should I contact the College if I have already notified the police about Sexual Misconduct?
11. What should I do if I observe Sexual Misconduct, but it is not directed at me?
12. What is the role of the Title IX Coordinator?
13. If I make a complaint of Sexual Misconduct, will it be treated confidentially?
14. Who is typically involved in investigating a complaint of Sexual Misconduct?
15. What are the possible outcomes of an investigation into a complaint?

16. May I have a support person with me in the investigation process?
17. What should I do if I am retaliated against for making a complaint of Sexual Misconduct?
18. How does the College handle a bad faith allegation of Sexual Misconduct?

1. What kinds of conduct constitute prohibited Sex Discrimination?

All discrimination on the basis of sex in the College's programs and activities is prohibited under this policy. Sexual Harassment, defined as any unwelcome conduct of a sexual nature, is one way a person may discriminate against another due to his or her sex. The College has a duty under Title IX to take the steps outlined in this policy when conduct, like Sexual Harassment, denies or limits a person's ability to participate in or benefit from the College's programs and activities. In such circumstances, Sexual Harassment constitutes Sex Discrimination. The College encourages you to report any and all instances of Sexual Harassment, even if you are unsure whether the Sexual Harassment constitutes Sex Discrimination.

Sexual Violence/Assault is a particularly severe form of Sexual Harassment that includes physical sexual acts perpetrated against a person's will or where a person is for some reason incapable of giving consent. Even a single instance of Sexual Violence/Assault can constitute Sex Discrimination under this policy and should always be reported.

For further descriptions and examples of Sexual Harassment, Sexual Violence/Assault, and Sex Discrimination, please see Questions 2 and 4 below, as well as Section IV of the College's Title IX: Non-Discrimination and Anti-Harassment Policy.

2. What are some additional examples of Sexual Harassment?

Sexual Harassment is any unwelcome conduct of a sexual nature. Sexual Harassment constitutes a form of prohibited Sex Discrimination when it denies or limits a person's ability to participate in or benefit from the College's programs and activities. The College's policies protect men and women equally from Sexual Harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from Sexual Harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute Sexual Harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Telling unwelcome, sexually-explicit jokes
- Displaying sexually suggestive or lewd photographs, videos, or graffiti
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- Making unwelcome and suggestive sounds, such as "cat calls" or whistling
- Commenting on a person's dress in a sexual manner
- Making sexual gestures
- Repeatedly asking someone for a date after the person has expressed disinterest
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Telling another person of one's sexual fantasies, sexual preferences, or sexual activities
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Using sexually explicit profanity

3. What should I do if I am a victim of Sexual Misconduct?

The College encourages you to report Sexual Misconduct as soon as possible. Ignoring Sexual Misconduct does not make it go away, and delayed reporting may limit the College's ability to investigate and remedy the Sexual Misconduct.

You may report Sexual Misconduct to the Title IX Coordinator or the President. If you are the victim of Sexual Misconduct that constitutes a crime, the College encourages you to also file a complaint with local law enforcement and to press charges. If requested, the College will assist you in filing a complaint with local law enforcement. You may decline to notify such authorities.

When you are being sexually harassed, you always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware that their behavior is offensive and quickly apologize and change their behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

4. What are some additional examples of Sexual Violence/Assault?

Sexual Violence/Assault is a form of prohibited Sexual Harassment. Sexual Violence/Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute Sexual Violence/Assault include, but are not limited to, the following:

- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Groping a person's breasts or groin on the dance floor or at a bar
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented

5. What constitutes "consent" for purposes of Sexual Violence/Assault?

Lack of consent is the critical factor in determining whether Sexual Violence/Assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
 - Warning signs of when a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.

- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

6. What should I do if I am a victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking?

If you are the victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if an emergency) or the National Sexual Assault Hotline at 1-800-656-HOPE.

If you are the victim of Sexual Violence/Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of Sexual Violence/Assault, Domestic Violence, or Dating Violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital, and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. In case of Stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

7. Can I make a complaint of Sexual Violence/Assault against my boyfriend or girlfriend?

Anyone can commit Sexual Violence/Assault, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes Sexual Violence/Assault, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as Domestic Violence or Dating Violence.

8. What should I do if I am the victim of Sexual Misconduct committed by someone who is not a College student or employee?

The College's policies protect you from Sexual Misconduct by vendors, contractors, and other third parties that you encounter in your College learning and employment environment. If you believe that you have been a victim of Sexual Misconduct, you should report it just as if it were committed by a College student or employee.

9. What should I do if I am a victim of Sexual Misconduct, but the incident occurred off campus?

It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College's policies. You may make a complaint of Sexual Misconduct even if the conduct occurs off-campus.

10. Should I contact the College if I have already notified the police about Sexual Misconduct?

Calling the local police or filing a police report is not the same as filing a Sexual Misconduct complaint with the College. You should not assume that local law enforcement will forward your complaint to the College. As such, anyone who reports Sexual Misconduct to local police is also encouraged to report the

matter to the College's Title IX Coordinator so that the College can begin to investigate the issue as quickly as possible.

11. What should I do if I observe Sexual Misconduct, but it is not directed at me?

Anyone who witnesses conduct that constitutes Sexual Misconduct, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes Sexual Misconduct, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes Sexual Misconduct of any kind.

12. What is the role of the Title IX Coordinator?

The Title IX Coordinator oversees the College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of Sexual Misconduct. The Title IX Coordinator has received special training on the College's policies and procedures pertaining to Sexual Misconduct and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

13. If I make a complaint of Sexual Misconduct, will it be treated confidentially?

The College will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation. However, the College has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, no unconditional promises of confidentiality can be provided. If your confidentiality cannot be guaranteed, the College will notify you.

14. Who is typically involved in investigating a complaint of Sexual Misconduct?

The College's Title IX Coordinator or his or her designee will be involved in investigating complaints of Sexual Misconduct. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.

15. What are the possible outcomes of an investigation into a complaint?

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports a finding that Sexual Misconduct occurred, the actions taken by the College will include those necessary to maintain an environment free from discrimination and to protect the safety and well-being of the complainant and other members of the College Community. In addition, the College may, in its discretion, take action if the preponderance of evidence supports that improper conduct of a sexual nature has occurred, even if such conduct does not rise to the level of Sexual Misconduct under this policy. The College's actions will include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

16. May I have a support person with me in the investigation process?

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

17. What should I do if I am retaliated against for making a complaint of Sexual Misconduct?

The College's Title IX: Non-Discrimination and Anti-Harassment Policy prohibits retaliation against any person for making a good faith complaint of Sexual Misconduct, and/or cooperating in the investigation of (including testifying as a witness to) such a complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of Sexual Misconduct. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of Sexual Misconduct.

18. How does the College handle a bad faith allegation of Sexual Misconduct?

A bad faith allegation of Sexual Misconduct occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of Sexual Misconduct is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of Sexual Misconduct.

Saint Luke's College Policy CO-002

TITLE IX: COMPLAINT RESOLUTION PROCEDURES

General Principles

Administration

For purposes of these complaint resolution procedures, "Investigating Officer" means the Title IX Coordinator or his or her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures.

A. Promptness, Fairness, and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

B. Training

These procedures will be implemented by officials who receive annual training on the issues related to Sex Discrimination, Sexual Harassment, Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking and on how to conduct an investigation process that protects the safety of victims and promotes accountability.

Investigation and Resolution of the Complaint

A. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

B. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

C. Support Person

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

D. Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Non-Discrimination and Anti-Harassment Policy.

E. Pending Criminal Investigation

Some instances of Sexual Misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

F. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that Sexual Misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from Sexual Misconduct and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of Sexual Misconduct and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at:

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>

The written report of the Investigating Officer shall be final subject only to the right of appeal set forth in Section IV below.

G. Special Procedure Concerning Complaints Against the President

If a complaint involves alleged conduct on the part of the College President, the College Board of Directors ("Board") will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint. The determination of the Board is final and not subject to appeal.

H. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant or respondent may terminate any such informal means at any time and invoke the formal process. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of Sexual Violence/Assault.

I. Timing of the Investigation

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

Appeals

A. Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- There was bias or prejudice on the part of the Investigating Officer
- The punishment or the corrective action imposed is disproportionate to the offense

B. Method of Appeal

Appeals must be filed with the President within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action, if any
- A detailed statement of the basis for the appeal, including the specific facts, circumstances, and argument in support of it
- Requested action, if any

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The President will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he or she determines to be in the interest of a fair and just decision. The decision of the President is final. The President shall issue a short and plain written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination or the corrective measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the President as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

Nothing in the College's Title IX Complaint Procedures, Title IX: Non-Discrimination and Anti-Harassment Policy, or associated materials should be interpreted so as to limit the College's right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature even though such conduct is not of the type, severity, or pervasiveness that constitutes Sexual Misconduct as defined in the Title IX: Non-Discrimination and Anti-Harassment Policy.

VISITORS

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.

VOTER REGISTRATION

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

Missouri

<http://www.sos.mo.gov/elections/govotemissouri/register>

Kansas

www.kssos.org/elections/elections_registration.html

CAMPUS SERVICES FOR STUDENTS

ADVISEMENT PROGRAM

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

- Development of suitable educational plans that are compatible with career goals and program requirements
- Selection of appropriate courses and other educational experiences
- Interpretation of program requirements, policies, and procedures
- Student awareness of available educational resources
- Evaluation of student progress toward established goals
- Referral to and use of College and community resources

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 is given to the student.

Subsequent to the development of the official program of study, the following procedure is recommended: The student may make an appointment with his or her academic advisor to discuss courses desired, future plans, and review the official program of study. The student will proceed to register at the appropriate date and time.

Saint Luke's College Policy AP-001

ALUMNI ASSOCIATION

Graduates of Saint Luke's College 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, fundraising, education and social programs, and student scholarships.

The Saint Luke's Nursing Alumni Association provides scholarships to senior students and supports various projects throughout the College. The Alumni Association also hosts a reunion annually. For further information concerning the Alumni Association, contact 816-932-6746.

BOOKS, TEXTBOOKS AND LEARNING MATERIALS

Textbooks and other learning materials, including online courses and 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 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 prior to the beginning of each semester.

CAMPUS SAFETY ALERT

In the event that Saint Luke's College 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 media to advise the campus of potentially dangerous or important safety information. The College Community will be alerted by distributing campus-wide emails.

CAMPUS SECURITY ACT

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. Saint Luke's College consumer information is located on the College website at www.saintlukescollege.edu.

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 the 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 lot. Office and classroom doors should be closed upon leaving. When fire drills are called, proceed as for a fire alarm unless directed not to evacuate.

HEALTH SERVICES

Saint Luke's College students have the following services available through Saint Luke's Hospital Employee Health Services:

1. TB testing
2. Hepatitis B vaccination
3. Hepatitis B titers
4. Influenza vaccination (if available)
5. MMR and Varicella vaccination

Employee Health Services will provide follow-up for all blood borne pathogen exposure and all other infectious agent exposures sustained during the student role, as specified by Medical Director of Employee Health Services.

Maintenance of medical records for services provided will be available to students. Employee Health Services can refer a student to his or her personal physician, if necessary.

Employee Health Services
Medical Health Plaza I, Suite 624
4320 Wornall Road
816-932-3176
(Free parking if you remember to have your ticket stamped)

BSN Track students are not covered under Saint Luke's Hospital Worker's Compensation

LEARNING MANAGEMENT WEBSITES

The Course Learning Management platform, Desire2learn (D2L), websites is provided for courses. 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 test banks, animations, and case studies, are also accessible via these course websites on the learning management system.

LIBRARY

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

Library Hours

Monday – Friday

8:30 a.m. – 5 p.m.

Closed Saturday and Sunday

epulse.saint-lukes.org/departments/health-sciences-library

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 and Wi-Fi access
- Small group meeting area

MyAthens is the library resource website used by Saint Luke's College and Health Sciences Library. Online bibliographic database searches can be done from any computer. MyAthens is linked to every student's OneLogin account. Access to this resource is obtained by logging into your account with your MyAthens username and password. The username always start with "slh" followed by your first initial and last name. (example: slhmokpewho or slhmokpewho.stu).

Other Local Library Resources

Students of Saint Luke's College are also eligible for library privileges at the University of Missouri-Kansas City Health Science Library.

MEDICAL EMERGENCIES

Dial 911 upon recognizing a medical emergency at the College. Be sure to include the street address, 624 Westport Road, and identify the floor. After 911 is called, notify the front desk that emergency medical services are on the way and where to direct them.

PEER MENTORING PROGRAM

The Peer Mentor Program is available to all undergraduate nursing students. The Program provides for mentors to be available throughout the week for assistance with skills and for individual support. For more information, contact the advisory staff located on the A level in room AQ12.

STUDENT ASSISTANCE PROGRAM (SAP)

Sometimes life gets complicated, and it can be helpful to talk with someone. The Student Assistance Program is a confidential, short-term counseling and referral service offered by the College and provided by experts within the Saint Luke's Health System. The program is designed to assist students with direction for life challenges such as: stress management, relationship concerns, work or education related difficulties, substance abuse problems, and financial issues. Contact the program at 1-800-327-1223 or 816-931-3073 to schedule an appointment with a counselor.

STUDENT VERIFICATION FOR DISTANCE EDUCATION

To ensure that a student who registers for a distance education course is the same student who participates in and receives academic credit for the course.

Definitions:

- Learning Management System (LMS) - mySLC: Courses, Desire2Learn
- Student Information System (SIS) - mySLC, Empower
- Information Technology (IT)

Saint Luke's College of Health Sciences (SLCHS) established a policy on Student Verification for Distance Education to ensure that a student who registers in a distance education course is the same student who participates in and completes the program and receives academic credit for the course.

Access to Online Courses: Students will have access to the learning management system only after they have registered for courses in the student information system. The SIS writes the add/drop records to the LMS nightly, ensuring only those students enrolled in a course have access to that course. The student is required to use a username plus their self-created password to gain access to mySLC portal which is the gateway to distance education courses and to a number of SLCHSs web-based services and resources. Those accounts are created by SLCHS IT at the time a student is admitted into the program. In courses delivered through video-conferencing, the instructor will take attendance for every class meeting.

Identity verification: As part of the admission and registration process basic personal information is obtained on each applicant. A unique college ID number is assigned to each student and that student is issued a photo id badge.

Student Responsibility: All SLCHS students must abide by the College's Professional Conduct policy and sign the Code of Academic Integrity Pledge which states, "I will not misrepresent another's work as my own, fabricate work, nor will I give, receive or tolerate unauthorized aid." All students are responsible for adhering to policies and may be disciplined for violations. Failure to read and comply with the College requirements does not exempt a student from responsibility to adhere to the College's policies and procedures.

Saint Luke's College Policy AP-045

TORNADO WARNING

A Tornado Warning will be announced at the direction of the Facilities Management or designee. The fire alarm will be sounded, and the designated fire marshals will inform people that a Tornado Warning is in effect. All employees, students, and visitors must gather in the lower level of the building. Close doors in offices and classrooms, and stay away from windows

FACILITIES AND PARKING POLICIES

BUILDING AND CAMPUS ACCESS AND GUIDELINES FOR STUDENTS

Students are required to wear badges at all times when on campus. The campus is available to students from 6:00 a.m. - 7:00 p.m., Monday through Friday. The second floor is open to students from 6:00 a.m. - 5:00 p.m., Monday through Friday. Students have badge access to the Simulation Center from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Smoking is prohibited on the Saint Luke's College premises.

Possession of firearms, explosives, other weapons and dangerous chemicals by any employee, student or other person is prohibited in the Saint Luke's College of Health Sciences premises, including the College building and parking lot. This prohibition includes concealed firearms and other concealed weapons, whether a person has a concealed carry permit or not. This policy applies to faculty, staff, students, visitors, vendors and contractors and any person entering the College for any reason. The only exception to this prohibition is that on-duty law enforcement officers may possess the weapons they are required to carry while on duty.

COMMONS AND KITCHEN

A student commons area is located on the main floor. This area is for student gathering, studying and lounging. An adjoining student kitchen contains refrigerators, microwaves, a full-size oven, a coffee maker, and vending machines. While trash is emptied daily, keeping the area clean and uncluttered is also the responsibility of the students who use it. Student Government ensures that the student kitchen remains clean. Student kitchen refrigerators are emptied every Friday at 4:00 p.m. All containers holding food or drink is discarded. Lunchboxes are placed in Lost & Found. Lost & Found is located on the first level behind the computers. Items from this area are emptied at the end of each semester.

PARKING

Saint Luke's College of Health Sciences (SLCHS) and Saint Luke's Hospital (SLH) are both located in busy entertainment districts proving parking to be challenging at times. We strongly encourage you to plan ahead for parking. Arriving early for class or clinical allows you plenty of time to find parking and to walk to your destination. Parking at SLCHS and SLH is available to students at no charge. If at any time you feel unsafe, please call security at 816-932-2911 and they will escort you. Failure to adhere to these guidelines may result in ticketing or towing at the owner's expense. Any unregistered vehicle or illegally parked vehicle will result in SLH Security being contacted for ticketing. SLH Security has the authority to call KCPD who may issue city tickets and/or tow vehicles. All towing and storage charges occurring as a result of the impounding or removing of the vehicle shall be paid by the owner or operator of the vehicle. SLCHS reserves the right to change fees or parking guidelines at any time without prior notification.

We appreciate your compliance with SLCHS parking guidelines. If you have any concerns regarding parking, please contact Shanelle Brewster at sbrewster@saintlukescollege.edu or 816-936-8725.

Registration of Vehicles

All students who wish to park a vehicle on SLCHS, SLH, or its affiliates' property are required to have a valid current SLCHS permit. Vehicle registration is required prior to classes starting. When a vehicle has been registered and another vehicle is acquired, the new vehicle must be promptly registered. Student parking permits are issued on an academic year basis expiring on August 1 each year. Parking permits expire when a student withdraws from the college. Visitors must register their vehicle with the College Services Center (front desk) when signing in.

Parking Permits

No vehicle may be parked on SLCHS property unless a parking permit has been obtained and is properly affixed or displayed on the vehicle. Any vehicle (e.g., police, fire and ambulance) providing emergency service to, delivering goods to, or visiting the campus is exempt from this requirement.

The form to request a permit is available online through mySLC: Self Service. Once registration is complete, the permit can be picked up at the College Services Center (the front desk on the first floor). The parking permit is to be displayed in the lower corner of the driver side rear window.

Follow these steps to properly apply your parking permit:

1. Clean the surface before you apply your label. Dry the surface completely.
2. Bend back the label to expose the tab around the label.
3. Apply even pressure across the entire label to ensure full bonding.
4. Adhesive labels need 24 hours to fully bond to any surface.

Parking on Campus

All vehicles utilizing this parking lot must have a properly displayed parking permit. The SLCHS campus has parking available on the side and rear of the building. Parking is only permitted in actual parking spaces (between two white lines) in our lot. Do not create new spaces as it makes it difficult to navigate for everyone - especially large commercial or emergency vehicles. Parking spaces marked with Handicap, 10-Minute, Reserved, Visitor and Faculty/Staff signs are to be utilized by these vehicles only. Visitors may park in areas designated for their use. Bicycles are required to park in areas designated solely for that purpose.

Overflow Parking

All vehicles utilizing this parking lot must have a properly displayed parking permit. When the SLCHS parking lot is full, please utilize the secure overflow parking at Allen Village High School, located at 4251 Bridger Road. The Allen Village parking lot is just a short two minute walk to campus. If using this lot, enter gate code “#9224” and park toward the front portion of the lot. This lot is only available while attending classes between 7:00am-7:00pm, Monday through Friday.

Off Campus Parking

Street parking is available along 42nd Street and Westport Road. It is at your discretion if you choose to use this parking option. Be sure to pay close attention to signage in the area as there are some time

restrictions.

Parking for Clinicals

When attending clinicals at SLH (Plaza only), students are not allowed to use any of the main hospital parking lots. These lots are for patients and families to gain access to the hospital. Students are to park in Lot 18 (formerly known as the Health Enhancement Center Lot) located at 42nd and Mill Street. This is just a short three minute walk to the hospital.

PRIVACY ROOM

The privacy room located on the second level in room 2Q20 is available for student use. This room is for breastfeeding mothers or for those who have to administer medication in a private place. The room is secure, clean, and easy to use. **This room has no first aid facilities and cannot be used as a rest room.** Please ensure the room is unlocked when leaving.

STUDY AREAS

Study areas are available for student use on the A level. Conference rooms and classrooms can be reserved for student activities and study sessions by contacting Valerie Henley at vhenley@saintlukescollege.edu.

REGISTRAR'S OFFICE PROCESSES AND POLICIES

AUDITING A COURSE

Currently enrolled students may audit a nonclinical nursing elective provided the prerequisites for the course have been met. After the initial registration is completed, a student may not change class status either from audit to credit or credit to audit.

Guidelines

Enrollment priority will be given to students taking the course for credit. Course tuition and fees for credit and audit are the same. A Course enrollment, class attendance and scope of class participation will be at the discretion of the lead teacher.

Saint Luke's College Policy AP-008

CHANGES TO NAME, ADDRESS, OR PHONE NUMBER

The Registrar maintains the student's official academic record. In order to keep accurate records, please update changes regarding your name, marital status, and/or local or home address or phone number. Name changes will be verified through a revised government issued ID card or Social Security card. Information can be updated online via mySLC.

DIRECTED/ INDEPENDENT STUDY

The availability of Independent/Directed study are subject to the willingness of a faculty member to supervise the study for the course. Independent Study provides the student with the opportunity to explore material outside the regular curriculum. A student who has a cumulative grade point average of at least 3.25 is eligible to take Independent Study.

Directed studies are limited to those students desiring to take a course not offered during the semester they wish to take the course or who have irreconcilable schedule conflicts. Directed study for an approved course will carry the same number of credit hours but will not be offered during the semester in which the course is being taught. Enrollment requires the approval of the faculty member directing the study, the academic advisor, and the Program Director.

Saint Luke's College Policy AP-014

ENROLLMENT VERIFICATION

The Registrar may officially verify a student's enrollment for a current or past semester. Any request for enrollment verification prior to the beginning of a semester will be fulfilled when the semester begins. To obtain enrollment verification, contact the Registrar.

REQUEST FOR LETTER OF REFERENCE

To comply with regulations outlined by the Family Education Rights and Privacy Act (FERPA), Saint Luke's College requires students to sign a release form if statements given by College employees include personally identifiable information obtained from a student's education record. Information within this

category includes grade point average, academic performance, and competencies.

REQUEST FOR TRANSCRIPT

Official Transcript

Transcripts of academic records will be issued by the Registrar to all current and former students (including students of St. Luke's Hospital School of Nursing) for a \$5 fee upon written request. Request an official transcript by filling out this [online form](#). These forms require both a student signature and advisor signature; however, the forms can be signed then faxed or emailed to the Registrar's office.

Unofficial Transcript

Students with a Saint Luke's College log-on may view and print an unofficial transcript themselves from mySLC.

STUDENT ORGANIZATION INFORMATION

Student Organizations

Students may form campus organizations to meet individual student needs and interests that are consistent with the philosophy of the College. 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.

Student organizations provide opportunities for students to hold leadership positions, to learn about current issues in nursing, to participate in continuing education events, and to conduct and present research.

SAINT LUKE'S COLLEGE NURSING HONOR SOCIETY

Faculty sponsor an Honor Society chapter on campus with students and community leaders inducted on an annual basis. Honor Society was founded in 2009 and 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. 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.

Members participate in educational offerings throughout the city. The Honor Society collaborates with other Kansas City metropolitan area Honor Society chapters to provide Research Symposiums to the local community. For example, research opportunities include presentations/competitions at various research events throughout the city such as Graceland University's sigma Theta Tau—an Annual Research Symposium held at Graceland University in collaboration with Graceland University and William Jewell College. Members participate in the saint Luke's Hospital Research day where intraprofessional healthcare providers present their research findings.

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.

NATIONAL STUDENT NURSES' ASSOCIATION

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 healthcare, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person, his or her professional role, and his or her responsibility for the healthcare of people in all walks of life." NSNA is structured on a multilevel basis, which includes national, state, and local chapters.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is a member of the American Student Government Association and includes two clubs: The Nursing Research Club, and The Discover Nursing Club. They created a monthly award with criteria aligned with the College values, sponsor the yearly Spring Gala, speaker events to introduce students to careers in healthcare and evidence based practice research. Student representatives from Student Government also serve on College committees such as the Strategic Planning Task Force, Faculty Senate, the curriculum committee and others.

Students may participate in the annual Missouri Nurses Association (MONA) Advocacy in Action activity where professional nurses join with student nurses to visit legislators in the Missouri State Capitol to lobby on nursing relevant issues.

SAINT LUKE'S STUDENT NURSES ASSOCIATION (SLSNA)

Any degree-seeking, traditional BSN student who is enrolled in one credit hour or more during the current semester is considered a member of the student body and is automatically a member of the 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.

They foster activities designed to enhance personal growth, to engage with community organizations who serve under-resourced populations, to provide multicultural experiences, and assist community organizations in fundraising. SLSNA publishes a newsletter. The following list from SLSNA's 2014 Annual Report provides examples of their activities:

- Stroke walk
- South Sudanese refugee health fair with Heart to Heart
- Independence School Fair
- Trail Run for Haiti
- Justice for Renee Pernice Golf Tournament
- Pinkie Promise with Westport
- Class of Classes community hygiene supply drive (with community organizations: Salvation Army, Operation Breakthrough, and Amethyst House)
- Blood Drive
- Flu vaccination clinic
- Sort supplies for Harvester's
- Feed the Homeless with Tom's Mission
- Meals at Ronald McDonald House
- Mission trip fundraising
- Cure Search Walk
- Soccer Camp mentors
- Forensic Conference
- March of Dimes

- MS walk
- River Run for Orphans for Operation Breakthrough
- INMED medical missions conference
- INMED global health conference
- Independence School Fair for CAPA
- KC Cares for Kids Walk for children's cancer
- Walk to End Alzheimer's
- Longview Half for Saint Luke's Home Care and Hospice
- Holiday Heroes Toy Drive for CAPA
- Ronald McDonald House Meal
- Soccer Clinic mentors X 2 days
- Once Upon a Time for the Children's SPOT at Saint Luke's
- Haiti supply drive for the orphanage
- Electronics drive for Hope House
- Tom's Mission – fed the homeless
- Rose Brooks Meal
- John Knox Village – activity for residents, X 2 days
- Sales of gear and stethoscopes during new junior orientation
- Merchandise sales
- Canteen commissions