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Welcome!

Thank you for entrusting us to further your education with Saint Luke's College of Health Sciences. You are here because you had a dream to enter the health profession that started years ago and now you’ve realized that potential as a result of your hard work and dedication. Please do not underestimate the impact of your choice, it is significant.

We believe it is the most fulfilling and rewarding experience to be a nurse and our graduates represent over 100 years of the best and most successful professionals in nursing, derived from the highest quality nursing education. You are among a respected and trusted community of experienced professionals who are eager to continue that tradition.

You represent a growing, talented, and increasingly competitive applicant pool needed by regional, state and local employers in response to healthcare reform and a changing workforce. In collaboration with our affiliate partner, Saint Luke’s Health System, the majority of our graduates go to work within the system, and nearly 100 percent find jobs immediately after graduation and after passing the licensing exam.

Be proud of the rich heritage in becoming a Saint Luke's nurse and we look forward to meeting your educational needs.

Congratulations and welcome. We are glad you're here.

Sincerely,

James A. Hauschildt, EdD, MA, BSN, RN, BC
President/ Dean
Mission, Vision, Values

Mission Statement
Saint Luke’s College of Health Sciences is an educational leader serving exceptional students pursuing undergraduate and graduate degrees in health-related disciplines. As an independent institution of higher education closely affiliated with Saint Luke’s Hospital, the College seeks to prepare leaders to effectively meet healthcare needs in complex organizations and diverse populations. 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, employing multiple modes of instructional delivery, supports a curriculum that enhances thinking, promotes high quality, safe, evidence-based practice, develops leadership potential, fosters a community service orientation, and encourages lifelong learning.

Vision Statement
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 a combined enrollment of 500 students in multiple disciplines by 2016.

Core Values of Saint Luke’s College
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 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 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.
Board of Directors
Raymond Courter, MBA, CPA (Chair)
Carol Tinsman, MA (Vice Chair)
Kay Barnes, MPA, MA
Jeremy Crow, MBA, PMP
Lynn Garza, MSN, FNP
Paul Klute, MBA, BS
Leo Sweeney, BA, DTM
Debbie Wilson, RN, MSN, MSA, ACSN-BC, NEA-BC
Jim Wilson

Non-Discrimination Policy
Applicants for admission and employment, students and employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Saint Luke's College of Health Sciences are hereby notified that this institution does not discriminate on the basis of race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or other legally protected status in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance by Saint Luke's College of Health Sciences with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Director, Financial Aid, 624 Westport Rd, Kansas City, Missouri 64111 (816) 932-6742, who has been designated by Saint Luke's College of Health Sciences to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Inquiries may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

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 study closely the Course Offerings available online and to consult with faculty advisors for planning.

Approvals and Accreditation
The BSN program at Saint Luke’s College of Health Sciences is accredited by the Commission on Collegiate Nursing Education (CCNE). www.aacn.nche.edu/ccne/reports/accprog.asp
The BSN program at Saint Luke’s College is fully approved by the Missouri State Board of Nursing and graduates are eligible to apply to the examination for licensure to become a Registered Nurse (RN). www.pr.mo.gov/nursing.asp

In compliance with the Missouri Nurse Practice Act (Chapter 335 of the Missouri Statutes, section 335.066), nursing program applicants should be aware that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. Admission to and graduation from the BSN program does not guarantee eligibility for state licensure. Any candidate for licensure who has been charged or convicted of a misdemeanor or a felony will be required to submit documentation of the court proceedings for that
charge or conviction to the State Board of Nursing of the state in which licensure is sought. The Missouri State Board of Nursing determines who is eligible to take the licensing examination. Questions may be directed to the Missouri State Board of Nursing, 3605 Missouri Blvd, Jefferson City, MO 65102 (573) 751-0681.

Saint Luke’s College of Health Sciences is currently seeking initial accreditation for its Graduate program from the Commission on Collegiate Nursing Education. CCNE is scheduled to conduct its site visit of this program on February 2-4, 2015, and the College expects to receive a decision from CCNE about its initial accreditation in October of 2015.

Saint Luke’s College of Health Sciences is also accredited by The Higher Learning Commission.

History of College
The history of Saint Luke’s College of Health Sciences begins in 1887 when All Saints Hospital opened a training school for nurses. Then in 1903 Saint Luke’s Hospital was declared legal successor of All Saints Hospital incorporated the nursing program as a department within the hospital. Three students enrolled under the direction of Miss Eleanor Keely. Miss Virginia Pate was the first graduate of the diploma program in 1906.

There were many changes in the 1920s including the relocation of the hospital. A nurses' residence was also built at what was then Mill Creek and 44th Streets. In 1946 a four-story building was built to accommodate classrooms, laboratories, a library, offices, and residence space for approximately 200 students. Then in 1972, the library was moved to the Helen F. Spencer Center for Education. The student residence was relocated to 4545 Washington Street in 1987.

In 1985 Saint Luke’s Hospital School of Nursing faculty conducted an in-depth study of the issues and challenges facing nursing education in the 21st century. They concluded that nursing educators needed to offer a bachelor’s degree as national trends shifted away from diploma programs.

In the fall of 1991, the first class of students was admitted into the newly designed baccalaureate program. In 1992, the last diploma program class graduated bringing the total number of diploma graduates to 3,047.

On August 29, 2010, the college was renamed Saint Luke’s College of Health Sciences in conjunction with a change to a private, not-for-profit corporation status with Saint Luke’s Hospital of Kansas City the single shareholder. The partnership between the Hospital and the College is critical to the continued success of the College.

In the fall of 2012, the first class of graduate students was admitted into the Masters of Science in Nursing degree program.
**Historical Highlights**

**1885**: All Saints Hospital was opened at 10th and Campbell Streets

**1887**: Training school for nurses established

**1903**: Saint Luke's Hospital was declared the legal successor of All Saints Hospital and the School of Nursing was established as a department within the Hospital. There were three students enrolled under the direction of Miss Eleanor Keely

**1906**: Miss Virginia Pate was the first graduate of the diploma program

**1920**: The School of Nursing relocated to a new hospital and a nurses' residence at the site, which was then Mill Creek and 44th Streets

**1946**: A four-story building was erected to accommodate classrooms, laboratories, library, offices, and residence space for approximately 200 students

**1972**: The library was moved to the Helen F. Spencer Center for Education

**1991**: The first class of students was admitted in the fall for baccalaureate nursing education at Saint Luke's School of Nursing

**1992**: The final class graduated from the diploma program with a total of 3,047 students earning their nursing diploma from Saint Luke's Hospital School of Nursing

**1995**: The College of Directors received accreditation as a baccalaureate degree granting institution

**2010**: 18 classes have completed coursework resulting in 867 graduates from the BSN degree program

**2010**: The College was renamed Saint Luke’s College of Health Sciences in conjunction with a change to a private, not-for-profit, and corporation status

**2011**: Saint Luke’s College was moved into a newly renovated building on 624 Westport Road from their location on Ward Parkway

**2012**: Higher learning commission accreditation was expanded to encompass master’s level programming. Adult-Gerontology Acute Care Nurse Practitioner and Nurse Educator tracks

**2013**: Certificates in Adult-Gerontology Acute Care, and Nurse Educator were added to the graduate programs. The MSN added a third track in Nursing Informatics
Saint Luke’s Learning Experience
Saint Luke’s College offers a vibrant and varied learning environment for educating nurses. The entire 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 which 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 challenges of caring for vulnerable populations in Kansas City.
- 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 graduates must be prepared to meet the demands of an ever-changing complex health care environment and to act as client advocates and catalysts for improvement and change. Graduates must be empowered through transformative education to provide/coordinate safe quality nursing 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
Simulation Center

Students at Saint Luke’s College are provided extensive opportunities to learn in the state-of-the-art Simulation Center, featuring two fully simulated hospital rooms, one fully simulated birthing room, three control rooms, three debriefing rooms, and a ten-bed skills lab where students practice clinical skills. The Simulation Center promotes interactive learning through small groups that facilitate improving communication skills and teamwork.

Simulation is an active teaching strategy that combines technology with traditional clinical learning experiences. Simulation offers a safe, controlled learning environment for students to practice problem solving and psychomotor skills extensively with high-fidelity manikins prior to actual patient encounters.

Simulation is the platform for students to integrate concepts and theory with clinical skills, through guided, standardized experiences. This student-centered learning approach prepares nurses to provide competent care in today’s high-tech, complex health care environments. Simulations involve all fidelity of adult, child, and infant manikins as well as standardized patients, or human actors.

Objectives of Simulation include:

- Facilitating teamwork
- Promoting patient safety
- Promoting clinical reasoning and ability to ‘think like a nurse’
- Building knowledge, skills, and professional attitudes
- Acquiring transferrable skills
- Preparation to work in complex environments
- Encounters with high-risk, low-frequency patient events
Facilities

Libraries

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-Wi-Fi access
- Small group meeting area

Library Services
Online bibliographic database searches can be done from the Library, any Saint Luke’s College computer (student lab, classroom) via:

http://www.saintlukeshealthsystem.org/slhs/Services/Common/Saint_Lukes_Medical_Library/Medical_Knowledge_Base.htm

Searches (except New England Journal of Medicine and Up to Date) may be completed from offsite computers (e.g., home) by following the directions below for special remote login:
2. Follow the Medical & Allied health Education link in the left-hand purple menu.
3. Follow the “Saint Luke’s Health Science Library” link in the Health Sciences library section (far right column).
4. This will take you to the Medical Knowledge Base (Medical Library) page.
5. Follow either of the “College of Nursing Special Remote Login” links.
6. The special remote login for Saint Luke’s College of Nursing page will come up. Enter the current semester’s password the College has provided and click Login. (The password is updated each semester.)
7. Once Step 6 is successful, you will go to the College version of the Medical Knowledge base (Medical Library) page.
8. The restricted access links (EBSCO, PubMed, Ovid, etc.) will now work properly for you. There are two exceptions: The New England Journal of Medicine and Up to Date. These external resources rely on IP authentication. As such, they are only fully accessible when used from a system with an IP assigned by the Saint Luke’s Health System internal network.

Library Hours
Monday – Friday: 8:30 a.m. – 5 p.m. | Closed Saturday and Sunday

Library Directions
4141 Mill St., Kansas City, MO 64111
E-mail: library@saint-lukes.org | Phone: 816-531-0560 | Fax: 816-531-6316

Academic Catalog and Student Handbook: GRADUATE 8
Directions to the Library from Saint Luke’s Hospital: North on worn all from 43rd street, keep left at the Y onto Mill Street. The Library is on the corner facing west. Directions from Westport Road: turn south on Mill Street towards Panera Bread Co. The Library is on the left corner at the stop sign, just before the old trolley rails.

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

University of Missouri-Kansas City Health Science Library
Students of Saint Luke’s College are also eligible for guest library privileges at the University of Missouri-Kansas City Health Science Library and the University of Kansas Medical Center.

Parking
Parking at the College is available to students at no charge. Students may park in the non-reserved parking areas. At no time are students allowed to park in the reserved parking or visitor parking spaces or outside of marked parking spaces. Parking is also available on surrounding streets. All students are required to register their vehicle and obtain a parking sticker during the first week of classes.

Commons/Kitchen
A student commons area is located on the main floor. An adjoining kitchen contains a refrigerator/freezer, microwave oven, full-size oven, coffee maker and vending machines for snacks, juice and sodas. This is an area for student use. While trash is emptied daily, keeping the area clean and uncluttered is also the responsibility of the students who use it. Students can also store lunches in one of the refrigerators.

Study Areas
Study areas are available for student use on the A level. Conference rooms and classrooms can be reserved through the receptionist for student activities.
**Academic Calendar**

The academic year is divided into two 16-week semester (fall and spring) and one 10-week semester (summer). The fall semester begins the academic year. It starts in August and ends in early to mid-December. The spring semester begins in January and ends in May. The summer semester begins two weeks after May graduation date and ends the first week in August.

### Fall 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/17/2014</td>
<td>Last date for 100% refund; 16 week, 10 week, or 1st 8 week course</td>
</tr>
<tr>
<td>8/18/2014</td>
<td>Fall Classes Begin</td>
</tr>
<tr>
<td>8/18/2014</td>
<td>Tuition and Fees Due</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>Last day to add/drop a 1st 8 week course</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>Last date for 90% refund; 10 week course, 1st 8 week course</td>
</tr>
<tr>
<td>8/29/2014</td>
<td>Last day to add/drop a 16 week course</td>
</tr>
<tr>
<td>8/29/2014</td>
<td>Last date for 90% refund; 16 week course</td>
</tr>
<tr>
<td>8/29/2014</td>
<td>Last date for 50% refund; 1st 8 week course</td>
</tr>
<tr>
<td>9/1/2014</td>
<td>Labor Day Holiday: No Classes</td>
</tr>
<tr>
<td>9/5/2014</td>
<td>Last date for 50% refund; 10 week course</td>
</tr>
<tr>
<td>9/13/2014</td>
<td>College Homecoming</td>
</tr>
<tr>
<td>9/12/2014</td>
<td>Last date for 50% refund; 16 week course</td>
</tr>
<tr>
<td>9/12/2014</td>
<td>Last date for 25% refund; 1st 8 week course</td>
</tr>
<tr>
<td>9/19/2014</td>
<td>Last date for 25% refund; 10 week course</td>
</tr>
<tr>
<td>9/24/2014</td>
<td>Last day to withdraw from 1st 8 week course</td>
</tr>
<tr>
<td>10/2/2014</td>
<td>Last day to withdraw from 10 week course</td>
</tr>
<tr>
<td>10/5/2014</td>
<td>Honor Society Induction Ceremony</td>
</tr>
<tr>
<td>10/10/2014</td>
<td>Last date for 25% refund; 16 week course</td>
</tr>
<tr>
<td>13-17/10/2014</td>
<td>Fall Break</td>
</tr>
<tr>
<td>10/20/2014</td>
<td>Last date for 100% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>10/20/2014</td>
<td>2nd 8 week courses begin</td>
</tr>
<tr>
<td>10/24/2014</td>
<td>Last day to drop/add 2nd 8 week courses</td>
</tr>
<tr>
<td>10/24/2014</td>
<td>Last date for 90% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>10/31/2014</td>
<td>Last date for 50% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>10/31/2014</td>
<td>Last day to withdraw from 16 week course</td>
</tr>
<tr>
<td>11/2/2014</td>
<td>Last date for 100% refund; 5 week course</td>
</tr>
<tr>
<td>11/3/2014</td>
<td>5 week course begins</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>3-7/11/2014</td>
<td>Registration for Spring 2015 semester (continuing students)</td>
</tr>
<tr>
<td>7/11/2014</td>
<td>Last date for 90% refund; 5 week course</td>
</tr>
<tr>
<td>10-21/11/2014</td>
<td>New Student Registration</td>
</tr>
<tr>
<td>11/14/2014</td>
<td>Last date for 25% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>11/14/2014</td>
<td>Last date for 50% refund; 5 week course</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>Last date for 25% refund; 5 week course</td>
</tr>
<tr>
<td>11/26/2014</td>
<td>Last day to withdraw from 2nd 8 week course &amp; 5 week course</td>
</tr>
<tr>
<td>11/26/2014</td>
<td>Early course dismissal at 1 p.m.</td>
</tr>
<tr>
<td>27-28/11/2014</td>
<td>Thanksgiving Holiday: No Classes</td>
</tr>
</tbody>
</table>

**December**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2014</td>
<td>Fall 2015 BSN Application deadline</td>
</tr>
<tr>
<td>12/8-12/11/2014</td>
<td>Final Exams</td>
</tr>
<tr>
<td>12/12/2014</td>
<td>Commencement Activities</td>
</tr>
<tr>
<td>12/12/2014</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>12/19/2014</td>
<td>Jump Start 10 a.m. - Noon</td>
</tr>
<tr>
<td>12/22/2014</td>
<td>Jump Start 10 a.m. - Noon</td>
</tr>
</tbody>
</table>

**Spring 2015**

**January**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>1/6/2015</td>
<td>New Student Orientation 10 a.m.-3 p.m.</td>
</tr>
<tr>
<td>1/7/2015</td>
<td>CPR Sessions 8 a.m.-12 p.m. and 12:30 p.m.-4:30 p.m.</td>
</tr>
<tr>
<td>1/11/2015</td>
<td>Last date for 100% refund; 16 week, 10 week, or 1st 8 week course</td>
</tr>
<tr>
<td>1/12/2015</td>
<td>Spring Classes Begin: 1st 8 week, 10 week, 16 week sessions</td>
</tr>
<tr>
<td>1/16/2015</td>
<td>Last day to add/drop a 1st 8 week or 10 week course</td>
</tr>
<tr>
<td>1/19/2015</td>
<td>Martin Luther King, Jr. Day: No Classes</td>
</tr>
<tr>
<td>1/19/2015</td>
<td>Spring 2016 Application Posted on College Website</td>
</tr>
<tr>
<td>1/16/2015</td>
<td>Last date for 90% refund; 10 week course, 1st 8 week course</td>
</tr>
<tr>
<td>1/23/2015</td>
<td>Last day to add/drop a 16 week course</td>
</tr>
<tr>
<td>1/23/2015</td>
<td>Last date for 90% refund; 16 week course</td>
</tr>
<tr>
<td>1/23/2015</td>
<td>Last date for 50% refund; 1st 8 week course</td>
</tr>
<tr>
<td>1/30/2015</td>
<td>Last date for 50% refund; 10 week course</td>
</tr>
</tbody>
</table>

**February**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2015</td>
<td>Last date for 50% refund; 16 week course</td>
</tr>
<tr>
<td>2/6/2015</td>
<td>Last date for 25% refund; 1st 8 week course</td>
</tr>
<tr>
<td>2/13/2015</td>
<td>Last date for 25% refund; 10 week course</td>
</tr>
<tr>
<td>2/18/2015</td>
<td>Last day to withdraw from 8 week course</td>
</tr>
<tr>
<td>2/27/2015</td>
<td>Final Exams for 1st 8 week course</td>
</tr>
<tr>
<td>2/27/2015</td>
<td>Last day to withdraw from 10 week course</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>3/6/2015</td>
<td>Last date for 25% refund; 16 week course</td>
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<tr>
<td>3/9-3/13/2015</td>
<td>Spring Break</td>
</tr>
<tr>
<td>3/16/2015</td>
<td>2nd 8 week session begins</td>
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<tr>
<td>3/15/2015</td>
<td>Last date for 100% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>3/20/2015</td>
<td>Last day to add/drop 2nd week course</td>
</tr>
<tr>
<td>3/20/2015</td>
<td>Last date for 90% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>3/20/2015</td>
<td>Midterm grades posted</td>
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<tr>
<td>3/22/2015</td>
<td>Spring 2015 Honor Society Induction – Hampton Inn</td>
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<tr>
<td>3/27/2015</td>
<td>Last Day to withdraw from 16 week course</td>
</tr>
<tr>
<td>3/27/2015</td>
<td>Final Exams 10 week session</td>
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<tr>
<td>3/27/2015</td>
<td>Last date for 50% refund; 2nd 8 week course</td>
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<td>3/29/2015</td>
<td>Last date for 100% refund; 5 week course</td>
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<td>3/30/2015</td>
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<td>Explore Nursing Open House 5 p.m.-6 p.m.</td>
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<td>4/3/2015</td>
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<td>4/3/2015</td>
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<tr>
<td>4/3/2015</td>
<td>Good Friday: No Classes</td>
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<tr>
<td>4/10/2015</td>
<td>Last date for 25% refund; 2nd 8 week course</td>
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<td>4/10/2015</td>
<td>Last date for 50% refund; 5 week course</td>
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<td>4/13-4/24/2015</td>
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<td>4/24/2015</td>
<td>Last day for graduate students to defend thesis project.</td>
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<td>Final Exams for 2nd 8 week, 5 week, &amp; 16 week courses</td>
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<tr>
<td>5/8/2015</td>
<td>Commencement Activities</td>
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<tr>
<td>5/8/2015</td>
<td>Bound copies of thesis/project due to registrar’s office</td>
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<tr>
<td>5/25/2015</td>
<td>Memorial Day</td>
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<tr>
<td>5/26-7/31/2015</td>
<td>Summer Session</td>
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<tr>
<td>5/31/2015</td>
<td>Fall 2015 RN/BSN Application deadline</td>
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<tr>
<td>5/31/2015</td>
<td>Fall 2015 MSN Application deadline</td>
</tr>
<tr>
<td>6/3/2015</td>
<td>Spring 2015 Tuition Reimbursement Fees Due</td>
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Graduate Program

Graduate Program Mission
Saint Luke’s College of Health Sciences is an educational leader serving exceptional students pursuing a graduate nursing degree. An institution of higher learning affiliated with Saint Luke’s Health System, the College is committed to preparing compassionate scholarly nurse leaders who are highly capable to assume the roles of acute care nurse practitioners and nurse educators. The graduate program focuses on discovery, scholarship and practice that reflect societal needs for complex nursing services in a variety of settings with emphasis on the acute care and academic fields.

The graduate student will experience a vigorous academic setting and benefit from rich and varied clinical opportunities to manage patients across the continuum of care or to provide relevant education for future professional and advanced practice nurses.

With access to stellar academic and clinical resources, clinical sites and faculty, the acute care nurse practitioner graduate student will develop and apply assessment, diagnostic and a treatment skills for patients receiving care in a fast-paced health care setting and the nurse educator will learn the art and science of evidence-based education.

Learning Outcomes
Editor’s Note: Saint Luke’s College faculty wrote ten student learning outcomes aligned with “The Essentials of Master’s Education in Nursing” the American Association of Colleges of Nursing published in their March, 2011 report. The parenthetical reference at the end of each learning outcome refers to the “essential” which is the basis for our learning outcomes.

Master of Science in Nursing Program Outcomes
At the completion of the program the graduate will be able to:

1. Incorporate scientific and theoretical concepts from nursing and other relevant disciplines to improve nursing practice in a variety of settings.

2. Exhibit organizational and system leadership skills to provide ethical, safe, high quality patient care.

3. Contribute to improvement and safety in health care organizations through the use of validated instruments, methods and quality improvement measures.

4. Incorporate research outcomes to guide and change professional practice.

5. Use technology effectively while engaging in care management, collaboration, education and decision making.

6. Advocate for consumers and inter-professional health team members through policy development and implementation.

7. Collaborate effectively as an inter-professional team member or leader to facilitate care for individuals, communities and populations in a variety of settings.
8. Assimilate advanced assessment strategies to develop, plan, implement and evaluate practices to assure culturally appropriate health promotion and disease prevention services to individuals, families, communities and vulnerable populations.

9. Demonstrate evidence informed decision making related to a specific advanced practice role to improve health care outcomes.

Approved by Graduate Faculty Senate 11/17/2014

The Role of the Adult-Gerontology Acute Nurse Practitioner

Providing the graduate program is awarded CCNE accreditation, graduates receiving the AG-ACNP MSN degree or post-graduate certificate will be eligible to sit for ANCC Adult-Gerontology Acute Care Nurse Practitioner and/or the American Association of Critical-Care Nurses (AACC) Acute Care Nurse Practitioner, (Adult Gerontology) certification examination.

The ACNP’s practice population is based on their education and training, focusing on pediatric or adult-gerontology populations. The population focus includes patients with acute, critical, and/or complex chronic illnesses who may be physiologically unstable, technologically dependent, and highly vulnerable for complications. The ACNP is “prepared to diagnose and treat patients with undifferentiated symptoms, as well as those with established diagnoses.” The patient may be experiencing episodic critical illness, stable chronic illness, acute exacerbation of chronic illness, or terminal illness.

– The AACN Scope and Standards for Acute Care Nurse Practitioner Practice

Adult-Gerontology Acute Nurse Practitioner Student Learning Outcomes

Students learning outcomes are defined by the graduate faculty and are track specific. The student learning outcomes for the AG-ACNP degree and post-masters certificate programs were based on The Essentials of Master’s Education for Advanced Practice Nursing (AACN, 1996) and the Adult-Gerontology Acute Care Nurse Practitioner Competencies (AACN, 2012) and were approved by the graduate faculty senate. These outcomes are as follows:

1. Assess health status including health promotion, health protection, and disease prevention needs of the acute, critical, and chronically ill or injured adult and older adult.

2. Diagnose health status of the adult and older adult with physiologic instability, recognizing the potential for rapid physiologic deterioration or life threatening instability.

3. Develop a plan of care and implement treatment for the acute, critical, and chronically ill or injured adult and older adult to stabilize health status, minimize physical and physiological complications, maximize health potential and assist with end-of-life care.

4. Develop a collaborative relationship with the acute, critical, and chronically ill or injured adult and older adult to ensure therapeutic patient outcomes with consideration to cognitive, developmental, physical, mental, and behavioral health status.

5. Interpret and individualize therapies through advocacy, modeling and teaching to impart knowledge and associated psychomotor and coping skills for the acute, critical, and chronically ill or injured adult and older adult, their family, or other caregiver.

6. Enhance the adult-gerontology acute care nurse practitioner profession through leadership, delivery of evidence-based care, building intra- and inter-professional relationships and participation in the health policy process to achieve optimal care outcomes for the adult and older adult.
7. Develop and direct the delivery of clinical services within an integrated healthcare system to improve health outcomes for individuals, communities and systems and apply quality improvement principles to system policies.

8. Ensure quality of care through consultation, collaboration, continuing education, certification, and evaluation, self-reflection and colleague review.

**The Role of the Nurse Educator**
The NE track provides graduates with the knowledge, skills and attitudes to be able to prepare and mentor future nurse leaders and patient care providers. In the classroom and in hospital settings graduates are prepared to provide education regarding evidence-based practices to positively influence patient outcomes. Graduates from the NE track are eligible to sit for NLN’s Certified Nurse Educator certification examination.

**Nurse Educator Track Student Learning Outcomes**
The student learning outcomes for the nurse educator degree program was based on the *Essentials of Master’s Education for Advanced Practice Nursing* (AACN, 2011) and the *National League for Nursing Core Competencies of Nurse Educator* (NLN, 2005) and were approved by the graduate faculty senate. These outcomes are as follows:

1. Create a learning environment in a variety of educational settings that facilitates the achievement of student learning outcomes.

2. Facilitate learner development and socialization through identification of the unique needs of individual students, advising and counseling, modeling professional behaviors, and the promotion of self-reflection and peer evaluation.

3. Use assessment and evaluation strategies that are appropriate to the learner and the learning goals.

4. Design, evaluate, and revise program outcomes and curricula that reflect contemporary healthcare and societal trends, and educational principles, theory and research.

5. Pursue continuous quality improvement in the nurse educator role.

6. Lead interdisciplinary efforts to address nursing issues and implement change in healthcare education.

7. Engage in scholarly research and activities to improve and support nursing education.

8. Integrate the values of respect, collegiality, professionalism, and caring to build an organizational climate that fosters the development of students and teachers.
**Common Core Course Requirement for all Graduate Programs**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N501</td>
<td>Professional Role Development &amp; Scholarly Writing</td>
<td>3</td>
</tr>
<tr>
<td>N505</td>
<td>Theoretical Foundations in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>N515</td>
<td>Policy, Organization, Finance &amp; Healthcare Systems</td>
<td>3</td>
</tr>
<tr>
<td>N525</td>
<td>Health Promotion, Health Protection &amp; Disease Prevention</td>
<td>3</td>
</tr>
<tr>
<td>N545</td>
<td>Advanced Healthcare Research</td>
<td>3</td>
</tr>
<tr>
<td>N565</td>
<td>Advanced Pathophysiology &amp; Disease States</td>
<td>3</td>
</tr>
<tr>
<td>N575*</td>
<td>Advanced Pharmacology</td>
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</tr>
<tr>
<td>N529*</td>
<td>Pharmacology for Nurse Educators</td>
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</tr>
<tr>
<td>N595</td>
<td>Advanced Health Assessment and Physical Diagnosis</td>
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<td><strong>Total Graduate Core Credit Hours</strong></td>
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*N575 is for the AG-ACNP program and N529 is for Nurse Educators*
### Adult-Gerontology Acute Care Nurse Practitioner Courses

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<tr>
<th>Fall Semester I</th>
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<tbody>
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<td>N501</td>
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<td>Professional Role...</td>
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<tr>
<td>N505</td>
<td>3</td>
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<tr>
<td>Theoretical Foundations</td>
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<table>
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</thead>
<tbody>
<tr>
<td>N545</td>
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<tr>
<td>Advanced Healthcare...</td>
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<tr>
<td>N515</td>
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<tr>
<td>Policy, Organization...</td>
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<tr>
<td>N575</td>
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<tr>
<td>Advanced Pharmacology</td>
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<td>Health Promotion, Health</td>
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<td>N595</td>
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<td>Advanced Health Assessment</td>
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<tr>
<td>N596</td>
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</tr>
<tr>
<td>Advanced Health Assessment and Physical Diagnosis Practicum** (.25 Skills Lab and .75 Clinical Practicum = 75 Clinical Hours)</td>
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<tr>
<td>Adult-Gerontology Acute</td>
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<td>N582</td>
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<td>N693</td>
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<tbody>
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<td>N782</td>
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**Includes Skills Lab and/or Simulation**
## Nurse Educator Courses

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<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td><strong>Fall Semester I</strong></td>
<td>N501</td>
<td>Professional Role Development &amp; Scholarly Writing</td>
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<tr>
<td></td>
<td>N505</td>
<td>Theoretical Foundations in Nursing Practice</td>
<td>3</td>
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<tr>
<td></td>
<td>N565</td>
<td>Advanced Pathophysiology &amp; Disease States</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>9</strong></td>
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<tr>
<td><strong>Spring Semester I</strong></td>
<td>N515</td>
<td>Policy, Organization, Finance &amp; Healthcare Systems</td>
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<tr>
<td></td>
<td>N545</td>
<td>Advanced Healthcare Research</td>
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<tr>
<td></td>
<td>N529</td>
<td>Pharmacology for Nurse Educators I</td>
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<td>N525</td>
<td>Health Promotion, Health Protection &amp; Disease Prevention</td>
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<td></td>
<td>N595</td>
<td>Advanced Health Assessment and Physical Diagnosis</td>
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<td>N681</td>
<td>Educational Theories &amp; Conceptual Foundations of Nursing Education</td>
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<td>N685</td>
<td>Instructional Strategies</td>
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<td></td>
<td>N693</td>
<td>Applied Statistics for Advanced Nursing Practice</td>
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<td>N698</td>
<td>Teaching Practicum &amp; Role Development for the Nurse Educator I</td>
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<td>N783</td>
<td>Educational Assessment and Evaluation Methods</td>
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<td>N703</td>
<td>Curriculum Design for Nursing Education</td>
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<td>N799</td>
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**Post-Graduate Certificate: Adult-Gerontology Acute Care Nurse Practitioner Courses**

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<th>Course Title</th>
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<td><strong>Fall Semester I</strong></td>
<td>N580 Adult Acute Care I Diagnostics &amp; Intervention</td>
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<tr>
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<td>N582 Adult Acute Care I Diagnostics and Intervention Practicum* (.75 Scheduled Simulation and 1.25 Clinical Practicum = 125 Hours)</td>
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<td>N680 Adult Acute Care II Diagnostics &amp; Intervention</td>
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<td>N682 Adult Acute Care II Diagnostics and Intervention Practicum (200 Clinical Hours)</td>
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<td><strong>Summer Semester</strong></td>
<td>N780 Adult Acute Care III Diagnostics &amp; Intervention</td>
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<td>N782 Adult Acute Care III Diagnostics &amp; Intervention Practicum (200 Clinical Hours)</td>
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<td><strong>Total Minimum Requirements</strong></td>
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</table>

*Includes Simulation

**Minimum classes required to complete Post-Graduate Certificate. Each student will have a formal Gap Analysis to determine if additional course work is required.

**Post-Graduate Certificate: Nurse Educator Certification Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
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<tr>
<td><strong>Fall Semester</strong></td>
<td>N681 Educational Theories &amp; Conceptual Foundations of Nursing Education</td>
<td>3</td>
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<td>N685 Instructional Strategies</td>
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<td><strong>Spring Semester</strong></td>
<td>N703 Curriculum Design for Nursing Education</td>
<td>3</td>
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<td>N783 Educational Assessment &amp; Evaluation Methods</td>
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<td></td>
<td>N698 Teaching Practicum &amp; Role Development for the Nurse Educator I (100 hours)</td>
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</tr>
<tr>
<td><strong>Total Minimum Requirements</strong></td>
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</table>

**Minimum classes required to complete Post-Graduate Certificate. Each student will have a formal Gap Analysis to determine if additional course work is required.
Graduate Course Descriptions

N501 Professional Role Development and Scholarly Writing: 3 Credit Hours
The Professional Role Development and Scholarly Writing course examines professional aspects of advanced nursing practice. Students explore complex client systems and the influence of social, cultural, political and economic forces, including ethical dimensions and legal parameters that impact advanced nursing practice. Students analyze leadership, management and teaching role issues of complex client systems. The students explore the context of professional practice, the evolution of nursing as a profession, and the changes impacting contemporary nursing. Students incorporate higher levels of evidence into scholarly writing. Students expand their professional identity through a deeper understanding of their role in advanced nursing practice.
Approved by Graduate Faculty Senate 10/1/2014

N505 Theoretical Foundations in Nursing Practice: 3 Credit Hours
The Theoretical Foundations of Nursing covers the philosophical basis of science and knowledge with the structure, development and application of theory in advanced nursing practice. Students apply theoretical frameworks and concepts that address the biopsychosocial and spiritual aspects of the human condition. Students use theory to develop strategies to enhance daily practice.
Approved by Graduate Faculty Senate 10/1/2014

N515 Policy, Organization, Finance and Healthcare Systems: 3 Credit Hours
The purpose of the Policy, Organizations, Finance and Healthcare Systems course is to understand how health policy impacts the delivery of healthcare and how principles of healthcare economics affect the management of financial resources. Students examine intricacies of the health policy process including, quality improvement, legal and ethical implications, and finance and budgeting in healthcare environments.
Approved by Graduate Faculty Senate 10/1/2014

N525 Health Promotion, Health Protection & Disease Prevention: 3 Credit Hours
The Health Promotion, Health Protection and Disease Prevention course prepares students to use theory, subjective and objective health-related data, and evidence-based research to plan and implement health promotion strategies for the adult and older adult. Students explore their own personal philosophy of health and health promotion. Students consider the impact of culture and local, national and global trends affecting human health.
Approved by Graduate Faculty Senate 10/1/2014

N527 Special Topics in Nursing: Credit Hours 1-12
Reading assignments in special fields; library reading, conferences. In conjunction with their academic advisor students will identify the objectives and provide a description of the planned activities for the course. Advisor approval required. Prerequisite: Current graduate student status Note: May take additional sections of this course as needed.
Approved Graduate Faculty Senate 8/18/2014

N529 Pharmacology for Nurse Educators I: 3 Credit Hours
This course examines the pharmacotherapeutic principles of the most commonly prescribed drugs across health care settings. Basic pharmacological concepts related to the principal classifications of drugs in clinical use today will be discussed. Emphasis is placed on the importance of the nurse educator's role in teaching safe and effective medication administration. Students will learn to apply pharmacological theory to clinical situations and patient education through interactive and experiential activities.
Approved Graduate Faculty Senate 3/16/2015

Academic Catalog and Student Handbook: GRADUATE 20
N545 Advanced Healthcare Research: 3 Credit Hours
In the Advanced Healthcare Research course, students explore the relationship between research, theory and practice. Students examine the qualitative and quantitative research methodologies. Students synthesize research findings to develop a research project.
Approved by Graduate Faculty Senate 10/1/2014

N565 Advanced Pathophysiology and Disease States: 3 Credit Hours
In the Advanced Pathophysiology and Disease States course, students analyze the relationship between normal physiologic and pathological phenomena produced by altered disease states. Students apply evidence-based findings regarding pathological changes in selected disease states. The analysis, interpretation, and evaluation of pathophysiological processes related to the disease state and alterations in homeostasis of the critically ill adult are examined.
Approved by Graduate Faculty Senate 10/1/2014

N575 Advanced Pharmacology: 3 Credit Hours
In the Advanced Pharmacokinetics and Pharmacodynamics course, general and advanced principles of pharmacology including selected pharmacokinetics and pharmacodynamics are addressed. Students investigate alternative and complementary therapeutics. Students apply knowledge of pharmaceutical principles to select the most appropriate medication using evidence-based medicine.
Approved by Graduate Faculty Senate 10/1/2014

N580 Adult-Gerontology Acute Care I Diagnostics and Intervention: 4 Credit Hours
This course provides didactic content to prepare the Acute Care Nurse Practitioner to provide primary and/or acute care to adults, including older persons experiencing health problems in one or more body systems. Nurse practitioner students focus on health for all populations. The didactic content addresses comprehensive diagnosis and management of common health problems, including the appropriate diagnostic procedures, laboratory tests, and follow-up care for patients with both acute and chronic conditions. Professional, ethical, and legal issues are threaded throughout the course.

N582 Adult-Gerontology Acute Care I Diagnostics and Intervention Practicum (.75 Scheduled Simulation and 1.25 Clinical Practicum = 125 Clinical Hours): 2 Credit Hour
The focus of this course enhances clinical competency with an emphasis on evidence based practice in adult acute/critical healthcare settings. Within the course is the integration of theory, assessment and advanced treatment modalities in high acuity patient clinical settings. Students will be expected to successfully complete comprehensive clinical assessments including appropriate diagnostic and therapeutic testing. Clinical preceptors will provide supervision to the student as they manage the acute health problems of selected clients. Clinical placements will include placement in one of a variety of acute/critical care areas including, but not limited to CCU, MICU, SICU, ED, and specialty services such as transplant and oncology.

N595 Advanced Health Assessment and Physical Diagnosis: 3 Credit Hours
The advanced health assessment and physical diagnosis course prepares students to perform a systematic, comprehensive health assessment. Students acquire the fundamentals of the differential diagnosis process and incorporate evidence-based information to guide the diagnostic process. Students use scientific, cultural and ethical principles and therapeutic communication while conducting advanced health assessments, and reflect on their professional performance.
Approved by Graduate Faculty Senate 10/1/2014

N596 Advanced Health Assessment & Physical Diagnosis Practicum (.25 Skills Lab and .75 Clinical Practicum = 75 Clinical Hours): 1 Credit Hour
This course provides graduate students with an opportunity to practice advanced health assessment techniques and arrive at physical diagnoses in clinical settings. Students will engage in 100 clock hours of
clinical practice in a variety of settings. Emphasis is placed on distinguishing abnormal from normal findings and generating a list of medical diagnoses pertinent to a patient based on collected data. Opportunities to document health assessment findings on electronic health records are provided.

Approved by Graduate Faculty Senate 10/1/2014

N680 Adult-Gerontology Acute Care II Diagnostics and Intervention: 4 Credit Hours
This course continues to scaffold on the first of three didactic content courses designed to prepare the Acute Care Nurse Practitioner to provide primary and/or acute care to adults, including older persons experiencing health problems in one or more body systems. Nurse practitioner students focus on health for all populations. The didactic content addresses comprehensive diagnosis and management of common health problems, including the appropriate diagnostic procedures, laboratory tests, and follow-up care for patients with both acute and chronic conditions. Professional, ethical, and legal issues are threaded throughout the course.

N681 Educational Theories and Conceptual Foundations of Nursing Education: 3 Credit Hours
This course examines major concepts and theories related to teaching/learning in nursing education and practice, including behaviorist, cognitive, and humanistic psychology theories: Andragogy and pedagogy models; educators.

N682 Adult-Gerontology Acute Care II Diagnostics and Intervention Practicum (200 Clinical Hours): 2 Credit hours
The course is designed to scaffold content in the first of three offerings to enhance clinical competency with an emphasis on evidence-based practice in adult acute/critical healthcare settings. Within the course is the integration of theory, assessment and advanced treatment modalities in high acuity patient clinical settings. Students will be expected to successfully complete comprehensive clinical assessments including appropriate diagnostic and therapeutic testing. Clinical preceptors will provide supervision to the student as they manage the acute health problems of selected clients. Clinical placements will include placement in one of a variety of acute/critical care areas including, but not limited to CCU, MICU, SICU, ED, and specialty services such as transplant and oncology.

N685 Instructional Strategies: 3 Credit Hours
This course explores strategies for teaching students in classroom, online, simulation, clinical and community settings. Theoretical frameworks for teaching-learning, assessing and accommodating learning styles, and preferences and readiness to learn will be applied. Students will use their clinical specialty area as context for course assignments.

Approved Graduate Faculty Senate 3/16/2015

N693 Applied Statistics for Advance Nursing Practice: 2 Credit Hours
This course will provide students with a graduate level understanding of concepts in statistics used in research. The objective of this course is to equip students with the basic knowledge of statistical methods for designing studies and analyzing data from research studies. This course will provide students a foundation for evaluating outcomes of research as well as prepare them to be more critical consumers of the research literature. Students will assess published research for the appropriate use of statistical analyses and determine whether or not to incorporate findings into advanced nursing practice.

Approved Graduate Faculty Senate 3/16/2015

N698 Teaching Practicum and Role Development for the Nurse Educator I: 1 Credit Hour
The student will have the opportunity to apply theories and principles that support a variety of evidence-based teaching strategies. Personal and professional teacher attributes that demonstrate positive role-modeling are presented. Major topics include a toolbox of instructional strategies, effective communication, reflective thinking, student interaction, and student engagement. The goal of nurse
educators is to develop a learning environment that supports student success.

**N700 Teaching Practicum & Role Development for the Nurse Educator II: 1 Credit Hour**
The student will have the opportunity to deliver didactic and clinical instruction to students enrolled in the school of nursing of their parent institution. Under the tutelage of experienced nursing faculty, the student will engage in the development and delivery of didactic content to students. In addition, the student will have the opportunity to provide clinical instruction to a group of BSN students in the clinical practice areas.

**N703 Curriculum Design for Nursing Education: 3 Credit Hours**
This course prepares the student to design and implement curriculum based on evidence-based teaching/learning theory and concepts. The student will explore national standards of nursing education and their relationship to curriculum development. Focus is on the process of curriculum development for individual courses including course objectives, content, learning activities, delivery of the content, and student evaluation. Students use educational research, evidence-based nursing literature, taxonomies, instructional design principles and instructional resources as a guide in course design and development.

*Approved Graduate Faculty Senate 3/16/2015*

**N780 Adult Acute Care III Diagnostics and Intervention: 4 Credit Hours**
This final course of three concludes the didactic content necessary to prepare the Acute Care Nurse Practitioner to provide primary and/or acute care to adults, including older persons experiencing health problems in one or more body systems. Nurse practitioner students focus on health for all populations. The didactic content addresses comprehensive diagnosis and management of common health problems, including the appropriate diagnostic procedures, laboratory tests, and follow-up care for patients with both acute and chronic conditions. Professional, ethical, and legal issues are threaded throughout the course.

**N782 Adult Acute Care III Diagnostics and Intervention Practicum (200 Clinical Hours): 2 Credit Hours**
This final course of three concludes with a demonstration of clinical competency with an emphasis on evidence-based practice in adult acute/critical healthcare settings. Within the course is the integration of theory, assessment and advanced treatment modalities in high acuity patient clinical settings. Students will be expected to successfully complete comprehensive clinical assessments including appropriate diagnostic and therapeutic testing. Clinical preceptors will provide supervision to the student as they manage the acute health problems of selected clients. Clinical placements will include placement in one of a variety of acute/critical care areas including, but not limited to CCU, MICU, SICU, ED, and specialty services such as transplant and oncology.

**N783 Educational Assessment and Evaluation Methods: 3 Credit Hours**
This course focuses on the nursing education trends, policies, issues and approaches in assessment and program evaluation. Students will have the opportunity to focus on analyzing and appraising current nursing education practice as well as supporting the formation of future practice.

**N799 Capstone in Nursing Education: 1 Credit Hour**
In this capstone course students apply and analyze the theories, competencies, and concepts of the previous courses to research, plan and implement a formal professional development seminar presentation on a topic of interest in nursing education. The student will work with their faculty project committee chair to obtain continuing education units for their presentation.

*Approved Graduate Faculty Senate 3/16/2015*
Admissions

Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP)

Track Admission Requirements

Please read these instructions carefully before completing the application for admission.

The application must be filled out completely. It is the applicant’s responsibility to ensure all application materials are received by the Admissions Office. Materials received after application deadline are not guaranteed review by the Admissions Committee.

1. Bachelor's degree with a major in nursing (BSN) from an accredited institution of higher learning.
   a. Minimum cumulative GPA of 3.25

2. Hold an active unencumbered Registered Nurse License in home state of residency and eligible for a Missouri Registered Nurse license.

3. Official transcripts from all universities or colleges and other post-secondary educational institutions attended.

4. Evidence of satisfactory completion of both undergraduate Statistics & Nursing Research courses via transcript.

5. Three professional letters of recommendation sent directly to the admissions office.
   a. Letters need to come from current or previous supervisors, prior nursing faculty or other individuals that can address the candidate’s clinical knowledge, skill and prospective aptitude for success within a graduate program of study.
   b. No direct peers or family members.

6. Personal statement (400 to 800 words), please address the following in your statement:
   a. Discuss why you want to pursue the Acute Care NP specialty?
   b. Describe how your past and / or ongoing work experience will enhance your experience in this program?
   c. State your goals / plans upon completion of the degree.

7. Current Resume / CV including detail of responsibilities / specific job experience.

8. Must have relevant acute or critical care experience defined as an ICU setting, Emergency Room (ER), trauma setting or be currently employed in such and maintain employment throughout the program.
   a. Other areas of practice will be considered on a case by case basis.
   b. Must have a minimum of one year of nursing experience prior to beginning the program.

9. The $50 application fee is due upon completion of the application. There is a prompt to enter card information before submitting. Payment can be made with Discover, Visa, American Express, or MasterCard. The $50 application fee is non-refundable.

10. Once a completed application (with all appropriate components) is submitted, interviews will be extended to eligible candidates.
    a. The interview will be conducted with the Acute Care Track Director and a second faculty member.
11. Additional Information:
   • Additional course work may be required.
   • For specific questions regarding the AG-ACNP program, please contact Katie Taylor at kttaylor@saintlukescollege.edu.
   • For questions about the admissions process, please contact the admissions department at:
     Mail Address: 624 Westport Road • Kansas City, Mo. 64111
     Phone: 816-932-6700 • Email: admissions@saintlukescollege.edu

Admissions Requirements, Last revision 1.08.2015
**Nurse Educator Track Admission Requirements**

Please read these instructions carefully before completing the application for admission.

The application must be filled out completely. It is the applicant’s responsibility to ensure all application materials are received by the Admissions Office. Materials received after application deadline are not guaranteed review by the Admissions Committee.

1. Bachelor's degree with a major in nursing (BSN) from an accredited institution of higher learning.
   a. Minimum cumulative GPA of 3.25

2. Hold an active unencumbered Registered Nurse License in home state of residency and eligible for a Missouri Registered Nurse license.

3. Official transcripts from all universities or colleges and other post-secondary educational institutions attended.

4. Evidence of satisfactory completion of both undergraduate Statistics & Nursing Research courses via transcript.

5. Three professional letters of recommendation sent directly to the admissions office.
   a. Letters need to come from current or previous supervisors, prior nursing faculty or other individuals that can address the candidate’s clinical knowledge, skill and prospective aptitude for success within a graduate program of study.
   b. No direct peers or family members.

6. Personal statement (400 to 800 words), please address the following in your statement:
   a. Discuss why you want to pursue the Nurse Educator specialty?
   b. Describe how your past and / or ongoing work experience will enhance your experience in this program?
   c. State your goals / plans upon completion of the degree.

7. Current Resume / CV including detail of responsibilities / specific job experience.

8. The $50 application fee is due upon completion of the application. There is a prompt to enter card information before submitting. Payment can be made with Discover, Visa, American Express, or MasterCard. The $50 application fee is non-refundable.

9. Additional Information
   - For specific questions regarding the Nurse Educator Program, please contact Dr. Karen Komoroski at kkomoroski@saintlukescollege.edu
   - For questions about the admissions process, please contact the admissions department at:
     - **Mailing Address:**
       Saint Luke's College of Health Sciences Admissions Office
       624 Westport Road • Kansas City, Mo. 64111
     - **Phone:** 816-932-6700 • **Email:** admissions@saintlukescollege.edu

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*Admissions Requirements, Last revision 2.02.2015*
AG-ACNP Post-Graduate Certificate Admission Requirements

Please read these instructions carefully before completing the application for admission. The application must be filled out completely. It is the applicant’s responsibility to ensure all application materials are received by the Admissions Office. Materials received after application deadline are not guaranteed review by the Admissions Committee.

1. Master’s degree with a major in nursing (MSN) from an accredited institution of higher learning, as a Nurse Practitioner.
   a. Minimum cumulative GPA of 3.25

2. Hold an active unencumbered Advanced Practice Registered Nurse License and Registered Nurse License in home state of residency and eligible for a Missouri Registered Nurse license.

3. Official transcripts from all universities or colleges and other post-secondary educational institutions attended.

4. One professional letter of recommendation - sent directly to the admissions office.
   a. The letter needs to come from current or previous supervisors, prior nursing faculty or other individuals that can address the candidate’s clinical knowledge, skill and prospective aptitude for success within a graduate program of study.
   b. No family members.

5. Personal statement (400 to 800 words) that will give the admissions committee a better understanding of:
   a. Why are you choosing to complete a certificate in the Adult-Gerontology Acute Care Nurse Practitioner track?
   b. Describe how your past and / or ongoing work experience will enhance your experience in this program?
   c. State your goals / plans upon completion of this certificate.

6. Current Resume / CV including detail of responsibilities / specific job experience.

7. The $50 application fee is due upon completion of the application. There is a prompt to enter card information before submitting. Payment can be made with Discover, Visa, American Express, or MasterCard. The $50 application fee is non-refundable.

8. Once a completed application (with all appropriate components) is submitted, interviews may be required.

9. A review of official transcript, board certification and prior work experience will be completed for a Gap Analysis. A plan of study will then be created for each individual applicant.

10. Additional Information:
    • For specific questions regarding the Acute Care Program, please contact Katie Taylor at ktaylor@saintlukescollege.edu.
    • For questions about the admissions process, please contact the admissions department at:
      Mail Address: 624 Westport Road • Kansas City, Mo. 64111
      Phone: 816-932-6700 • Email: admissions@saintlukescollege.edu

Approved by the Graduate Faculty Senate 1/26/2015 Effective Fall 2015

Academic Catalog and Student Handbook: GRADUATE 27
Nurse Educator Post-Graduate Certificate Track Admission Requirements

Please read these instructions carefully before completing the application for admission. The application must be filled out completely. It is the applicant’s responsibility to ensure all application materials are received by the Admissions Office. Materials received after application deadline are not guaranteed review by the Admissions Committee.

1. Master’s degree with a major in nursing (MSN) from an accredited institution of higher learning.
   a. Minimum cumulative GPA of 3.25

2. Hold an active unencumbered Registered Nurse License in home state of residency and eligible for a Missouri Registered Nurse license.

3. Official transcripts from all universities or colleges and other post-secondary educational institutions attended.

4. One professional letter of recommendation - sent directly to the admissions office.
   a. The letter needs to come from current or previous supervisors, prior nursing faculty or other individuals that can address the candidate’s clinical knowledge, skill and prospective aptitude for success within a graduate program of study.
   b. No family members.

5. Personal statement (400 to 800 words) that will give the admissions committee a better understanding of:
   a. Why are you choosing to complete a certificate in Nursing Education?
   b. Describe how your past and / or ongoing work experience will enhance your experience in this program?
   c. State your goals / plans upon completion of this certificate.

6. Current Resume / CV including detail of responsibilities / specific job experience.

7. The $50 application fee is due upon completion of the application. There is a prompt to enter card information before submitting. Payment can be made with Discover, Visa, American Express, or MasterCard. The $50 application fee is non-refundable.

8. Once a completed application (with all appropriate components) is submitted, interviews may be required.

9. A review of official transcript and prior work experience will be completed for a Gap Analysis. A plan of study will then be created for each individual applicant.

10. Additional Information
    • For specific questions regarding the Acute Care Program, please contact Karen Komoroski at
        kkomoroski@saintlukescollege.edu.
    • For questions about the admissions process, please contact the admissions department at:
        Mail Address: 624 Westport Road • Kansas City, Mo. 64111
        Phone: 816-932-6700 • Email: admissions@saintlukescollege.edu

Approved by the Graduate Faculty Senate 1/26/2015 Effective Fall 2015
Business Office

The Business Office is responsible for collecting and processing funds related to student accounts. We are committed to providing these services in the most professional and efficient manner. We strive to provide prompt, courteous service to our customers. The Business Office is responsible for the following:

- Billing tuition and fees
- Collecting payments
- Advising students and parents regarding payment options
- Disbursement of Title IV aid and scholarships to student accounts
- Processing student refunds
- Preparing 1098T forms – annually

In addition to cashiering functions, we process college receivables, delinquent student accounts, and all student account services functions of the College.

Tuition and Fees Payment Policy

Policy
All semester charges (tuition and fees) are due prior to the first day of class unless other arrangements (i.e. financial assistance, tuition reimbursement, etc.) have been finalized with the Business Office. Previously unbilled and new charges are due and payable when incurred. A student is responsible for his/her tuition and fees upon registration. Financial obligations are considered complete only when all charges are paid or when satisfactory arrangements to pay have been finalized with the Business Office.

Consequences of Non-Payment
If a student’s account is not paid prior to classes beginning or if satisfactory payment arrangements have not been made, the account is considered delinquent.

A delinquent account may result in a hold placed on the student account prohibiting schedule modification, future registration, transcript release and may further result in administrative withdrawal of the student. If the College removes a student from the class rolls for any reason, charges will be reduced according to the published refund schedule.

Delinquent Payment Arrangement Accounts
Students with other payment arrangements are required to make payments as scheduled. Accounts with a missed payment will void the original agreement and will revert back to the original due date of the prospective term. Therefore, the student must make immediate payment in full of the account balance owed.

Billing Process
Tuition is due prior to the first day of classes. It is the responsibility of the student to be sure his or her account is up to date. We mail statements to students at the beginning of each semester. All future statements are available online via mySLC: Self Service.

If you have registered, the estimated charges for the semester are available through mySLC: Self Service. Please note that this balance may not include book charges, adds, or drops that may change the final balance.
**Payment Options**

**Financial Aid**
Please be sure to follow steps necessary to secure all funds.

**Credit Card**
Payments can be made online via mySLC: Self Service.

**Checks**
Make checks payable to *Saint Luke’s College of Health Sciences* and reference the student’s name and student ID number in the memo section. Checks can be placed in the drop box outside office 252 or mailed to:

Saint Luke’s College of Health Sciences  
Business Office  
624 Westport Road  
Kansas City, MO 64111

**Third Party** (VA Benefits, Vocation/Rehabilitation, Workforce, KS Works, etc.)
Students must do the following every term:
- Contact the Registrar’s Office to be sure that you have been properly certified to receive your benefits.
- Verify the conditions of your benefits. If all tuition and fees are not covered, payment must be made for the portion that is not covered by the first week of classes.
- Complete the Third Party Payment Notification form.

**Tuition Reimbursement**
See tuition reimbursement policy. You must submit the following EVERY term:
- Signed copy of Saint Luke’s College of Health Sciences’ tuition reimbursement Payment Agreement.
- Your employer’s tuition reimbursement policy
- Authorization from your employer stating that you have been approved for the term.

**Graduate Level Tuition Modification Policy**
**Policy**
Saint Luke’s College of Health Sciences provides tuition modifications for full-time employees of Saint Luke’s Health System enrolled in the graduate degree or certificate program. Employees are eligible to participate if he/she is active and employed full time at least one year prior to the semester beginning. Benefits apply only to graduate level course tuition. Tuition charges will be adjusted at a 10% discount.

Fees are not considered a part of this policy, including course specific fees. This discount is not available to students enrolled in undergraduate programs. The employee must remain employed within SLHS while enrolled. If an employee terminates employment for any reason prior to the end of the semester, he/she is no longer eligible for the modification and the amount will be reapplied to their account.

**Procedure**
To take advantage of this benefit, employees must complete the application process each term.

**Application Process**
1. The employee must complete the Tuition Modification Form.

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*Academic Catalog and Student Handbook: GRADUATE_30*
2. The completed Form must be signed by the employee’s cost center manager.
3. A copy of work ID badge must accompany Tuition Modification Form.
4. The completed Tuition Modification Form must be received in the Business Office prior to the beginning of the semester. Incomplete forms or forms received after this time may not be considered for tuition modification.
5. The Business Office will review the form and apply the necessary discount to the student’s account.
6. Students can view the modification through mySLC: Self Service.

**Return of Enrollment Charges Policy**

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

The adjustment period begins with the first day of the course according to the academic calendar. The College will refund 100 percent of the tuition that has been paid by a student. Charges for books and college fees are not refundable.

The following general guidelines for tuition reduction apply:

- Students who drop/withdraw from courses prior to the first day of the course will receive a 100 percent reduction in tuition (less non-refundable application fee)
- Students who drop/withdraw within the first 10 percent of the course period, will receive a 90 percent reduction in tuition charges.
- Students who drop/withdraw within the first 11 percent through the first 25 percent of the course period, will receive a 50 percent reduction in tuition charges.
- Students who drop/withdraw within the first 26 percent through the first 50 percent of the course period, will receive a 25 percent reduction of tuition charges.
- Students who drop/withdraw after the end of the first 50 percent of the course period pay the entire tuition charges.

**Return of Non-Federal Student Aid**

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

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

**Financial Holds on Records**

Saint Luke’s College of Health Sciences has the right to refuse to release transcripts of students who have unresolved financial obligations to the college. See “Financial Obligations” in this Catalog.

**Tuition Reimbursement Policy**

Students expecting tuition reimbursement through their employer may defer tuition and fees due to Saint Luke’s College of Health Sciences. The student must provide verification of their eligibility by submitting a copy of their employer’s policy and an authorized letter indicating expenses covered. This information must be submitted to the Business Office prior to the start of classes each semester.
**Procedure**

Students are required to complete a Tuition Reimbursement Payment Agreement. The Tuition Payment Agreement will only be activated if payment is not received from the employer by the due date. Once the Tuition Reimbursement Payment Agreement is complete and on file in the Business Office, payment in full is expected within 25 days from the official last day of class, despite the grade(s). If payment is not received within 25 days from the last day of class, the College will enforce the Payment Agreement signed by the student making any outstanding balance due and payable immediately. Any unpaid balance may result in the cancellation of registration and a hold placed on the student’s account. SLCHS policy stipulates that the student is ultimately responsible for tuition, fees, and all other charges.

In order for the employer to receive a statement of successful completion of course work, the student can log onto the Saint Luke’s College of Health Sciences’ website. An unofficial copy of grades can be printed from his/her mySLC account. If the student wishes to have an official transcript of grades this must be requested from the registrar.

**Tuition & Fees Appeal**

A student may appeal tuition and fees via the Tuition/Fees petition form. The tuition/fees appeal 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. Appeals may be submitted to the College Business Office and should be substantiated with documentation. Types of required documentation may include doctor and hospital reports, legal documents, written statement/information from a relative or other official source as deemed appropriate by the Student Affairs Committee.

Written appeals and all supporting documentation must be received by the Business Office no later than the last day of exams for the semester in which the charge was assessed. The Student Affairs Committee will review the written appeal and supporting documentation. The student will be notified in writing of the appeal decision.

To appeal the decision of the Student Affairs Committee, a written appeal and all supporting documentation must be submitted to the President’s Office within 14 days from the date on the Student Affairs Committee’s written response. The decision of the President is final.
**Tuition and Fees 2014-15 Academic Year**

Master’s level course tuition

**Fall, Spring, & Summer**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application fee*</td>
<td>$50.00</td>
</tr>
<tr>
<td>Tuition (per credit hour, each semester)</td>
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</tr>
<tr>
<td>Technology fee* (per credit hour, each semester)</td>
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</tr>
<tr>
<td>Clinical Course fee* (with enrollment, per credit hour)</td>
<td>$54.00</td>
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<tr>
<td>Graduation fee* (final semester)</td>
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<td>Returned Check Fee</td>
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**Other Estimated Expenses:**

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<tr>
<td>Books (per year)</td>
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* Non-refundable

Post Graduate Certificate level course tuition

**Fall, Spring, & Summer**

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<tr>
<td>Application fee*</td>
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<tr>
<td>Tuition (per credit hour, each semester)</td>
<td>$541.00</td>
</tr>
<tr>
<td>Technology fee* (per credit hour, each semester)</td>
<td>$82.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$15.00</td>
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**Other Estimated Expenses:**

<table>
<thead>
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<td>Books (per year)</td>
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</tbody>
</table>

* Non-refundable

Tuition and fees are subject to change.
Financial Aid

Application Process

Applying for Financial Aid
To receive federal financial aid you will need to first complete a Free Application for Student Financial Aid (FAFSA). This form can be completed online at www.fafsa.gov. The Department of Education sends a Student Aid Report (SAR) to both the student and the school. When the school receives your SAR we can begin to determine the amount of aid you are eligible to receive.

Entrance Counseling
A promissory note is a legally binding contract between the borrower of a Direct Loan, and the lender - the U.S. Department of Education. It contains the terms and conditions of the loan and explains how and when it should be repaid. Before you receive your loan funds, you must sign a promissory note. The Master Promissory Note (MPN) is completed online at www.studentloans.gov. You will sign the MPN using your PIN from your FAFSA.

When you sign the MPN, you are confirming your understanding that your school may make multiple loans for you for the duration of your education (up to ten years) without having to sign another promissory note. You are also agreeing to repay your lender, the U.S. Department of Education, all loans made to you under the terms of the MPN. Therefore, it is very important that you completely read and understand all of the information on the MPN before you sign it.

Exit Counseling
Before you graduate (or if you drop below half-time attendance), you are required to complete an exit counseling interview for all educational loans you received during your attendance.

You can fulfill the exit requirements for William D. Ford Direct Loan Program loans at the convenience of your computer. Since you will be able to access your account information, you will need a PIN to access the exit counseling information. Your PIN is the same as the PIN used to complete your FAFSA. If you have misplaced your PIN or if you need to request a PIN, you can make that request at this same web site.

To complete the exit counseling online, go to http://studentloans.gov and select Exit Counseling from the Tools and Resources menu. This process takes, on average, 25 minutes.

You can also access basic loan information, loan totals, and other financial aid specifics at www.nslds.ed.gov You will need your PIN to access your personal detailed information.

Drug Convictions
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 us with questions regarding any of these situations.
Financial Need
Though the Financial Aid Office makes every effort to meet a student's demonstrated financial need for educational expenses, it is not always possible to do so. Since it isn't always possible to meet a student's full need, and since some students may qualify for less than the full estimated cost of education, students should pay close attention to the difference between the billed tuition/fees and the actual amount of financial aid awarded. It may be necessary to pay some educational expense from personal funds.

Notification of Financial Aid Awards
Once you have been accepted and the results of your FAFSA application have been received you will receive correspondence from the College indicating any aid that is being offered to you. In the event that additional information is needed, the Financial Aid Office will contact you. Please return any requested documents as early as possible to avoid delays in the awarding of financial aid.

Financial Aid Resources
The College participates in a number of Title IV Federal Aid Programs. For graduate students, these programs include Federal Direct Unsubsidized Loan and Federal Direct PLUS Loan.

Federal and State Guidelines
We adhere to all Federal and State guidelines in administering financial aid, without regard to race, color, sex, religion, age, handicap or national origin. Need for all students is determined utilizing the results of the Free Application for Federal Student Aid (FASFA) which provides those results electronically to the College – provided our School Code - 009782 is on the FASFA. It is the student's responsibility to make sure the College has a copy of their information.

To help you plan and locate funds to finance your education, numerous publications are available at http://www.studentaid.ed.gov/pubs

Loans
Federal Direct Unsubsidized Loan
Federal Direct Unsubsidized loans are available to graduate students. The funds for these loans are obtained from the U.S. Department of Education. The interest on this loan accrues from the time the loan is disbursed. The interest payment can be paid quarterly or the borrower may request to have the interest accrued and capitalized. This loan has a 6 month grace period. The grace period is the period of time from when a borrower drops to less than half time (five credit hours) to when repayment begins. Borrowers have up to ten years in which to repay these loans. Graduate students can possibly qualify for $20,500 in the Unsubsidized Direct Loan Program per academic year. Contact the Financial Aid Office for current interest rates.

Federal Direct Graduate PLUS Loan
Federal Graduate PLUS Loans are available to graduate students who qualify. These loans allow graduate students to borrow up to the cost of attendance minus financial aid from other sources. Repayment begins within 60 days and borrowers have ten years to repay the loan. These loans are obtained from the U.S. Department of Education and are not need based. Contact the Financial Aid Office for current interest rates.
You Must Repay Loans
Plan ahead for repayment and budget wisely. At some point you must begin repaying your loan(s), even if you do not finish school, do not graduate, are not satisfied with your educational experience or cannot find employment after graduation.

After you graduate, leave school, or drop below half time enrollment, you have six months before you must begin repayment on your Direct Stafford Loan(s). This is called a grace period. The first actual payment is due within 60 days after your grace period ends. If you return to school at least half-time before that six month period ends, the repayment of your Direct Loan(s) will not begin until the day after your grace period ends.

Students have the option of repaying unsubsidized interest while they are in school, or allow it to accrue and be capitalized (that is, added to the principal amount of the loan). If the borrower chooses not to pay the interest as it accrues, this will increase the total amount repaid because of charged interest on a higher principal amount.

Avoiding Default
Loans are not gifts. They must be repaid. If you are having trouble making your payments, call the Direct Loan Servicing Center. The Direct Loan Servicing Center will work with you to help you avoid the serious consequences of default. Don't let your loan get into this situation.

The Consequences of Defaulting

- The entire unpaid balance and accrued interest becomes due and payable immediately.
- You lose your deferment options.
- You lose eligibility for additional federal student financial aid.
- Your account is assigned to a collection agency.
- Your account will be reported as delinquent to credit bureaus, damaging your credit rating.
- The Federal Government can intercept any income tax refund due to you or you and your spouse.
- Late fees, additional interest, court costs, collection fees, attorney’s fees, and other costs incurred in collecting your loan will increase your loan debt.
- Your employer (at the request of the Federal Government) can garnish part of your wages and send them to the government.
- The Federal Government can take legal action against you

Repayment Alternatives
Deferment
A deferment is a period during which your monthly loan payments are temporarily postponed. If you are enrolled in school at least half-time, unemployed, experiencing economic hardship, or meet other specific criteria, you may qualify for a deferment. However, you will be responsible for the interest that accrues on your Direct Unsubsidized Loan during the deferment period.
Forbearance
Forbearance is a period during which your monthly loan payments are temporarily postponed or reduced. You may request a forbearance if you are willing, but unable to make loan payments due to certain types of financial hardships. You will be responsible for the interest that accrues on all of your loans during the forbearance period.

In addition to completing this online loan counseling session, you should also read the Direct Loan Repayment Book and the Counseling Guide for Direct Loan Borrowers. Both publications are available from the Financial Aid Office and on the Direct Loan Web site. You will also receive information about your options for repayment during exit counseling. You will receive exit counseling when you separate from school or when you drop below half-time enrollment.

Enrollment Status
Full-time enrollment for graduate students is defined as 9 credit hours for fall, spring, and summer semesters. Half-time enrollment is considered five (5) credit hours.

Return of Title IV Federal Student Aid
The account of the student who has federal aid and withdraws from the College before the first 60 percent of the semester has occurred will be evaluated according to the Department of Education guidelines and formula. The policy conforms to the Higher Education Amendments of 1998. Title IV programs affected are Subsidized and Unsubsidized Direct Loans, Perkins Loans, PLUS, Pell Grants, and FSEOG grants.

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

The College will return Title IV aid from the student’s account according to the federal formula. A student may be required to return a Title IV overpayment. If the College notifies the student to return an overpayment, the student has 45 days to return the funds to the College. If the student does not comply with the 45 days requirement, the Department of Education will be notified to begin collection. The student will be ineligible for further Title IV aid until either the overpayment is paid in full or satisfactory repayment arrangements have been made with the Department of Education.

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

Return of Non-Federal Student Aid/Personal Payments
If the student received Federal aid, the return of Federal funds is the first priority. If the students received state or institutional or made personal payments, the state and institutional aid are repaid proportionally according to the source of payments.

Federal student aid programs will be returned in the following regulated order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG, and Other Title IV aid programs.
Satisfactory Academic Progress for Financial Aid

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

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

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

Quantitative Progress

To be considered making satisfactory quantitative progress, graduate students must successfully complete at least 66% of the hours attempted. Failing grades (C, D, F) or withdrawal (W) will not be computed in the number of hours completed.

Qualitative Progress

To be considered making satisfactory qualitative progress, you must maintain a minimum cumulative grade point average of 3.00.

Maximum Time Frame and Credit Hours

Students may receive financial assistance for up to one and one half times the normal program length (150 percent). Part time attendance counts in this calculation. The normal program length for a graduate degree is 24 credit hours. Only hours applicable to the Saint Luke’s College Master of Science in Nursing degree will be counted.

Student Financial Appeals Process

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

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

To appeal the decision of the Financial Review Committee, the student must submit a written appeal and
all supporting documentation to the President/Dean’s Office within seven days from the date on the financial review committee’s written response. The decision of the President/Dean is final.

The Financial Aid Office Code of Conduct
In order to help students meet their educational goals and to ensure access to all financial resources, the financial aid professionals of Saint Luke’s College adhere to the following Code of Conduct to govern its relationships with private lenders in the student loan industry.

All Saint Luke’s College Financial Aid Personnel shall

● Refrain from accepting material benefits or fees to the College from a lender in exchange for recommending them as a lender to Saint Luke’s students.

● Refrain from requesting or accepting an offer of funds from a lender of private education loans in exchange for a promise of loan volume or a preferred lender status.

● Refrain from taking any action for his or her personal benefit.

● Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.

● Ensure that information provided to students is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.

● Be objective in making decisions and advising Saint Luke’s College administration regarding relationships with any entity involved in any aspect of student financial aid.

● Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity, financial aid staffing assistance of or sponsored by any such entity. Additionally, gifts to family members or others with relationships to financial aid employees are prohibited as they will be considered gifts to College financial aid personnel. Exceptions to this gift ban include: materials or services related to loan issues, default prevention and financial literacy; entrance and exit counseling services that do not promote a specific lender; philanthropic contributions from lenders that are not related to education loans, and education grants or scholarships administered on behalf of a State.

● If Saint Luke’s College of Health Sciences publishes a preferred lender list for private student loans, the selection of the lenders provided is based on the best interests of Saint Luke’s College of Health Science’s students and their parents regardless of any benefit that could be given to Saint Luke’s College of Health Sciences.
Health Policy and Information

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

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

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

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

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

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

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

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

Students who fail to provide documentation of healthcare coverage prior to the first day of enrollment and on-going coverage while enrolled at the College, may not be allowed to engage in clinical practice activities that may result in withdrawal from clinical courses.
**Dental/Vision**
Dental and visual care is the responsibility of the student.

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

**Employee Health**
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)

Saint Luke’s College students have the following services available through Saint Luke’s Hospital Employee Health:
1. TB testing
2. Hepatitis B vaccination
3. Hepatitis B titers
4. Influenza vaccination (if available)
5. MMR and Varicella vaccination

Employee Health 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 can refer a student to their personal physician, if necessary.

Students are not covered under Saint Luke’s Hospital Worker’s Compensation.
Withdrawal, Add, Drop Policies

Withdrawal from the College
A student may withdraw from Saint Luke’s College at any time. To officially withdraw from the College, a Student Withdrawal Form must be filed with the Registrar’s Office. The official date of the withdrawal is used to compute tuition and financial aid. A grade of W is recorded on the academic record for the semester indicating that the student withdrew from College.

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

Notification of withdrawal is sent to each of the student’s course instructors and advisor. A financial aid exit interview is required if the student received Financial Aid while enrolled at the College. The Saint Luke’s College student identification badge must also be returned.

If a student is dismissed from the college, does not attend Saint Luke’s College for one semester, (unless on an approved leave of absence) or withdraws from the College during the semester, he/she ceases to be a student of the College.

Dropping/Adding/Withdrawing a Course
During specified periods each semester, students may add, drop or withdraw from a course. Dates and deadlines are posted in the Academic calendar.

If a student wishes to drop a course after the last day noted on the Academic Calendar to drop a course without a grade, the process is referred to as withdrawing from a course.

To add, drop or withdraw from a course, students must complete the drop/add form available on the college website, or from the Registrar. The form must be completed with appropriate signatures obtained, and turned in to the Registrar’s Office before the transaction is considered official. The date the form is turned in to the Registrar is considered the official date of the transaction.

Students must consult their academic advisor prior to adding, dropping, or withdrawing from a course. Students may withdraw from a maximum of three courses throughout their program of study.

Withdrawal from a Course for Grade Assessment
Students may withdraw from a course without grade assessment up to and including completion of 2/3 of the class schedule (refer to the Academic Calendar). After 2/3 of the class has been completed a grade will be assigned and recorded. A student may withdraw from a maximum of three courses. Students who desire to withdraw from a course should obtain a Withdrawal Form from the Registrar’s office. The completed form, with the signature of the academic advisor, must be forwarded to the Registrar by the student.

1. In a 15 week class, 2/3 of the course would be up to and including the completion of the 10th week of class.
2. In an 8 week class, 2/3 of the course would be 5 ½ weeks into the course.
3. In a 5 week class, 2/3 of the course would be 3 ½ weeks into the course.
Readmission to the College
Students are generally not re-admitted to Saint Luke’s College following dismissal.

Eligibility for readmission will be determined based on current admission policies, academic accomplishments, and potential for success. Students must meet the catalog policies in effect at the time of readmission.

Content of previous courses completed will be evaluated for applicability of content to the current curriculum. Validation of prior learning through examination may be necessary.

To be readmitted a new application and the entire admission procedure must be completed. A personal interview may also be required. In addition, transcripts reflecting all courses completed after withdrawal from the college must be provided to the Admission Office. Eligibility for readmission will be considered by the Admissions Committee. Applications for readmission are not considered sooner than the next admission cycle.

All financial obligations of the previous enrollment must be met prior to being considered for readmission.

Graduate Student Academic Dismissal from the College
A student may be dismissed from the Graduate Program for the following reasons:

- A student fails to complete the nursing curriculum in seven calendar years.
- A student fails to achieve a satisfactory grade in a repeated course, including electives.
- A student receives an unsatisfactory grade in any two courses throughout the curriculum.
- Although a student received an unsatisfactory grade in a course and may retake that course and earn a passing grade, the original grade will still be counted in the dismissal policy. A student may withdraw from a maximum of three courses.
- Additional reasons for dismissal appear in the Professional Conduct section.

Student Academic Progression will be determined each semester by the Registrar.

A list of students who fail to maintain academic progression in the graduate program will be provided to the Associate Dean of the Graduate Programs at the end of each semester.
Academic Policies and Information

Academic and Student Conduct Expectations

Standards of 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 to report such incidents to course faculty, the chair of the Curriculum Committee, and/or the Academic 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 directed toward faculty or other students/persons at clinical facilities

- 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 unfound 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 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.

Registered License Requirement
An active unencumbered Registered Nurse license must be maintained during enrollment and submitted after each renewal process. Verification of the license must be provided to CertifiedBackground.com. A student who has not submitted a copy of their current licensure may not enroll in coursework and may not participate in any clinical practicum hours.

Students will provide verification of clinical readiness prior to beginning course work in the Graduate Program by submitting their active and unencumbered Registered Nurse license from the state in which they intend for clinical practicum hours.

Upon admission to the program, the student must supply a verification of their Registered Nurse licensure to Certified Background.com. The admission office will document this licensure requirement prior to enrollment in the first nursing course.
**Master’s Degree Time Limitation**
All requirements for the Master's degree must be completed within a period of seven consecutive calendar years from the date of first enrollment in courses applicable to the degree.

If necessary a written request for extension must be submitted by the student and approved by the faculty advisor, the Associate Dean of Graduate Program.

A plan of study will be developed for the student by their academic advisor. Students will be notified by their academic advisor of the date when they should expect to graduate. It is up to the student to know that date and plan enrollment around it. Student progression will be tracked by the Registrar and Graduate Program Track Director each semester.

**Residency Requirement**
To insure curricular integrity, a student must complete a minimum of 36 hours of graduate credit at the College earn an MSN degree.

Only nine hours of academic credit may be transferred to Saint Luke’s College Master of Science in Nursing degree program. Graduate level statistic courses do not apply towards the 9 credit hours that may be transferred.

As students earn graduate credit at Saint Luke’s College, that credit will become the student’s official graduate academic record maintained by the Registrar.

**Academic Probation**
A graduate student whose semester G.P.A. falls below a 3.0 will be placed on academic probation at the end of any semester. Probationary status is removed if at end of the following semester, the semester G.P.A. is 3.0 or better. A student on academic probation failing to raise the semester G.P.A. to 3.0 may, on recommendation of the Graduate Faculty Senate, be allowed a second and final probationary semester.

A student will be dismissed from the program upon failure to earn a 3.0 at the end of the second probationary semester. A graduate student may be on academic probation for no more than two semesters while enrolled at Saint Luke’s College. The student, faculty advisor, and Graduate Program Track Director are notified in writing when a student is placed on academic probation.

**Copyrighted Material**

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- 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
• Architectural works

(U.S. Copyright Office, Copyright Basics, 2008, pages 2-3)

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. (http://www.copyright.gov/help/faq/faq-definitions.html#infringement)

**Code of Ethics for Nurses**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Student Conduct Incident Policy
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 without it, learning is compromised. The value of a degree conferred by an institution is based on the belief that graduates earn their degrees honestly, and that graduates have the knowledge and skills inherent in the degree. Saint Luke’s College believes that quality education leads to quality care. The College accepts this responsibility to the community and to the profession of nursing by expecting all college members to adhere to the code of academic integrity and practice standards of civil and professional behavior.

Upon observation or notification of a student misconduct incident, the faculty member will report the incident to the Associate 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 Violation Reports will be submitted to the Associate Dean for data collection purposes, even if the incident was handled and resolved within the course.
2. If the incident has not been resolved, and if requested by the Associate Dean, the chair of the Faculty Senate Committee will review the report and call a meeting of the Student Conduct Committee (see below).
3. The student may request to be present at the meeting for the purpose of making a statement if they request to do so. They will not be present for deliberations. Other parties involved may be requested to attend. The Chair will document the decision on the Student Conduct Incident Report form.
4. All documentation will be kept in a secure designated administrative file.
5. Decisions will be made known to the student in person or by college e-mail. The student may make an appointment with the Associate Dean to be informed of the decision or to discuss the results.
6. The decision may be appealed to the Academic Dean by the student by submitting a written request for appeal within ten working days of the e-mailed decision notification.
7. The Academic Dean, having been present during the Graduate Faculty Senate meeting, will make a decision within five working days of the written appeal request. The student will be notified again by college e-mail.

Student Conduct Committee
The Associate Dean will request that a Student Conduct Committee be formed when deemed necessary following review of a student conduct incident. This committee will function as a subcommittee of the Graduate Faculty Senate.

Functions
1. To review student violations of the Student Conduct Policy after initial assessment by the Associate Dean.
2. To make a decision for action when an incident has occurred and is not resolved within the course.
3. To foster confidentiality when a student conduct incident occurs.
4. To provide for consistency in handling student conduct issues.
5. Membership
   • Associate Dean (non-voting member)
   • Chair of the Graduate Faculty Senate (facilitator). In the event that the chair is involved in the incident, a faculty member of the Graduate Faculty Senate will fill in as Facilitator.
   • Two faculty members selected by the facilitator from faculty members of the Graduate Faculty Senate not involved in the incident.
   • Two student members selected by the facilitator, preferably from student representatives on the Graduate Faculty Senate. It is preferable that student representatives be from a different class than the student involved in the incident.
**Disciplinary Policy**

Section 1: Notice of Disciplinary Action

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

Section 2: Student’s Opportunity to Contest the Disciplinary Action and the Facts Serving as Basis for Disciplinary Action

If the student disagrees with the college’s disciplinary action pursuant to the Code of Academic Integrity above, the student may contest the disciplinary action by contacting the Academic Dean. To contest disciplinary action, the student must give written notice to the Academic Dean stating the reason or reasons that the student believes the disciplinary action was improper or unsupported by facts or College policy within five college business days of the date of the notice to the student, as set forth in Section 1 above. The student also may dispute the facts that serve as the basis for the disciplinary action. The student must submit a written statement explaining the reasons that the student contests the facts serving as the basis for the disciplinary action. This statement must be delivered to the dean of the academic program within five College business days of the date of the notice to the student set forth in Section 1 above.

Section 3: Notice of Final Decision

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

Section 4: Appealing the Decision

Appeal of the Academic’s Dean’s Decision If the student disagrees with the final decision of the Academic Dean, the student shall have the opportunity to appeal the decision. To appeal the Academic Dean’s decision, the student must submit written notice of the appeal to the President within five College business days of the date of the Academic Dean’s final decision pursuant to Section 3 above. The President will appoint a committee which shall consist of the following membership: three faculty members and two members of the Student Services staff. All actions by the committee shall be by majority vote. The Committee shall review all information presented to it, and determine whether or not to overturn the decision of the Academic Dean. The Committee’s written decision will be delivered to the student by Saint Luke’s College of Health Science e-mail and mailing the written decision to the student by registered mail to the student’s last known home address. Such decision shall be delivered to the student within 15 College business days following the receipt of the notice set forth in Section 2 above.
Title IX: Non-Discrimination and Harassment Policy

I. Policy Statement
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.

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 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:

Josh Richards
Director of Admissions
624 Westport Road, Room 2Q63
Kansas City, MO 64111
816-932-6748
jmrichards@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.
IV. 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
   - E-mail 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.

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

E. 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/Dean 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 President/Dean. 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 “Explanations 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.

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.

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/Dean. 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/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.
TITLE IX: Complaint Resolution Procedures

I. General Principles

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

B. 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.

C. 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.

II. 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/Dean
If a complaint involves alleged conduct on the part of the College President/Dean, 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.

III. 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

IV. 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
• Bias or prejudice on the part of the Investigating Officer, or
• The punishment or the corrective action imposed is disproportionate to the offense
B. Method of Appeal
Appeals must be filed with the President/Dean within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

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

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

V. RESOLUTION OF THE APPEAL
The President/Dean will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the President/Dean is final. The President/Dean 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.

VI. DOCUMENTATION
Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the President/Dean 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.

VII. 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.
Weapons Policy

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

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

Substance Abuse

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

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

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

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

Academic Petitions

The student may petition the Graduate Faculty Senate for either an exemption from a specific College academic policy or to request a Leave of Absence.

Procedure for the Student

1. Obtain the form from the registrar’s office or the academic advisor

2. Contact academic advisor to discuss the situation, obtain assistance with completion of the petition, and discuss the rationale for the petition

3. Complete the form, have the lead teacher complete their section and return the form to the academic advisor for submission to the committee chair two weeks prior to beginning of the next semester (forms may be distributed and submitted via e-mail)

4. Complete one form for each request or each course for which an exemption is requested

5. To petition for a leave of absence complete steps one and two above.
The advisor will submit the form to the Chair of the Graduate Faculty Senate

Procedure for Academic Advisor
1. Meet with the student to discuss the situation and provide guidance for further action
2. Assist the student in the completion of the petition and meeting the submission deadline. Be certain the rationale for the request is sufficiently detailed, and that the rationale is complete and individualized
3. Direct the student to discuss the request with the faculty member teaching the course if this is appropriate. Encourage relevant comments by the student and/or faculty member regarding this discussion
4. Include additional information or comments relative to the student’s request
5. Sign the petition. The academic advisor’s signature indicates they have met with the student to discuss the petition but does not indicate their approval of the petition
6. Submit the completed petition to the Chair of the Graduate Faculty Senate at least three weeks prior to the beginning of the next semester

Procedure for the Chair of the Curriculum Committee
1. Distribute the completed Petition Form to all members of the Committee with the exception of the student representatives.
2. Notify the student of the Graduate Faculty Senate’s decision via e-mail, requesting acknowledgement of receipt.
3. File a copy of the completed petition and the email notification to the student in the academic petition notebook.
4. Notify the following people of the decision of the Graduate Faculty Senate:
   - Academic Dean
   - Course lead teacher
   - Academic advisor
   - Registrar

Procedure for the Graduate Faculty Senate
1. Review the petition and gather additional information related to the petition if needed
2. Make a decision by vote concerning the action to be taken

Student Appeal
The student may appeal the Committee’s decision to the Academic Dean within five working days after notification via email. The Academic Dean will consider the petition in the event of an appeal by the student.
**Appeal of a Grade**

A student may appeal a final course grade. The assessment of learning and assignment of grades is the responsibility of the course instructor. The final grades are to reflect the work completed during the semester in which the student was enrolled in the course.

**Informal Process**

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

**Formal Process**

Grade appeals must be submitted in writing to the Graduate Faculty Senate 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 Graduate Faculty Senate will call a Grade Appeals Committee which will be comprised of the Chair of the Graduate Faculty Senate, two faculty members, two students, and one student services representative. All members of the called Grade Appeals Committee will be unbiased parties and therefore will not be affiliated with the course under discussion. The student’s academic advisor will be notified, and can help support and counsel the student, but will not serve as a member of the committee.

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

The student will be notified through his/her school email and by registered mail to the address on file with the College, and may accept the Grade Appeals Committee’s decision or make one final appeal to the Academic 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 student will be notified of the final decision in writing through his/her school email and registered mail to the address on file with the College.

If the student receives a failing grade in the course in which the grade is being appealed, they may not progress if the course in question is a prerequisite. The student also may not be dismissed during the Grade Appeal process.

**Academic Grievance Policy and Procedures**

The primary purpose of the Academic Grievance Policy and Procedures is to ensure that students have the opportunity to present grievances to the College regarding certain action or inaction by a member of the College community and that the College has a consistent way of resolving those grievances in a fair and timely manner. A grievance is defined as any situation affecting the status of a student in which the
student believes his/her rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of rules.

The Academic Grievance Policy and Procedures are only available to a student when no other specific 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. Students with non-academic grievances follow the Grievance Policy listed in the College Catalog by first contacting the Office of Student Services/Graduate Admissions. These types of issues will be resolved in accordance with those procedures rather than using the Academic Grievance Policy and Procedures. Further, the Academic 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.

Students should make every attempt to informally resolve grievances, and should attempt to resolve any disputes regarding academic matters with the faculty involved. If a situation cannot be informally resolved, formal student grievances are reviewed by the Graduate Faculty Senate, which recommends the disposition of the grievance to the Associate Dean of the Graduate Program for review and final decision. The following procedure is available to any student should a grievance arise between a student and a faculty member or other person (hereinafter called the involved party or parties) and another specific grievance procedure is not available.

Should a grievance exist, it is the student’s responsibility to follow the proper sequence in the Academic Grievance Procedure outlined below.

Exhaustion Phase

Procedure

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

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

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

d. If the conflict fails to be resolved after steps A-C, and the student wishes to pursue the grievance further, the student will have the opportunity for a hearing before the Graduate Faculty Senate.

Grievance Phase

Procedure

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

Step 1

The student will submit a typed statement of the Grievance complaint to the Associate Dean of the Graduate Program within five academic days of conclusion of the steps of Exhaustion.

Upon receipt of this statement the Associate Dean of the Graduate Program will:
a. Notify the student(s) of the right to select a faculty advocate, though selecting one is not required. In the instance of a grievance filed by a student group, the student group may be represented at the meeting referenced below by no more than two currently enrolled Saint Luke’s College students, and these students may be accompanied by a faculty advocate. Faculty advocates will have no vote in the Graduate Faculty Senate decision. The role of the faculty advocate is to support the student(s) in regard to procedural and/or substantive (relating directly to the allegation) areas. It is the student’s responsibility to contact the advocate and obtain his/her consent to serve as an advocate;
b. Forward the Grievance complaint to the Chairperson of the Graduate Faculty Senate. If the involved party is the Chairperson, the Associate Dean of the Graduate Program will appoint a replacement Chairperson for the hearing; and
c. Forward a copy of the Grievance complaint to the involved parties.

Step 2
The Chairperson of the Graduate Faculty Senate will schedule a meeting of the entire Graduate Faculty Senate and all involved individuals to hear the grievance. For the sole purpose of resolving a Grievance complaint, an Administrative representative from the College may join the Graduate Faculty Senate if deemed appropriate to the situation and appointed by the Associate Dean of the Graduate Program. If a Grievance complaint is filed against a member of the Graduate Faculty Senate, that faculty member will only participate in the hearing as an involved party and will not participate as a member of the Graduate Faculty Senate. A student may also raise the issue of a potential conflict of interest by filing a written declaration of such with the Chairperson. Members of the Graduate Faculty Senate are also expected to discuss recusal with the Chairperson if they have a conflict of interest that could reasonably lead to bias or the perception thereof. The Chairperson has the final say on all potential conflicts of interest that are raised. All members of the Graduate Faculty Senate are expected to participate in a grievance hearing unless recused due to a conflict of interest or for some other extenuating circumstance (with the absence being discussed and approved by the Chairperson in advance).

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

Step 3
The purpose of the Graduate Faculty Senate is to gather pertinent information in a fair and impartial manner and to recommend to the Associate Dean of the Graduate Program an appropriate course or courses of action. Within three (3) academic days of receipt of the meeting notification from the Chairperson of the Graduate Faculty Senate, all involved individuals will provide the Graduate Faculty Senate with:

1. A copy of any and all documentation regarding the issue that the student identified in the Grievance statement;
2. Information regarding a declared documented disability if it is relevant to the issue identified by the student in his/her grievance statement;
3. The names of witnesses to the conflict. The student and the involved party will be responsible for notifying their witnesses of the date, time and place of the meeting in which they are to testify. Prior to the meeting of the Graduate Faculty Senate, the student and the involved party will be provided a list of the members on the Graduate Faculty Senate, and the opportunity to review all of the documentation and the list of witnesses submitted to the Graduate Faculty Senate by all involved parties. In the event that the documentary evidence or the names of witnesses are not available by the
deadline, both parties will be given time at the beginning of the proceeding to review the material submitted. All parties will be invited to be present during the meeting in which the student’s Grievance is addressed. Witnesses may be present only during the time that their testimony is required. However, the individual against whom the grievance is filed is not required to give evidence and will be so informed at the beginning of the proceeding. The role of the faculty advocate during the hearing process is to support the student. This faculty advocate may not question any witnesses or hearing members.

The process of the hearing will progress as follows:

1. Opening Remarks by chair:
   - Purpose of convening is to hear grievance brought by the student.
   - Official record of proceedings will be the tape recording.

2. Introductions
   - State name, role (grievant, faculty advocate, involved party, member of the Graduate Faculty Senate), and level represented (junior, senior)

3. Due Process (Chair to explain exhaustion of steps leading to the hearing phase.)

4. Procedure (Chair to explain items below.)
   - Role of the chair
   - May consult with legal counsel
   - Witnesses present only during testimony
   - Involved faculty/party not required to give testimony or evidence

5. Confirmation of no conflict of interest

6. Statement of confidentiality to be read to each new party to the hearing

7. Chair to ask if there are any questions before hearing the grievance

8. Presentation of the grievance and testimony by grievant student

9. Questioning of grievant by Graduate Faculty Senate (involved party may request that the Chairperson ask specific questions of the grievant on his/her behalf; Chairperson will ask questions that are deemed appropriate in the Chairperson’s discretion)

10. Testimony of witnesses for the grievant

11. Questioning of witnesses for the grievant by involved party

12. Questioning of witnesses for the grievant by Graduate Faculty Senate

13. Chair dismisses each witness and calls for the next

14. Presentation of testimony by involved party if party desires (optional)

15. Questioning of involved party by Graduate Faculty Senate (grievant may request that the Chairperson ask specific questions of the involved party on his/her behalf; Chairperson will ask questions that are
16. Testimony of witnesses for the involved party

17. Questioning of witnesses for the involved party by grievant

18. Questioning of witnesses for the involved party by Graduate Faculty Senate

19. Presentation of counter evidence by grievant (optional)

20. Presentation of counter evidence by involved party (optional)

21. Any hearing panel member may ask final questions (if any) of either party, if desired

22. Summary by grievant

23. Summary by involved party

Closure of hearing by the Chairperson
Minutes of the proceeding will be recorded. All participants will maintain strict confidentiality of the proceedings and outcome of the entire Grievance process. All records related to the proceedings will be collected by the Chair of the Graduate Faculty Senate and secured in the Office of Registrar for 8 years. All photocopied material (other than that required for archiving) will be shredded immediately after the hearing. Deliberations of the Faculty Graduate Senate and final decision will be made in closed session. The vote for the final decision will consist of a simple majority of the voting members. The voting members consist of all Graduate Faculty Senate members except the Chairperson, who may vote in case of a tie. The Graduate Faculty Senate will base its decision upon all of the evidence provided at the hearing. Upon reaching a decision, the Graduate Faculty Senate will prepare a written summary of the hearing, including the final decision on the grievance and the recommendation. The Graduate Faculty Senate will forward the written summary and recommendations to the Associate Dean of the Graduate Program within three (3) academic days after completing deliberations. The written summary and recommendations of the Graduate Faculty Senate are advisory in nature and will not be provided to the student who filed the grievance or the involved party.

Step 4
The Associate Dean of the Graduate Program may accept, modify or reject the recommendations of the Graduate Faculty Senate. The decision of the Associate Dean of the Graduate Program shall be final and not subject to further appeal. The Associate Dean of the Graduate Program will notify the involved party and the student who filed the grievance in writing of his/her decision on the matter by certified mail. This should normally take place within five academic days from the time the Associate Dean of the Graduate Program receives the Graduate Faculty Senate’s summary and recommendation. The student has the right to continue class as scheduled until such time as the Associate Dean of the Graduate Program’s letter, containing the final decision, is received. At that point, the Associate Dean of the Graduate Program’s decision and any disciplinary or remedial measures described in the decision letter will take effect.

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 send to the CCNE office at: One Dupont Circle, NW, Suite 530, Washington, DC 20036. Additional information is available on CCNE’s website: http://www.aacn.nche.edu/

• The Missouri Department of Higher Education’s complaint procedures are available at: http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf

Grievance Policy, Last revision 2.02.2015

Leave of Absence (LOA)
A student may petition the Graduate Faculty Senate for a leave of absence due to extraordinary events. A leave of absence will not exceed two consecutive semesters, excluding summers. Only students who are in good academic standing (2.0 grade point average or above) at Saint Luke’s College are eligible to apply for a leave of absence.

- The petition to apply for a leave of absence must be signed by the student and their advisor.
- The petition for a leave of absence is forwarded to the Graduate Faculty Senate.
- The student will be notified of the decision regarding the leave of absence via e-mail.
- If the LOA is granted, the student will receive a W for all enrolled courses.
- Students completing the required LOA procedure will be re-admitted to the college without re-application and fee.
- Students who fail to register for courses in the fall or spring semester immediately following the LOA will be required to re-apply to the college and pay the application fee.
- *The Petition for a Leave of Absence form can be found at the back of this catalog and online.

Military Leave of Absence (MLOA)
A leave of absence from the college will be provided for students who are called to military service. Students granted a military leave of absence must register for the fall or spring semester immediately after completing service.

Latex Allergy Process Accommodation of Allergies
College faculty make reasonable efforts to screen new students for sensitivity and allergies, and to direct existing students who have developed a sensitivity or allergy related to the school environment, to seek the advice of a healthcare professional for treatment and evaluation of the feasibility of developing a plan for accommodation at the College. The student, in conjunction with their healthcare professional, will determine the allergen, identify signs and symptoms of exposure, identify risk of repeated exposure, and provide the college with professional recommendations of protection while in the learning environment.

Students are encouraged to report any signs and symptoms of allergies or sensitivities to their instructor promptly. The goals of clinical management of the student with allergies are to eliminate exposure whenever possible and to instruct in measures to treat symptoms.

Procedure: Avoiding allergens is the best way to prevent sensitization and subsequent allergic reactions. Unfortunately, avoidance of an allergen may be neither possible nor practical in the current health care system. However, several ways exist to minimize exposure to allergens.

1. Select products with low allergen content. If you are Latex Sensitive, use only powder free latex free gloves.
2. Eliminate the unnecessary use of gloves. Wear gloves only when necessary to prevent exposure to body fluids or harmful chemicals.

3. Open boxes of latex gloves should not be stored in places where latex sensitive or allergic workers may be.

4. Wash hands thoroughly and promptly after using a product containing latex.

New Students

Potential new students will be screened for allergies during their admission process. The student will complete a questionnaire based on this screening. Their risk for developing a latex allergy or sensitivity will be assessed by College Employee Health Services and education provided as appropriate.

Learning Accommodations
Section 504 and ADA Accommodations Policy

Saint Luke’s College of Health Sciences complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. It is College policy to provide individuals with disabilities full and equal enjoyment of the services, facilities, and privileges of the College. Specifically, Saint Luke’s College 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, the College 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. Saint Luke’s College promotes an environment of respect and support for individuals with disabilities.

The College will make reasonable accommodations for individuals with disabilities as defined by applicable law. Reasonable accommodations may include reasonable modifications to College 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. The College will also provide necessary and reasonable auxiliary aids and services for individuals with disabilities. Further, the College 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 the College 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.

Saint Luke’s College is committed to providing reasonable accommodations to individuals with disabilities. The professions for which the College 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 College 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 the College 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 Academic Dean’s office for information on the functional abilities essential to the practice of professions for which the College offers programs.

**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 College program is encouraged to contact the Academic Dean to discuss any needs he/she may have. The Academic Dean will consult with the individual, faculty, staff, and other departments as necessary in an effort to arrive at a reasonable accommodation.

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 Academic Dean to discuss the student’s needs and complete an “Application for Services Form” as provided by the Academic Dean. To obtain accommodations by the start of a semester, the student should meet with the Academic Dean as soon as possible, preferably at least six 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 Academic Dean 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.

In addition to completing an “Application for Services Form” at the meeting with the Academic Dean, the student will also need to present current documentation regarding the nature of the disability and any accommodations needed. The Academic Dean 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 through the collaboration of the Academic Dean, 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 a reasonable accommodation is deemed necessary, the Academic Dean will develop a plan identifying the student’s disability, the circumstances for which accommodations are needed, and the reasonable accommodations recommended by the Academic Dean. The plan will be distributed to those with a need to know to put any accommodation in place. Additionally, the Academic Dean will contact individual faculty members to discuss, as necessary, the recommended accommodations and the process for implementation. Faculty are expected to assist with provision of accommodations when reasonable and necessary 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 Academic Dean.

Individuals seeking admission and progression to clinical courses, and graduation from Saint Luke’s College must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to that of themselves may be denied admission, progression, or graduation. The College’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 Academic Dean or to the President. The College endeavors to provide prompt and equitable resolution to student concerns.

*Academic Catalog and Student Handbook: GRADUATE 77*
Required Documentation

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

1. Documentation must be from a professional who has undergone appropriate and comprehensive training, has relevant experience and licensure appropriate to profession. Documentation must be current. If it is not, then the Academic Dean will request current documentation 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 Saint Luke’s Health System), aligned to the specified need (i.e. counseling, testing, etc).

2. Reports must be on letterhead and signed by the treating health care professional, including titles and license descriptors as appropriate. Additional documentation may be requested.

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. 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, include 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 physical (mobility, dexterity and endurance), perceptual, cognitive (attention, distractibility, communication), and 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. Recommended accommodations, modifications and services. Recommendations should be logically related to the functional impact of each condition, to ensure equal access and opportunity at Saint Luke’s College. When connections are not obvious, they should be explained. The Academic Dean may assist in the College’s evaluation of whether the accommodation is appropriate.

6. 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.

7. 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.

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 College honor statement. Failure to adhere to the honor statement may result in disciplinary action.

Privacy of Student Records
The Family Education Rights and Privacy Act (FERPA)

FERPA affords 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 is 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 educational interests. A school official is a person employed by the College in an administrative, supervisory academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Saint Luke’s College of Health Sciences to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U. S. Department of Education
   600 Independence Avenue,
   S.W. Washington, DC 20202-4605

Online Class Policies

Administrative Drop from Online Classes

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.

The course instructor may initiate the administrative drop process if either of the following situations occurs:

- The student does not post or otherwise participate in online class by the end of the first week* of the semester, regardless of the number of visits to the course website.
- The student does not post or otherwise participate in online class discussion for two consecutive weeks* anytime during the semester, regardless of the number of visits to the course website.

   *Weeks are computed from the first day of class.
Student Verification for Distance Education
The College policy on Student Verification for Distance Education ensures 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 just before the class begins. 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 the Saint Luke’s College web-based services and resources. Those accounts are created by Saint Luke’s College 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.

Definitions
- Learning Management System (LMS) – MySLC, Courses, Desire2learn
- Student Information System (SIS) - MySLC, MySLC
- Information Technology (IT)

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. The photo is part of their student record in MySLC and can be accessed by course faculty.

Student Responsibility
All Saint Luke’s College 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 including dismissal from the college. 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.

Graduation Requirements
Masters of Science in Nursing must complete the following requirements:
- Completion of the required program of study for the MSN degree.
- Completion of the final 36 hours of nursing coursework at the Saint Luke’s College.
- Completion of the nursing coursework including successful defense of Thesis or Graduate Project within the prescribed allotted term of enrollment at Saint Luke’s College of seven years.
- Students must successfully defend their thesis or graduate project two weeks prior to the semester of graduation.
- Earn a minimum cumulative grade point average of 3.0.
- If a student earns less than a B in a course, it must be repeated. Students are allowed to repeat a maximum of two courses.
- Students must have fulfilled all financial obligations to Saint Luke’s College prior to receiving an MSN degree.
- All books, supplies, and equipment belonging to the Saint Luke’s College must be returned prior to receiving an MSN degree.
- A copy of bound thesis/project to the Registrar’s Office by the last day of the semester of graduation.
A student must complete an application to graduate with their faculty advisor at least one semester prior to the expected graduation date. The application to graduate will be forwarded to the Associate Dean of Graduate Programs to verify that all requirements for graduation have been met. The Track Director will send a list of degree candidates to the Associate Dean of Graduate Programs for grade review at the end of the semester in which the student plans to graduate. The Associate Dean of Graduate Programs will also send a list of candidates to the Board of Directors for approval.

**Graduate Projects may include, but are not limited to:**
- Completion of a research utilization project
- Completion of an intensive research of an ethical dilemma related to student’s area of practice
- Conduct a quality assurance project
- Conduct an intensive literature review
- Analysis of data from established data bases
- Conduct a research pilot study
- Serve as an assistant to a faculty member in the development of a grant proposal
- Publication of an article.
- Concept Analysis
- Clinical Practice Evidenced-Based Protocol Development

**Course Information**

**Grade Point Average**
A graduate student's grade point average is based on the student's entire graduate record at Saint Luke’s College. To remain in good standing, a graduate student must maintain a minimum cumulative G.P.A. of 3.0.

A graduate student must maintain a minimum cumulative G.P.A. of 3.0 to graduate and must have an overall G.P.A. of 3.0 in all graduate courses taken at Saint Luke’s College. Student Academic Progression will be determined each semester by the Registrar.

Summer session is not counted as a semester.

**Grading and Scholastic Requirements**
Graduate students must achieve a grade of B or higher in all required courses.

Grades in all Graduate courses are reported as follows:
- A (4.0): coursework is of outstanding merit
- B (3.0): coursework is entirely satisfactory
- C (2.0): not acceptable for a graduate course
- F (0): the work has not satisfied the minimum requirements of the course

**Advisor Assignment**
Upon admission to the MSN, degree program a student will be assigned a graduate faculty academic advisor. The advisor assignment will be made by the Registrar based on the student’s admission interview and the area of interest/degree track. The Registrar will record the student’s advisor in their official academic record. Graduate faculty will serve as advisors to graduate students. Academic Advisors maintain contact with the student throughout the program. Students are encouraged to schedule individual academic advisement conferences upon admission to the program, during the pre-registration period each semester, and as needed.
The Academic Advisement Program is directed toward assisting students with accomplishment of the following goals throughout their program of study.

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

Graduate students should make an appointment with their assigned academic advisor to discuss courses, future plans and review their official plan of study prior to the end of their first semester in the program.

**AP Writing Style**

The official writing style for student papers and thesis 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 and any thesis must meet Saint Luke’s College Graduate School directives. Guidelines for electronic references may be found at http://www.apastyle.org/apa-stylehelp.aspx

**Course Learning Management Websites**

Course Learning Management, Desire2learn, websites are 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.

**Grade Reports**

Grade reports are available on MySLC at the end of each semester. Academic advisors are informed of an advisee’s achievement. Grade reports may be sent to students at their permanent address upon request.

**Incomplete Grade Policy**

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.

A grade of I may be given at the discretion of the course faculty when all course requirements have not been met and there is reason to believe that the student will be able to complete the work within the time specified by the instructor. The Incomplete grade will be changed to an F grade if the required work is not completed by the due date determined by the instructor or no later than the end of the following semester including summer semester.

An “Incomplete Course Grade Form” must be completed by course faculty and a copy given to the student, the Academic Dean, student’s advisor and the registrar. The course faculty member retains the original.

**Graduate Student Research Award**

Members of the College graduate faculty will nominate a graduate student they believe completed an exemplar thesis or graduate project. The award focuses on both the student’s independence in completing the research as well as the novelty of the project. The award recipient will be recognized during the May Commencement and given a certificate and $50.
**Semester Credit Hours**
Credit at Saint Luke’s College of Health Sciences is recorded in the semester credit hour. The semester length is 16 weeks.

- Theory clock hour equals 50 minutes. One clock hour equals one semester credit hour.
- Lab clock hour equals 60 minutes. Two clock hours of lab equals one semester credit hour.
- 100 clock hours of clinical equals one semester credit hour.
- One clock hour of simulation equals two hours of clinical.

In the MSN curriculum 100 clock hours of clinical equals one semester credit hour.
Saint Luke’s College offers courses in varying formats and lengths equivalent to the 16-week semester.

**Add, Dropping and Withdrawing from Courses**
During specified periods each semester, students may add, drop or withdraw from a course. Dates and deadlines are posted in the Academic calendar. If a student wishes to drop a course after the last day to drop a course without a grade, the process is referred to as withdrawing from a course. To add, drop or withdraw from a course, students must complete the drop/add form available on the college website, or from the Registrar.

Guidelines: Students must consult their academic advisor prior to adding, dropping, or withdrawing from a course.

Students should complete the appropriate add/drop form available on the college website or from the Registrar’s office. The form must be completed with appropriate signatures obtained, and turned in to the Registrar’s Office before the transaction is considered official. The date the form is turned in to the Registrar is considered the official date of the transaction.

**Continuous Enrollment**
Once a student is admitted to the MSN program, that student must be continuously enrolled in a minimum of one course each semester during the academic year (including summer) or have an approved leave of absence in order to remain in the program.

Students who fail to maintain continuous enrollment must seek re-admission to the MSN degree program.

The length of the Adult Acute Care Nurse Practitioner program is 45 semester hours and the Masters of Science in Nursing: Nurse Educator Track is 42 semester hours. Both programs of study must be completed within seven years.

**Conditional Acceptance into the Graduate Program**
Applicants with an undergraduate G.P.A. of 2.75 – 2.99 on a 4.0 scale may be conditionally accepted to the Graduate Program.

Students who are accepted conditionally and who maintain a G.P.A. of 3.0 or higher during one semester of full time coursework, or two semesters part-time course work will have their conditional status removed. The academic status of the student admitted conditionally, will be monitored by the Director of the Graduate Program.
**Registering for Classes**

Newly admitted or re-admitted graduate 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.

Upon admission into the MSN degree program students are expected to consult with their academic advisor to develop a Program of Study specific to their degree program or area of study. The Program of Study must be approved by the academic advisor, signed/dated and submitted to the Registrar’s Office prior to registering for any coursework.

Any revision made to the Program of Study must be approved by academic advisor and resubmitted to the Registrar’s Office. A change in the Program Plan of Study may result in course(s) being unavailable and may delay graduation. The MSN curricula are subject to change based upon professional or accreditation standards and/or national certification requirements. Student will be notified when changes occur.

Graduate 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 graduate students must register through MySLC during the specified registration dates.

**Transfer Credit**

A maximum of nine credit hours may be transferred into the master’s degree program at Saint Luke’s College. Transfer credit request are approved by the Track Director and courses must be a close match to courses in the MSN program at the College. Consideration of transfer credit must occur as part of the admissions process and will not be considered after a student has begun the program. Transfer credit will be applied to the student’s graduate academic record only after 12 hours are completed at Saint Luke’s College.

Transferability of credits from Saint Luke’s College to other institutions would be at the discretion of the receiving institution.

Transfer credit must be at the graduate level and earned from a regionally accredited college or university. The student must have an earned grade in the course of B or higher to be considered for transfer.

Graduate school candidates will interview with the Track Director and another graduate faculty member. As a part of that interview process the candidate must declare their intention to transfer credit to Saint Luke’s College. The Track Director will evaluate the candidate’s transcript for course transferability based on the established policy and guidelines. When a course or courses have been determined eligible for transfer, the Track Director will notify the Registrar. The Registrar will add the credit to the student’s academic record following the aforementioned policy and guidelines.

**Clinical Information**

**Clinical Practicum Policy**

Students must be licensed as a Registered Nurse in the state where the clinical site is located, if required by that state’s board of nursing. It is the student’s responsibility to contact the state board of nursing in the designated state to determine and meet licensure requirements.

An active unencumbered Registered Nurse license is required for the MSN program. Should a student have their Registered Nurse license revoked by the State Board of Nursing in the granting state, they will not be allowed to continue in the MSN program.
A photocopy of the student’s nursing license will be placed in the student’s academic file and stored in the Records Office.

**Clinical Readiness**
Graduate students will provide verification of clinical readiness prior to starting courses in the Graduate Program.

Students must provide a record of having met all “Amendment A” requirements for Clinical Readiness.

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

<table>
<thead>
<tr>
<th>Points per Semester Credit Hour</th>
<th>A</th>
<th>Excellent</th>
<th>4</th>
<th>90-100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B</td>
<td>Superior</td>
<td>3</td>
<td>80-89.99%</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
<td>75-79.99%</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>67-74.99%</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>0-66.99%</td>
</tr>
</tbody>
</table>

I = Incomplete
DR = Drop
W = Withdrawal without assessment
AU = Audit

**Grade Rounding Policy**
Saint Luke’s College of Health Sciences will not round midterm or final grades.

**Procedure**
1. At the midterm of the semester, designated by each year’s Course Calendar, the grade will be assigned in accordance with the Saint Luke’s College of Health Sciences Course Grading System.

   The midterm grade will be recorded in mySLC with:
   - All course work resulting in 90.00-100% recorded as an A
   - All course work resulting in 80.00-89.99% recorded as a B
   - All course work resulting in 75.00-79.99% recorded as a C
   - All course work resulting in 67.00-74.99% recorded as an D
   - All course work resulting in 0-66.99% recorded as an F

2. At the end of semester, designated by each year’s Course Calendar, the final grade will be assigned in accordance with the Saint Luke’s College of Health Sciences Course Grading System.

   The final grade will be recorded in mySLC with:
• All course work resulting in 90.00-100% recorded as an A
• All course work resulting in 80.00-89.99 % recorded as a B
• All course work resulting in 75.00-79.99 % recorded as a C
• All course work resulting in 67.00-74.99 % recorded as an D

All course work resulting in 0-66.99 % recorded as an F

**Class and Lab Absences**
In the event of an absence, students are responsible for material presented and for any announcements made regarding changes in schedule, content, location, or similar information. Individual course policies regarding instructor notification, tardiness, coursework makeup provisions and any associated grade penalties are determined by faculty for each course (see course syllabus).

**Grade Reports**
Grade reports are available on mySLC at the end of each semester. Academic advisors are informed of an advisee’s achievement.
Grade reports may be sent to students at their permanent address upon request.

**Midterm Grades**
The midterm grade policy was established to notify students of their academic progress and provide them this information while there is time to improve on their performance if needed before a final grade is assessed.

Midterm grades are entered into Empower. This is the notification to the students. If a student desires a meeting with the teacher or their advisor they should contact the appropriate person.

The responsibility for counseling and interventions associated with grade performance is the responsibility of the student. Guidance may be given at the request of a student. A student success plan is an option but not a required form to be completed for the student by either the course instructor or the student’s adviser.

**Procedure**
1. At midterm of any course greater than 5 weeks the midterm grade will be entered into Empower by the lead teacher.
2. No additional notification to the student is required.
3. The student has the responsibility to set up any appointments with the instructor or their advisor to discuss options.
4. The instructor or adviser has the option to collaborate with the student and complete the Student Success Plan form. This does not become a part of the student’s permanent record but may be retained by the faculty and/or adviser for future reference.

**Incomplete Grade Policy**
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.
A grade of I may be given at the discretion of the course faculty when all course requirements have not been met and there is reason to believe that the student will be able to complete the work within the time specified by the instructor. The Incomplete grade will be changed to an F grade if the required work is not completed by the due date determined by the instructor or no later than the end of the following semester including summer seester.

An “Incomplete Course Grade Form” must be completed by course faculty and a copy given to the student, the President/Dean, student’s advisor and the registrar. The course faculty member retains the original.

*Academic Catalog and Student Handbook: GRADUATE  86*
Auditing a Course
Currently enrolled students may audit a non-clinical 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. 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.

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

Directed Study for Nursing Elective Courses
Directed study for courses is limited to those students who have irreconcilable schedule conflicts and is subject to the agreement of a faculty member to direct the study. 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 President/Dean.

Independent Study for Elective Nursing Courses
Independent Study provides the student with the opportunity to explore material outside the regular curriculum. Independent Studies are initiated and organized by the student. Students who have a cumulative grade point average of at least 3.25 are eligible to take Independent Study and are subject to the willingness of a faculty member to supervise the study. Enrollment requires the approval of the supervising faculty member, the academic advisor and the President/Dean.

It will be the responsibility of the supervising faculty member to determine what, if any, prerequisites are required prior to undertaking the Independent Study.

1. The student is to submit the idea for the Independent Study course in writing to the Curriculum Committee Chairperson following approval of their academic advisor. Enough information about the course should be provided to allow the Committee to adequately evaluate the appropriateness of the content. This should be done at least two months prior to the beginning of the course.

2. The Curriculum Committee will review the information and will make a recommendation to the President/Dean regarding the course. In addition, if preliminary approval is given, two or three qualified faculty members will be recommended as faculty supervisors.

3. From the recommendation, the student is to select a faculty supervisor, confirm their willingness to serve as faculty supervisor, and work with them in determining specific course content and requirements.

4. Prior to submission to the Curriculum Committee for final approval, the student (in consultation with the faculty supervisor) is to prepare a syllabus using the established guidelines.

5. The final syllabus should be submitted to the Curriculum Committee Chairperson no later than one month prior to the beginning of the course.
Clinical Requirements, Policies, and Information

Preparing for Clinicals

Clinical experiences are carefully planned to assist students in integrating theoretical content with clinical practice and to offer students an opportunity to provide nursing care in a variety of settings. As a professional nursing student it is imperative that policies of the College and the clinical facility are followed. In addition, students are expected to practice according to the standards set by the profession. The American Nurses’ Association Scope and Standards of Nursing Practice and the Code of Ethics for Nurses document these expectations. These requirements must be met prior to any clinical experiences and are to be documented on the “Required Physical Examination, Lab and Immunizations” form sent to the student on acceptance to the college. Additional requirements are to be met as described in this catalog. The clinical requirements according to Collegiate Nurse Educators of Great Kansas City (CNE) and the Kansas City Nurse Executives (KACNE) are as follows:

Upon admission a student must present a:

- Two TB skin tests with/in 12 months of each other. If two are not with/in 12 months – skip TB screen or Interferon-Gamma Assays (IGRAs) must be completed.
- Annual TB (date, type, result)
- Measles/mumps — laboratory evidence of immunity, or documentation of adequate vaccination
- Varicella (Chickenpox) — proof of two vaccinations, or positive serologic screening
- Hepatitis B (immunization and/or titre is recommended by the CDC; can waive, if documented)
- Rubella — for students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
- Tetanus-Diphtheria — after the initial series, the booster given at 10 years should be Tetanus, diphtheria and acellular pertussis
- Proof of flu vaccination
- Health insurance
- Current Basic Life Support (BLS) Healthcare provider certification American Heart Association (AHA) standards—two-year expiration date
- Annually signed CNE confidentiality statement
- Color blindness screen
- Orientation exam
- Certification of completion of criminal background check
- 14-panel drug screen

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Continuing students must maintain full compliance with all annual and/or renewable requirements throughout their enrollment at Saint Luke’s College. Students should retain all original documentation pertinent to each requirement in a personal file and provide a legible quality copy of each document for entry into the College database. Email reminders are sent to students prior to expiration of any clinical requirements. Supplementary requirements may be contractually mandated by any clinical agency to which students may be assigned. These additional elements are required, non-negotiable and deemed as critically important as Saint Luke’s College requirements. Students are notified of their clinical assignment through the Lead Clinical Faculty and will be notified of any additional compliance that might be required. Students are responsible for meeting all applicable clinical requirements described in “Clinical Course Syllabi.”
Color Blindness Screening
This one time test may be completed prior to admission or it can be completed during student orientation activities at the college at no expense to the student. A record of the results will be maintained at the college.

Clinical Orientation Exam
Students and faculty are to carefully review the CNE/KCANE handbook annually prior to clinical experiences. After careful review, students and faculty are expected to complete the orientation exam at the conclusion of the handbook and to demonstrate a 90 percent or greater competency. Test results are maintained on file at the College.
This information is available on D2L. This manual and the exam are found at www.kchealthcareers.org. Instructions for taking the exam are distributed by mail to new and returning students annually.

The Collegiate Nurse Educators of Greater Kansas City and the Kansas City Area Nurse Executives (CNE/KCANE)
This consortium jointly created a city-wide agreement that includes a description of assumptions regarding faculty and staff roles in clinical education, documentation and record keeping requirements for faculty and students, as well as agency specific and orientation guidelines.
Amendment A of the Clinical Orientation Manual includes a list of requirements for students to complete and verify with written evidence submitted to Saint Luke’s College prior to entry in any clinical setting.
Additional Clinical Requirements Mandated by CNE/KCANE
All students are responsible for maintaining their own health, protecting themselves and the patients with whom they will interact from communicable/infectious disease, and attaining and maintaining competency with identified practice standards.
The students and faculty of Saint Luke’s College comply with the expectations outlined in the “Greater Kansas City Collegiate Nurse Educators Clinical Orientation Handbook”. It can be found at the following web address: www.kchealthcareers.com

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

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

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

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

Clinical Agencies
Saint Luke’s Cushing Hospital
Saint Luke's Hospital of Kansas City
Saint Luke's South Hospital
Saint Luke’s North Hospital
Clinical Expectations
In order to provide a high level of patient care and to assure safety, students will adhere to the guidelines/expectations set forth in the Clinical Syllabus regarding clinical preparation, including but not limited to: knowledge about assigned patient, medications and procedures, anticipated nursing care and related written assignments.

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

- Watch with a second hand
- Stethoscope
- Name badge
- Black pen
- Bandage scissors
- Penlight
- Calculator
- Clipboard to securely hold documents
- Transportation and Parking: Students are responsible for their own transportation to clinical sites. Students are expected to adhere to the parking policies for each clinical facility. Because parking is often limited, carpooling is encouraged.
- Money for lunch or bring a sack lunch

Professional Appearance and Attire
Attire for Clinical and Laboratory Practice
Students in clinical areas are required to adhere to the prescribed dress code of the clinical agency. Faculty in each clinical course will inform the students of the appropriate dress code for each agency. When the dress code is not specified, the following will constitute the student uniform:
1. The student clinical uniform will be a scrub top and pants in the color navy blue. The style may be of the student’s choice except that elastic cuffed pants are not acceptable. Scrubs can be purchased from any uniform shop. White or neutral hose or white socks may be worn with the uniform.

2. A white lab coat with the College insignia patch on the sleeve may be worn over street clothes at the discretion of the instructor for selected clinical setting (no jeans, sweats, shorts or revealing tops).

3. Solid colored leather uniform or athletic shoes are to be worn. They should have closed toes and heels and be soft soled.

The College ID badge is worn at all times.

The College insignia patch is worn on the upper left sleeve of the lab coat or uniform sleeve if worn alone.

Grooming Considerations for Clinical and Lab Areas
Hair, fingernails and jewelry should be maintained in an appropriate manner that promotes a professional appearance and ensures the safety of the client and student. Course or clinical instructors will give specific guidelines concerning appropriate jewelry and length of nails.

Artificial nails shall not be worn by students enrolled in clinical and/or lab courses. Artificial nails are substances or devices applied to natural nails to augment or enhance nails.

No perfumes and colognes are to be worn.

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

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

Blood or Body Fluid Exposure
Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as feasible. An incident report should be made out according to the agency policy. When available, the student should follow the clinical agency policy regarding treatment and serial testing.

If the exposure occurs in a facility with no policy regarding exposures, the students should contact their personal health care provider within 72 hours of the event. When the source is known to be HIV positive or active Hepatitis B, the emergency department should be utilized as prophylaxis should begin within hours of exposure.

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

Saint Luke’s College supports the principle of confidentiality and individual rights in conjunction with CDC guidelines on exposure to blood borne pathogens.
Certification of Completion of Criminal Background Check
In order to comply with terms of affiliation agreements between Saint Luke’s College and clinical agencies, any student who is to have contact with patients (or residents) must provide disclosure regarding his or her criminal background, and/or be subject to possible criminal background check by state agencies. Additionally, state registration and/or licensing applications may require such disclosure.

Criminal Background Checks must be completed prior to the first day of school.

Clinical, Simulation and Lab Attendance Policy
Attendance is mandatory for all Simulation, Lab and Clinical Days.

Clinical simulation and lab experiences provide the opportunity for students to bring their classroom knowledge into the clinical setting in order to practice and improve their clinical skills and critical thinking through lab, simulation or at the patient bedside. Important elements for improvement in skills and critical thinking are commitment and consistency. Excellence requires disciplined practice.

Students are expected to have made plans and arrangements for unexpected events; (examples sick children, school closings, child care, car problems etc.) In the event a student is unable to attend a Simulation, Lab or Clinical day, the absence will be communicated by the clinical faculty to the Course Lead Faculty. In the event a student misses 15% or greater of a clinical or lab course they may be required to repeat the course.

Clinical Absence
Student absence is communicated to the Course Lead Faculty. The absence may result in the student's grade being lowered one letter.

The student will be required to meet with the President/Dean. A "hold" may be placed on the student's account by the President/Dean.

After the student has met with the President/Dean, the Course Lead Faculty and the student will make arrangements for meeting the course objectives.

Clinical Agency Infectious/Communicable Disease Policies/Protocols
Students must comply with the communicable/infectious disease policies and protocols of the agency or facility with which they are assigned for clinical practice or research activity, as well as with College policies, and state and Federal statues, regulations and mandates.

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

Personal protective equipment is available in health care facilities where students are assigned clinical experiences. It is the student’s responsibility to know the location of this equipment and to follow good health practices for their own protection as well as that of the general public they are serving.
Students should be aware that neither the school nor clinical agencies provide health insurance for students. Each individual student is responsible for his/her own health care. Injuries sustained by the student in the clinical setting are NOT covered by either the school or the clinical facility. Students are required to maintain health insurance coverage.

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

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

**Medication Administration Policy**
The policy of each clinical site must be followed at all times when administering any medication.

Expectations for medication administration and related policies will be communicated to students by clinical faculty.

Students are responsible for knowing classification, mechanism of action, route, dose, side effects and nursing implications of every medication administered. Medications, EXCEPT IV DRUGS, will be administered and prepared at the discretion of the faculty or designated registered nurse.

Preparation and administration of all intravenous medications/infusions must be done under the supervision of faculty. The faculty member may use discretion and designate a clinical resource person to supervise the preparation and administration of intravenous medications/infusions with a student.

Students may not give any medications:

- In an emergency situation
- That are investigational drugs
- That are antineoplastic drugs

**Patient Information Protection**

*Protection of Client Records*
Students will adhere to the regulations as stated by Health Insurance Portability and Accountability Act (HIPAA) 1996. Information provided on paper or electronic medium are not to be removed from any client care area/clinical agency nor taken to any area of public access. Names of clients may not be disclosed outside the clinical work area. No information with HIPAA protected patient identifiers may be shared within the class, with faculty, peers or anyone outside the agency. Students may not duplicate any information from the patient’s chart.

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

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

**Cell Phones**

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

**Guests**

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

**Infectious/Communicable Diseases**

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

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

**Needle Stick or Puncture Injury**

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

Immediate treatment must be carried out.

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

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

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

**Student Health Issues**

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

**Student Injury During Academic Experiences**

If an injury occurs during a clinical or laboratory experience the clinical faculty or preceptor should be notified immediately. An incident report should be completed according to the agency policy (if applicable).

Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury this should be noted on the report.

**Security and Safety**

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

**Verbal / Telephone Orders Policy**

To reduce the risk of errors and to protect the quality of patient care, Saint Luke’s College nursing students are not to accept or communicate verbal or telephone orders in any clinical agency.

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

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

Academic Standing
Graduate Students
Full-time enrollment is defined as nine hours for the fall and spring semesters and 3 hours for the summer semester. Half-time enrollment is five credit hours for the fall and spring semester and three hours for the summer semester.

Add/Drop Course Information
Students may only drop or add courses within a specific time frame each semester. Deadlines for adding or dropping a course are listed on the Academic Calendar.

Leave of Absence
A student may petition the Graduate Faculty Senate for a leave of absence due to extraordinary events. A leave of absence cannot exceed two consecutive semesters, excluding summers.

Only students who are in good academic standing (2.0 G.P.A. or above) at Saint Luke’s College are eligible to apply for a leave of absence.

1. The petition to apply for a leave of absence must be signed by the academic advisor.
2. The petition is forwarded to the Curriculum Committee.
3. The student will receive notification of the decision regarding the leave of absence via e-mail.
4. If the leave of absence is granted, a W is recorded on the transcript for all enrolled courses.
5. Students who complete the required leave of absence procedure will be re-admitted to the college without re-application and fee. However, students who fail to register for courses in the fall or spring semester immediately following the leave of absence will be required to re-apply to the college and pay the application fee. (link to the form)

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

Final Grades On mySLC
Should an official copy of your grades be needed, email the following information to the Registrar: Name and student I.D. number, and the semester for which grades are needed.

Request a Change in Faculty Advisor
Upon admission to the College each student is assigned an academic advisor. For a new advisor, request a new one from the Registrar via email.

Request a Letter of Reference
To comply with regulations outlined by 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 a Transcript

Official Transcript
Transcripts of academic records will be issued by the Registrar to all current and former students (St. Luke’s Hospital School of Nursing) for a $5 fee upon written request. Link to the form same as below

Request an official transcript by filling out this online form. These forms require a student 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 logon may view and print an unofficial transcript themselves from mySLC.

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. Information can be updated online via mySLC. (insert link here)

Verify Enrollment
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 verified when the semester begins.

To obtain enrollment verification, contact the Registrar. A loan deferment form may be sent to the same email address.

Full-time enrollment is defined as 9 hours for the fall, spring and summer semesters. One-half time is enrollment of at least 5 hours for the fall, spring, and summer semesters.

Students may also request enrollment and verification from the National Student Clearinghouse at http://www.studentclearinghouse.org/
General Student Information

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 maintenance of learning environments with academic integrity and free of learning disruptions.

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, Posters
Messages announcing campus-related events may be placed on the bulletin boards in the student Commons Area on first floor. 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.

For additional information contact the Executive Director of Business Operations.

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

Campus Security Act, Public Law 101-542
The College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act which is a federal statute. The Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Saint Luke’s College complies with this act and sends information to students, faculty, and staff throughout the year as needed. The information is also available on College website and at the Saint Luke’s Hospital Security Office.

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

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)
Savings and transferring information from home-computer lab: Students may use portable storage devices such as “jump drive” or “thumb drive” to transfer information from home to school. Sending information, papers, assignments, etc. by email is STRONGLY recommended.

**Computer Requirements**
To satisfactorily participate in hybrid & online courses, Saint Luke's College has established minimum computer requirements that must be met in order to access our online systems. The current requirements can be found at:

http://support.saintlukescollege.edu/minimum-computer-specifications

**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 earning environments. At the discretion of the instructor, exception to this policy is possible in special circumstances. In testing situations, use of any unauthorized electronic device may lead to a charge of academic dishonesty and additional sanctions as indicated in the Professional Conduct Policy.

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

**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

**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 maintenance of learning environments with academic integrity and freedom from learning disruptions.

**Printing**
Saint Luke’s College printing services allows students to print from either a school computer or their personnel device 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 to the running and maintenance of the printers. Instructions on how to print can be found at support.saintlukescollege.edu.

**Program Evaluation**
For the purposes of continuous quality improvement throughout your Saint Luke’s College MSN program of study, you will have multiple opportunities for the provision of constructive input and evaluative feedback regarding curricular and instructional effectiveness, student services, and overall program...
effectiveness. Overall students are asked to assign quality ratings and to provide specific suggestions for improvement. Student feedback is essential and highly valued for its contribution to ongoing continuous quality improvement.

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

**Student Assistance Program**
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 to meet with a counselor.

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

**Student Representatives on College and Nursing Program Committees**
Student representatives may serve on the Graduate Faculty Senate. Student Representatives are responsible for communicating committee activities to other students and for gathering and providing student input to committee activities. Student representatives are Ex-Officio Committee members, having voice but no vote.

**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 student union area. The Student Affairs Committee will review the complaints or suggestions 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 Safety

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 mediums to advise the campus of potentially dangerous or important safety information. The College Community will be alerted by distributing campus wide e-mails.

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 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.

Inclement Weather or Other Short-Term Closing
To ensure continuity of services to students and the public, it is the policy of the College to remain open. However, during extreme conditions due to severe weather, major utility failure, or other reasons, the College may elect to close the campus. A short-term closing generally does not last more than five days.

Applies to Saint Luke’s College of Health Sciences Employees only (Faculty, staff, student employees, and students). This policy does not apply to Saint Luke’s Health System employees:

Weather or Other Short-Term Closing Process
1. After consultation with the President/Dean and Associate Deans, a decision is made to close the College. (Any College administrator can communicate with the President about a potential College closing).
2. Executive Director of Business Operations gets information from President/Dean.
3. Executive Director of Business Operations contacts television stations
4. Executive Director of Business Operations contacts Director of IT to deliver TextCaster message notifications to students, faculty and staff and place closing info on SLCHS webpage.

Canceling Classes and Closing Offices
1. If weather (or other short-term emergency such as a power outage) warrants cancellation of classes, closing of offices or limiting the hours of operation of the college, a decision will be made to assure the safety of the campus community. Options include:
   - Classes are canceled.
   - Other options as conditions warrant.

2. In the event of severe weather or other conditions that could affect safety, health or access to the college, the President/Dean, in consultation with the Associate Deans will have the final authority to
make the decision to cancel classes and/or close offices. In the event of the need for cancellation of a
specific class/clinical session or department closure, consultation with the Associate Deans and/or
President/Dean is required. In general, all cancelled classes/clinical sessions must be made up or
alternative assignment given.

3. Impacted areas will be consulted as possible prior to making the decision to close or cancel classes or
activities to determine the effect on classes, business operations, employment matters, special events,
conferences and other college activities.

4. The President/Dean or authorized designee will make the decision to cancel classes whenever
possible by 5 a.m. (communicated by 6:00 a.m.). If classes are cancelled they will resume the next
class day unless otherwise notified.

5. If offices are closed during the day, they will remain closed until the beginning of the next work day.

6. A decision to cancel classes and/or close offices may be made on weather information gathered from
the local authorities; official weather reports and forecasts; and/or local law enforcement. Some
factors taken into consideration in the decision to cancel classes and or close offices are:

- Existence of a local snow emergency
- Hazardous roadways
- Presence of extreme ice and/or snow
- Excessive wind
- Weather forecast
- Severe cold

7. Closings will be broadcast via most area television stations. Additionally, faculty/staff and students
can enroll with TextCaster (via SLCHS IT dept) or access the SLCHS webpage for current
information.

Class Continuance and Attendance During Severe Weather
1. Faculty may use alternative teaching methods when classes/clinical are canceled (e.g.,
e-mail, supplemental readings, on-line course delivery, etc.).

2. When classes are not canceled and students are unable to reach the campus due to living in or
traveling through a snow emergency area, students are encouraged to contact the professor to report
an absence due to a snow emergency. Students who contact their professors or professors’ designees
will not be penalized for an absence when unable to attend classes due to a snow emergency.

3. Employees are expected to report to work and/or remain at work in the event the college has not been
officially closed or when classes are currently scheduled.

Communication
All communication regarding class cancellation of the college will be handled by the executive director of
business operations or her/his authorized designee. Efforts will be made to notify the media, send e-mail,
and post web announcements by 6:00 a.m. on the day of classes and/or office closings.

Compensation During Cancellation of Classes and a Short-Term Closing
Faculty, exempt and non-exempt regular staff members are not required to call in or report when the
college is closed and will receive their regular base rate of pay for hours scheduled.

Inclement Weather or Other Short-Term Closing Revised 12/17/2014
**Tornado Warning**
A Tornado Warning will be announced at the direction of the President/Dean or Director of Business Operations. The fire alarm will be sounded and the designated fire marshals will direct persons that a Tornado Warning is in effect. All employees, students and visitors must gather in the lower level of the building. Close doors in offices and classrooms and stay away from windows.

**Communication**
All communication regarding class cancellation of the College will be handled by the Director of Business Operations or her/his authorized designee. Efforts will be made to notify the media, send email, and post web announcements by 6 a.m. on the day of classes and/or office closings.

**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 receptionist that emergency medical services are on the way and where to direct them. The receptionist will notify the appropriate staff.

**Student Identification**
Saint Luke’s College identification badges are issued to all students by the Director of Enrollment Management and Human Resources of the College. Identification badges must be worn at all times when students are at the College and all clinical practice environments. The identification badge is required for admittance into the building and for entry to the second floor of the campus building.

New identification badges are issued at no charge to the student if a legal name change occurs. However, a replacement fee is charged, for lost or damaged, identification badges. Students should contact Enrollment Management and Human Resources, room 263, to order a replacement name badge.

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

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

**Voter Registration Information**
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:

www.sos.mo.gov/elections/register2vote/ Missouri

www.kssos.org/elections/elections_registration.html Kansas
**Student Organizations**

Students may form campus organizations to meet individual student needs and interests which 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.

**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 816-932-6712.

**College Nursing Honor Society**

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

**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 Executive Director of Business Operations or designee.

External individuals or organizations are not permitted to conduct sales, promotional, or recruitment activities on Saint Luke’s College owned or leased property without the written permission of the Executive Director of Business Operations or 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.
Other College Contact Information

Title IX Coordinator
Josh Richards
624 Westport Road, Room 2Q63
Kansas City, MO 64111
816-932-6748
jmrichards@saintlukescollege.edu

Financial Aid Administrator
Jennifer Wright
624 Westport Road, Room 2Q58
Kansas City, MO 64111
816-932-6749
jrwright@saintlukescollege.edu

Immigration Assistance Information
Immigration Advocates Network
http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO
Appendix A

The Family Education Rights and Privacy Act (FERPA)

FERPA affords 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 record that the student believes is 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 educational interests. A school official is a person employed by the College in an administrative, supervisory academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Saint Luke’s College of Health Sciences to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue,
S.W. Washington, DC 20202-4605
Appendix B

**Nursing Practice Act**

The State of Missouri Nursing Practice Act (http://www.moga.mo.gov/STATUTES/C335.HTM) governs licensure and the practice of professional nursing in Missouri. Section 335.066 of the Nursing Practice Act which describes grounds for denial, revocation or suspension of license, states:

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

The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMO, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

- Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMO, or alcoholic beverage to an extent that such use impairs a person’s ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
- The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096; State of Missouri Nursing Practice Act The State of Missouri Nursing Practice Act governs licensure and the practice of professional nursing in Missouri. Section 335.066 of the Nursing Practice Act which describes grounds for denial, revocation or suspension of license, states:

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

The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMO, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or
her certificate of registration or authority, permit or license for any one or any combination of the following causes:

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

After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMO. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee’s last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160, RSMO, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

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

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

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

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

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

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

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- 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
- Architectural works

(U.S. Copyright Office, Copyright Basics, 2008, pages 2-3)

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. (http://www.copyright.gov/help/faq/faq-definitions.html#infringement)

Revised: 10/20/2014
Thank you for being a preceptor for our graduate students. We are interested in your evaluation communication with college faculty. Please complete the following questionnaire and send it back to us either via email or in the enclosed envelope.

Directions: Please indicate the extent to which you agree with the following statement for each topic listed below, by circling your answer.

Student(s) precepted is/are in the **NED Track** [ ] **AGACNP Track** [ ]

**KEY:**
- Strongly
- Slightly
- Disagree
- Agree
- Strongly

1 2 3 4 5

Faculty contacted preceptor to arrange clinical placement in a timely manner. 1 2 3 4 5

A course syllabus was provided prior to beginning the practicum clinical experience. 1 2 3 4 5

Faculty consulted effectively with the preceptor. 1 2 3 4 5

Faculty provided adequate information about the graduate program track prior to the clinical experience. 1 2 3 4 5

Faculty provided information prior to a specific practicum course, regarding the expected level of student performance. 1 2 3 4 5

Please share any additional comments with us. We welcome any additional comments in order to improve our precepted clinical experiences:

Thank you! Please return via e-mail, in the stamped envelope, or with the student to Tere Naylor, Director of Institutional Effectiveness.

*Graduate Faculty Senate Approval (electronic vote started 9/16/2014)*
Preceptor Clinical Practicum Evaluation Tool of Graduate Student for NN698-01: Teaching Practicum and Role Development for the Nurse Educator

Graduate Student _________________________ Preceptor _________________________

Please use the following scale to rate the level of student performance for the following statements:

1 = very much below expected performance  2 = below expected performance
3 = expected performance  4 = above expected performance  5 = outstanding performance

<table>
<thead>
<tr>
<th>Learning Objective</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand and apply various educational theories and concepts related to curriculum design, instructional methods, and teacher, student, course, and basic program evaluation and assessment.</td>
<td></td>
</tr>
<tr>
<td>Assess and apply learning needs differences within nursing education to accommodate for a diverse student population</td>
<td></td>
</tr>
<tr>
<td>Understand, align, and apply evidence-based nursing education principles to facilitate, manage, and enhance the learning environment</td>
<td></td>
</tr>
<tr>
<td>Assess program effectiveness and key stakeholder performance outcomes conducive to continuous quality improvement</td>
<td></td>
</tr>
<tr>
<td>Understand, apply, and assess innovative technologies to course design and instructional delivery</td>
<td></td>
</tr>
<tr>
<td>Implement an individualized plan of study in the area of nursing education</td>
<td></td>
</tr>
<tr>
<td>Develop, plan and implement education for a select group of learners</td>
<td></td>
</tr>
<tr>
<td>Display professional competence and confidence while providing education to a select group of learners.</td>
<td></td>
</tr>
</tbody>
</table>

Number of supervised Clinical Practicum Hours ____________ clock hours

**Identified Student Strengths**

**Identified Opportunities for Improvement**

**Additional Comments Regarding Student Performance:**

Preceptor Signature _________________________ Date ____________

Academic Catalog and Student Handbook: GRADUATE 112
GRADUATE PROGRAM PETITION

PETITION for LEAVE of ABSENCE

(Please get all appropriate signatures)

____________________________________________________________________________________

CURRENT ADDRESS: STREET, CITY, STATE, ZIP

____________________________________________________________________________________

SLCHS-MAIL  HOME PHONE  WORK PHONE

CURRENT PROGRAM:

☐ Adult-Gero ACNP  ☐ Nurse Educator

LEAVE OF ABSENCE (LOA)

Semester (s) requesting leave _________  Will Return _________

Will this LOA be between any clinical courses? Y N  If yes which ones? _________

When you return, # of courses you plan to take per semester? ____  Plan to attend Summer? _____

Reason for LOA (Attach additional sheet if necessary):

Leave of Absence Considerations: If you are currently receiving Financial Aid, have you met with that office and discussed ramifications for said leave?

Are you all paid up at the Cashiers Office? If you are taking a leave, be sure you are not enrolled for that semester and that you do not owe any money.
Note: You have been advised that this change in your plan of study may result in a delay of taking clinical courses. Clinical placement is on a space available basis. ____________ initial

APPROPRIATE SIGNATURES NEEDED OR ATTACH E-MAIL OF APPROVAL FROM APPROPRIATE PERSON

___________________________    __________________________
Student Signature       Faculty Advisor Signature of Approval

___________________________    __________________________
Date Petition Signed by Student     Date of Advisor Approval

___________________________
Date Application Received By Graduate Faculty Senate

The Registrar will be notified of this petition and will verify that the student is in good academic standing prior to the Graduate Faculty Senate Decision Meeting.

Graduate Faculty Senate Decision

_____ Approved

_____ Not Approved

This request will be reviewed at the next Graduate Faculty Senate Committee meeting and a final decision will be e-mailed to you by the Graduate Faculty Senate Chair. The Graduate Faculty Senate Chair will give the completed form and outcome to the College Registrar

Approved Graduate Faculty Senate 10/20/2014
Catalog Updates

1/28/2015
Added N790 Program Description, pg 23
Added The Role of the Adult-Gerontology Acute Nurse Practitioner, pg 13
Added The Role of the Nurse Educator, pg 14

2/2/2014
Added new Grievance Policy
Add Post-Graduate Admission Requirements

3/26/2015
Modified the following to reflect the 2015-2016 Graduate Programs:
   Common Core Course Requirements for all Graduate Programs
   Adult-Gerontology Acute Care Nurse Practitioner Track Courses
   Nurse Educator Track Courses
   Adult-Gerontology Acute Care Nurse Practitioner Post-Graduate Certificate Track Courses
   Nurse Educator Post-Graduate Certificate Track Courses
   Graduate Course Descriptions
   Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP) Track Admission Requirements
   Nurse Educator Track Admission Requirements
   AG-ACNP Post-Graduate Certificate Track Admission Requirements
   Nurse Educator Post-Graduate Certificate Track Admission Requirements

Title IX: Non-Discrimination and Harassment Policy
Title IX: Filing a Complaint