

**GRADUATE & UNDERGRADUATE
CATALOG & STUDENT HANDBOOK
ADDENDUM
2015-2016**



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

Handbook Updates

The Addendum keeps faculty, staff, and students notified of policy updates and additions that occur during the school year. The changes that were made to the current 2015-16 catalogs are noted below. Other changes are included in this addendum.

The current Catalog & Student Handbooks and Addendum are available online at: saintlukescollege.edu/content/catalog-student-handbooks

March 2016

Updates made to Undergraduate and Graduate Catalog & Student Handbooks

1. AP-041 Academic Grievance Policy
 - Undergraduate Catalog pages 120-124
 - Graduate Catalog pages 103-107
2. AP-043 Student Success Plan
 - Undergraduate Catalog page 71
3. CO-001 Learning Accommodations: Section 504 & ADA Accommodations
 - Undergraduate Catalog pages 19-21
 - Graduate Catalog pages 18-21
4. CO-018 College FERPA Policy
 - Undergraduate Catalog pages 81-83
 - Graduate Catalog pages 70-71
5. Academic Calendar 2015-2016
 - Undergraduate Catalog page 24
 - Graduate Catalog page 24

Policy Updates Communicated

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Academic Calendar 2016-2017

Fall 2016

8/15/2016Fall Semester Begins
8/15/2016 Tuition and Fees Due
9/5/2016Labor Day - No Classes
10/10-10/14/2016.....Fall Break - No classes
11/24-11/25/2016.....Thanksgiving Holiday - No Classes
12/9/2016Fall Semester Ends
12/9/2016 Commencement
12/12/2016-1/17/2017..... Winter Break - No Classes
1/9-1/13/2017..... Winter Intersession Classes

Spring 2017

1/16/2017Martin Luther King, Jr. Day - No Classes
1/17/2017Spring Semester Begins
1/17/2017 Tuition and Fees Due
3/13-3/17/2017Spring Break - No Classes
4/14/2017 Good Friday - No Classes
5/12/2017.Spring Semester Ends
5/12/2017 Commencement

Summer 2017

5/29/2017Memorial Day - No Classes
5/30/2017Summer Semester Begins
5/30/2017 Tuition and Fees Due
7/4/2017Independence Day - No Classes
8/4/2017Summer Semester Ends

Nursing Courses for BSN Track

Required nursing courses = 61 total hours. (In addition to 63 credit hours of General Education Requirements). In addition to these sequenced courses, effective Fall 2016 the plan of study will include 2 elective credit hours to be taken at St. Luke's College of Nursing prior to graduation.
 2016 Curriculum Changes Approved in Faculty Senate 2.15.16

J1 Semester-Effective Fall 2016

1st Semester		
Course Number	Course	Total Credit
N301	Pathophysiology and Applied Pharmacology I	3
N306	Health Assessment and Promotion	3
N308	Health Assessment and Promotion Lab	1
N338	Foundations of Professional Nursing	4
N340	Foundations of Professional Nursing Lab	1
N342	Foundations of Professional Nursing Clinical	3
	Total for Semester	15

J2 Semester- Effective Spring 2017

2nd Semester		
Course Number	Course	Total Credit
N351	Pathophysiology and Applied Pharmacology II	3
N376	Adult Health Nursing	4
N378	Adult Health Nursing Lab	1
N380	Adult Health Nursing Clinical	3
N387	Evidence Based Practice in Nursing	3
N379	Professionalism	1
	Total for Semester	15

S1 Semester- Effective Fall 2017

3rd Semester		
Course Number	Course	Total Credit
N450	Populations Based Care in the Community I	4
N451	Populations Based Care in the Community II	4
N452	Populations Based Care in the Community Clinical I	2
N	Populations Based Care in the Community Clinical II*	2
N383	Professionalism II	1
N365	Psychosocial and Ethical Aspects of Care	2
	Total for Semester	15

*Populations Based Care in the Community II and Populations Based Care in the Community Clinical II are taught in the second half of the semester after successful completion of Population Based Care in the Community I and Populations Based Care in the Community Clinical I

No Changes Proposed for S2 Semester

4th Semester		
Course Number	Course	Total Credit
N475	Nursing Leadership (10 weeks)	3
N486	Complex Care of Adults (10 weeks)	4
N488	Complex Care of Adults Clinical (10 weeks)	3
N494	Transition to Professional Practice (5 weeks)	2
N496	Transition to Professional Practice Clinical (5 weeks)	2
	Total for Semester	14
	Elective (Taken in any semester prior to Graduation)	2
	Total for Program	61

RN-BSN Mission

The RN-BSN track provides quality education that builds on the RNs' prior learning and nursing experience while recognizing their unique challenges when seeking a baccalaureate degree. The RN-BSN track seeks to build on the strengths of the learner while supporting their developmental potential. Adult learning principles used throughout the curriculum facilitate meaningful learning that the student can use to impact their world immediately and in the long-term. The RN-BSN track helps learners to transform their nursing practice by sharpening and improving critical thinking and reasoning, promoting leadership skills that enhances personal and professional possibilities, life-long learning, developing life-long professional relationships, and feeling a sense of pride and accomplishment.

RN-BSN Track Student Outcomes January 2016

1. Apply enhanced critical thinking and reasoning skills to nursing practice.
2. Synthesize the theoretical basis of nursing and the application of evidence-based practice to nursing.
3. Implement higher level nursing skills and activities such as education, research, and policy making.
4. Engage in continued professional development and life-long learning.

Written by Beth Cita 1/31/2016 Approved by Dr. Grando 1/31/2016

Semester Credit Hour

In accordance with federal regulations, Saint Luke’s College of Health Sciences (the “College”) defines a credit hour in accordance with federal requirements set forth under 34 CFR Section 600.2 and 600.24.

As such, the College utilizes the Carnegie Unit, an accepted unit of measurement under federal regulations, for calculating a credit hour. Based on this method, a unit of credit equates to one hour of instructional time and 2 hours of homework.

- In a face to face course, instructional time is calculated as 100% of face to face time.
- In hybrid courses, instructional time is calculated as 51% of face to face or greater, and the online portion is not to exceed 49%.
- In fully online courses the delivery method is fully online but may include up to 25% synchronous online meetings.

Online instructional activities include:

- Time spent in live instruction (synchronous or instructor led online time)
- The number of online screens viewed in course (calculated 3-5 minutes per screen)
- The run-time for required media assignments will be calculated on a 1:1 ratio seat time
- Links to external learning assets – calculate by the average time to consume the content
- Assignments – Time spent in online instructional assignments and activities (not homework) such as group discussions, online group project work, social media sites for group discussion/participation, student-teacher interaction

Undergraduate program

- Theory/Lecture credit hour = 50 minutes. One contact hour = one semester credit hour.
- A lab credit hour = 60 minutes. Two contact hours of lab = one semester credit hour.
- Three contact hours of clinical = one semester credit hour.

Graduate program

- Theory credit hour equals 50 minutes. One contact hour = one semester credit hour.
- 100 hours of practicum = one semester credit hour.

Course Type	Credit	Contact hour week	Weeks/ Semester	Contact hour /Semester
Theory	1	1	15	15
Clinical	1	3	15	45
Simulated Clinical	1	1.5	15	22.5
Lab	1	2	15	30

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

POLICY

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

The Just Culture concept and algorithm will be followed. Violations include but are not limited to:

Uncivil Behavior Disruptive to the Educational Process

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

Discourteous, Disrespectful and Impolite Behavior

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

Unethical/Unsafe Professional Behaviors

- Inadequate preparation for clinical experience
- Failure to properly notify faculty or unit of a clinical absence
- Dishonesty in any form, including lying, furnishing false information, forgery, alteration,

falsification, reporting fabricated information, or any other unauthorized use of college documents, academic or other official records, identification, or property, which includes, but is not limited to, paper, examinations, registration or financial aid materials, application forms, reports, forms, checks, or other records.

- Breach of client confidentiality
- Unsafe Nursing Practice*
- Violation of the American Nurses Association's Code of Ethics for Nurses
- Violation of signed academic integrity statement

****Definition of Unsafe Nursing Practice***

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

Student Appeals, Conduct and Grievance Committee

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

Membership

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

Functions

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

PROCEDURE

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

1. All Incident Reports will be submitted to the Dean of Students who will then communicate with the appropriate Program Director. Subsequently the Program Directors and/or the Dean of Students will contact the Chair of the Student Appeals, Conduct and Grievance Committee for

investigation of the student incident. This procedure is followed with all incidents even if resolved by other means, and all documentation will be housed with a college drive in password protected files. If the incident was academic in nature and resolved within the course, it will be documented by the course lead and forwarded to the Chair of the Student Appeals, Conduct, and Grievance Committee to be placed on the college S drive in a password protected file.

2. If the incident has not been resolved the Chair of the Student Appeals, Conduct and Grievance Committee will review the report and call a meeting of the Student Appeals, Conduct and Grievance Committee (see below).
3. The student may choose to represent themselves during the meeting by either providing a written statement to the Chair of the Student Appeals, Conduct and Grievance Committee, who will read the statement to the committee or the student may be present at the meeting to make a statement if he or she requests to do so. All student information will be removed from written documents to maintain anonymity. If the student chooses to be present at the meeting, anonymity will not be maintained. The student will not be present for deliberations. Other parties involved in the incident may be requested to attend the meeting. The Chair will document the decision on the Student Conduct Incident Report form.
4. All documentation will be kept in a secure, college designated electronic file to be placed on the college S drive in a password protected file monitored by the Chair of the Student Appeals, Conduct and Grievance Committee.
5. Decisions will be made known to the student in person or by college email. The student may make an appointment with the Program Directors and/or the Dean of Students to be informed of the decision or to discuss the results.
6. The student may appeal the committee decision to the Academic Dean and ultimately the College President by submitting a written request for appeal within ten working days of the emailed decision notification. An appeal must provide new and meaningful information that was not presented to the Appeals, Conduct, and Grievance Committee.
7. The Academic Dean and/or the President will make a decision within five working days of the written appeal request. The student will be notified of the final decision by college email.

Consequences

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

First offense:

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

Second offense:

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

Third offense:

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