Overview

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, of 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 (R.N.). 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 M.S.N. Adult-Gerontology Acute Care Nurse Practitioner 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.
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.

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: 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, Nurse Educator, and Nursing Informatics were added to the graduate programs. The M.S.N. 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.

- Our nursing classes are challenging, so students can seek additional information and assistance from our **Peer Mentors** Program.

- Courses also incorporate delivery strategies to accommodate all **learning styles**.

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

Today’s nursing 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
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

**Peer Mentoring Program**

First year nursing students have peer mentors available to work with them on their courses. The program provides for mentors to be available one-day a week in the Learning Resource Center, the skills lab, and for individual support.
Bloom’s Taxonomy (Bloom, 1956)
New Bloom’s (Anderson & Krathwohl, 2001)
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_Knowlege_Base.htm

Searches (except New England Journal of Medicine and UpToDate) 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

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 library privileges at the University of Missouri-Kansas City Health Science Library.

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.
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>
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<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>
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<tr>
<td>9/12/2014</td>
<td>Last date for 25% refund; 1st 8 week course</td>
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<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>
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<tr>
<td>10/2/2014</td>
<td>Last day to withdraw from 10 week course</td>
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<tr>
<td>10/5/2014</td>
<td>Honor Society Induction Ceremony</td>
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<tr>
<td>10/10/2014</td>
<td>Last date for 25% refund; 16 week course</td>
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<tr>
<td>10/13-17/2014</td>
<td>Fall Break</td>
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<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>
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<tr>
<td>10/24/2014</td>
<td>Last day to drop/add 2nd 8 week courses</td>
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<tr>
<td>10/24/2014</td>
<td>Last date for 90% refund; 2nd 8 week course</td>
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<tr>
<td>10/31/2014</td>
<td>Last date for 50% refund; 2nd 8 week course</td>
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<tr>
<td>10/31/2014</td>
<td>Last day to withdraw from 16 week course</td>
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### November

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<tr>
<th>Date</th>
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<tbody>
<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>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>10/21/2014</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>11/14/2014</td>
<td>Last date for 25% refund; 2nd 8 week course</td>
</tr>
<tr>
<td>11/26/2014</td>
<td>Last date for 50% refund; 5 week course</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>Early course dismissal at 1 p.m.</td>
</tr>
<tr>
<td>27-28/11/2014</td>
<td>Thanksgiving Holiday: No Classes</td>
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### December

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<tr>
<th>Date</th>
<th>Event</th>
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<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>
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### Spring 2015

### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1/6/2015</td>
<td>New Student Orientation 10 a.m.-3 p.m.</td>
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<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>1/16/2015</td>
<td>Last date for 90% refund; 10 week course, 1st 8 week course</td>
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<tr>
<td>1/23/2015</td>
<td>Last day to add/drop a 16 week course</td>
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<tr>
<td>1/23/2015</td>
<td>Last date for 90% refund; 16 week course</td>
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<tr>
<td>1/23/2015</td>
<td>Last date for 50% refund; 1st 8 week course</td>
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<tr>
<td>1/30/2015</td>
<td>Last date for 50% refund; 10 week course</td>
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<tr>
<td>February</td>
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<tr>
<td>2/6/2015</td>
<td>Last date for 50% refund; 16 week course</td>
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<tr>
<td>2/6/2015</td>
<td>Last date for 25% refund; 1st 8 week course</td>
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<tr>
<td>2/13/2015</td>
<td>Last date for 25% refund; 10 week course</td>
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<tr>
<td>2/18/2015</td>
<td>Last day to withdraw from 8 week course</td>
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<tr>
<td>2/27/2015</td>
<td>Final Exams for 1st 8 week course</td>
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<tr>
<td>2/27/2015</td>
<td>Last day to withdraw from 10 week course</td>
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<tr>
<td>March</td>
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<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>
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<tr>
<td>3/15/2015</td>
<td>Last date for 100% refund; 2nd 8 week course</td>
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<tr>
<td>3/20/2015</td>
<td>Last day to add/drop 2nd week course</td>
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<tr>
<td>3/20/2015</td>
<td>Last date for 90% refund; 2nd 8 week course</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>
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<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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<tr>
<td>3/29/2015</td>
<td>Last date for 100% refund; 5 week course</td>
</tr>
<tr>
<td>3/30/2015</td>
<td>5 week course begins</td>
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<table>
<thead>
<tr>
<th>April</th>
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<tbody>
<tr>
<td>4/6-4/10/2015</td>
<td>Current Student Registration Summer and Fall</td>
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<tr>
<td>4/3/2015</td>
<td>Last day to drop from 5 week course</td>
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<tr>
<td>4/3/2015</td>
<td>Last date for 90% refund; 5 week course</td>
<td></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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<tr>
<td>4/10/2015</td>
<td>Last date for 50% refund; 5 week course</td>
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</tr>
<tr>
<td>4/13-4/24/2015</td>
<td>New Student Registration for fall 2015</td>
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<tr>
<td>4/17/2015</td>
<td>Last date for 25% refund; 5 week course</td>
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<tr>
<td>4/22/2015</td>
<td>Last day to withdraw from a 5 or 8 week course</td>
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<thead>
<tr>
<th>May</th>
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<tbody>
<tr>
<td>5/4-5/7/2015</td>
<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>
<td></td>
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<tr>
<td>5/8/2015</td>
<td>Spring Semester ends</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>5/25/2015</td>
<td>Memorial Day</td>
<td></td>
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<tr>
<td>5/26-7/31/2015</td>
<td>Summer Session</td>
<td></td>
</tr>
<tr>
<td>5/31/2015</td>
<td>Fall 2015 RN/BSN Application deadline</td>
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</tr>
<tr>
<td>5/31/2015</td>
<td>Fall 2015 MSN Application deadline</td>
<td></td>
</tr>
<tr>
<td>6/3/2015</td>
<td>Spring 2015 Tuition Reimbursement Fees Due</td>
<td></td>
</tr>
</tbody>
</table>
Undergraduate Program

Traditional BSN Program

This degree program is designed for traditional students who immediately enroll in the BSN following completion of their General Education Requirements. This program is also designed for Registered Nurses who wish to complete a BSN Registered Nurses ALSO have the option of applying for the R.N. to M.S.N. program—please see Graduate Programs for more information.

Mission & Vision

Mission Statement
Through transformative education we co-create empowered professional nurse generalists, who positively affect health care in a complex world.

Vision Statement
Transforming Education; Empowering Nursing

Philosophy

Saint Luke’s Nursing Program embraces the complexity of our changing profession and acknowledges that the role of the professional nurse generalist will continue to evolve. Through the transformational processes of socialization and education, we strive to co-create an empowered nurse who is a(n):

- Safe Effective Baccalaureate Generalist
- Evolving Professional
- Interprofessional Colleague
- Quantum Thinker
- Transformational Thinker Practitioner

The nursing program and curriculum adhere to the following professional standards:

- American Association of Colleges of Nursing “The Essentials of Baccalaureate Education for Professional Nursing Practice”
- Missouri State Board of Nursing Regulations regarding programs of professional nursing
- Detailed NCLEX-RN® Test Plan
- Quality and Safety Education for Nurses (QSEN) Competencies

Educational processes are student-centered and focused on development of professional nurse generalists. Multiple opportunities for complex problem solving, decision making, collaboration, and leadership in the delivery of safe quality care are provided in diverse practice settings. As reflected in the quality of their patient encounters and achievement of patient outcomes, our graduates are prepared to meet the demands of the ever-changing healthcare environment and to act as patient advocates and catalysts for improvement and change.

The traditional Bachelor of Science in Nursing degree program is a four-year program in which the first two years, or 63 hours of general education, are completed at an accredited college of
the student’s choice. Upon completion of general education courses and acceptance into the program, students will spend two years as a full-time student in nursing courses.

**Student Learning Outcomes**

*I. Safe, Effective Baccalaureate Generalist*

A safe effective baccalaureate nursing generalist conducts holistic patient assessments, plans and implements safe, quality patient and family centered care with continuous evaluation of patient/client outcomes.

*II. Evolving Professional*

An evolving professional demonstrates accountability, cultural competence, ethical comportment and the pursuit of practice excellence through lifelong learning and professional growth and development. An evolving professional applies leadership concepts and skills to nursing practice.

*III. Interprofessional Colleague*

An Interprofessional colleague collaborates to develop interventions aimed at health promotion, disease, injury and error prevention and provision of quality patient-centered care.

*IV. Quantum Thinker*

A quantum thinker integrates knowledge, skills, and values from the arts and sciences and reliable evidence from multiple ways of knowing to inform practice, make clinical judgments, and provide humanistic, quality patient-centered care with tolerance for uncertainty and ambiguity.

*V. Transformational Practitioner*

A transformational practitioner applies principles of quality improvement, healthcare policy, and cost effectiveness to implement patient safety initiatives, monitor performance measures, and improve the quality of healthcare delivery. He/she advocates for social justice, including a commitment to the health of vulnerable populations and elimination of health disparities.
General Education Course Requirements

Pre-requisites for Upper Division Nursing Coursework

The first 63 credit hours of general education are completed at the regionally accredited school of your choice. Students complete 61 hours of nursing courses to earn a bachelor’s degree.

General Education Nursing Support Core

<table>
<thead>
<tr>
<th>Courses</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy/lab</td>
<td>3-4</td>
</tr>
<tr>
<td>Chemistry/lab</td>
<td>3-4</td>
</tr>
<tr>
<td>Human Physiology/lab</td>
<td>3-4</td>
</tr>
<tr>
<td>Microbiology/lab</td>
<td>3-4</td>
</tr>
<tr>
<td>Human Development/Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra or Higher level</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>Ethics/Logic/Philosophy/Values</td>
<td>3</td>
</tr>
<tr>
<td>General education nursing support core</td>
<td>30-33</td>
</tr>
</tbody>
</table>

NOTE: The above General Education Nursing Support Core courses are required for all students.

Additional General Education Requirements

<table>
<thead>
<tr>
<th>Courses</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology/Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Speech/Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>History/Gov’t/Economics</td>
<td>3</td>
</tr>
<tr>
<td>Open Elective (major/non-major courses)</td>
<td>17-21</td>
</tr>
<tr>
<td>Additional general education requirements</td>
<td>29-33</td>
</tr>
</tbody>
</table>

Program of Study and Degree Requirements

All general education credits must be completed prior to enrollment in the Saint Luke’s College nursing program.

Eligibility for Licensure

Graduates of the BSN program are eligible to apply to take the National Council Licensure Exam for Registered Nurses NCLEX-RN®. Eligibility of the graduate to take the NCLEX-RN®, and therefore become licensed as a registered professional nurse, is determined by the state in which the graduate applies for registration.
Completion of the Saint Luke’s College BSN curriculum does not guarantee eligibility to take the NCLEX-RN®.

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

Required nursing courses = 59 credit hours + 2 elective credit hours = 61 total hours. (In addition to 63 credit hours of General Education Requirements)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Total Credit</th>
<th>Prerequisite course(s)</th>
<th>Co-requisite</th>
<th>Pre &amp; OR Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>N301</td>
<td>Pathophysiology and Applied Pharmacology I</td>
<td>3</td>
<td>None</td>
<td>Co-requisites</td>
<td></td>
</tr>
<tr>
<td>N306</td>
<td>Health Assessment and Promotion</td>
<td>3</td>
<td>None</td>
<td>N308</td>
<td></td>
</tr>
<tr>
<td>N308</td>
<td>Health Assessment and Promotion Lab</td>
<td>1</td>
<td></td>
<td>N306</td>
<td></td>
</tr>
<tr>
<td>N338</td>
<td>Foundations of Professional Nursing</td>
<td>4</td>
<td>N301, N306, N308 or Co-requisites</td>
<td>N301, N306, N308, N340, N342</td>
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<tr>
<td>N340</td>
<td>Foundations of Professional Nursing Lab</td>
<td>2.5</td>
<td></td>
<td>N301, N306, N308, N338, N342</td>
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<tr>
<td>N342</td>
<td>Foundations of Professional Nursing Clinical</td>
<td>2.5</td>
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<td>N301, N306, N308, N338, N340</td>
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<tr>
<td><strong>Total for Semester</strong></td>
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### 2nd Semester

<table>
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<tr>
<th>Course Number</th>
<th>Course</th>
<th>Total Credit</th>
<th>Prerequisite course(s)</th>
<th>Co-requisite</th>
<th>Pre &amp; OR Co-requisite</th>
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</thead>
<tbody>
<tr>
<td>N365</td>
<td>Psychosocial and Ethical Aspects of Care</td>
<td>2</td>
<td>N338, N340, N342, N338, N340, N342</td>
<td>N376, N378, N380, N351</td>
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<tr>
<td>N378</td>
<td>Adult Health Nursing Lab</td>
<td>1</td>
<td>N301, N306, N308, N338, N340, N342</td>
<td>N376, N380, N351</td>
<td></td>
</tr>
<tr>
<td>N387</td>
<td>Evidence Based Practice in Nursing</td>
<td>3</td>
<td>N338, N340, N342</td>
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**Total for Semester**: 16

### 3rd Semester

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<tr>
<th>Course Number</th>
<th>Course</th>
<th>Total Credit</th>
<th>Prerequisite course(s)</th>
<th>Co-requisite</th>
<th>Pre &amp; OR Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>N450</td>
<td>Community-Centered Care</td>
<td>10</td>
<td>N351, N365, N376, N378, N380</td>
<td>N 452</td>
<td>N387</td>
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<tr>
<td>N452</td>
<td>Community-Centered Care Clinical</td>
<td>3</td>
<td>N351, N365, N376, N378, N380</td>
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<td>N387</td>
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**Total for Semester**: 13
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<th>Prerequisite course(s)</th>
<th>Co-requisite</th>
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<tbody>
<tr>
<td>N475</td>
<td>Nursing Leadership (10 weeks)</td>
<td>3</td>
<td>N450, N452, N387</td>
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<td>N486, N488</td>
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<td>N486</td>
<td>Complex Care of Adults (10 weeks)</td>
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<td>N488</td>
<td>Complex Care of Adults Clinical (10 weeks)</td>
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<td>N475</td>
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<tr>
<td>N494</td>
<td>Transition to Professional Practice (5 weeks)</td>
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<tr>
<td>N496</td>
<td>Transition to Professional Practice Clinical (5 weeks)</td>
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<tr>
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</table>
**BSN Course Descriptions and Course Pre-requisites**

**N301 Pathophysiology and Applied Pharmacology I: 3 Credit Hours**
In this course, students apply their knowledge of basic anatomy and physiology to the development of an understanding of foundational pathophysiological concepts, such as cellular injury, loss/change in normal structure and function, inflammation, infection, and stress response and the pathogenesis, pathophysiology, manifestations, diagnosis and treatment modalities (including pharmacology) of selected health deviations. The disorders discussed are representative of those commonly occurring in the population. Emphasis is given to students’ development of an understanding of pharmacokinetic and pharmacodynamic principles and application of knowledge of major drug classifications/select prototype drugs to the safe administration of medications, effective monitoring, and appropriate evaluation of physiological responses (therapeutic and adverse) across the lifespan.

**N306 Health Assessment and Promotion: 3 Credit Hours**
This course provides an introduction to health assessment and promotion for adults of all ages. Emphasis is given to the theoretical concepts of physical assessment techniques, interviewing skills, focused body system assessments, genetic and health risk assessments and to the key elements of the physiological, developmental, spiritual, socioeconomic, cultural and aging dimensions essential for holistic assessment. Students are introduced to evidence-based clinical assessment tools. (Co-requisite N308)

**N308 Health Assessment and Promotion Lab: 1 Credit Hour**
In this course, students master the skills required to collect a health history, perform health assessments, and to provide basic health promotion teaching to adults of all ages. Faculty designed and guided skills laboratory and simulated learning experiences provide opportunities for students to gain the cognitive, technical, and interpersonal skills needed to perform comprehensive and focused assessments. Students utilize evidence-based clinical assessment tools to identify patient specific health issues. Students document health assessment findings using appropriate medical terminology and current documentation methods, including electronic health records. Laboratory experiences provide students with opportunities to recognize abnormal assessment findings and to appropriately report findings to other interprofessional team members. (Co-requisite N306)

**N338 Foundations of Professional Nursing: 4 Credit Hours**
This course provides a foundation in the essential principles, concepts, and skills needed by the beginning nursing student learning the role of the nurse generalist. Students are introduced to legal/ethical principles, diverse health practices, health and illness concepts, health care systems, complementary and alternative therapies, evidence-based nursing practice, and to the underlying principles and rationale for basic nursing skill procedures. Interprofessional communication, ethical comportment, and professional standards and values are presented as the concepts foundational to the professional nursing role. Emphasis is placed on the role of the nurse in the provision of safe patient care, effective communication, accurate dosage calculation, safe medication administration, patient teaching, health promotion, performance of basic nursing skills, and utilization of the nursing process. (Co-requisites: N301, N306, N308, N340, N342; Pre-requisites: N301, N306, N308)

**N340 Foundations of Professional Nursing Lab: 2.5 Credit Hours**
In this course, students have the opportunity to learn, and practice essential basic clinical nursing skills in the Nursing Skills Laboratory. Through the planned use of human patient simulators, database searching, and laboratory learning activities, students are able to apply basic nursing concepts and clinical reasoning to simulated clinical situations and to the performance of safe, evidence-based basic nursing skills. Students apply knowledge of current
N342 Foundations of Professional Nursing Clinical: 2.5 Credit Hours
Opportunities for the application of fundamental principles and the safe performance of basic nursing skills are provided through faculty guided clinical learning experiences in adult health care settings and planned patient simulations in the Nursing Skills Laboratory. Supervised clinical experiences are designed to promote problem solving and clinical reasoning, to increase knowledge of nursing practice, and to promote skill development. Students provide direct nursing care for adults and older adults with acute and chronic alterations in health in a variety of clinical settings. (Co-requisites: N301, N306, N308, N338, N340)

N351 Pathophysiology and Applied Pharmacology II: 3 Credit Hours
This course provides opportunities for student application of pathophysiological concepts to the study of the functional or physiological changes in the body that result from disease processes and for application of pharmacokinetic and pharmacodynamic principles and knowledge of major drug classifications/select prototype drugs to the safe administration of medications, effective monitoring of patient responses to medications, and the appropriate evaluation of physiological responses (therapeutic and adverse) across the lifespan. Upon completion of the course, students should be able to identify the etiology, clinical manifestations and basic diagnostic and treatment modalities of major pathophysiological conditions and be able to discuss the basic actions and uses, pharmacokinetics, adverse effects, contraindications, and implications of major drug classifications/prototype drugs. (Pre-requisites: N301, N306, N308, N338, N342, N340; Pre- & Co-requisites: N376, N378, N380, N351)

N365 Psychosocial and Ethical Aspects of Care: 2 Credit Hours
This course addresses the psychosocial and ethical aspects of caring for individuals and families across the lifespan. Emphasis is placed on basic psychodynamic, psychosocial, and ethical principles, collaboration and therapeutic communication skills, understanding of human responses in a variety of life situations, life transitions, diverse lifestyles, self-efficacy and coping skills. (Pre-requisites: N338, N340, N342, N338, N340, N343; Pre- or Co-requisites: N376, N378, N380, N351)

N376 Adult Health Nursing: 4 Credit Hours
This course provides a theoretical foundation in the essential principles, concepts, and skills needed for the care of adult patients with alterations in health. Emphasis is focused on evidence-based nursing care of adult and older adult patients with acute/chronic alterations in health and expansion of students’ knowledge and application of the nursing process and key pharmacology and pathophysiology concepts. Concepts of aging, health promotion, and restoration of health are integrated throughout the course. (Pre-requisites: N301, N306, N308, N338, N340, N342; Co-requisites: N378, N380; Pre- or Co-requisites: N351, N365)

N378 Adult Health Nursing Lab: 1 Credit Hours
In this course, students have the opportunity to learn, and practice essential nursing skills in the care of adults with alterations in health. Students are given instruction and hands-on opportunities in the skills laboratory setting directed at the development of a curriculum specified set of clinical skills and attributes. Through the planned use of human patient simulators, database searching, and laboratory learning activities, students are able to apply concepts and clinical reasoning to simulated clinical situations and to the performance of safe, evidence-based nursing skills. (Pre-requisites: N301, N306, N308, N338, N340, N342; Co-requisites: N376, N380, N351)

N380 Adult Health Nursing Clinical: 3 Credit Hours
Opportunities for the application of theoretical concepts and performance of nursing skills specific to adult and older adult patients are provided through faculty guided clinical learning
experiences primarily in acute care settings. As the course progresses, students gain experience in caring for multiple patients. (Pre-requisites: N301, N306, N308, N338, N340, N342; Co-requisites: N376, N378, N351)

N387 Evidence-based Practice in Nursing 3 Credit Hours
This course provides students with an understanding of research designs, methodologies, ethics and critique for use in their development of evidence-based practice. Through student collaboration on an evidence-based project, emphasis is given to refinement of students’ abilities to retrieve, analyze, synthesize, and disseminate evidence for enhancement of the quality and safety of patient outcomes. (Pre-requisites: N338, N340, N342)

N450 Community Centered Care: 10 Credit Hours
This course presents a multi-systems approach to prepare students to care for individuals, families, and aggregates across the lifespan in a variety of dynamic community environments in a changing health care system. This course provides students with opportunities to expand their knowledge in specific areas related to nursing practice: maternal-child, mental health, and community health nursing. This course is offered in hybrid format in which students become members of a virtual community, providing the context for applied learning. (Pre-requisites: N351, N365, N376, N378, N380 Co-requisite: N432; Pre- or Co-requisites: N387)

N452 Community Centered Care Clinical: 3 Credit Hours
This clinical course sets the context for students to care for individuals, families and aggregates across the lifespan in a variety of settings. This course provides students opportunities to apply their skills in specified areas related to nursing practice: maternal-child, mental health, and community health nursing. The students will become members of a community, with the focus on care of vulnerable populations. (Pre-requisites: N351, N365, N376, N378, N380 Co-requisite: N450; Pre- or Co-requisites: N387)

N475 Nursing Leadership: 3 Credit Hours
This course provides students with information regarding the NCLEX-RN® test plan and testing process and application for R.N. licensure. Emphasis is given to aggregate and individual remediation based on NCLEX-RN® predictor performance. Additionally, this course provides seminars focused on entry into the profession and the professional issues that confront the registered nurse. Pre-requisites: N450, N452, N387; Pre- or Co-requisites: N486, N488)

N486 Complex Care of Adults: 4 Credit Hours
This course provides students with the concepts and skills necessary for the delivery of safe effective nursing care for patients with complex, multi-system alterations in health as a result of disease or trauma. Emphasis is focused on evidence-based nursing care practices for adults and older adults with complex health problems and on expansion of the student’s knowledge and application of the nursing process and key pharmacological and pathophysiological concepts. There is also emphasis on concepts and application of nursing strategies related to multiple contexts, including acuity, health promotion and restoration, cultural, end-of-life, and ethical/moral phenomena. (Pre-requisites: N450, N452; Co-requisite: N488; Pre- or Co-requisite: N475)

N488 Complex Care of Adults in Clinical and Simulation: 3 Credit Hours
The purpose of this course is to provide students with simulated and clinical experiences that allow them to apply theoretical concepts and skills related to the holistic and safe care of adults and older adults with complex, multi-system alterations in health as a result of disease or trauma. Emphasis is on evidence-based nursing care practices and effective decision making and priority setting for patients in a variety of settings, including critical care, emergency care and rehabilitation. Emphasis will also be placed on effective nursing strategies for managing
patients with varied potential for health restoration and wellness following acute illness or injury. (Pre-requisites: N450, N452; Co-requisite: N486; Pre- or Co-requisite: N475)

**N494 Transition to Professional Practice: 2 Credit Hours**
This course provides students with the basic management concepts and skills necessary for the delivery of safe effective nursing care to a caseload of patients in an acute care hospital setting. Emphasis is placed on principle of effective health team communication, time management, priority setting, delegation, and utilization of material and human resources in the acute care setting and on strategies to assure the safe transition of patients to and from the acute care health setting. (Pre-requisites: N450, N452; Co-requisite: N486; Pre- or Co-requisite: N475)

**N496 Transition to Professional Practice Clinical: 2 Credit Hours**
Opportunities to demonstrate mastery of the concepts and skills inherent in the beginning practice role of a registered nurse (baccalaureate nurse generalist) and achievement of program student learning outcomes are provided in this five week clinical experience. Emphasis is placed on development of the first-level management skills necessary for the provision of nursing care to groups of patients in acute or sub-acute care settings. (Pre-requisites: N494, N496)

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**BSN Nursing Electives**

A variety of nursing electives will be offered, which will provide the student with opportunities for expanded experiences in nursing specialties and for personal and professional growth.

**Honors Elective: 1 Credit Hour**
This didactic course provides students with the opportunity to hone skills in searching and synthesizing literature and evaluating the quality of evidence that addresses a specific problem in a focused clinical area. Students will identify quality research, expert opinion, patient preferences, clinical expertise to recommend best practices for an identified problem. Students will compare and contrast current practice to idealized practice and identify barriers to practice change. Course Objectives: 1. Participate in the process of retrieval, appraisal, and synthesis of evidence related to an identified clinical practice issue. (BSN Essentials 3.5) 2. Identify practice discrepancies between associated evidence and practice that impact safety and quality patient care. 3. Investigate best practice benchmarks by comparing specific indicators from identified institutions. 4. Create a presentation to summarize evidence, best practice, and benchmarking data to make recommendations for practice change. 5. Submit an abstract of the final presentation to a regional or national professional conference.

**N311 Women’s Health Care Issues: 2 Credit Hours**
This elective didactic course will focus on a holistic approach to common health concerns of women. Emphasis will be on health promotion, the nurse’s role in primary prevention, and treatment alternatives. Students will explore strategies to educate women to effectively interact with a changing health care system. The impact of media in popular culture on women and their health will also be explored. (Pre-requisite: None)

**N319 Communicating With the Spanish Speaking Client: 2 Credit Hours**
This course is designed to help the student learn about Hispanics culture and folkways as they impact the western health care model. Students will learn Spanish vocabulary pertaining to healthcare and will learn a basic form for asking questions and gathering information from the Spanish-speaking client. No prior experience in speaking Spanish is required for this course. (Prerequisite: None)

**N327 Holistic Health for Nurses: 2 Credit Hours**
This elective didactic course explores the nurse’s journey to holistic health. The concepts of holism, healing and the nurse as healer will be discussed. Students will assess their current health status and health practices. They will examine the integration of daily self-care and complementary and alternative therapies in order to establish and maintain a healthy lifestyle. A variety of complementary and alternative healing modalities will be presented. (Pre-requisite: None)

N331 Caring for Clients at Camp: 1 Credit Hour
This elective didactic course provides an opportunity for the student to acquire knowledge and skills needed to provide health care for clients in the camp setting. The role of the nurse in providing primary, secondary, and tertiary levels of prevention is emphasized. Nursing process, principles of growth and development, nutrition, and legal issues are integrated throughout the course. (Pre-requisite: N 338, 340, 342 Co-requisite: N332)

N332 Camp Practicum: 1 Credit Hour
Clinical experiences will be in a residential camp setting and are limited to students who have completed first semester courses and are concurrently taking N331. The student will participate in pre-camp planning sessions, camp activities, and post-camp evaluation in this elective clinical course. (Pre-requisite: N 376, 378, 380 Co-requisite: N331)

N337 The Nurse’s Role in Cardiac Monitoring: 2 Credit Hours
This elective didactic course will explore the role of the nurse in the care of clients with cardiac arrhythmias. A brief overview of cardiac anatomy and physiology will be included to provide a solid basis for electrocardiography, arrhythmia identification, common treatments, and nursing implications, along with primary, secondary, and tertiary care of the client with cardiac arrhythmias. Anti-arrhythmic medications and the related nursing implications will also be covered. Clinical case studies will be used to enhance learning. (Pre-requisite: N 338, 340, 342)

N347 Exploring Oncology Nursing: 2 Credit Hours
This course addresses theoretical concepts and scientific principles surrounding the practice of Oncology Nursing. Primary, secondary and tertiary nursing interventions for the adult client with cancer are discussed. Emphasis is placed on helping persons with cancer and their caregivers to cope with commonly encountered issues associated with cancer therapies, advanced disease states, oncologic emergencies, end of life issues and cancer survivorship.

N353 Animals in Healthcare: 2 Credit Hours
This course provides an overview of the role that animals have in today’s healthcare systems. Coursework emphasizes the utilization of animals in nursing homes, physical therapy, and hospitals. The course will incorporate a combination of classroom-based seminars, FEMA Animals in Disaster self-study program, research into the role animals play in the wellbeing of patients and clinical experiences at a variety of sites. Students will develop an understanding of the importance animals play in the health and wellbeing of many patients. (Pre-requisite: None)

N357 Global Issues and Community Health: 1 Credit Hour
This elective didactic course provides students with the opportunity to explore the impact of international policy on the health and well-being of individuals and their communities in under resourced countries. Additionally, the course provides opportunity to explore the role of cultural beliefs, social justice and health seeking behaviors in vulnerable populations. (Co-requisite: N358)

N358 Global Issues and Community Health Clinical: 1 Credit Hour
Students that participate in this elective clinical course will be involved in an international immersion experience in which they will live and work in a culture different from their own. This elective is developed to provide a learning experience through a service learning project with a focus on family and community health. Active clinical participation in thoughtfully
organized hands-on service experiences that meet community needs will be provided. (Pre- or Co-requisite: N357)

**N359 Introduction to Forensic Nursing: 2 Credit Hours**
In this course the learner is introduced to the principles and standards of the Forensic Nursing specialty. This course blends an on-line, classroom and simulation laboratory approach to provide the learner with the knowledge and skills to apply the content in real world situations. Speakers from the criminal Justice system, MOCSA, Rose Brooks Center and others augment and reinforce the concepts of forensic care. Didactic includes, but is not limited to; contemporary social issues with impact on the specialty such as intimate partner violence, sex trafficking, elder and child abuse, and cultural diversity, principles and techniques of forensic science, collection and preservation of biological evidence, forensic photography, forensic toxicology and pharmacology, mechanisms, of injury, witness testimony, and special issues facing the Forensic Nursing specialty. (Pre-requisite: None)

**N367 The Role of Case Management in Healthcare: 2 Credit Hours**
This elective course will explore the role of the nurse in a hospital case management role. The course will emphasize case management concepts, principles, and strategies in the areas of utilization management, utilization review, and discharge planning. Students will develop an understanding that case management is a collaborative process designed to meet an individual's health needs through communication and available resources to promote quality, cost-effective outcomes. This course will incorporate a combination of seated class time and clinical experiences with a case manager in a hospital setting. (Pre-requisite: None)

**N371 Caring for Trauma Clients: 2 Credit Hours**
This elective didactic course prepares the student to meet the needs of the trauma client with multiple body system involvement. The continuum of trauma care to include primary, secondary, and tertiary care will be studied. The special needs that will encompass the five variables insuring holistic care of the trauma client and their families will be identified. The student will study trauma in a variety of settings. Care of both the adult and the pediatric client will be discussed. The different roles of trauma health care providers will be addressed: care giver, counselor/ teacher, collaborator/coordinator, and change agent. Client assessment, communication skills, teaching needs, and the nursing process will be stressed. (Pre-requisite: N376, N378, N380)

**N372 Perioperative Nursing: 2 semester Hours**
This elective clinical course is designed to assist the student in the delivery of quality nursing care to adult surgical clients. Using the variables of health as a basis for content, the preoperative and intra-operative phases of the surgical experience will be studied. Opportunities will be provided for students to increase their skills in application of the nursing process. (Pre-requisite: N376, N378, N380)

**N373 Nursing Informatics: 2 Credit Hours**

**N 377 Compassionate Listening: 2 Credit Hours**
In nursing practice the action of compassionate caring moves the nurse to a higher synthesis level and provides skills that are spoken and unspoken. This develops the art of nursing and balances the art with the science of nursing. The course will address nursing theories and theorists; Jean Watson, Swanson, Leininger, and Benner. The course will utilize multiple educational styles to facilitate learning and self-exploration of personal and culture value system of compassion. It will facilitate development of caring for self, patient and families. Additionally, this course emotionally equips the student to synthesize prior life experiences with academic knowledge, addresses issues relevant to the registered nurse, and prepares the student for entry in the practice of nursing. (Pre-requisite: None)
N381 Medical Mission U.S.: 1 Credit Hour

N382 Medical Mission U.S. Immersion: 1 Credit Hour

N369 Disaster Preparedness: 2 Credit Hours
This course is a four-day, Humanitarian Aid and Disaster Relief field exercise in a complex emergency scenario: Leadership, Teamwork and Confidence Building, Incident Command System, Humanitarian Negotiations, Humanitarian Aid and Disaster Relief Operations, Disaster Medical Operations, Humanitarian Security. This course will be held in the disaster torn country of Atlantic Hope currently located in Florida. Intense situations and realistic scenarios will depict disaster situations and appropriate responses. Coursework will include disaster preparedness training and debriefing after the exercise from a nurses perspective. (Prerequisites: N351, N376)
BSN Admission Requirements

A student may begin their BSN studies in the fall or spring; we enroll a new class twice a year. Each state requires licensure in order to practice as a registered nurse; please note that a misdemeanor and/or felony conviction may affect a graduate’s ability to sit for the NCLEX or attain state licensure. It is the student’s responsibility to contact and verify with the State Board of Nursing whether or not you will be able to apply for licensure and take the NCLEX. In other words, Saint Luke’s College does not control whether or not you receive Registered Nurse licensing upon completion of the BSN program.

The following criteria are considered by the Admissions Committee in the selection of students:

- Graduation from high school or the equivalent (G.E.D.)
- Completion of a minimum of 36 semester hours of general education college coursework, including two of the four required natural science courses.
- On track to complete all general education requirements by start of courses (August—fall start; January—spring start). Students who do not meet these requirements by the stated time will forfeit their position in the designated class to which they’ve been admitted. Admission into one nursing class does not confer extended admission into future nursing classes.
- A minimum grade of C and a minimum G.P.A. of 2.70 (on a 4.00 scale) for General Education Nursing Support Coursework.

- **General education courses must be approved by Saint Luke’s College. Required science courses must not be older than 10 years.**

Applicants are considered for admission based on their potential to complete the program, their possession of necessary functional abilities, and their ability to meet the standards to apply for nursing licensure.
Undergraduate Application Instructions

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

Applicants must MAIL via a postal service the following documents, nothing is accepted via email:

- **Official Accredited High School Transcripts or G.E.D. Score**: Mail directly to the Admissions Office, unless you already have a Bachelor’s Degree.

- **All Official College/University Transcripts**: Mail directly to the Admissions Office.

- **Advanced Placement, CLEP, and IB credits** should be submitted on up-to-date transcripts.

- If you have a **transcript from outside the United States**, it must be evaluated by the World Education Service: [www.wes.org](http://www.wes.org)

- **$35.00 Application Fee Payable to Saint Luke’s College**: Mail directly to the Admissions Office with the Application Fee Form. The application fee is non-refundable. Application Fee Form (PDF).

- **Resume**: Mail resume directly to the Admissions Office. The resume should reflect qualifications, work, and volunteer information.

- **Letters of Reference**: Applicants are required to submit two letters of reference. The reference form should be printed and mailed to the Admissions Office. Please use this form: Reference Form (PDF).

- **TEAS Test**: Saint Luke’s College offers the TEAS test for applicants. You can register for the test by clicking here. If you have already taken the TEAS V test, please have an official transcript sent to the Admissions Office. **Students who fail to complete the TEAS V test before the deadline will not be considered for admission.**

**Essay**: Limit your essay to approximately two pages, typed and double spaced. You may use this opportunity to address any parts of your academic record which you feel need explaining. **Please include your full name as a header in your essay.** Essays should be saved in Microsoft Word or Adobe PDF format and emailed to admissions@saintlukescollege.edu

Your essay should address each of the following topics:

1. Your reasons for choosing nursing as a career
2. Your decision to apply for admission to Saint Luke’s College
3. Your education and professional goals
4. How acceptance would add diversity to the student population at Saint Luke’s College
5. If needed, address parts of your academic record which you believe need explaining

Additional Requirements

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Academic Catalog and Student Handbook: UNDERGRADUATE
If accepted, students are required to complete the six month three shot vaccine series for Hepatitis B and TB screening before starting the program.

Non-U.S. Citizens must send a copy of their Permanent Resident Card to the Admissions Office.

Students who have been enrolled in another nursing program must provide a letter from a school official on college letterhead verifying reasons for withdrawal/dismissal.

**Transferring Credit**

Transfer credit may be granted for coursework completed at another college/university under the following conditions:

- The student must have earned a minimum grade of C (2.0 on a 4.0 scale) for the course to be transferred.
- The college/university from which the course was transferred must be accredited by agencies recognized by Saint Luke’s College.
- Transfer credit for natural science courses is generally granted only for courses less than ten years old. Natural science courses older than ten years may be evaluated on an individual basis. This does not apply to R.N.s currently engaged as a professional R.N.
- In order to receive a degree from Saint Luke’s College, transfer students must earn a minimum of 30 credits from Saint Luke’s College (residency requirement).

Mail all documents to:

**Saint Luke’s College of Health Sciences**

Admissions Office
624 Westport Road
Kansas City, Mo. 64111

**Admission Selection Process**

Complete application packets will be reviewed on a schedule as determined by the Admission Committee of the BSN program. Fulfillment of minimum admission criteria does not guarantee admission to the College. Following review of the application by the Admissions Committee, members will make one of the following decisions:

1. Application is accepted for conditional admission.
2. Application is placed numerically on a stand-by list.
3. Application is denied.

The Admission’s Office notifies applicants by mail of acceptance into the program. As spaces become available, applicants from the stand-by list are accepted according to their numerical placement on the list.

Those applicants selected for admission to the traditional BSN program must:

1. Notify program of acceptance or refusal of admission offer.
2. Submit a $200 non-refundable deposit to guarantee their placement. This deposit will be applied toward tuition.
3. Provide verification of clinical readiness prior to starting nursing classes:
   a. A completed medical form and immunization update. (The physical examination form will be provided by Saint Luke’s College BSN program).
   b. Current enrollment in a health insurance plan.
c. Background check (approximate fee $100)—administered by the College through use of Certified Background. If a student does not pass the criminal background check, he/she may not be allowed access to clinical agencies. In this case, a student would not be able to meet course requirements, resulting in a failing grade for the course. These requirements are stipulated by clinical agencies before students are permitted to begin clinical experiences.

d. Current CPR certification must be from the American Heart Association in Health Care Provider CPR. It is the responsibility of the student to obtain and maintain current CPR certification during their enrollment at Saint Luke’s College. CPR Certification must be obtained prior to the start of clinical courses and be maintained throughout the student’s enrollment at Saint Luke’s College. Proof of current certification must be presented at the time of enrollment for students enrolling in a clinical course.

Students who have been conditionally accepted into the nursing program will be allowed to begin their upper division nursing courses provided:
1. They meet all the above-stated admission criteria and requirements;
2. Their grade point average is at or above a 2.7; and
3. With the exception of Statistics and Ethics which are prerequisite general education courses (or their equivalent) and must be completed with a grade of C or better.

Re-Application

Students previously accepted into Saint Luke’s College, but who are not currently enrolled, may re-apply, following the application process.

Re-Admission

A student of Saint Luke’s College previously admitted who does not enroll for two consecutive semesters, excluding the summer term, (unless on an approved leave of absence) must apply for re-admission.

Non-Degree Seeking Student

A non-degree seeking student is one who has not been accepted into the Saint Luke’s College BSN program. Non-Degree seeking students may enroll in coursework subject to the following provisions:

1. Priority for enrollment in courses will be given to degree seeking students.
2. Enrollment will be on a space available basis.
3. Students must fulfill prerequisites for the course in which they wish to enroll.
4. Non-degree seeking students may enroll in no more than two courses, not to exceed eight credit hours.

Procedure

1. The appropriate form is to be secured from the Admissions Office.
2. The Admissions Office must receive the following:
   a. Completed Non-Degree Status Enrollment Form
   b. For courses with prerequisites the following is required: A letter from the nursing program attended validating the student is or was enrolled and is/or left, the program in satisfactory standing.
   c. For courses with a clinical component the following is required: A letter from the home nursing program attended validating person is current CPR, Hepatitis B
immunizations, TB skin test results, and immunity to Rubella or current Rubella vaccination.

3. The President/Dean will review applications to enroll in courses with prerequisite requirements.
4. The President/Dean of the College and the Lead Teacher for the course must approve enrollment in the course.
5. The non-degree seeking student is eligible for the following services: Nursing Skills Lab and Library.
6. The non-degree seeking student is not eligible for the following services: financial Aid, Student Activities, Counseling/EAP, or Health Services.

**Transfer Policies for Nursing Coursework**

Transfer credit may be granted for nursing coursework completed at another college/university under the following conditions:

- The transfer course must meet a requirement in the Saint Luke’s College nursing curriculum. Transfer credit will be determined after the applicant has been accepted into Saint Luke’s College.
- Transfer credit cannot be awarded during the final 38 hours of nursing coursework at Saint Luke’s College.
- The student must have earned a minimum grade of “C” (2.0 on a 4.0 scale) for the course to be transferred. The college/university from which the course was transferred must be accredited by agencies recognized by Saint Luke’s College. Transfer credit is generally granted only for courses not more than two years old. Courses older than two years may be evaluated on an individual basis.

**“Pass” or “Credit”**

- A maximum of six semester hours of “pass” or “credit” will be accepted for general education coursework completed at an accredited college.
- Pass - Credit for courses completed for “Pass” will be granted for any general education requirement if verification is provided that the grade would have been “C” or better.
- Credit for courses completed for “Pass” without verification of “C” or better grade will be granted for the following courses: history, government or economics; social/behavioral science or mathematics elective; humanities electives credit - General education coursework taken for “Credit” will be accepted under the same provisions as “Pass.”

**Credit by Examination**

- Saint Luke’s College of Health Sciences recognizes credit by examination programs and grants credit for them. College credit earned through these programs may count toward degree requirements and allow qualified students to take advanced courses earlier in their college career.
- Credit by examination does not carry a letter grade and does not impact grade point average. Students must request that original score reports be sent directly to the Office of Admissions to be considered for credit. A maximum of 15 semester hours may be accumulated for credit through examination programs. Any general education
requirements may be taken for credit by examination program except natural science courses, because a lab experience is required. Saint Luke’s College does not accept as transfer credit examinations given by other institutions.

**Advanced Placement (AP) Credit**

Saint Luke’s will grant credit for College Board Advanced Placement Examinations that are applicable to certain general education courses required for the Bachelor of Science in Nursing degree. Examinations must not be older than 10 years.

**CLEP Examination**

CLEP credit will be granted only in the areas of selected subject examinations and applicable to certain general education courses required for the Bachelor of Science in Nursing Degree. Examinations must not be older than 10 years.

**Transferring Credit**

Saint Luke’s BSN courses are accredited and transferable to other colleges or universities.
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.

- 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.

We have adopted an efficient and environmentally friendly process of e-billing. You may view your tuition, financial aid or enrollment at any time on Empower.

Refund of Tuition

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 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 (Parent Loans for Undergraduate Students), Pell Grants, and SSEOG 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 of 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 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.

**Billing Process**

Tuition is due by the prior to the first day of classes. Check the website for deadlines. It is your responsibility to be sure your account is up to date.

We only mail statements to students at the beginning of each semester. All future statements are available online via Empower.

If you have registered, your estimated charges for the semester are available through your Saint Luke’s College account. Please note that this balance may not include book charges, adds, or drops that may change your balance.

**Paying Your Bill**

**Credit Card**

Payments can be made online via credit card at Empower: Self Service.

**Checks**

Make checks payable to Saint Luke’s College of Health Sciences and have your student number (not your S-number) indicated in the memo section. Checks can be dropped off in Office 252 or mailed to:

Saint Luke’s College of Health Sciences  
Business Office  
624 Westport Road  
Kansas City, MO 64111
# Tuition and Fees 2014-15 Academic Year

## Traditional BSN level course tuition

### Fall & Spring

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<th>Fee Type</th>
<th>Amount</th>
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<tr>
<td>Application fee*</td>
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<tr>
<td>Acceptance fee*</td>
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<tr>
<td>Tuition (per credit hour, each semester)</td>
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</tr>
<tr>
<td>Health fee* (each semester)</td>
<td>$89.00</td>
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<td>Student Activity fee* (each semester)</td>
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<td>Graduation fee* (final semester)</td>
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### Summer

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<td>Library fee*</td>
<td>$30.00</td>
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<tr>
<td>Laboratory/Technology fee*</td>
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<td>Returned Check fee</td>
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### Other Estimated Expenses:

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<td>Books/Supplies - Seniors</td>
<td>$700.00</td>
</tr>
<tr>
<td>NCLEX application</td>
<td>$300.00</td>
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</table>

* Non-refundable
Financial Aid

Financial Aid Timeline:

January
- Fill out FAFSA as soon after January 1 as possible
- Spring disbursements all Title IV aid for students who have completed all financial aid requirements – first week of classes
- 1098T are available to students
- Continue processing aid for spring admissions

February
- Fill out FAFSA as soon as possible
- Continue processing aid for spring admits
- Start processing financial aid for new academic year
- Aid for spring semester disburses weekly to student’s accounts for students who have completed all required paperwork

March
- Fill out FAFSA as soon as possible
- Continue processing aid for spring admits
- Continue processing financial aid for new academic year
- Send verification documents to the Financial Aid Office as requested

April
- April 1 is Missouri deadline to determine eligibility for state assistance
- Fill out FAFSA as soon as possible
- Continue processing financial aid for new academic year
- Send verification documents to the Financial Aid Office as requested
- Exit counseling for May grads

May
- Fill out FAFSA as soon as possible
- Continue processing financial aid for new academic year
- Send verification documents to the Financial Aid Office as requested
- Award/mailing of financial aid and scholarships awards
- Students complete Entrance Counseling and Master Promissory Note as needed

June
- Contact the Financial Aid Office for fall deadline information for the Saint Luke’s Foundation and Auxiliary scholarships
- Award/mailing of financial aid and scholarships awards.
- Students complete Entrance Counseling and Master Promissory Note as needed
- Continue processing financial aid for new academic year

July and Late July
- Continue processing financial aid
- Complete Entrance Counseling and Master Promissory Note as needed
- Fall Semester bills sent to students

August
- Fall disbursements all Title IV aid for students who have completed all financial aid requirements – first week of classes
● Continue processing financial aid for new academic year
● Complete Entrance Counseling and Master Promissory Note as needed

September
● Continue to process financial aid for fall and spring admits
● Complete Entrance Counseling and Master Promissory Note as needed

October
● Continue to process financial aid for fall and spring admits
● Complete Entrance Counseling and Master Promissory Note as needed

November
● Exit Counseling for December graduates
● Contact the Financial Aid Office for spring deadline information for the Saint Luke’s Foundation and Auxiliary scholarships
● Continue to process financial aid for fall and spring admits
● Complete Entrance Counseling and Master Promissory Note as needed

December
● Spring Semester Tuition worksheet sent to students

Application Process

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. 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. In past years, borrowers completed a separate promissory note for each new loan borrowed. Now, in most cases, a borrower will sign only one promissory note that is used for all of the borrower’s Direct Loans. This new note is called a Master Promissory Note (MPN).

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 you 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.

Although your signature on the MPN allows your school to make multiple loans to you under a single promissory note, your school must have a process for confirming whether or not you want these loans. The confirmation process helps to ensure your control over borrowing multiple loans made under an MPN. Your school will inform you of the confirmation process it uses. In addition, you have the right to sign a separate MPN for each loan you borrow. You also have the right to “close” an MPN so that it cannot be used for additional loans. To do this you must send written notification to your school or to the Direct Loan Servicing Center.

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 will need the following information:

- Your Social Security number
- Your driver's license number, if applicable
- Name, address, telephone number, and employer for your next of kin
- Names, addresses, telephone numbers, and employers for two references residing at different addresses
- Name, address, and telephone number for your expected employer, if known

You might also need the following information:

- Name, address, telephone number, and employer for your parent, if applicable
- Name, address, telephone number, and employer for your spouse, if applicable
- Exit Counseling Information for the Federal Perkins, Federal Nursing and Saint Luke's Loan will be made available to you at the appropriate time.
- Repayment for the Perkins, Nursing and Saint Luke's loans are handled by our servicer – ACS. For payment information or questions regarding deferment, forbearance, etc., contact them at:
  
  **ACS-Education Services**
  **PO Box 7060**
  **Utica, NY 13504-7060**
  **1-800-826-4470**

You can also access basic loan information, loan totals, and other financial aid specifics at [www.nslds.ed.gov](http://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.

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. These programs include Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study, Federal Direct Loan and Federal Perkins Loan as well as the Federal Nursing Loan Program.

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.

Every year the College awards institutional scholarships, grants, and loans to our students.

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

Grants

Federal Pell Grant

A federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. Eligibility is determined after completing the Free Application for Federal Student Aid (FAFSA). The maximum available Pell Grant for 2011-12 is $5,645 per year. Not all students will be eligible for the maximum.

Federal Supplemental Educational Opportunity Grant (SEOG)

A federal Supplemental Educational Opportunity Grant does not have to be repaid. Priority consideration is given to those with the lowest Expected Family Contribution figure (EFC) and who qualify for the federal Pell Grant. This is a campus-based program which means that every eligible student is not guaranteed these funds.

Access Missouri Financial Assistance Program

This is a need-based program designed to be simple to understand, provide predictable, portable awards, and increase access to your school of choice. Your financial eligibility is determined by your Expected Family Contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). To be eligible for assistance you must meet the following requirements:

Students Applying for the First Time
- Have a FAFSA on file by April 1.
- Have any FAFSA corrections made by July 31.
- Is a U.S. citizen or permanent resident and a Missouri resident.
- Is an undergraduate student enrolled full time at a participating Missouri school (Students with documented disabilities who are enrolled in at least six credit hours may be considered to be enrolled full time).
- Have an Estimated Family Contribution of $12,000 or less.*
- Not be pursuing a degree or certificate in theology or divinity.
- Not have received your first bachelor’s degree, completed the required hours for a bachelor’s degree, or completed 150 semester credit hours.

Flarsheim Grant

A Flarsheim Grant is an institutional grant which does not have to be repaid. These grants are awarded based on need using the US Department of Education’s standard formula and the availability of funds. The college receives a limited number of funds for these grants each year. Priority is given to those who are not otherwise eligible for federal or state grants.

Loans

Federal Perkins Loan

A Federal Perkins Loan is awarded to students with need as determined by the U.S. Department of Education’s standard formula and availability of funds. Repayment of these loans begins nine months after a student drops to less than half time. These loans are based on 5 percent simple interest with a repayment term of ten years. The school is the lender. Cancellation options are available for certain occupational fields.

Federal Direct Subsidized Loan

Federal Stafford Subsidized loans are based on need as determined by the U.S. Department of Education’s standard formula. The funds for these loans are obtained from the U.S. Department of Education. The federal government pays the interest on the student’s behalf while they are in school on at least a half-time basis, during the grace period, and any authorized deferment periods. The grace period is the six-month period of time from when a borrower drops to less than half time (six credit hours) to when repayment begins. Borrowers have up to ten years in which to repay these loans. Juniors and seniors may borrow up to $5,500 per academic year if they qualify and have not reached their aggregate loan limit. Contact the Financial Aid Office for current interest rates.

Federal Direct Unsubsidized Loan

Federal Direct Unsubsidized loans are available to students who do not qualify for all or part of the Subsidized Stafford Loans. The terms of these loans are the same as the subsidized except that the government does not pay the interest on behalf of the borrower at any time. The student is responsible for paying the interest 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. Independent students can possibly qualify for an additional $7,000 in the Unsubsidized Direct Loan Program. Contact the Financial Aid Office for current interest rates.

Federal Direct Parent Loan for Undergraduate Students (PLUS)
Federal Parent Loans are available for parents of undergraduate, dependent students. These loans would allow parents 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.

**Federal Nursing Loan**

Nursing loans are awarded to students with need as determined by the U.S. Department of Education’s standard formula and availability of funds. Repayment of these loans begins nine months after a student drops to less than half-time. These loans are based on 5 percent simple interest with a repayment term of ten years.

**Work Study**

Federal Work-Study (FWS) provides part-time jobs for undergraduate allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient’s course of study. Eligibility for Work Study is based upon need and availability of funds.

**Disclosures**

*Truth in Lending Act (TILA)*

In August of 2008, the Higher Education Opportunity Act (HEOA) amended the Truth-in-Lending Act (TILA) establishing private education loan disclosure requirements regarding loan terms on or with the loan application. Lenders must also disclose information about lower cost alternatives like federal student loans. Additionally, once the loan is approved and finalized for disbursement, additional disclosures must be provided.

These regulations were passed to ensure that borrowers of private education loans have the necessary information to make informed choices about financing products to fund educational costs. These regulations apply to all private education loans, but not to loans under the Federal IV loan programs (Stafford, Perkins and PLUS).

The following documents must be provided to you under the Federal Truth in Lending Act:

- **Self-Certification Form** (This form must be completed before receiving your first disbursement of loan funds.)
- **Final Disclosure and Right-to-Cancel Period**
- After you signed your promissory note, the Final Disclosure Statement confirms the terms and conditions of your loan. At the time that this final disclosure is delivered, your “right-to-cancel” period begins. During this period of three to six days, you may cancel the loan by contacting the lender. The lender cannot release the first disbursement of your loan funds until the end of the right-to-cancel period.
- Borrowers may qualify for other assistance under Title IV. The terms and conditions of Title IV programs may be more favorable than private education loans.
- You may qualify for Federal education loans. Contact the Financial Aid Office for more information.
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 (Subsidized and/or Unsubsidized) Loan. 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.

Take advantage of the Electronic Services options offered on this web site to help you keep track of your payments and benefit from the on-time payment discounts offered by the U.S. Department of Education. Don’t default on your loans.

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 before you separate from school or before you drop below half-time enrollment.

**Enrollment Status**

*Full-time and Part-time Under-graduate*

Full-time enrollment for under-graduates is defined as 12 hours for fall and spring semesters and six hours for the summer semester. Part-time enrollment is considered anything less than 12 hours. For financial aid purposes other enrollment information is included like:

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

*Enrollment Status for Graduate Students*

Fulltime enrollment for graduate students is nine (9) hours. Half-time enrollment is five and one-half (5.5) credit hours.

**Satisfactory Academic Progress**

Satisfactory completion of prerequisite coursework with a grade of C or better is required for progression through course offerings and the available enrollment for that course. The college cannot guarantee enrollment into any course. It is the student’s responsibility to meet with his or her Academic Advisor and the President/Dean in order to discuss academic progression. All courses required for graduation must be completed within four years from the original date of entry into the College.

**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, you must successfully complete at least 75 percent of the hours attempted. Failing grades (D, F) or withdrawal (W) will not be computed in the number of hours completed.

**Qualitative Progress**

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

**Maximum Time Frame and Credit Hours**

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

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. (Link to form) 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.

a. In a 15 week class, 2/3 of the course would be up to and including the completion of the 10th week of class.
b. In an 8 week class, 2/3 of the course would be 5 ½ weeks into the course.
c. 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.

Dismissal from the College

A student may be dismissed from the undergraduate nursing program at Saint Luke’s College for the following reasons:

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

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 Graduate Program Director at the end of each semester.

Our policy is to record on your transcript if you are dismissed from the nursing program.
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 report such incidents to course faculty, the chair of the Curriculum Committee, and/or the President/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.

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 President/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 President/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 President/Dean, the chair of the Curriculum 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 President/Dean to be informed of the decision or to discuss the results.

6. The decision may be appealed to the President/Dean by the student by submitting a written request for appeal within ten working days of the e-mailed decision notification.

7. The President/Dean, having been present during the Student Conduct Committee meeting, will make a decision within five working days of the written appeal request. The student will be notified again by college e-mail.

8. The decision may be appealed to the President by the student by submitting a written request for appeal within five working days of the e-mailed notification.

9. The President will notify the student in person of the final decision. This decision cannot be appealed.

*Student Conduct Committee*

The President/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 Curriculum Committee.

*Functions*

1. To review student violations of the Student Conduct Policy after initial assessment by the President/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:

   - President/Dean (non-voting member)
   - Chair of the Curriculum Committee (facilitator). In the event that the chair is involved in the incident, a faculty member of the Curriculum Committee will fill in as Facilitator
   - Two faculty members selected by the facilitator from faculty members of the Curriculum Committee not involved in the incident
   - Two student members selected by the facilitator, preferably from student representatives on the Curriculum Committee. It is preferable that student representatives be from a different class than the student involved in the incident
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 “Explanation of Rights and Options After Filing a Complaint Under the Title IX: Non-Discrimination and Harassment Policy.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of Sexual Misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

6. Conduct that Constitutes a Crime
   Any person who believes they have been subject to Sexual Misconduct that also constitutes a crime—including Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking—is encouraged to make a complaint to local law enforcement, as well as to the College’s Title IX Coordinator. If requested, the College will assist the complainant in notifying the appropriate authorities.
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?

   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](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.

Student Travel

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

Procedure

In order to participate in Saint Luke’s College student travel you must meet the following requirements:

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

Code of Conduct

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

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

Infractions include but may not be limited to the following:
• All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery and alteration or use of institutional documents of identification with intent to defraud
• Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional or host activities
• Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person
• Rape, including acquaintance/date rape, and sexual assault in any form. Behavior or activities that endanger the safety of one’s self or others
• Vandalism, intentional damage, destruction or defacement of institutional/host property or the property of any person while on institutional or host premises
• Attempted or actual theft of institutional or host property or the property of any person while on institutional or host premises
• Possession, use or distribution of any controlled substance or illegal drug, or drug paraphernalia
• Illegal use, possession or distribution of alcoholic beverages. Theft or other abuse of computer time, files or equipment
• Indulging in lewd and indecent behavior in public
• Disturbing the peace by making unreasonable noise, which includes but is not necessarily limited to the use of mechanical and amplifying equipment
• Failure to comply with the directions of the institution or host officials, including police officers and other staff or faculty acting in the performance of their duties
• Failure to adhere to established in-house regulations when properly publicized by the responsible program officers, particularly when they concern subjects such as health, safety, building operations, and standards of behavior
• Any actions that tend to discredit or injure the institution or host institution. Aiding or abetting any conduct described above
• In addition to the above stated conduct, students studying through Saint Luke’s College assume an important personal obligation to conduct themselves in a manner that is compatible with local laws and regulations. The student is responsible to know and comply with all of the rules and expectations of the mission trip program and host institution regarding student conduct

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

• The travel planning faculty will notify the President/Dean of the alleged offense. A decision in regard to disciplinary action for the student will be made in consultation with the faculty/staff, President/Dean and President of Saint Luke’s College which can include financial implications, withholding of transcript, or dismissal from Saint Luke’s College with no refund of tuition or other program related costs.

• The student will be asked to attend a meeting with the above stated offices to discuss the alleged offense. After a decision is made another meeting will be held, if deemed necessary.

• If the student participates in illegal activity while traveling as a representative of Saint Luke’s College he/she will be solely responsible for any legal action that may be taken against him by local governments and authorities, for which neither Saint Luke’s College nor the U.S. government or agencies may provide assistance. The institution or host institution may terminate the student’s participation in the student travel program
if the student engages in actions endangering self or others or jeopardizing the success of the program.

**Payment Plan**

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

Other costs such as air travel or in-country costs are not included in the tuition for the program. It is an additional cost, which varies depending on the trip. The payment for those costs is typically paid directly to the airline or organizing institution. To find out what those costs will be, please contact the faculty member organizing the trip.

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

**Cancellation Policy**

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

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

**Travel Insurance**

Since travel expenses (including airplane tickets & other means of travel) are not paid to Saint Luke’s College nor is Saint Luke’s College responsible for paying these fees, Saint Luke’s College strongly recommends purchasing Travel Insurance. This will protect you if cancellation or suspension of any program results from the United States Department of State issues a travel warning advising U.S. citizens not to travel to a particular country or, if in the country, to leave. Please contact your travel agent for more details.

**Safety Issues**

Safety is often a concern to students and their families when deciding to participate in travel experiences outside of the U.S. The following website gives helpful information on safety issues
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 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 President/Dean. To contest disciplinary action, the student must give written notice to the President/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 President/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 President/Dean’s written decision will be delivered to the student by (1) Saint Luke’s College 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 President/Dean, the student shall have the opportunity to appeal the decision. To appeal the President/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 President/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 President/Dean. The Committee’s written decision will be delivered to the student by Saint Luke’s College 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.
Academic Advisement

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

Advisement Program

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 requirements, policies and procedures
- Student awareness of available educational resources
- Evaluation of student progress toward established goals
- Referral to and use of College and community resources

During the initial academic advisement conference, an official program of study is developed. This program of study is kept by the advisor and a copy will be given to the student.

Subsequent to the development of the official program of study, the following procedure is recommended:

- The student may make an appointment with their academic advisor to discuss courses desired, future plans and review the official program of study
- The student will proceed to register at the appropriate date and time

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

Simulation

Nursing students have 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 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

Peer Mentoring

First year nursing students have peer mentors available to work with them on their courses. The program provides for mentors to be available one-day a week in the Learning Resource Center, the skills lab, and for individual support.

Libraries (link to libraries in facilities section of catalog)

Course Learning Management Websites

The Course Learning Management platform, Desire2learn, websites is provided for courses. Faculty may utilize these websites for posting course resources and assignments, student communication, test administration, and/or posting grades. Additional textbook resources such as student test banks, animations, and case studies, are also accessible via these course websites on the learning management system.
Appeals and Petitions

Academic Petitions

The student may petition the Curriculum Committee 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 Curriculum Committee

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 Curriculum Committee 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 Curriculum Committee’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 Curriculum Committee:
   - President/Dean
   - Course lead teacher
   - Academic advisor

Procedure for the Curriculum Committee

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 President/Dean within five working days after notification via email. The President/Dean will consider the petition in the event of an appeal by the student.

Appeal of a Course Grade

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

Informal Process

The first step in attempting to resolve such a grade disagreement is for the student to meet directly with the instructor to review the students' 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 Curriculum Committee Chair within ten working days of the end of the semester in which the student completed the class. Such an appeal must include whatever documentation the student deems appropriate to support the request.

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

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

The student will be notified through his/her school email, and may accept the Grade Appeals Committee’s decision or make one final appeal to the President/Dean within 10 working days of the Committee’s decision.

The President/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

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

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

**Grievance Policy**

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

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

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

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

**Exhaustion Phase: I. Preliminary Resolution Efforts**

A. The student will make a good faith effort to resolve the conflict with the involved party within five 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 President/Dean. This meeting should be held within three 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 Admission Committee as follows:

**Grievance Phase: II. Procedure**

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

*Step I*

The student will submit a typed statement of the Grievance complaint to the President/Dean of the academic program within five academic days of conclusion of the steps of Exhaustion.

Upon receipt of this statement the President/Dean will:

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

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

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

*Step II*

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

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

The meeting will be scheduled no later than 15 academic days following the Admission Committee's receipt of the Grievance. The Chairperson of the Admission Committee 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 President/Dean to set the hearing date. The chairperson may seek advice on procedural matters about the grievance from the President/Dean or College attorney.
The purpose of the Admission Committee is to gather pertinent information in a fair and impartial manner and to recommend to the President/Dean an appropriate course or courses of action. Within three (3) academic days of receipt of the meeting notification from the Chairperson of the Admission Committee, all involved individuals will provide the Admission Committee with:

1. A copy of any and all documentation regarding the issue that the student identified in the Grievance statement

2. Information regarding a declared documented disability if it is relevant to the issue identified by the student in his/her grievance statement

3. The names of witnesses to the conflict. The student and the involved party will be responsible for notifying their witnesses of the date, time and place of the meeting in which they are to testify. Prior to the meeting of the Admission Committee, the student and the involved party will be provided a list of the members on the Committee, and the opportunity to review all of the documentation and the list of witnesses submitted to the Admission Committee by all involved parties. In the event that the documentary evidence or the names of witnesses are not available by the deadline, both parties will be given time at the beginning of the proceeding to review the material submitted. All parties will be invited to be present during the meeting in which the student's Grievance is addressed. Witnesses may be present only during the time that their testimony is required. However, the individual against whom the grievance is filed is not required to give evidence and will be so informed at the beginning of the proceeding. The role of the advisor during the hearing process is to support the student. This advisor may not question any witnesses or hearing members.

The process of the hearing will progress as follows:

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

2. Introductions
   a. State name, role (grievant, advisor, involved faculty, committee member), and level represented (junior, senior)

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

4. Procedure (Chair to explain items below.)
   a. Role of the chair
   b. May consult with Office of Student Services/Registrar
   c. May consult with legal counsel
   d. Witnesses present only during testimony
   e. Involved faculty/party not required to give testimony or evidence

5. Confirmation of no conflict of interest

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

7. Chair to ask about any questions before hearing the grievance

8. Presentation of the grievance and testimony by student

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

Closure of hearing by the Chairperson

Minutes of the proceeding will be recorded. All participants will maintain strict confidentiality of the proceedings and outcome of the entire Grievance process. All records related to the proceedings will be collected by the Chair of the Admission Committee and secured in the Office of Registrar for eight years. All photocopied material (other than that required for archiving) will be shredded immediately after the hearing. Committee deliberations and final decision will be made in closed session. The vote for the final decision will consist of a simple majority of the voting members. The voting members consist of all committee members except the chairperson, who may vote in case of a tie. The committee will base all decisions upon all of the evidence before the committee and known to the involved parties. After all evidence has been heard, the Admission Committee will prepare a written summary of the hearing, including the final decision on the grievance and the recommendation. The Admission Committee will forward the document to the President/Dean within three academic days after completing deliberations. The committee will not convey this decision or the recommendations to the student because the committee’s recommendations are only advisory.

Step IV

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

Learning Accommodations

Section 504 and ADA Accommodations Policy

Saint Luke’s College 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 President/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 President/Dean to discuss any needs he/she may have. The President/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 President/Dean to discuss the student’s needs and complete an “Application for Services Form” as provided by the President/Dean. To obtain accommodations by the start of a semester, the student should meet with the President/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 President/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 President/Dean, the student will also need to present current documentation regarding the nature of the disability and any accommodations needed. The President/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 President/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 President/Dean will develop a plan identifying the student’s disability, the circumstances for which accommodations are needed, and the reasonable accommodations recommended by the President/Dean. The plan will be distributed to those with a need to know to put any accommodation in place. Additionally, the President/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 President/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 President/Dean or to the President. The College endeavors to provide prompt and equitable resolution to student concerns.

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 President/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 President/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.

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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.
Leave of Absence

A student may petition the Curriculum Committee for a leave of absence due to extraordinary events. A leave of absence will not exceed two consecutive semesters, excluding summers. Only students who are in good academic standing (2.0 grade point average 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 student and their advisor.
2. The petition for a leave of absence is forwarded to the Curriculum Committee.
3. The student will be notified of the decision regarding the leave of absence via certified mail.
4. If the LOA is granted, the student will receive a W for all enrolled courses.
5. Students completing the required LOA procedure will be re-admitted to the college without re-application and fee.
6. Students who fail to register for courses in the fall or spring semester immediately following the LOA will be required to re-apply to the college and pay the application fee.

Military Leave of Absence (MLOA)

A leave of absence from the college will be provided for students who are called to military service. Students granted a military leave of absence must register for the fall or spring semester immediately after completing service.
Examination Standards and Procedures Policy

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

The following exam standards are followed in all courses.

1. Any special needs or accommodations are to be communicated to the President/Dean at least six weeks prior to the first day of classes.

2. All post-exam review sessions, if used, should be held during regularly scheduled class time only.

3. Voluntarily student initiated content review sessions prior to exams may be held outside regularly scheduled class time.

4. All exam sessions are limited to the regularly scheduled class time. No extended time either before or after the regular class time will be allotted.

5. Personal belongings are to be placed in a secured location or under student chairs. No book bags, purses or other personal belongings are to be left outside of classrooms, in the lobby area, student union or other public areas.

6. Students are to arrive on time and be prepared to take the exam at the starting time. Students are expected to take care of any personal needs prior to the start of the exam. If any unexpected needs arise during the exam, then it is the faculty’s discretion as to whether a proctor will accompany the student outside the exam room.

7. Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDA’s, laptops.

8. Students are responsible for bringing their own sharpened No. 2 pencils to the examination. Students will be notified in advance by faculty if they will be responsible for other allowable items.

9. All cell phones, pagers and other alarms are to be turned off.

10. Students should be seated space between them.

11. Students are to ensure that they have completed the entire examination including completing the SCANTRON prior to leaving the room. Students may not return to edit an exam after they have left the examination room.

12. Students are not to congregate outside the examination room during the exam.

13. Faculty reserve the right to question students regarding suspicious behavior, such as writing on hands or wearing hats.

If students or faculty have concerns regarding the administration or implementations of an exam, they should refer to related Professional Conduct Policy or Academic Appeals.
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.

Continuing Students

Continuing students manifesting an allergic reaction within the Simulation Center will follow the steps outlined below prior to returning to the Simulation Center.

1. Student will initiate a meeting with the President/Dean for evaluation of a Plan for Simulation Center Accommodation prior to further participation in any activity within the Simulation Center, including but not limited to simulation, pre briefing, debriefing, skills lab, and open lab sessions.

2. Student will provide documentation by a physician of all known allergens, which shall include the physician’s recommendations for future allergen exposure within the Simulation Center, and the physician’s recommendations for accommodation and safety. The student will present this documentation in a timely manner.
3. Saint Luke’s College will provide information on the types of environments and possible equipment the student will have contact with while in the Simulation Center. Upon student authorization, Saint Luke’s College will provide any additional information necessary to evaluate the environment and possible allergens through direct contact with the student’s physician.

4. Upon receipt of physician documentation, Saint Luke’s College and the student will develop a detailed Plan for Simulation Center Accommodation for continued participation within the Simulation Center, or alternate learning experiences.

5. Saint Luke’s College cannot guarantee a 100% latex-free environment given the prevalence of latex in a medical setting. Saint Luke’s College will make reasonable efforts to reduce latex exposure as much as possible. Supplies labeled ‘natural latex-free’ will be provided for the student. Saint Luke’s College cannot guarantee that any product labeled ‘natural latex-free’ is free of the oil-derivatives that comprise ‘synthetic latex’.

6. Saint Luke’s College cannot guarantee prevention of an allergic reaction or the harmful effects thereof.

7. Success of the Plan for Simulation Center Accommodation is dependent upon the student’s vigilance in preventing exposure to latex products, known irritants, and known allergens. Student is accountable for maintaining use of latex-free equipment and supplies, and abiding by the criteria outlined in the Plan.

8. The Plan for Simulation Center Accommodation will be re-evaluated prior to the beginning of participation within the Simulation Center each semester for the remainder of the student’s enrollment at Saint Luke’s College, and in the event of any and all future allergic reactions. Student is responsible for adhering to the criteria of the Plan.

9. Saint Luke’s College will distribute the Plan for Simulation Center Accommodation to all faculty and staff involved in activities within the Simulation Center, as well as clinical activities in outside facilities. The student is responsible to identify any additional persons that should be informed of the plan.

10. In the event the student manifests signs and symptoms of distress on Saint Luke’s College premises, as determined by the faculty and staff of Saint Luke’s College, 911 will be called to initiate Emergency Medical Services. All medical costs incurred will be the responsibility of the student. Saint Luke’s College does not dispense medications, and is not equipped or licensed to provide medical care.

11. Student is responsible to disclose any and all further allergic reactions, additional sensitivities, and/or any health status changes requiring modification of the Plan for Accommodation.
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.

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) – Empower, Courses, Desire2Learn
- Student Information System (SIS) - Empower, Empower
- 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 identification badge. The photo is part of their student record in Empower 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.

NCLEX-RN® Application Testing

Important websites and resources to review and explore include:

NCLEX-RN® website: https://www.ncsbn.org/nclex.htm
- See table for students/candidates resources
- Briefly review the NCLEX-RN® Test Plan/consider your strengths and areas of weakness
- Review NCLEX-RN® Fact Sheet

NCLEX-RN® website is at Pearson VUE: http://www.pearsonvue.com/nclex
- Includes candidate booklet and tutorial, review these
- Select a location site to register to take the NCLEX-RN® exam (over 200 sites available to take the exam)

Application form

Candidate MUST submit an application for licensure to the state Board of Nursing where you wish to be licensed.

Complete a state Board of Nursing Licensure by Examination Application. Once the application and accompanying documents are received they will be reviewed by the state Board of Nursing. If all the requirements on the application are met the state Board of Nursing will immediately notify Pearson VUE.

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

Application forms for Missouri State Board of Nursing (other states may have different requirements)
- Application must be completed in black ink and in student’s own handwriting.
- Applicant must meet eligibility requirements.
- Section V– Affidavit is to be notarized by notary public.
- Applicant must have attached 2” x 2” signed photograph (recent photo of face)
- Applicant must have President/Dean’s signature and school seal affixed to application
- Criminal background checks. Information will be provided on the instruction letter accompanying the application. Expect a fee for the background check.

The Process

1. Prospective graduates will receive an application pack consisting of:
   - An Application for License as a Registered Professional Nurse by Examination;
   - A letter of instruction for completing application for an R.N. license by Examination; and
   - A transcript request form

2. The application and transcript request form must be completed and returned by the date provided for administrative processing.
3. Applications will be mailed to the Missouri State Board of Nursing. The Transcript Request form will be given to the College Registrar

4. Official transcripts will be mailed to the Missouri State Board of Nursing or to a student’s designated State Board of Nursing

5. The Board of Nursing will declare the candidate eligible to test and notify Pearson VUE. Then the candidate will be notified of Authorization to Test (ATT) by the State Board of Nursing. The fee for NCLEX-RN® exam is $200

6. Scheduling the Exam
   - Plan on testing for up to a maximum of six hours
   - Make appointments to test immediately after receiving the ATT even if plans are not to test immediately as test centers fill quickly
   - Tests are administered and approved Pearson Professional Center site

   **NCLEX-RN® Readiness**

Traditional BSN graduates must successfully pass the NCLEX-RN® in order to begin professional nursing practice as a Registered Nurse. NCLEX-RN® readiness is an outcome of engagement in a quality curricular program of study, knowledge acquisition and retention, and the development of analytical problem-solving skills.

Success on formative and summative standardized tests designed to assess NCLEX-RN® readiness is correlated with success on the NCLEX-RN®. The ATI (Assessment Technologies Institute) will be utilized the curriculum in order to provide formative and summative assessment of NCLEX-RN® readiness and customized remediation plans.

Test results for each of these assessments will identify the specific content areas in which the student demonstrated strengths and weaknesses. Links will be provided for each identified area for remediation. From these links students are able to review related content and practice application of concepts to practice test items.

Additionally, specialty and comprehensive practice tests and case studies are provided. Access codes for these additional resources are provided to students at the beginning of their program of study.
Graduation Information

Commencement Honors

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

- 3.90 or above will graduate Summa Cum Laude
- 3.75 to 3.89 will graduate Magna Cum Laude
- 3.50 to 3.74 will graduate Cum Laude

Student Excellence Awards

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

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

Academic Requirements for Graduation

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

- Completion of the 124 hours of the required program of study for the BSN degree
- Completion of the 61 semester hours of nursing coursework within four years of enrollment at Saint Luke’s College
- A cumulative grade point average of 2.0 with no grade below C counting towards graduation
- BSN students must earn a minimum of 38 credit hours from Saint Luke’s College and R.N. to BSN students must earn a minimum of 30 credit hours to receive a degree from Saint Luke’s College

Additional Requirements for Graduation

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

Eligibility for Licensure

Graduates of the BSN program are eligible to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN®). Eligibility of the graduate to take the NCLEX-RN® and therefore become licensed as a registered professional nurse is determined by the state in which the graduate applies for registration.
Completion of the Saint Luke’s College BSN curriculum does not guarantee eligibility to take the NCLEX-RN®.

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

**Posthumously Awarded Degrees**

Saint Luke’s College may recognize the achievement of students who have died, by awarding degrees posthumously when the student has completed enough work toward earning the degree.

*Definitions*

**Eligible Student:** A deceased student who the Faculty or Chief Academic Officer (or designee) determines has completed enough credits to be awarded a degree posthumously.

**Posthumous:** Following or occurring after one’s death.

*Procedure*

The Saint Luke’s College of Health Sciences Faculty and/or Chief Academic Officer determine that a deceased student has completed sufficient coursework to earn a degree they have the authority to grant the degree posthumously. The Faculty or Chief Academic Officer (or designee) may bring forth a student’s name to be granted the degree posthumously. When the decision is made to award a degree, the Chief Academic Officer will notify the Registrar and the information is placed in the student’s permanent record. The degree will be awarded at the next Commencement or will be presented to the student’s family in an appropriate setting.


Course Information

Course Grading System

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

Points per Semester Credit Hour

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>Superior</td>
<td>3</td>
<td>80-89.99%</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
<td>75-79.99%</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>67-74.99%</td>
</tr>
<tr>
<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
PP Associated with N342
AU Audit

Grade Rounding Policy

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

Procedure

I. 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 an B
- All course work resulting in 75.00-79.99 % recorded as an 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

II. At the end of 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 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 an B
- All course work resulting in 75.00-79.99 % recorded as an 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

**Academic Honors and Awards**

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

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

**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).

**ePortfolio**

BSN students compile an ePortfolio throughout the program in preparation for job acquisition.

Faculty will identify a minimum of one artifact per course for students to add to an ePortfolio.

- Students will purchase a flash drive at the beginning of the baccalaureate nursing program to store electronic files for their ePortfolio. Flash drives will be made available for purchase through the College bookstore.
- Faculty will identify in the course syllabus the artifact(s) most representative of the course objectives students should add to the ePortfolio.
- Students are encouraged to create a folder on their personal computer as a back-up for their ePortfolio.
- Faculty are not responsible for evaluating the progress of student ePortfolios, but a written student reflection on the learning value of the artifact is encouraged.

**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 semester.

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.

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.

ATI Proctored Assessment Grading Policy

There is a consistent grading process for courses assessing students using standardized ATI assessments. Designated ATI Proctored Assessments will count for five percent of the total points in the course.

1. ATI exams will account for 5% of the total points in the course. Students will receive scores based on their performance.
   a. Students scoring at a level 2 or level 3 will receive full points (100%).
   b. Students scoring a level 1 will receive 70% of the points available.
   c. Students scoring below a level 1 will receive 50% of the points available.

2. The following courses are required to conduct the associated ATI Proctored Assessment listed below: a. N338 - Foundations- ATI Fundamentals Proctored Assessment
   b. N351 – Patho/Pharm II –ATI Pharmacology Proctored Assessment
c. N475 – Leadership – ATI Leadership Proctored Assessment
d. N486 - Complex Care – ATI Med-Surg Proctored Assessment
e. N494 - Transitions- ATI Predictor Proctored Assessment

NOTE: N306 – Adult Health will conduct the ATI Nutrition Proctored Assessment. This ATI Proctored Assessment is exempt from the 5% of the total points requirement since the topics covered in the Nutrition exam are not fully covered in any one course. N450 - Community-Centered Care will conduct the ATI Community Health Proctored Assessment. This ATI Proctored Assessment is exempt from the 5% of the total points requirement since all topics in the Community Health Proctored Assessment are not fully covered in the Community-Centered Care course.

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.

Enrollment Status/Undergraduate Students

Full-time enrollment is defined as 12 hours for fall and spring semesters and six hours for the summer semester. Part-time enrollment is considered anything less than 12 hours. Students who have earned at least 96 credit hours toward completion of the nursing major will be accorded senior standing. All other students admitted and enrolled in the BSN degree program shall have junior standing.

Enrollment status for financial aid purposes include

- Three-quarter time is enrollment of nine to 11 hours for fall and spring semesters and four hours for the summer semester.
- One-half time is enrollment of six to eight hours for fall and spring semesters and three hours for the summer semester.
- Less than half time is considered any enrollment less than six hours for fall and spring semesters and less than three hours for the summer semester.

Repeating a Course

A student may repeat a course only once. A student receiving an unsatisfactory grade of D or F in a nursing course at Saint Luke’s College must repeat the course at the College.

Guidelines: If the student drops a course (refer to the Dropping a Course policy) the next enrollment in the course is not considered a repeat. If the student withdraws from a course (Refer to the Withdrawing from a Course Policy) or completes the course to the point of receiving a grade, the next enrollment in the same course is considered a repeat of the course. If the student received a grade the first time enrolled in the course, this grade, as well as the second or repeated grade, will be recorded on the transcript. The student’s cumulative grade point average will reflect the grade received when the course is repeated. Nursing electives with a grade of D or F may be repeated either through retaking the same course or taking another elective. If another nursing elective is taken, the grade for each course will be recorded on the transcript, and the cumulative grade point average will include each course completed.

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

**Semester Credit Hours**

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

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

In the BSN curriculum three 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.

**Directed Study for Nursing Elective Courses**

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

**Non-Degree Seeking Student**

A non-degree seeking student is one who has not been accepted into the Saint Luke’s College BSN program. Non-Degree seeking students may enroll in coursework subject to the following provisions:

- Priority for enrollment in courses will be given to degree seeking students.
- Enrollment will be on a space available basis.
- Students must fulfill pre-requisites for the course in which they wish to enroll.
- Non-degree seeking students may enroll in no more than two courses, not to exceed eight credit hours.

The appropriate form is to be secured from the Admissions Office. The Admissions Office must receive the Non-Degree Status Enrollment Form for courses with pre-requisites including the following:

- A letter from the nursing program attended validating the student is or was enrolled and is/or left, the program in satisfactory standing.

For courses with a clinical component the following is required:

- A letter from the home nursing program attended validating the person is current in CPR, Hepatitis B immunizations, TB skin test results, and immunity to Rubella or current Rubella vaccination.
- The President/Dean will review applications to enroll in courses with pre-requisite requirements.
- The President/Dean of the College and the Lead Teacher for the course must approve enrollment in the course.

The non-degree seeking student is eligible for the following services: Nursing Skills Lab and Library. The non-degree seeking student is not eligible for the following services: Financial Aid Counseling/EAP or Student Activities Health Services.
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
Saint Luke’s Home Care and Hospice
Saint Luke’s East Hospital
Saint Luke’s Hospital
Center for Behavioral Medicine (Affiliate hospital of the UMKC School of Medicine)
Children’s Mercy Hospital
Della Lamb
Saint Luke’s Northland Hospital
Saint Luke’s Crittenton Children’s Center
Kansas City Hospice
Salvation Army
Score One for Health
Olathe Medical Center
Operation Breakthrough
Overland park Regional Hospital
Kansas University Medical Center
Truman Medical Center
Western Missouri Mental Health Center - Center for Behavioral Medicine
Center for Behavioral Medicine (Affiliate hospital of the UMKC School of Medicine)

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

**Clinical Computer Use**

In most settings, students will be able to access information from the institutional computer concerning patients. Only information needed for clinical practice and education is to be accessed. Patient information accessed through the chart or agency computer system is confidential. It is the responsibility of professionals to keep this information confidential.

Students are required to sign a “Confidentiality Agreement” annually. Data entry is to be supervised by either nursing faculty, or authorized nursing personnel.

If a student is employed by an agency that also serves as an assigned clinical site, the student is not to use their employee sign-on while functioning as a 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.

Latex Allergy or Sensitivity

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

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**

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

*Undergraduate Students*

Full-time enrollment is defined as 12 hours for the fall and spring semesters and six hours for the summer semester. Part-time enrollment is any hours enrolled less than 12. Half time enrollment is at least six hours for the fall and spring semesters and three hours for the summer semester.

*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 Curriculum Committee 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 both a student signature and advisor signature, however, the forms can be signed then faxed or emailed to the Registrar's office.

*Unofficial Transcript*

Students with a Saint Luke’s College 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 12 hours for the fall and spring semesters and six hours for the summer semester. One-half time is enrollment of at least 6 hours for the fall and spring semesters and three hours for the summer semester.

Students may also request enrollment and verification from the National Student Clearinghouse at www.? Find link
**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 statue. 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
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.

**Peer Mentoring Program**
First year nursing students have peer mentors available to work with them on their courses. The program provides for mentors to be available one-day a week in the Learning Resource Center, the skills lab, and for individual support.

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

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

**Required Course Textbooks and Learning Materials**

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

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

**Student Ambassador Program**

Student Ambassadors represent the college at community events, college activities, graduation ceremonies and alumni activities. Ambassadors promote a positive, professional image of students of the college. Students interested in being a Student Ambassador should contact the Director of Enrollment Management and Human Resources in office 263.

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

The following is a list of the committees on which two elected Student Representatives, one junior and one senior may serve.

- Assessment, Planning, and evaluation
- Student Affairs Council
- Admission
- Curriculum

**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 Success Tips**

*Nursing programs are challenging and require a great deal of motivation and commitment. In order to assure academic success you should not work if at all possible. If you have to, limit to no more than 20 hours per week.*

*Other considerations: You will need a computer with high speed Internet access. It is important to have the knowledge and skill to send emails with attachments. You will also need Microsoft Office or a compatible program. Your ability to develop and navigate Word and PowerPoint will be beneficial.*

*The following suggestions were compiled by Saint Luke’s College nursing students.*

**Time Management**

- Use a planner so you can visualize your week and plan accordingly. Review it daily.
- Start all of the big projects early, long before they are due; you can turn them in early and stress less at the end.
- Don’t work if at all possible. Try to work over breaks and summer to save money so you don’t have to work while going to school.
**Study Habits**

- Don’t expect to study the same ways as you have before. Find a “study buddy”
- Don’t procrastinate! Review content early and often prior to exams. Try to understand concepts and not simply memorize content.
- Helpful to have a daily and weekly planner.
- Helpful to have color coded notebooks for each class.
- If you are a parent - stay at College to study if your children are in caring hands at home or daycare. You are likely more able to focus with less distraction, and can get more accomplished on campus.
- Have a designated place to study; have a convenient storage and retrieval system for future class references.
- Go to class, labs, and clinical every day!
- Review class notes after class or by the next day.
- Rewrite notes on note cards and review often.
- Read the assigned material before class.
- Prepare to study 3 hours for each credit hour of the course
- Teach someone else. It helps you learn the content better.
- Take advantage of study groups if that fits your learning style. If one isn’t compatible, try another one.
- Buy and use ear plugs if you are easily distracted while studying.
- Record lectures (with faculty permission) and replay them during study time at home which helps in retaining the information.

**Resources**

- You need a computer with Microsoft Word and Internet Access
- Saint Luke’s Library on Plaza Campus is user friendly and useful. Get to know the librarians. They are invaluable!
- Utilize your advisor and course faculty; don’t be afraid to ask for help. They want you to succeed.
- Utilize N-CLEX preparation materials. Answer as many practice questions as you can
- Refer to APA Text when writing papers

**Helpful Hints/Suggestions**

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

Test Taking Strategies

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

Canceling Classes and Closing Offices

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.

The President or authorized designee will make the decision to cancel classes whenever possible by 5 a.m. (communicated by 6 a.m.).

Classes are Cancelled/Other Options as Conditions Warrant

In the event of severe weather or other conditions that could affect safety, health or access to the college, the President, in consultation with the President/Dean 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
President/Dean and/or President is required. In general, all cancelled classes/clinical sessions must be made up.

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.

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

A decision to cancel classes and/or close offices may be based 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

Closings will be broadcast via most area television stations. Additionally, students can access College email for information.

Class Continuance and Attendance during Severe Weather

Faculty may use alternative teaching methods when classes are cancelled (e.g., email, supplemental readings, online course delivery, etc.).

When classes are not cancelled 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 Instructor 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.

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.

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.

Discover Nursing Club

The Discover Nursing Club is an organization for students who want to learn about the profession of nursing by providing students with the opportunity for academic support, career exploration and integrated social experiences. Membership is open to all Saint Luke’s College students in the baccalaureate and master program.

Members must be in “good academic standing” as defined by the College, and participate in a minimum of one Discover Nursing activity, meeting, or event each semester.

National Student Nurses’ Association

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

Pinning Ceremony

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

Saint Luke’s Alumni Association

Graduates of Saint Luke’s College are eligible to join the Alumni Association, which evolved from the Saint Luke’s Hospital School of Nursing. Activities of the Alumni Association include newsletters, fundraising, education and social programs and student scholarships.

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

Saint Luke’s 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 baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. The vision of the Honor Society is to contribute to the global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the people of the world.

Saint Luke’s Student Nurses Association (SLSNA)

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

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

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 are inaccurate or misleading. A formal request to have one’s record amended must be presented in writing to the registrar or the college official responsible for the record. The written request must state clearly the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate 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

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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.

If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse’s license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds. (L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308) *Section 335.259 was repealed by S.B. 52 § A, 1993. (2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a
preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. State Board of Nursing v. Berry, 32 S.W.3d 638 (MO.APP.W.D.). (2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse’s libel claim. Haynes-Wilkinson v. Barnes-Jewish Hospital, 131 F.Supp.2d 1140 (E.D.MO).
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3/26/2015
Added new

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