BSN Track Tuition and Fees 2015-2016 Academic Year
RN-BSN Track Tuition and Fees 2015-2016 Academic Year

Financial Aid .................................................................................................................................... 58
Application Process
Grants
Loans
Work Study
Disclosures
You Must Repay Loans
Avoiding Default
Repayment Alternatives
Enrollment Status
Return of Title IV Federal Student Aid
Return of Nonfederal Student Aid/Personal Payments
Satisfactory Academic Progress
Satisfactory Academic Progress for Financial Aid
The Financial Aid Office Code of Conduct

Health Policies and Information ..................................................................................................... 66
Missouri State Board of Nursing’s Position Statement Regarding HIV or HBV Infection
Illness and Hospital
Student Health Issues
Health Insurance
Dental/Vision
Hospitalization Insurance
Employee Health Services
Student Assistance Program (SAP)

Academic Policies and Information ................................................................................................ 68
Adding/Withdraw/Dropping from a Course
Withdrawal from a Course without Grade Assessment
Withdrawal from the College
Dismissal from the College
Repeating a Course
Student Progress Report
Student Success Plan
Compliance, Requirements in Accountability
Course Grading System
Grade Rounding Policy
Elective Courses with a Clinical Component Enrollment Criteria
Academic Honors and Awards
Midterm Grades
Grade Reports
Incomplete Grade Policy
Satisfactory Academic Performance
Auditing a Course
Enrollment Status/Undergraduate Students
Semester Credit Hours
Class Absences
Clinical Attendance Policy
Welcome!

For more than 110 years, Saint Luke’s College has been committed to graduating nurses who exemplify the very best of nursing: highly skilled, critical thinkers, compassionate decision makers, dedicated leaders making enormous contributions at the bedside, in the classroom, and wherever they serve in healthcare.

The basic educational processes have not changed as we have moved from a diploma program, to a BSN program, and now to offering both undergraduate and graduate degrees and certificates.

From residence halls and starched uniforms to mixed-gender classes to distance education . . . there has always been one constant—all our students enroll to fulfill their dream of becoming a nurse.

Today’s graduates face many of the same challenges that our diploma graduates faced. The field of healthcare has been characterized by rapid changes in patient practices partly due to new research which impacts how to manage patient outcomes. Nurses have always been life-long learners and must continually update their skills and knowledge base.

So whether you are a diploma nurse or a BSN—all of our alumni have been taxed in ways they never could have imagined. As I talk with our alumni, over and over again, I hear the same phrase: “I received a wonderful education at Saint Luke’s. They prepared me to be successful in the nursing profession.”

We look forward to celebrating the graduation of each our undergraduate and graduate students. Preparing you for a successful career in healthcare is our goal. We believe you’ll look back on your experience here and find that Saint Luke’s College made all the difference!

Sincerely,

Hubert Benitez, DDS, PhD
President & CEO
Mission, Vision, Values

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

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

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

Board of Directors
Raymond Courter, MBA, CPA (Chair)
Carol Tinsman, MA (Vice Chair)
Kay Barnes, MPA, MA
Robert S. Bonney, MBA, MHA, JD, FACHE
Jeremy Crow, MBA, PMP
Lynn Garza, MSN, FNP
Paul Klute, MBA
Juan J. Rangel, Jr., MEd
Leo Sweeney, BA, DTM
Kathy Walter-Mack, JD
Thomas R. Willard, MBA
Debbie Wilson, RN, MSN, MSA, NEA-BC
Jim Wilson, MBA
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 the College President, the Title IX Coordinator, the Dean of Students, and Financial Aid Manager at 624 Westport Rd, Kansas City, Missouri 64111, 816-936-8700, 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.
Saint Luke's College Policy Number CO-019

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

Students are expected to read and conform to the regulations in this catalog. The student, not the College nor faculty members, is primarily responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate.

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

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

The baccalaureate degree program in nursing, master’s degree in nursing and post-graduate APRN certificate at Saint Luke’s College of Health Sciences are accredited by the Commission on Collegiate Nursing Education (CCNE). www.aacn.nche.edu/ccne-accreditation One Dupont Circle, NW Suite 530, Washington, DC 20086

The BSN Degree Program at Saint Luke’s College of Health Sciences is fully approved by the Missouri State Board of Nursing. Completion of the Saint Luke’s College

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, intertemperate 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. www.pr.mo.gov/nursing.asp
For a list of the most recent accreditation information please visit: http://saintlukescollege.edu/content/accreditation-updates.

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

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

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

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

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

In 2015, the master’s degree in nursing and post-graduate APRN certificate program at Saint Luke’s College of Health Sciences was fully accredited at the October 19-22, 2015 CCNE Board meeting.

**Historical Highlights**
- **1885:** All Saints Hospital was opened at 10th and Campbell Streets.
- **1887:** The training school for nurses was 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 of 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 was built at the site, which was then on 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 College School of Nursing.

• **1992**: The final class graduated from the diploma program culminating in 3,047 students having received their nursing diploma from Saint Luke's Hospital School of Nursing.

• **1994**: The College received accreditation as a baccalaureate degree granting institution.

• **2010**: The College Board adopted a master plan to grow the institution five-fold and become financially independent from the Hospital by 2015 (both goals were met by 2013).

• **2010**: Eighteen 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**: The College was moved from their location on Ward Parkway into a newly renovated building on Westport Road.

• **2012**: The Graduate Program was launched with Adult-Gerontology Acute Care Nurse Practitioner and Nurse Educator Degrees and Certificates.

• **2015**: The RN-BSN Track was created for nurses in a fully online format.

• **2015**: The master’s degree in nursing and post-graduate APRN certificate program at Saint Luke’s College of Health Sciences was fully accredited on February 2, 2015.
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 that maximizes learning.

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

- **Hybrid courses** include class meetings with faculty who may lecture and facilitate learning activities. These courses also include online learning activities that enable students to come prepared for class and that offer students some flexibility in planning their homework.
- **Elective courses** give students an opportunity to study a narrowly focused area of nursing. Several elective courses include traveling overseas or to other areas of the United States to hold mini-clinics and work with vulnerable populations.
- Students will experience a variety of clinical states through activities in our state-of-the-art Simulation Center.
- Students can practice their nursing skills in our open skills lab and prepare themselves for off-site clinicals.
- Clinical experiences provide students with hospital-based learning.
- **Community-based clinicals** introduce students to the challenges of caring for vulnerable populations in Kansas City.
- Our nursing classes are challenging, so students can seek additional information and assistance from our Peer Mentors Program.
- Courses also incorporate delivery strategies to accommodate all learning styles.

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

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

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

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

**Simulation Center**

Students at Saint Luke’s College are provided extensive opportunities to learn in the state-of-the-art Simulation Center, featuring two fully simulated hospital rooms, one fully simulated birthing room, three control rooms, three debriefing rooms, and a ten-bed skills lab where students practice clinical skills. The Simulation Center promotes interactive learning through small groups that facilitate improving communication skills and teamwork.
Simulation is an active teaching strategy that combines technology with traditional clinical learning experiences. Simulation offers a safe, controlled learning environment for students to practice problem solving and psychomotor skills extensively with high-fidelity manikins prior to actual patient encounters.

Simulation is the platform for students to integrate concepts and theory with clinical skills, through guided, standardized experiences. This student-centered learning approach prepares nurses to provide competent care in today’s high-tech, complex, healthcare 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
- Preparing for work in complex environments
- Providing encounters with high-risk, low-frequency patient events

**Model of Instruction**
The majority of the courses at Saint Luke’s College are offered in the blended “hybrid” format, while a few are offered completely online. Nursing lab, simulation, and clinical courses remain face to face. All courses are designed using the “flipped classroom” model of instruction (illustrated below), which reinforces application and synthesis of key concepts.

Saint Luke’s College seeks to promote learning environments (classroom, laboratory, clinical) with optimum environmental conditions for effective learning. As members of this community, all students share in the responsibility for maintaining learning environments with academic integrity and free of learning disruptions.
**APA Writing Style**

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

**Animals on Campus**

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

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

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

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

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

**Areas Where Service Animals Are Not Allowed to Enter**

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

Permission to access restricted areas may be granted to an individual animal/partner team on a case-by-case basis. The access decision will be made by the Dean of Students, lab or simulation manager, instructor, or the President.
The final decision shall be made based on the needs of the student and/or the nature of the activity and the best interest of the animal. To be granted an exception: Anyone wanting her or his service or working animal to be granted admission to a restricted area should contact the Dean of Students at (816) 932-8716.

**When a Service or Working Animal Can Be Asked to Leave**
A service or working animal may be asked to leave a college facility or program if the animal’s behavior or presence poses a direct threat to the health or safety of others. For example, a service or working animal that displays vicious behavior toward people may be excluded. Service or working animals that are not housebroken can also be asked to leave college facilities and programs. In addition, animals not covered under the ADA service animal definition can be asked to leave a college facility or program. Questions related to the use of service animals on campus should be directed to the Dean of Students.

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

**Licensing**
The animal must be licensed as is appropriate to your community, city and/or state.

**Health**
The animal must be in good health.

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

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

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

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

*Saint Luke's College Policy Number OP-004*

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

**Bulletin Boards, Signs, and Posters**
Messages announcing campus-related events may be placed on the bulletin boards in the student Commons Area on the 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.

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

**Computer Access**

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

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

- Plan for Care
- Care Planning
- Horizons Clinicals (HOM and HED)
- Stedman’s Abbreviations
- EKG programs
- Clinical Forms
- Krames on Demand (patient education program)

**Saving and Transferring Information**

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

**College Computer Equipment, Network and Compliance**

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

College computers, equipment and network are the property of the College. The College reserves the right to access all information on the College’s computers, equipment and network without prior notice.

Furthermore, authorized individuals within SLHS may monitor equipment and network traffic at any time to ensure that their use is authorized for management of the system, to facilitate protection against unauthorized access, and to verify adherence to SLHS security policies and procedures. Monitoring includes coordinated active scans/attacks by authorized individuals to test or verify the security of the SLHS system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over SLHS systems may be monitored.

*Saint Luke's College Policy Number CO-025*

**Computer Requirements**

To satisfactorily participate in hybrid and 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](http://support.saintlukescollege.edu/minimum-computer-specifications)
**Unauthorized Distribution of Copyrighted Material**

This policy applies to anyone connecting to Saint Luke’s College of Health Sciences. Standing policies on copyright compliance may also be found in:

**SLCHS Policies**
- SLCHS Policy: Statement on Copyright Law
- SEC-01-Use of Technology-Systems-Services
- SEC-03 - Acceptable Access/Usage of Email, Voicemail, Internet,
- Copyrighted Computer Software
- SLHS Internet Content Filtering

**Definitions**

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

Copyrighted Materials: Protected by copyright are “original works of authorship” that are fixed in a tangible form of expression. These materials include:
- literary works
- musical works, including any accompanying words
- dramatic works, including any accompanying music
- pantomimes and choreographic works
- pictorial, graphic, and sculptural works
- motion pictures and other audiovisual works
- sound recordings
- architectural works

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

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

**Policy**

Users of SLCHS networks are prohibited from engaging in or participating in acts that could be construed as copyright infringement. This includes but is not limited to the distribution of (downloading or uploading) copyrighted materials through peer-to-peer (P2P) networks, email or downloading from websites or other servers.

The distribution of copyrighted material without the owner’s permission is a violation of the Digital Millennium Copyright Act (DMCA) and may subject those caught to disciplinary action including termination of employment, suspension or dismissal and civil and criminal penalties.

This policy applies to college owned and personally owned devices connected to any college network.

The Higher Education Opportunity Act (HEOA) calls for the college to combat unauthorized distribution of copyrighted materials by:
- Utilizing one or more technology based deterrents
- Education & Disclosure
• Maintain a list of legal ways to acquire copyrighted materials (legal alternatives to illegal downloading)

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

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

• Illegal Activities, Illegal Questionable: Pages that promote crime, such as stealing, fraud, “phreaking,” and cracking; “warez” and pirated software; computer viruses; terrorism, bombs, and anarchy; sites depicting murder and suicide, as well as explaining ways to commit such acts.
• Peer File Transfer, Peer to Peer: Sites that distribute software to facilitate the direct exchange of files between users. P2P includes software that enables file search and sharing across a network without dependence on a central server.
• Filter Avoidance, Proxy Avoidance: Sites that promote and aid in the use of undetectable and anonymous web usage.

In addition to blocking access, bandwidth shaping is utilized in the Peer to Peer category. Administrators monitor the technology based deterrents for errors on a real time basis. SLCHS periodically reviews the effectiveness of this policy and works with the SLHS IS Security department semi-annually to review the effectiveness of the technology-based deterrents.

Education & Disclosure: The College will maintain and regularly keep updated on its website at http://saintlukescollege.edu/content/unauthorized-distribution-copyrights-material-0. links to educational material on copyright and unauthorized distribution of copyrighted material.

An annual disclosure will be distributed to the college community that provides;
• A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
• A summary of the penalties for violation of Federal copyright laws; and
• A description of the institution’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system.

Legal Alternatives: A list of legal ways to acquire copyrighted material may be found on our website at http://www.saintlukescollege.edu/policies/copyright/legal-alternatives. In addition to this policy, this link may also be found in the Annual Disclosure distributed to the college community.

Saint Luke’s College Policy Number CO-005

Course Learning Management Websites
The Course Learning Management platform, Desire2learn (D2L), websites is provided for courses. Faculty may utilize these websites for posting course resources and assignments, student communication, test administration, and/or posting grades. Additional textbook resources such as student test banks, animations, and case studies, are also accessible via these course websites on the learning management system.
**Electronic Communication**
Engagement in any form of electronic communication (e.g., cell phones, email, text messages, and social networks) can disrupt learning and is therefore prohibited within the College learning environments. At the discretion of the instructor an exception is possible in special circumstances. In testing situations, use of any unauthorized electronic device may lead to a charge of academic dishonesty and additional sanctions as indicated in the Academic and Student Conduct Expectations.

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

**Email**
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

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

**Provision of Email service**
- The saintlukescollege.edu mail system is the official college email system
- Workforce members are expected to use the official email system for all work related matters
- SLCHS expects that such communications will be read in a timely fashion
- E-mail is the official communication platform of SLCHS
- Official email communications are intended to meet only the academic and administrative needs of the college
- Email users are expected to comply with state and federal law, college policies, and normal standards of professional and personal conduct
- All email users are expected to maintain the privacy of their password
- The official and only supported desktop clients of SLCHS email are with a web browser at http://email.saintlukescollege.edu or using Google Apps Outlook Connector w/ MS Outlook 03-10.
- Mobile devices may function if the device supports Android Sync, ActiveSync, POP/IMAP or BIS. Because of the wide range of devices, support may be limited.

**Email Messages will not:**
- contain confidential patient information (PHI);
- contain grades, social security numbers, credit card numbers, and other highly sensitive personal information;
- contain harassing language or messages that could reasonably be considered offensive by others, to include remarks about an individual or group’s race, religion, national origin, physical attributes or sexual preference;
- involve junk mail, chain letters or hoaxes;
- contain solicitations for personal gain or profit, or advancement of individual views;
- involve any kind of illegal activity, such as gambling, hacking and pornography;
• be used to send or receive copyrighted materials;
• impersonate a college office, faculty/staff member, or student

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

Security & Confidential Information
• Some confidential information such as grades should be only made available in systems such as mySLC or mySLC: Courses, which require authentication at every use
• All email transmitted and stored within the saintlukescollege.edu email system is encrypted
• All messages sent between saintlukescollege.edu and saint-lukes.org are encrypted. There is no guarantee that messages sent to any other domain or email system can be encrypted unless the SLCHS mail encryption service is used.
• All trade secrets, proprietary financial information, or similar material confidential in nature sent to an address other than saintlukescollege.edu or saint-lukes.org must make use of the SLCHS mail encryption service. See policy, email encryption for more information
• Notwithstanding the College’s right to monitor, audit or run discovery searches, any messages should be treated as confidential by other email users and accessed only by the intended recipient.
• To prevent computer viruses from being transmitted, certain file extensions are not allowed to be sent or received. All emails and attachments are scanned by anti-virus software and infected attachments will be stripped from emails prior to delivery.
• You must notify IS Support immediately upon discovery you lost your mobile device, as it may be possible to remotely wipe the data on the device.

Personal Use
Incidental personal use of e-mail is acceptable provided the use is:
• reasonable and professional;
• has minimum impact to college resources;
• does not interfere with job responsibilities;
• does not violate this policy or applicable law

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

College Property
• College e-mail systems, services, addresses, accounts and data stored in them are the property of the college
• Access to college email services is a privilege and may be revoked by the college without prior notice and without the consent of the email user, including but not limited to:
  o when required by and consistent with applicable law or policy
  o when there is reasonable suspicion that violations of policy or law have occurred or may
Email Retention
It is the policy of SLCHS to retain, archive and delete e-mail in a manner that is consistent with appropriate business conduct, complies with state and federal regulations, and supports the college’s organizational interests.

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

<table>
<thead>
<tr>
<th>Staff</th>
<th>36 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>36 Months</td>
</tr>
<tr>
<td>Students &amp; All Other Accounts</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Reporting Violations
Suspected or known violations of this E-mail policy or law should be confidentially reported to the appropriate supervisory level for the operational unit in which the violation occurs.
Saint Luke’s College Policy CO-08

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

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

**Peer Mentoring Program**
All undergraduate nursing students have peer mentors available to work with them on their courses. The program provides for mentors to be available each day of the week in the Learning Resource Center, the skills lab, and for individual support. For more information, visit the Student Success Center staff located in AQ02.

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

**Program Evaluation**
For the purposes of continuous quality improvement throughout your Saint Luke’s College BSN and RN - 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. 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 continuous quality improvement.

In addition to the formal opportunities for evaluative input, multiple other opportunities are available, including Saint Luke’s Student Nurses Association (SLSNA) membership, representation on college committees, and interactions with faculty and administrators during posted office hours.

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

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

Saint Luke’s College encourages participation in charitable and other causes. However, unapproved, on-campus solicitation, by any person, for any reason, is strictly prohibited.

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

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

College faculty and staff who wish to engage in solicitation activities must comply with this policy as well, regardless of whether they are soliciting internal or external donors.

Approved solicitations do not necessarily reflect the views or opinions of Saint Luke’s.

*Saint Luke's College Policy Number OP-007*

**Student Identification Badges**

Saint Luke’s College identification badges are issued to all students. Identification badges must be worn at all times when students are at the College and in all clinical practice environments. The identification badge is required for admittance to 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 the Director of Instructional Systems to order a replacement name badge.

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

**Student Employment**

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

**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
- Admissions
- Curriculum
- Graduation
**Student Suggestion Form**

Students may register a complaint or suggestion by utilizing a Student Suggestion Form. These forms are available in the College Commons. After completing the form, the student should place it in the secured box (marked Suggestion Box), also located in the Commons. The Student Affairs Committee will review the complaint or suggestion and make recommendations for actions to resolve the issue. The Student Suggestion Form exists to provide a means of communicating concerns which do not fall under the present Student Grievance Policy.

**Possession of Firearms and Weapons**

The College prohibits all individuals from carrying weapons (Including concealed weapons) into Saint Luke’s College of Health Sciences premises.

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

**Definitions**

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

**Possession**

- Any College student who possesses or conceals a weapon on their person in the College shall be asked to remove the weapon from the premises immediately, and shall be subject to immediate dismissal.
- Any College faculty or staff employee who possesses or conceals a weapon on their person in the College shall be asked to remove the weapon from the premises immediately, and shall be subject to disciplinary action under the applicable College policy.
- The College has the authority to restrict access to its premises or to request any visitor to leave if said visitor possesses a weapon or if there is reasonable suspicion by faculty, staff or students of the presence of a concealed weapon on the visitor. Refusal to leave the premises willingly will result in the notification of local law enforcement agents requesting removal of said person. Further legal action including a misdemeanor trespass charge may be pursued.

**Searches**

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

**Reporting Obligation**

If any faculty, staff or student believes that another person (visitor, employee, and student) possesses a weapon on the premises, the employee or student shall report this belief and the basis for this belief immediately to his or her supervisor for employees, and for students to the Dean of Students. Failure to report knowledge of the presence of any weapon on College premises shall subject the faculty, staff and students to disciplinary action.
Safety
Faculty, staff and students, including security personnel, should be aware that the enforcement of this policy deals with confronting individuals carrying weapons. Under no circumstances should any faculty, staff or student take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.
Saint Luke's College Policy Number OP-010

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

SLCHS will make reasonable accommodations for individuals with disabilities as defined by applicable law. Reasonable accommodations may include reasonable modifications to SLCHS’s policies, practices and procedures where necessary for individuals with disabilities, unless doing so would alter requirements that are essential to the instruction being pursued or to licensing requirements. SLCHS will also provide necessary and reasonable auxiliary aids and services for individuals with disabilities. Further, SLCHS strives to remove barriers for individuals with disabilities and to provide services, facilities and privileges to achieve equal opportunity for individuals with disabilities. Examples of some of the reasonable accommodations SLCHS makes available include but are not limited to: Academic/Program Modifications; Access to Facilities; Classroom Access; Communication Access; Testing Accommodations; Information Referral; Priority Registration; and Parking.

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

A. Requesting Accommodation
Any applicant, student, or other individual who believes a reasonable accommodation is necessary to enable such person to seek admission, enroll, or otherwise participate fully and equally in a SLCHS program is encouraged to contact the Dean of Students to discuss any needs he/she may have. The Dean of Students 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 Dean of Students to discuss the student’s needs and complete an “Application for Services Form” as provided by the Dean of students. To obtain accommodations by the start of a semester, the student should meet with the Dean of Students as soon as possible, preferably at least six (6) weeks before the first day of classes or, if the accommodation relates to a specific class(es), before enrolling in the class(es). Such notice will allow students and the Dean of Students a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate and effective, evaluate alternatives if appropriate, and to implement the resources for any necessary aid in a timely manner.

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

When a reasonable accommodation is deemed necessary, the Dean of Students will develop a plan identifying the student’s disability, the circumstances for which accommodations are needed, and the reasonable accommodations recommended by the Dean of Students. The plan will be distributed to those with a need to know to put any accommodation in place. Additionally, the Dean of Students will contact individual faculty members to discuss, as necessary, the 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 Dean of Students.

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

Students who have concerns about the accommodations provided or not provided or who wish to submit a complaint about discrimination or harassment based upon disability should report their concerns to the Disability Coordinator or to the Dean of Students. SLCHS endeavors to provide prompt and equitable resolution to student concerns.

B. Required Documentation
SLCHS relies on students to self-report impairments, conditions and disabilities as well as 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 Dean of Students 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 SLHS), 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 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 SLCHS. When connections are not obvious, they should be explained. The Dean of Students may assist in SLCHS’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.

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.

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

Saint Luke’s College Policy CO-001
Facilities

Library

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

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

Library Services
Online bibliographic database searches can be done from the Library or any Saint Luke’s College computer (student lab, classroom) via http://www.saintlukeshealthsystem.org/slhs/Services/Common/Saint_Lukes_Medical_Library/Medical_Knowledge_Base.htm

Searches (except New England Journal of Medicine and Up to Date) may be completed from off-site computers (e.g., home) by following the directions below for special remote login:

2. Follow the Medical and 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 Address
4141 Mill St., Kansas City, MO 64111
Email: library@saint-lukes.org
Phone: 816-531-0560
Fax: 816-531-6316

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 vehicles and obtain parking stickers during the first week of classes.

Commons and 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 store lunches in the refrigerator.

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

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

Fall 2015
8/17/2015 .................. Fall Semester Begins
8/17/2015 .................. Tuition and Fees Due
9/7/2015 .................. Labor Day - No Classes
10/12-10/16/2015 ........ Fall Break - No classes
11/26-11/27/2015 ....... Thanksgiving Holiday - No Classes
12/11/2015 ............. Fall Semester Ends
12/11/2015 .............. Commencement
12/11/2015-1/10/2016 .... Winter Break

Spring 2016
1/11/2016 ............. Spring Semester Begins
1/11/2016 ............. Tuition and Fees Due
1/18/2016 .............. Martin Luther King, Jr. Day - No Classes
3/7-3/11/2016 .......... Spring Break - No Classes
3/25/2016 ............. Good Friday - No Classes
5/6/2016 ............. Spring Semester Ends
5/6/2016 .............. Commencement
5/23-5/27/2016 ........ Spring/Summer Intersession Classes

Summer 2016
5/31/2016 ............. Summer Semester Begins
5/31/2016 ............. Tuition and Fees Due
7/4/2016 ............. Independence Day - No Classes
8/5/2016 ............. Summer Semester Ends
BSN Undergraduate Degree Program

BSN Track
This degree track is designed for traditional students who immediately enroll in the BSN Degree Program following completion of their General Education Requirements.

RN-BSN Track
The curriculum for this degree track was developed for adult, working RNs who are seeking to advance their careers and their education.

Philosophy of the BSN Degree Program
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, and 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 or she advocates for social justice, including a commitment to the health of vulnerable populations and elimination of health disparities.
**General Education Course Requirements for BSN Track**

**Prerequisites 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 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 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>
</tbody>
</table>

**Total General Education Requirements** 63

* Students who have earned an associate or bachelor degree from a regionally accredited institution are eligible for a general education waiver of these general education requirements

**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 Track may 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 track 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.
Courses for BSN Track  
2016 Spring  

Required nursing courses = 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>Prerequisite 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>N301, N306, N308, N340, N342</td>
</tr>
<tr>
<td>N306</td>
<td>Health Assessment and Promotion</td>
<td>3</td>
<td>None</td>
<td>N308</td>
</tr>
<tr>
<td>N308</td>
<td>Health Assessment and Promotion Lab</td>
<td>1</td>
<td>N306</td>
<td>N301, N306, N308, N340, N342</td>
</tr>
<tr>
<td>N338</td>
<td>Foundations of Professional Nursing</td>
<td>4</td>
<td>N301, N306, N308, N340, N342</td>
<td></td>
</tr>
<tr>
<td>N340</td>
<td>Foundations of Professional Nursing Lab</td>
<td>2.5</td>
<td>N301, N306, N308, N338, N342</td>
<td></td>
</tr>
<tr>
<td>N342</td>
<td>Foundations of Professional Nursing Clinical</td>
<td>2.5</td>
<td>N301, N306, N308, N338, N340</td>
<td></td>
</tr>
<tr>
<td>N379</td>
<td>Professionalism 1</td>
<td>1.00</td>
<td>None</td>
<td>N301, N306, N308, N338, N340</td>
</tr>
</tbody>
</table>

Total for Semester 17
### 2nd Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Total Credit</th>
<th>Prerequisite course(s)</th>
<th>Prerequisite OR Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>N351</td>
<td>Pathophysiology and Applied Pharmacology II</td>
<td>3</td>
<td>N301, N306, N308, N338, N340, N342</td>
<td></td>
</tr>
<tr>
<td>N365</td>
<td>Psychosocial and Ethical Aspects of Care</td>
<td>2</td>
<td>N338, N340, N342</td>
<td></td>
</tr>
<tr>
<td>N376</td>
<td>Adult Health Nursing</td>
<td>4</td>
<td>N301, N306, N308, N338, N340, N342</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N378, N380, N351</td>
<td></td>
</tr>
<tr>
<td>N378</td>
<td>Adult Health Nursing Lab</td>
<td>1</td>
<td>N301, N306, N308, N338, N340, N342</td>
<td></td>
</tr>
<tr>
<td>N378</td>
<td></td>
<td></td>
<td>N378, N380, N351</td>
<td></td>
</tr>
<tr>
<td>N380</td>
<td>Adult Health Nursing Clinical</td>
<td>3</td>
<td>N301, N306, N308, N338, N340, N342</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N376, N378, N351</td>
<td></td>
</tr>
<tr>
<td>N387</td>
<td>Evidence Based Practice in Nursing</td>
<td>3</td>
<td>N338, N340, N342</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total for Semester</strong></td>
<td><strong>16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3rd Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Total Credit</th>
<th>Prerequisite course(s)</th>
<th>Prerequisite OR Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>N450</td>
<td>Community-Centered Care</td>
<td>5</td>
<td>N351, N376, N378, N380</td>
<td>N452</td>
</tr>
<tr>
<td>N451</td>
<td>Community-Centered Care II</td>
<td>5</td>
<td>N450, N351, N376, N378, N380</td>
<td>N452</td>
</tr>
<tr>
<td>N452</td>
<td>Community-Centered Care Clinical I</td>
<td>3</td>
<td>N351, N376, N378, N380</td>
<td>N450, N451</td>
</tr>
<tr>
<td>N383</td>
<td>Professional II</td>
<td>1</td>
<td>N379</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total for Semester</strong></td>
<td><strong>14</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

29
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course</th>
<th>Total Credit</th>
<th>Prerequisite course(s)</th>
<th>Prerequisite OR Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>N475</td>
<td>Nursing Leadership (10 weeks)</td>
<td>3</td>
<td>N450, N451, N452</td>
<td>N387</td>
</tr>
<tr>
<td>N486</td>
<td>Complex Care of Adults (10 weeks)</td>
<td>4</td>
<td>N450, N451, N452</td>
<td>N488</td>
</tr>
<tr>
<td>N488</td>
<td>Complex Care of Adults Clinical (10 weeks)</td>
<td>3</td>
<td>N450, N451, N452</td>
<td>N486</td>
</tr>
<tr>
<td>N494</td>
<td>Transition to Professional Practice (5 weeks)</td>
<td>2</td>
<td>All required courses</td>
<td>N496</td>
</tr>
<tr>
<td>N496</td>
<td>Transition to Professional Practice Clinical (5 weeks)</td>
<td>2</td>
<td>All required courses</td>
<td>N494</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td></td>
<td><strong>14</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total for Program</strong></td>
<td></td>
<td><strong>61</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions and Prerequisites

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 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, healthcare systems, complementary and alternative therapies, evidence-based nursing practice, and 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; Prerequisites: 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 technological trends and utilize equipment for delivery and documentation of basic nursing care. (Co-requisites: N301, N306, N308, N338, N342)
**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 healthcare 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. (Prerequisites: N301, N306, N308, N338, N340, N342; Pre- and Co-requisites: N365, N376, N378, N380)

**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. (Prerequisites: N338, N340, N342; Pre- or Co-requisites: N351, N376, N378, N380)

**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. (Prerequisites: N301, N306, N308, N338, N340, N342; Co-requisites: N378, N380; Pre- or Co-requisites: N351, N365)

**N378 Adult Health Nursing Lab: 1 Credit Hour**
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. (Prerequisites: N301, N306, N308, N338, N340, N342; Co-requisites: N351, N376, N380)

**N379 Professionalism I: 1 Credit Hour**
**J1 Semester**

Seat time occurs every other Monday for J1 students

Professionalism I is designed to promote students socialization into the profession of nursing and to assist in developing skills and strategies that will ensure success in effective transition into an evidence-based profession with an emphasis on professional writing and oral communication.

Objectives of Professionalism I

1. Discuss the history of nursing.
2. Identify values and expectations that are foundational to Saint Luke’s nursing program.
3. Differentiate between the concepts of civility and incivility.
4. Explain nursing as a profession and core attributes of professionalism.
5. Demonstrate written and oral communication that exhibits professionalism.
6. Develop skills for self-reflection, improved team collaboration, and conflict resolution.
7. Apply the concise rules of APA writing style.
8. Initiate development of a professional portfolio.

**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.

(Prerequisites: N301, N306, N308, N338, N340, N342; Co-requisites: N376, N378, N351)

**N383 Professionalism II: 1 Credit Hour**

Professionalism II is designed to further promote students socialization into the profession of nursing. Students will explore the American Nursing Association (ANA) Scope and Standards of Practice, discuss how the Nurse Practice Act influences nursing practice standards, and evaluate the legal and ethical implications of nursing practice.

Objectives of Professionalism II

1. Continue to develop a professional portfolio.
2. Describe how the American Nursing Association (ANA) Scope and Standards of Practice are used in the nursing profession.
3. Explore ethical implications of nursing practice as delineated in the code of ethics.
4. Discuss the legal implications of the Nurse Practice Act and how it influences nursing practice standards.
5. Demonstrate skills for self-reflection, improved team collaboration and conflict resolution.
6. Contribute to a respectful learning environment.
7. Exhibit professional behavior in all interactions.

**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.

(Prerequisites: N338, N340, N342)
**N450 Community Centered Care I: 5 Credit Hours**
This course presents a multi-systems approach to prepare students to care for individuals, families, and aggregates across the lifespan within dynamic community environments in a changing healthcare 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. (Prerequisites: N351, N365, N376, N378, N380; Co-requisite: N451 and N452; Pre- or Co-requisites: N387)

**N451 Community Centered Care II: 5 Credit Hours**
This course continues a multi-systems approach designed to prepare students to care for individuals, families, and aggregates across the lifespan within dynamic community environments in a changing healthcare 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. It is offered in hybrid format in which students become members of a virtual community, providing the context for applied learning. (Prerequisites: N351, N365, N376, N378, N380; Co-requisite: N452 and N450; Pre- or Co-requisites: N387)

**N452 Community Centered Care Clinical I: 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 specific 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. (Prerequisites: N351, N365, N376, N378, N380; Co-requisite: N450 and N451; 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 RN 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. Prerequisites: 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. (Prerequisites: 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. (Prerequisites: 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 principles 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. (Prerequisites: All required courses. Co-requisite: N496)

**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. (Prerequisites: All required courses. Co-requisite: N494)

**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, and 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 Healthcare 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 healthcare system. The impact of media in popular culture on women and their health will also be explored. (Prerequisite: None)

**N319 Communicating with the Spanish Speaking Client: 2 Credit Hours**
This course is designed to help the student learn about Hispanic culture and folkways as they impact the western healthcare 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. (Prerequisite: 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 healthcare 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. (Prerequisite: N338, N340, N342; 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. (Prerequisite: N376, N378, N380; 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. (Prerequisite: N338, N340, N342)

**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 well-being of patients, and clinical experiences at a variety of sites. Students will develop an understanding of the importance animals play in the health and well-being of many patients. (Prerequisite: 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 online, 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; and 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. (Prerequisite: 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. (Prerequisite: None)

**N369 Disaster Preparedness: 2 Credit Hours**
This course is a four-day, Humanitarian Aid and Disaster Relief field exercise in a complex emergency scenario. Topics include: 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. 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 nurse’s perspective. (Prerequisites: N351, N376)

**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 trauma clients 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 healthcare 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. (Prerequisite: N376, N378, N380)

**N372 Perioperative Nursing: 2 Credit 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. (Prerequisite: N376, N378, N380)

**N377 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 systems 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 to the practice of nursing. (Prerequisite: None)

**N381 Medical Mission U.S.: 1 Credit Hour didactic**

**N382 Medical Mission U.S. Immersion: 1 Credit Hour clinical immersion**

The goal of this medical mission trip is to introduce students to the culture and social issues of the Appalachia region through community-based learning. This elective course provides the opportunity for active participation in the community and direct relationship with Appalachian people. Exploration begins in the orientation classes where students become acquainted with the history, culture, social and public health challenges and health promotion facing the region through presentations, discussions, and selected readings. During the week in Appalachia students learn from individuals and community-based organizations focusing on basic physiologic needs, education, health, and the environment. Follow-up will include analysis and synthesis of insights gained during the week.
**RN-BSN Track**

**General Education Course Requirements**

**Prerequisites for Upper Division Nursing Coursework**
The first 63 credit hours of general education are completed at the regionally accredited school of your choice.

**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 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 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>
</tbody>
</table>

**Total General Education Requirements** 63

*Students who have earned an associate or bachelor degree from a regionally accredited institution are eligible for a general education waiver of these general education requirements.*
### RN-BSN Track

#### Upper Division Course Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester I</strong></td>
<td>N393</td>
<td>Student Success Strategies</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>N401</td>
<td>Role Development and Professional Issues</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N485</td>
<td>Health Assessment for Professional Nurse</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N487</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N411</td>
<td>Introduction to Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester I</strong></td>
<td>N457</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N499</td>
<td>Organizational and System Leadership</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N489</td>
<td>Informatics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>N482</td>
<td>Community/Public Health Theory</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Semester I</strong></td>
<td>N484</td>
<td>Community/Public Health Clinical Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective/Independent Study</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

**Total Core Courses**: 30

---

### Course Descriptions

**N393 Student Success Strategies: 1 Credit Hour**

The Student Success Strategies course focuses on providing tools and resources to promote student learning. This course uses adult learning theory as a foundation for developing teaching and learning strategies. Students will be introduced to a variety of teaching and learning technologies and resources. Students will receive focused instruction in professional writing, in using online searches, and in APA formatting. Students will identify and explore key support systems and resources to enhance student success.

**N401 Role Development and Professional Issues: 3 Credit Hours**

This course focuses on issues related to RN-BSN role transition and adult learning. Course encompasses ethical, legal, legislative, and political processes that impact the practice of professional nursing in contemporary healthcare. Foci include: history and development of nursing profession; legal regulations and professional standards of practice; application of nursing theories to professional practice; professional accountability related to utilization of nursing research and evidence-based practice; role transition and adult learning success factors; and development of personal philosophy of nursing. Strategies for personal and professional empowerment are identified.

**N411 Introduction to Evidence-Based Practice: 3 Credit Hours**

This course is designed to allow the learner to explore nursing research in an evidence-based practice setting. Opportunities to search, critique, and synthesize sources of scientific evidence as it applies to the nurse’s clinical practice will be emphasized. Fundamental principles of the research process, both quantitative and qualitative, and models for applying evidence to clinical practice will be explored. Strategies for implementation of evidence into clinical practice will be developed. Tutelage regarding
scholarly writing will be presented and emphasized as the preferred modality of information dissemination.

**N457 Pharmacology for the RN: 3 Credit Hours**
Students apply their knowledge and experience in the development of a deeper understanding of pharmacological treatment modalities. Students evaluate major drug classifications/select prototype drugs and discuss the safe administration of medications, effective monitoring, and appropriate evaluation of physiological responses. Topics include: biopsychosocial perspectives; safety initiatives, including electronic documentation; psychotropic drugs; patient teaching; a broad scope of medication administration and safety; assessment of medication interaction/multiple medications; interdisciplinary practice; the science behind the practice; and evidence-based practice.

**N482 Community/Public Health Theory: 3 Credit Hours**
This course provides students with an applied understanding of the factors that influence the health of the community and vulnerable population. Students will delineate the role of the professional nurse in the provision of population-based nursing care directed toward health promotion and primary prevention in the community. Emphasis is placed on theories of community assessment, the health needs and systems of healthcare available to vulnerable populations within the community, levels of disease prevention, health promotion of specific populations, and professional nursing roles and inter-professional collaboration in various community settings.

**N484 Community/Public Health Clinical Project: 3 Credit Hours**
This course provides students with an applied understanding of the factors that influence the health of the community and vulnerable populations. Students will delineate the role of the professional nurse in the provision of population-based nursing care directed toward health promotion and primary prevention in the community. Emphasis is placed on theories of community assessment, the health needs and systems of healthcare available to vulnerable populations within the community, levels of disease prevention, health promotion of specific populations, and professional nursing roles and interprofessional collaboration in various community settings.

**N485 Health Assessment for Professional Nurse: 3 Credit Hours**
This course provides an opportunity for RNs to enhance their health assessment skills. Emphasis is on comprehensive physical assessment techniques, interviewing skills, multi-system assessments, and genetic and health risk assessments. The key elements of the physiological, psychological, developmental, spiritual, socioeconomic, and cultural dimensions essential for holistic assessment across the lifespan are explored. Students are introduced to evidence-based clinical assessment tools.

**N487 Pathophysiology for the RN: 3 Credit Hours**
In this course, RNs will utilize their existing knowledge of pathophysiologic concepts to deepen their understanding of complex and multiple system disease processes. Using simulation and active learning strategies, students gain an increased appreciation of the influence of multiple pathophysiologic conditions within the context of patient care.

**N489 Informatics: 3 Credit Hours**
This course provides an overview of the role of information systems in healthcare organizations. Coursework emphasizes the integration of evidence-based practice in clinical decision support and the influence of information systems on health outcomes. In addition, technical, organizational, and cost-benefit issues related to healthcare information systems, telemedicine applications, and artificial intelligence solutions will be explored. Through a combination of classroom-based seminars, group case studies, and computer laboratory exercises, students will develop and exercise analytical skills for appraising health information systems in the context of the provision of care.
**N499 Organizational and System Leadership: 3 Credit Hours**

This course emphasizes application of knowledge, skills, and attitudes to effect change in health policy to improve healthcare delivery. Students analyze contemporary healthcare issues of concern to nursing and learn strategies for effective involvement in policy-making decisions and policy implementation. Rationale for how organizations and systems leadership, quality improvement, and safety are critical to promoting high quality patient care is discussed. Other topics include how conceptual aspects of power, problem solving/decision making, effective communication, conflict resolution, delegation, and team building are applied to a variety of situational contexts. Organizational culture and systems analysis provide a basis for understanding the values and patterns in healthcare organizations.
Admissions

Admissions Office Code of Conduct

Saint Luke’s College of Health Sciences code of conduct and ethical standards is a guideline for all admissions personnel and how they are expected and required to conduct business. Failure to abide by this code of conduct is grounds for disciplinary action and may include termination for repeated and egregious offenses.

1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.

2. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.

3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.

4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.

5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.

6. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.

7. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.

8. Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.

9. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.

10. Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

11. Read, understand, and comply with company policies and procedures included in the employee handbook, school catalog, admissions policies & procedures manual, and admissions training manual.

Saint Luke's College Policy Number OP-012
BSN Track

Admission Requirements
A student may begin 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-RN® or attain state licensure. It is the student’s responsibility to contact and verify with the State Board of Nursing whether or not he or she will be able to apply for licensure and take the NCLEX-RN®. In other words, Saint Luke’s College does not control whether or not a student receives 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 GPA of 2.7 (on a 4.0 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 for Fall 2016 and beyond may not repeat any natural science course more than one time.

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.

Application Instructions
The application must be filled out completely and $35 application fee submitted online. 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 submit the following:
1. **Official Accredited High School Transcripts or G.E.D. Score**: Mailed directly to the Admissions Office or received from the issuing institution via a secure email, unless you already have a Bachelor's Degree.

2. **All Official College/University Transcripts**: Mailed directly to the Admissions Office or received from the issuing institution via a secure email.

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

4. 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).

5. **Resume**: Print and mail resume directly to the Admissions Office. The resume should reflect qualifications, work, and volunteer information.
6. **Letters of Reference:** Applicants are required to submit two letters of reference. The reference form is on the College website and should be printed and mailed to the Admissions Office.

7. **Essay:** Limit essay to two pages, typed and double-spaced. 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 printed and mailed directly to the Admissions Office.

8. **Please note:** As of February 1, 2016, we are no longer requiring TEAS testing for applicants.

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 educational 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 that you believe need explaining.

**Additional Requirements**
- 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.
- Proof of Insurance
Transfer of credit for General Education Course work
Transfer credit may be granted for coursework completed at another college or 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 or 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 and must not be repeated more than one time. Natural science courses older than ten years may be evaluated on an individual basis. This does not apply to an applicant who is currently engaged as a professional RN.
- 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).
- A maximum of six semester hours of “Pass” or “Credit” will be accepted for general education coursework completed at an accredited college.
- Credit for courses completed for “Pass” will be granted for any general education requirement if verification that the grade would have been C or better is provided.
- 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 electives; humanities electives.
- General education coursework taken for “Credit” will be accepted under the same provisions as “Pass.”

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.

College Level Examination Program (CLEP)
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.

Transfer Policies for Nursing Coursework
Transfer credit may be granted for nursing coursework completed at another college or 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 30 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 or 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.
**Transferring Credit**
Transferability of credits from SLCHS to other institutions would be at the discretion of the receiving institution.

Mail all documents to:
Saint Luke’s College of Health Sciences
Admissions Office
624 Westport Road
Kansas City, MO 64111

*Saint Luke's College Policy Number AP-058*

**Admission Selection Process**
Complete application packets will be reviewed on a schedule as determined by the Admission Committee of the BSN Track. 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 BSN Degree track 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 Track.)
   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 or 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 Healthcare Provider CPR. It is the responsibility of the students to obtain and maintain current CPR certification prior to and during their 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.

Applicants 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.
Reapplication
Students previously accepted into Saint Luke’s College but who are not currently enrolled may reapply, following the application process.

Readmission
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 readmission.

Readmission to the College
In general, students are not readmitted to Saint Luke’s College following dismissal. Eligibility for readmission will be 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.

Non-Degree-Seeking Student
A non-degree seeking student is one who has not been accepted into the Saint Luke’s College BSN degree 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. Secure the appropriate form from the Admissions Office.
2. Submit to the Admissions Office 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 has 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 on CPR, Hepatitis B immunizations, TB skin test results, and has immunity to Rubella or current Rubella vaccination.
3. The Director for the BSN Track will review applications to enroll in courses with prerequisite requirements.
4. The Director for the BSN Track 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/SAP, or Health Services.
**RN-BSN Track**

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

- Graduation from high school or the equivalent (G.E.D.)
- A minimum grade of C and a minimum GPA of 2.5 (on a 4.0 scale) for General Education Nursing Support Coursework.

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.

**Application Instructions**
The application must be filled out completely and $35 application fee submitted online. 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 provide the following:

1. **Official Accredited High School Transcripts or G.E.D. Score:** Mail directly to the Admissions Office, unless you already have a Bachelor's Degree.
2. **Active Nursing License and eligibility for a Missouri Nursing License.**
3. **All Official College/University Transcripts:** Mailed directly to the Admissions Office or received from the issuing institution via a secure email.
4. **Advanced Placement, CLEP, and IB credits should be submitted on up-to-date transcripts.**
5. If you have a transcript from outside the United States, it must be evaluated by the World Education Service: www.wes.org.

**Additional Requirements**
- 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.

**Admission Selection Process**
Complete application packets will be reviewed on a schedule as determined by the Admissions Committee of the RN-BSN Track. 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 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.

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 2.5.
**Reapplication**
Students previously accepted into Saint Luke’s College, but who are not currently enrolled, may reapply, following the application process.

**Readmission**
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 readmission.

**Transfer Credit for General Education Coursework**
Transfer credit in the RN-BSN Track may be granted for coursework completed at another college or 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 or university from which the course was transferred must be accredited by agencies recognized by Saint Luke’s College.
- 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).
- A maximum of six semester hours of “Pass” or “Credit” will be accepted for general education coursework completed at an accredited college.
- Credit for courses completed for “Pass” will be granted for any general education requirement if verification that the grade would have been C or better is provided.
- 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 electives; humanities electives.
- General education coursework taken for “Credit” will be accepted under the same provisions as “Pass.”

**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.

**College Level Examination Program (CLEP)**
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.

**Transfer Policies for Nursing Coursework**
Transfer credit may be granted for nursing coursework completed at another college or university under the following conditions:

- The transfer course must meet a requirement in the post-licensure track of 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 30 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 or 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.

• Graduates of accredited degree programs and diploma graduates can expect to receive transfer credit for up to 36 hours for previous nursing education and work experience upon successful completion of courses No. 401, N411, N457 and N485.

**Transferring Credit**
Transferability of credits from SLCHS to other institutions would be at the discretion of the receiving institution.
*Saint Luke's College Policy Number AP-059*

Mail all documents to:
Saint Luke’s College of Health Sciences
Admissions Office
624 Westport Road
Kansas City, Mo. 64111

**Credit by Validation**
Saint Luke’s College of Health Sciences values and respects the fundamental education, training, and experience of students on the RN-BSN track. The college also recognizes the unique challenges RN-BSN students face when returning to school. These challenges include, but are not limited to, length of time passed since basic nursing education, transfer of credits from basic nursing education, fulfilling general education requirements, and validating continuing education, training and work experience for academic credit. Saint Luke’s College seeks to provide students with multiple options to meet all requirements while maintaining academic rigor and integrity. Credit by validation is one option. Because of the variation in education, training, and experience among candidates, credit by validation will be considered on a case by case basis.

1. Credit by validation will be considered when the transferability of a course cannot be determined by established means and for the following: continuing education credits, education and training programs in non-collegiate organizations, military training and experience, specialty certifications and others on a case by case basis.
2. Students may request credit by validation for a specific course(s).
3. The method for validation is a portfolio assessment against established course objectives.
4. Students must provide all documentation that they wish to be considered for credit for the specific course they select.
5. Students should allow an eight week turn-around time when planning to challenge a course by validation.
6. A committee of faculty members will consider the documentation and render a decision as to whether the documentation supports the achievement of objectives of the course for which validation is requested.
7. The faculty committee decides if and/or how much credit will be awarded.
8. Decisions of the committee are final.
9. On approval the student will be billed for tuition at the appropriate rate per credit hour.
10. Credit will be awarded upon receipt of payment.
11. Credit by validation does not carry a letter grade and is not calculated in the grade point average.
12. No more than a total of 9 hours of credit may be earned by validation and/or credit by examination for the nursing courses.

*Saint Luke's College Policy Number AP-051*
Credit by Examination
Saint Luke’s College of Health Sciences values and respects the fundamental education, training, and experience of students on the RN-BSN track. The college also recognizes the unique challenges RN-BSN students face when returning to school. These challenges include, but are not limited to, length of time passed since basic nursing education, transfer of credits from basic nursing education, fulfilling general education requirements, and validating continuing education, training, and work experience for academic credit. Saint Luke’s College seeks to provide students with multiple options to meet all requirements while maintaining academic rigor and integrity. Credit by examination is one option. Credit by examination is accepted for general education prerequisites and RN-BSN core courses. Please also see the CLEP Examination policy for prerequisites.
Core Nursing Courses and General Education Credit by the College

1. Saint Luke’s College of Health Sciences utilizes ATI and other vendors as appropriate to provide computer based education and testing in the RN-BSN nursing track.
2. Credit by examination for some RN-BSN nursing core courses and general education prerequisites is available. Because of the variance in education, training, and experience among candidates eligibility for exams will be considered on a case by case basis.
3. Student exams are proctored in the Computer Testing Center by college staff.
4. Students must earn an ATI test score of Level 2/Proficient or equivalent to earn college credit towards degree completion.
5. Upon successful completion the RN-BSN student will be billed for tuition at the appropriate rate per credit hour and any applicable fees.
6. Credit will be awarded upon receipt of payment.
7. Credit by examination does not carry a letter grade and is not calculated in the grade point average.
8. Courses eligible for credit by examination are subject to change.
9. No more than a total of 9 hours of credit may be earned by examination and/or credit by validation for the nursing courses.

Saint Luke's College Policy Number AP-050
Business Office

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

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

In addition to cashiering functions, we process college receivables, delinquent student accounts, and perform 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.

Billing Process
Tuition is due 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 (MySLC:SelfService).

If you have registered, your estimated charges for the semester are available through your MySLC 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 at Empower (MySLC:SelfService).

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

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

Tuition and Fees Payment Policy
All semester charges (tuition and fees) are due prior to the first day of class, unless other arrangements (i.e., financial assistance, tuition reimbursement, etc.) have been finalized with the Business Office. Charges are due and payable when incurred. A student is responsible for his or her tuition and fees upon registration. Financial obligations are considered complete only when all charges are paid or when satisfactory arrangements to pay have been finalized with the Business Office.
**Consequences of Non-Payment**
If a student’s account is not paid prior to classes beginning or if satisfactory payment arrangements have not been made, the account is considered delinquent. A delinquent account may result in a hold placed on the student account prohibiting schedule modification, future registration, or transcript release and may further result in administrative withdrawal of the student. If the College removes a student from the class rolls for any reason, charges will be reduced according to the published refund schedule.

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

**Graduate Level Tuition Modification Policy**
Policy
Saint Luke’s College of Health Sciences provides tuition modifications for full-time employees of Saint Luke’s Health System enrolled in the graduate degree or certificate program. Employees are eligible to participate if he or she is active and employed full time at least one year prior to the semester beginning. Benefits apply only to graduate level course tuition. Tuition charges will be adjusted at a 10% discount. Fees are not considered a part of this policy, including course specific fees. This discount is not available to students enrolled in undergraduate programs. The employee must remain employed within SLHS while enrolled. If an employee terminates employment for any reason prior to the end of the semester, he or she is no longer eligible for the modification, and the amount will be reapplied to the account.

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

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

**Financial Holds on Records**
Saint Luke’s College of Health Sciences has the right to refuse to release transcripts of students who have unresolved financial obligations to the college.

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

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

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

**Tuition and Fees Appeal**

A student may appeal tuition and fees via the Tuition/Fees petition form. The tuition/fees appeal must be based on documented circumstances that were clearly beyond the student’s control, such as medical reasons, death in the immediate family, or College error. Appeals may be submitted to the College Business Office and should be substantiated with documentation. Types of required documentation may include doctor and hospital reports, legal documents, written statement/information from a relative or other official source as deemed appropriate by the Student Affairs Committee.

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

To appeal the decision of the Student Affairs Committee, a written appeal and all supporting documentation must be submitted to the President’s Office within 14 days of the date on the Student Affairs Committee’s written response. The decision of the President is final.

**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 through 25 percent of the course period will receive a 50 percent reduction in tuition charges.
- Students who drop/withdraw within the first 26 through 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 charge.

Students should also refer to the drop and/or withdraw policy to ensure they complete the requirements needed to drop/withdraw from a course/s.

*Saint Luke's College Policy Number OP-009*
**BSN Track**  
**Tuition and Fees 2015-2016 Academic Year**

### Fall and Spring

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee*</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Acceptance fee*~</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Tuition (per credit hour, each semester)</td>
<td>$ 452.00</td>
</tr>
<tr>
<td>Health fee* (each semester)</td>
<td>$ 91.00</td>
</tr>
<tr>
<td>Student Activity fee* (each semester)</td>
<td>$ 91.00</td>
</tr>
<tr>
<td>Library fee* (each semester)</td>
<td>$ 79.00</td>
</tr>
<tr>
<td>Laboratory/Technology fee* (each semester)</td>
<td>$ 541.00</td>
</tr>
<tr>
<td>Graduation fee* (final semester)</td>
<td>$ 306.00</td>
</tr>
<tr>
<td>Returned Check fee*</td>
<td>$ 15.00</td>
</tr>
</tbody>
</table>

**Other Estimated Expenses:**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies</td>
<td>$ 1900.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>NCLEX-RN® application</td>
<td>$ 300.00</td>
</tr>
</tbody>
</table>

### Summer

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per credit hour)</td>
<td>$ 452.00</td>
</tr>
<tr>
<td>Health fee*</td>
<td>$ 37.00</td>
</tr>
<tr>
<td>Library fee*</td>
<td>$ 31.00</td>
</tr>
<tr>
<td>Laboratory/Technology fee*</td>
<td>$ 31.00</td>
</tr>
<tr>
<td>Returned Check fee*</td>
<td>$ 15.00</td>
</tr>
</tbody>
</table>

*Non-refundable*  
~ Amount applied to first semester charges  
Tuition and fees are subject to change.
**RN-BSN Track**  
*Tuition and Fees 2015-2016 Academic Year*

### SLHS Employee

**Fall, Spring, and Summer**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee*</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Tuition (per credit hour, each semester)</td>
<td>$ 227.00</td>
</tr>
<tr>
<td>Technology fee* (per credit hour)</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Graduation fee*</td>
<td>$ 306.00</td>
</tr>
</tbody>
</table>

Other Estimated Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (per year)</td>
<td>$ 600.00</td>
</tr>
</tbody>
</table>

*Non-refundable
Tuition and fees are subject to change

### Non SLHS Employee

**Fall, Spring, and Summer**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee*</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Tuition (per credit hour, each semester)</td>
<td>$ 452.00</td>
</tr>
<tr>
<td>Technology fee* (per credit hour)</td>
<td>$ 59.00</td>
</tr>
<tr>
<td>Lab fee* (with N485 enrollment)</td>
<td>$ 140.00</td>
</tr>
<tr>
<td>Graduation fee*</td>
<td>$ 306.00</td>
</tr>
</tbody>
</table>

Other Estimated Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (per year)</td>
<td>$ 600.00</td>
</tr>
</tbody>
</table>

*Non-refundable
Tuition and fees are subject to change
Financial Aid

**Application Process**
To receive federal financial aid you will need to first complete a Free Application for Federal Student 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**
Before you receive federal aid you are required to complete an entrance counseling interview for all educational loans you receive during your attendance. You can fulfill this requirement at www.studentloans.gov.

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

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

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

You can fulfill the exit requirements for William D. Ford Direct Loan Program loans at www.studentloans.gov. Since you will be able to access your account information, you will use your FSA Identification from your FAFSA to access the exit counseling information.

To complete the exit counseling online, go to www.studentloans.gov. This process takes 25 minutes on average.

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

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

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 the FAFSA 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).

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
- Be a U.S. citizen or permanent resident and a Missouri resident
- Be 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 Direct 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 undergraduates, 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 allowing 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 interest charged 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 at [www.direct.ed.gov](http://www.direct.ed.gov) 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 the 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 Website. 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 Undergraduate**
Full-time enrollment for undergraduates 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-time is enrollment of nine to eleven hours for fall and spring semesters and four hours for the summer semester.
- Half-time is enrollment of eight to six 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.

*Enrollment Status for Graduate Students*
Full-time enrollment for graduate students is nine hours. Half-time enrollment is six credit hours.

**Return of Title IV Federal Student Aid**
The account of the student who has federal aid and withdraws from the College before the first 60 percent of the semester has occurred will be evaluated according to the Department of Education guidelines and formula.
The policy conforms to the Higher Education Amendments of 1998. Title IV programs affected are Subsidized and Unsubsidized Direct Loans, Perkins Loans, PLUS (Parent Loans for Undergraduate Students), Pell Grants, and FSEOG grants.
Federal aid is earned by the percentage of the payment period the student completes. To figure the percentage of aid earned, divide calendar days completed in the semester by total days in the semester. Weekends are included, but scheduled breaks that are at least five days in length are excluded. If the student completes more than 60 percent of the semester, 100 percent of the aid is earned for the semester and no immediate repayment obligation is incurred. If the student completes 59 percent of less of the semester, the portion of federal aid determined to be unearned must be repaid to the federal programs.

*Return of Title IV Federal Student Aid*
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-day requirement, the Department of Education will be notified to begin collection. The student will be ineligible for further Title IV aid until either the overpayment is paid in full or satisfactory repayment arrangements have been made with the Department of Education. Institutional refunds and the formula used to determine the required return of federal and other student aid will be completed within 30 days of the withdrawal date.

**Return of Nonfederal Student Aid/Personal Payments**
If the student received federal aid, the return of federal funds is the first priority. If the students received state aid or institutional aid 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 Loans, Federal PLUS Loans, Federal Pell Grants, Federal SEOG, and Other Title IV aid programs.
Students should also refer to the drop/withdraw policy to ensure they complete the requirements needed to drop/withdraw from a course/s.
Saint Luke’s College Policy CO-020

**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 Academic 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 progress 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.

**Definitions**

**Quantitative Progress**

To be considered making satisfactory quantitative progress, a student 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, a student must maintain a minimum cumulative grade point average of 2.0.

**Maximum Time Frame and Credit Hours**

Students may receive financial assistance for up to one and one-half times the normal program length (133.3 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 Student Affairs Committee.

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

To appeal the decision of the Student Affairs Committee, the student must submit a written appeal and all supporting documentation to the President’s Office within seven days of the date on the Student Affairs Committee written response. The decision of the President is final.

*Saint Luke’s College Policy CO-021*
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 of Health Sciences adhere to the following Code of Conduct to govern its relationships with private lenders in the student loan industry.

1. No action will be taken by Saint Luke’s College of Health Sciences’ financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
   a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
   b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending Saint Luke’s College of Health Sciences. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
   c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on Saint Luke’s College of Health Sciences’ preferred lender list.
   d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with Saint Luke’s College of Health Sciences (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
   e. Financial Aid Staff will refrain from taking any action he or she believes is contrary to low, regulation, or the best interests of the students and parents he or she serves.

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

3. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

4. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which Saint Luke’s College of Health Sciences has a business relationship.


Health Policies and Information

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

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

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

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process. All licensed nurses and nursing students who 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 healthcare 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 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 Director of 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, which may result in withdrawal from clinical courses.

Dental/Vision
Dental and vision 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 medical/hospital costs not covered by insurance is the responsibility of the student and/or the student’s family.

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

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

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

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

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

Students wishing to add a course must obtain approval from the lead teacher of the course as well as their academic advisor. During specified periods each semester, students may add a course. Courses may not be added after the first one-eighth of the class schedule. Dates and deadlines are posted in the Academic calendar.

Guidelines:
- Dates and deadlines are posted in the Academic calendar
- To add a course, students must complete the ADD/DROP/WITHDRAW form available on the college website, or from the Registrar.
- The form must be completed with appropriate signatures attained, and turned in to the Registrar’s Office by the student before the transaction is considered official.
- The date the form is turned in to the Registrar is considered the official date of the transaction.

Withdraw from a Course

Students may withdraw from a course without graduate assessment up to and including completion of two-thirds of the class schedule. Dates and deadlines are posted in the Academic calendar. After two-thirds of the class has been completed a grade will be assigned and recorded. A student may withdraw from a maximum of three courses throughout their program of study. Students who desire to withdraw from a course should obtain the ADD/DROP/WITHDRAW 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.

Guidelines:
- In a 15 week class, two-thirds of the course would be up to and including the completion of the tenth week of class
- In an 8 week class, two-thirds of the course would be 51/2 weeks into the course.
- In a 5 week class, two-thirds of the course would be 31/2 weeks into the course.
- To withdraw from a course, students must complete the ADD/DROP/WITHDRAW form available on the college website, or from the Registrar.
- The form must be completed with appropriate signatures attained, and turned in to the Registrar’s Office by the student before the transaction is considered official.
- The date the form is turned in to the Registrar is considered the official date of the transaction.

Dropping from a Course

After consultation with the academic adviser and lead course instructor, a student may elect to drop a course. The course may be dropped up to and including completion of one-eighth of the class schedule.

Guidelines:
- Dates and deadlines are posted in the Academic calendar
- To drop a course, students must complete the ADD/DROP/WITHDRAW form available on the college website, or from the Registrar.
- The form must be completed with appropriate signatures attained, and turned in to the Registrar’s Office by the student before the transaction is considered official.
- The date the form is turned in to the Registrar is considered the official date of the transaction.
Withdrawal from a Course without Grade Assessment
Students may withdraw from a course without graduate assessment up to and including completion of two-thirds of the class schedule. Dates and deadlines are posted in the Academic calendar. After two-thirds of the class has been completed a grade will be assigned and recorded. A student may withdraw from a maximum of three courses throughout their program of study. Student who desire to withdraw from a course should obtain the ADD/DROP/WITHDRAW 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.

- In a 15 week class, two-thirds of the course would be up to and including the completion of the tenth week of class
- In an 8 week class, two-thirds of the course would be 51/2 weeks into the course.
- In a 5 week class, two-thirds of the course would be 31/2 weeks into the course.
- To withdraw from a course, students must complete the ADD/DROP/WITHDRAW form available on the college website, or from the Registrar.
- The form must be completed with appropriate signatures attained, and turned in to the Registrar’s Office by the student before the transaction is considered official.
- The date the form is turned in to the Registrar is considered the official date of the transaction.

Saint Luke’s College Policy AP-038

Withdrawal from the College
A student may withdraw from Saint Luke’s College of Health Sciences at any time. The official date of the withdrawal is used to compute tuition and financial aid. A grade of “W” is recorded on the academic record for the semester. As designated by policies, the transcript will state if the student is dismissed from the nursing program.

Guidelines
To officially withdraw from the College, a student must obtain a Student Withdrawal Form from the registrar. The form must be completed and returned to the registrar.

Procedure
Verbal communication to individual instructors of intent to withdraw or failure to attend classes in not considered an official withdrawal. Notification of the student’s withdrawal is sent to each course instructor by the Registrar.

A financial aid exit interview is required if the student received Financial Aid while enrolled at the college. The Saint Luke’s College of Health Sciences student identification badge must also be returned.

Saint Luke’s College Policy AP-040

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.

_Saint Luke’s College Policy AP-034_

**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 Withdraw from a Course policy) or completes the course to the point of receiving a grade, the next enrollment in the same course is considered a repeat of the course. If the student received a grade the first time enrolled in the course, this grade, as well as the second or repeated grade, will be recorded on the transcript. The student’s cumulative grade point average will reflect the grade received when the course was repeated.

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

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

_Saint Luke’s College Policy AP-029_

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

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

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

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

_Saint Luke’s College Policy AP-035_

**Student Success Plan**
An undergraduate student who meets the criterions listed above will be placed in the Student Success Plan Program with a personalized plan

Students will be enrolled in a 15 week seminar, aiding them in their specific coursework for the College

1. The student, faculty advisor, and Director of Undergraduate Programs are notified in writing by an Instructional Systems team member when a student is enrolled in the Student Success Plan Program.
2. The student will meet with their faculty advisor and member of the Instructional Systems team to develop a personalized plan.
3. Students failing any course in the junior year will be enrolled in N314 – a Student Success Seminar during the semester where the repeated course occurs. Students failing any course in semester 3 or semester 4 will be enrolled in N414 – a Student Success Seminar.

**NOTE: N314 and N414 are seminars. Students are to complete 15 seat hours of directed instruction delineated in individualized Student Success Plans. Students in the Student Success Plan Program will be enrolled in this seminar. Students are to complete the required 15 seat hours.**

Student Success Plans may include the following:

1. Students repeating Patho/Pharm I or II may be required to spend a minimum of 3 of the 15 contact hours in the nursing skills lab practicing skills assigned by the appropriate clinical faculty. Patho/Pharm I repeat (Foundations skills), Patho/Pharm II (Adult Health & Foundations skills).
2. Student Success Plans may include learning styles inventory/assessment, study skills and strategies, and one-on-one or group peer mentoring sessions focusing on the content appropriate for the semester

**Student Success Seminars will be offered in the summer semester for students who want support prior to the fall semester.**

_Saint Luke’s College Policy AP-043_

**Compliance, Requirements and Accountability**
Saint Luke’s College is liable for severe penalties when accreditation, federal and state requirements are not met. Requirements are reviewed by the Academic Dean, Assistant Clinical Coordinator and the Compliance Standing Committee with the final approved by the Saint Luke’s College President’s Cabinet. These requirements are reviewed and revised annually and must be tracked.

<table>
<thead>
<tr>
<th>Accountability Definition</th>
<th>Saint Luke’s College Policy for Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>We set expectations for all students of our College</td>
<td>All requirements must be current.</td>
</tr>
<tr>
<td>We clearly communicate those expectations</td>
<td>It is the College’s responsibility to ensure the</td>
</tr>
</tbody>
</table>
requirements and due dates are communicated to its students.

| We hold ourselves and our students responsible for meeting and exceeding these expectations | It is the student’s responsibility to complete all requirements by the date of student orientation their first year. Continuing students must ensure all updates of requirements are completed throughout their enrollment at Saint Luke’s College. |
| We give and receive feedback related to these expectations | All students will be given advance notice of any outstanding requirements for compliance 30 days prior to student orientation. Continuing students must ensure all updates of requirements are completed throughout their enrollment at Saint Luke’s College. |
| We acknowledge that these expectations are linked to outcomes and measurements | If student’s requirements are not met, they will not be allowed to attend clinical. |

Requirements are defined by Accreditation, State or Federal Law Regulations, Saint Luke’s College and Saint Luke’s Health System and other clinical affiliates. Requirements include but are not limited to: Professional License, Clinical Readiness, Certified Background Check, Annual Compliance Testing, Workplace Safety, Title IX training or other specialized training, and Basic Life Support (BLS).  
*Saint Luke’s Policy AP-062*

**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>Grade 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  
P = Associated with N342  
AU = Audit
**Grade Rounding Policy**

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

1. At the midterm of the semester, designated by each year’s Course Calendar, the grade will be assigned in accordance with the Saint Luke’s College of Health Sciences Course Grading System. The midterm grade will be recorded in mySLC with:
   - All coursework resulting in 90.00-100% recorded as an A
   - All coursework resulting in 80.00-89.99% recorded as a B
   - All coursework resulting in 75.00-79.99% recorded as a C
   - All coursework resulting in 67.00-74.99% recorded as a D
   - All coursework resulting in 0-66.99% recorded as an F

2. At the end 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 final grade will be recorded in mySLC with:
   - All coursework resulting in 90.00-100% recorded as an A
   - All coursework resulting in 80.00-89.99% recorded as a B
   - All coursework resulting in 75.00-79.99% recorded as a C
   - All coursework resulting in 67.00-74.99% recorded as a D
   - All coursework resulting in 0-66.99% recorded as an F

*Saint Luke’s College Policy AP-021*

**Elective Courses with a Clinical Component Enrollment Criteria**

The purpose of this policy is to establish guidelines for processes involving didactic courses with a clinical component (clinical elective) courses including course approval, student selection criteria used for course enrollment, and communication with students regarding clinical elective courses.

All clinical electives will use competitive criteria for enrollment based on the following outlined procedure:

1. Course faculty will notify Instructional Systems Program Manager six (6) weeks prior to enrollment for the clinical elective course that the course will be offered in the upcoming semester and request a course site in D2L.
   a. Faculty must provide the course name, number and lead or co-faculty

2. Faculty offering the elective should send an email to the appropriate cohort four (4) weeks prior to the upcoming semester’s enrollment window.
   a. Process for clinical elective selection will be explained via email.
   b. Email will be sent out by the faculty offering the elective.
   c. Faculty will use the standardized email template that includes the criteria, process and information that informs students that they may only apply to a single clinical elective course in a semester.
      - The application process will be completed in D2L.

3. The following competitive criteria will be used for enrollment based on a 10 point scoring guide.
   a. GPA from J1 semester
      - 3.75-4.0= 3 points
      - 3.50-3.75= 2 points
      - <3.50= 1 point
   b. ATI Fundamentals Proctored Assessment
      - Level 2 and 3= 3 points
      - Level 1= 2 points
4. Process for obtaining enrollment criteria:
   a. Course faculty will provide a list of names of students who submitted in the D2L clinical elective course interest site to Director of Instructional Systems and Registrar.
   b. Director of Instructional Systems will provide ATI criteria to course faculty for interested students.
   c. Registrar will provide GPA to Course Faculty for interested students.

5. Process for selecting and notifying students:
   a. Faculty will review ATI criteria, GPA, and essays from interested students. Points will be totaled and students will be ranked accordingly for enrollment invitation. Final approval for enrollment is at the discretion of course faculty.
   b. Course faculty will notify top-ranked students via email that they are eligible to enroll in the elective.
   c. Students will be asked to respond to faculty within 48 hours if they plan to enroll in the clinical elective course.
   d. If student(s) is no longer planning to enroll in the clinical elective, faculty will use ranked list as a “Wait List” and continue to notify students in order of ranking until available seats are used.
   e. Students who are not ranked for limited open seats will be notified that the clinical elective seats are filled (use standardized email form).

_Saint Luke’s College Policy AP-016_

**Academic Honors and Awards**

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

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

**Midterm Grades**

Midterm grades will be entered into the Student Information System. This will be the notification to the students. If they desire a meeting with the teacher or their advisor they should contact the appropriate person.

The responsibility of 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 advisor.

1. At midterm of any course greater than 5 weeks the midterm grade will be entered into the Student Information System by the lead teacher. The instructor will communicate with students regarding which course assessments will not be included in midterm grades. Midterm grades are to be entered by 1700 on the Friday of:
a. Week 4 for 8 week classes  
b. Week 5 for 10 week classes  
c. Week 8 for 16 week classes  

2. In didactic courses that require a 75.00% exam average to pass the course only exam scores will be reported with midterm grades.  
3. In clinical courses a pass/fail is acceptable to enter as a midterm grade.  
4. No additional notification to the student is required.  
5. The student has the responsibility to set up any appointments with the instructor or their advisor to discuss options.  
6. The instructor or advisor 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 advisor for future reference.  

Saint Luke’s College Policy AP-025  

Grade Reports  
Final grade reports are available on mySLC at the end of each semester. Academic advisors are informed of an advisee’s achievement.  

Final grade reports may be sent to students at their permanent address upon request.  
Saint Luke’s College Policy AP-020  

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 I grade will be changed to an F grade if the required work is not completed by the due date determined by the instructor or no later than the end of the following semester, including summer semester.

An Incomplete Course Grade Form must be completed by course faculty and a copy given to the student, the Academic Dean, the student’s advisor, and the Registrar. The course faculty member retains the original.  
Saint Luke’s College Policy AP-022  

Satisfactory Academic Performance  
The undergraduate pre-licensure BSN track sets expectations for students to achieve “Satisfactory Academic Performance”. These standards are outlined in the “Student Retention Policy” and are outlined below. Students who do not meet these standards are considered at risk for program progression and passing the NCLEX board exam. Student petitions will be reviewed with the following standards in mind:  

• 80% exam average or higher in all Saint Luke’s nursing courses.  
• Saint Luke’s nursing cumulative GPA is 3.0 or higher.  
• ATI Scores:  
  • Achieve Level 1 or above on the ATI Fundamentals Proctored Assessment (first attempt) before the start of the J2 semester AND  
  • Maintain a Level 1 or above on the ATI Fundamentals Proctored Assessment (retake) before the start of the S1 semester.

These standards provide faculty an overall perspective of a student’s academic performance across the curriculum and will be considered when reviewing student petitions including leave of absence requests.
When a student fills out a petition, “Satisfactory Academic Performance” standards as outlined in this policy will be presented for that student when faculty consider the petition.

Saint Luke’s College Policy AP-065

**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. Course enrollment, class attendance, and scope of class participation will be at the discretion of the lead teacher.

Saint Luke’s College Policy AP-008

**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.
- 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.

Saint Luke’s College Policy AP-017

**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.
- Saint Luke’s College offers courses in varying formats and lengths equivalent to the 16-week semester.

Saint Luke’s College Policy AP-032

**Class 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).

**Clinical Attendance Policy**
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.

Consistent attendance throughout all simulation, lab, and clinical courses is required to acquire and develop excellence in practice. Therefore, attendance is mandatory for all simulation, lab, and clinical days. Students are expected to have made plans and arrangements for unexpected events; (examples sick children, school closings, child care, car problems, etc). Students are required to notify the instructor prior to the absence, as soon as possible. Students will not be guaranteed the opportunity to make-up missed clinical/simulation/ or lab days. At the time of notification of absence the instructor will determine if the absence is excused or unexcused. If the absence is excused, and at the discretion of course faculty, an opportunity may be given to help the student meet course objectives.

No call, no shows are unacceptable in professional nursing practice. If a student no call, no shows for clinical, simulation, or lab the student will be in violation of professional behavior as outlined in the “Academic and Student Conduct Expectations” in the college catalog. A no call, no show will be written up as a student conduct violation and will be referred to the Student Appeals, Conduct, and Grievance Committee for possible disciplinary action.

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 combination of simulation, clinical and/or lab the student will receive a failing grade for the course.

Saint Luke’s College Policy AP-053

Student Petition for Exemption from a Specific College Academic Policy or Request a Leave of Absence

The student may petition the Student Appeals, Conduct and Grievance Committee for either an exemption from a specific College academic policy or to request a Leave of Absence**.

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 MLOA must register for the fall or spring semester immediately after completing service.

Procedure for The Student

The student will:

1. Obtain the form from the registrar’s office or the academic advisor
2. Contact academic advisor to discuss the situation, obtain assistance with completion of the petition, and discuss the rationale for the petition.
3. Complete the form, have the lead teacher complete their section and return the form to the academic advisor for submission to the committee chair two 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 Student Appeals, Conduct and Grievance Committee.

Procedure for the Academic Advisor

The academic advisor will:

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

Procedure for the Chair of the Student Appeals, Conduct & Grievance Committee
The Chair of the Student Appeals, Conduct and Grievance Committee will:
1. Distribute the completed Petition Form to all members of the Committee with the exception of the student representatives.
2. Notify the student of the Student Appeals, Conduct and Grievance 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 Student Appeals, Conduct and Grievance Committee:
   • Academic Dean
   • Course lead teacher
   • Academic advisor

Procedure for The Curriculum Committee
The Student Appeals, Conduct and Grievance Committee will:
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

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

Saint Luke’s College Policy AP-003

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

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

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

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

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

Saint Luke’s College Policy AP-001

Request for Letter of Reference
To comply with regulations outlined by the Family Education Rights and Privacy Act (FERPA), Saint Luke’s College requires students to sign a release form if statements given by College employees include personally identifiable information obtained from a student’s education record. Information within this category includes grade point average, academic performance, and competencies.

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

Request an official transcript by filling out this online form. These forms require both a student signature and advisor signature; however, the forms can be signed then faxed or emailed to the Registrar’s office.

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

Changes to Name, Address, or Phone Number
The Registrar maintains the student’s official academic record. In order to keep accurate records, please update changes regarding your name, marital status, and/or local or home address or phone number. Information can be updated online via mySLC.

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

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

Saint Luke’s College Policy AP-014
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.

A student who has a cumulative grade point average of at least 3.25 is eligible to take Independent Study, subject to the willingness of a faculty member to supervise the study. Enrollment requires the approval of the supervising faculty member, the academic advisor, and the Academic 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.

Procedure

1. The student is to submit the idea for the Independent Study course in writing to the Curriculum Committee Chairperson following approval of the 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 Academic 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 his or her willingness to serve as faculty supervisor, and work with him or her to determine specific course content and requirements.
4. The student (in consultation with the faculty supervisor) is to prepare a syllabus using the established guidelines and submit it to the Curriculum Committee for final approval.
5. The final syllabus should be submitted to the Curriculum Committee Chairperson no later than one month prior to the beginning of the course.

Saint Luke’s College Policy AP-023

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 occur:

A. 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.
B. 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.

Guidelines

Students are expected to participate in courses, but when they don’t the student may be administratively dropped for “non-attendance.”

Procedure

The process for administratively dropping a student will be as follows.

1. When a student fails to participate in class, the course instructor will first attempt to contact the student via SLCHS course e-mail, requesting that the student respond to the email and begin class participation within a specific time frame (e.g., 24-48 hours) or by a specific date/time.
2. If the student does not respond to the instructor or begin class participation by the stated deadline,
the instructor may request that the Registrar administratively drop the student.
3. The Registrar will try to contact the student giving a specific date and time for the student to contact the Registrar in order to avoid being dropped from the course.
4. If the student fails to respond to the Registrar via e-mails and certified letter within the specified time frame, the Registrar will drop student from the course and remove the student’s access to the course.
5. All correspondence between the instructor and student mentioned in this policy should be copied to the Registrar.

* For summer course offerings, the appropriate timeframe is 50% of that stated.

Saint Luke’s College Policy AP-026

**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.

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

*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.

*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.

Saint Luke’s College Policy AP-045

**The Family Education Rights and Privacy Act (FERPA)**

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

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

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

Notification of Students Rights under FERPA
The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:
1. The right to inspect and review his or her education records within 45 days of the day the college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student shall be advised of the correct school official to whom the request should be addressed.

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the college in an administrative, supervisory academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as attorney, auditor or collection agent); a person service on the Board of Directors; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

82
The text of Public Law 93-380 is available in the Registrar’s office.

**Inspection of Student Education Records**

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

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

*Saint Luke’s College Policy CO-018*

**Drug and Alcohol Abuse Policy and Prevention Program**

Pursuant to Public Law 101-226, the Drug-Free Schools and Communities Act of 1989, as amended, Saint Luke’s College of Health Sciences is required to establish a drug and alcohol prevention program as well as drug and alcohol abuse policies for students and employees. In conjunction with this compliance, the College has established the following policy, which applies to all students and employees: the unlawful manufacture, possession, use or distribution of any controlled substance of any kind, including drugs and alcohol, by students and/or employees on college property or as any part of the activities of the college, is strictly prohibited. Violations of the prohibition will result in discipline of the student, which may include dismissal from the college and/or referral to appropriate law enforcement authorities for prosecution. Violations of the prohibition by Saint Luke’s College of Health Sciences employees will result in disciplinary action as described in the Saint Luke’s Health System Alcohol and Drug Abuse policy HR-002 (found on ePULSE-SLCHS Policies and Procedures). All sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol apply fully to Saint Luke’s students and employees. SLCHS personnel will give law enforcement authorities full cooperation for any investigations. In addition, students who receive federal financial aid are advised that criminal conviction for a drug-related offense may lead to the loss of their financial aid funds.

**Alcohol Related Issues**

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

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

**Excessive drinking leads to criminal behavior:**

The US Department of Justice (DOJ) estimated that a majority of criminal offenders were under the influence of alcohol alone when they committed their crimes.

Federal research shows that for the 40% of convicted murderers being held in either jail or State prison, alcohol use was a factor in the homicide.

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

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

Based on victim reports, alcohol use by the offender was a factor in:
- 37% of rapes and sexual assaults
- 15% of robberies
- 27% of aggravated assaults, and
- 25% of simple assaults

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


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

Last year alone, 713,000 people called NCADD and our National Network of Affiliates seeking help for them or a family member.

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

Missouri drug regulations can be found at: [http://www.moga.mo.gov/](http://www.moga.mo.gov/)

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

Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from $2 to $4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least $1,000. Penalties are more severe for subsequent offenses.

**Health Risks**
There are serious health risks associated with the use of illicit drugs and the abuse of alcohol. Some but not all of the risks are listed below:
- Alcohol and other depressants: Consumption of alcohol and other depressants
causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.

b. Marijuana: Use of marijuana can lead to panic reactions, impaired short term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.

c. Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

d. Hallucinogens: Unpredictable behavior, emotion instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.

e. Narcotics (Heroin, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

f. Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

Prevention

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

Alcohol and Drug Abuse Information and Programs

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

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

Review

1. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this policy will be distributed to all students and employees on an annual basis.

2. During each even numbered year, a biennial review of the comprehensive drug and alcohol abuse prevention program will be conducted to determine its effectiveness, make improvements where necessary, and ensure that it is consistently enforced.

Reporting

Yearly notification of SLCHS’ Alcohol and Drug policies for all students and employees is made in the following ways: Email, SLCHS website Consumer Information tab, new student orientation, and via the Clery Report. Paper copies are available from the Office of Operations Planning and Compliance.

A yearly report is provided to the campus community listing number of alcohol and drug related violations and types of sanctions in the following format:
To date, SLCHS has had no reported drug or alcohol related violations. Future scrutiny of the student/faculty/staff complaints will allow for proper assessment of issues, internal protocols and procedures, as well as evaluation of the appropriateness of sanctions.

Saint Luke’s College Policy CO-033

**Student Travel**
The following instructions and procedures in addition to the Participation Agreement have been established by Saint Luke’s College of Health Sciences to provide guidance when planning your student travel experience. If you have questions about this policy please contact:

Marcia Ladage,
Dean of Students
mladage@saintlukescollege.edu

**Procedure**
In order to participate in SLCHS student travel you must meet the following requirements:
- Enrolled full-time at SLCHS
- Good academic standing
- Have completed the credit hours required (if applicable)
- Met all requirements for course (as applicable), including immunizations, passports, etc.

**Code of Conduct**
The following code of conduct principles are in alignment with SLCHS’ Student Handbook.

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

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

Disciplinary Action
The SLCHS student’s conduct while engaged in a travel experience may be subjected to disciplinary action by SLCHS if his 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 Academic Dean of the alleged offense. A decision in regard to disciplinary action for the student will be made in consultation with the faculty/staff, Academic Dean and President of SLCHS which can include financial implications, withholding of transcript, or dismissal from SLCHS with no refund of tuition or other program related costs.

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

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

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

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

Travel Insurance
Since travel expenses (including airplane tickets & other means of travel) are not paid to SLCHS nor are SLCHS responsible for paying these fees, SLCHS 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 US. The following website gives helpful information on safety issues and may answer questions you and your family have about traveling or studying in another country –
http://travel.state.gov
Saint Luke’s College Policy AP-049

Individual Cumulative Policy Exam Average
Students must achieve an individual cumulative exam average of at least 75.00% in order to pass a course. In the event the individual cumulative exam average is below 75.00%, the earned cumulative exam average becomes the final course grade. Quizzes and group finals are not included in the individual cumulative exam average.
Saint Luke’s College Policy AP-054

Examination Standards and Procedures
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 Dean of Students preferably at the beginning of the course or when identified.
2. All post-exam review sessions, if used, should be held during regularly scheduled class time only.
3. Voluntarily, student-initiated content review sessions prior to exams may be held outside regularly scheduled class time.
4. All exam sessions are limited to the regularly scheduled class time. No extended time either before or after the regular class time will be allotted.

5. Personal belongings are to be placed in a secured location 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, 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, PDAs, and 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 with space between them.

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

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

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

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.

Saint Luke’s College Policy CO-003

**High Stakes Testing/Exam**

To provide specific guidelines for all undergraduate high stakes testing conducted in the Learning Resource and Testing Center (LRTC) to ensure the highest level of testing security and consistency across the program. Additionally, it is essential that students understand the ethical nature of the high stakes testing environment that is designed to ensure each student is prepared to enter the nursing profession with the necessary knowledge, skills, and attitude to safely and effectively provide quality care to patients. All students are expected to adhere to the code of academic integrity and practice standards of civil and professional behavior.

All high stakes testing conducted in the testing center or other designated locations will use the guidelines delineated in the testing policy.

**Guidelines**

1. High stakes testing will be conducted in the LRTC or other approved designated locations.

2. All faculty will receive a request for testing dates at the beginning of each semester. The schedule should be completed and returned to the Instructional Systems team to reserve the LRTC for the appropriate dates and times.

3. A proctor(s) will be assigned to oversee all high stakes testing that is conducted in the LRTC for regular scheduled group testing.

4. Lead faculty are responsible for oversight of any make-up tests/exams including:
   a. Approving student permission for a make-up exam
   b. Scheduling a room for the make-up exam
   c. Proctoring or finding a proctor to cover the make-up exam
   d. Contacting IS to reserve and request that a computer be set-up in the testing location if the test/exam will be conducted digitally.

89
5. No food or beverage is allowed in the testing center, this includes gum.
6. All students testing will report to the regular classroom prior to the test/exam and deposit all personal belongings including any mobile device, backpacks, coats, jackets, scarves, hats and all other non-essential items.
   a. NOTE: pencils, erasers and scratch paper will be provided to the students to use during the exam.
   b. NOTE: Students entering the testing center with any of the listed items will be asked to return to the classroom and will not be allowed to remain in the testing area.
7. Once students have completed the exam they should log off the computer and quietly exit the testing center.
8. Students will not return to the regular classroom until the testing window concludes.
9. Students are not to use any communication device between testing windows.
10. Students are not to discuss any test related information with the second testing group at any time following the exam.
11. Any breach of the testing guidelines and procedures may result in student conduct/discipline that aligns with the student conduct and academic honesty policy of Saint Luke’s College of Health Science’s Academic and Student Conduct Expectations and Standards of Civil and professional Behavior Policy.
12. A faculty must be present for exam review conducted in the LRTC.
13. Students must start the exam immediately after instructed to do so by the LRTC proctor; failure to do so will result in the student being asked to leave the exam.

Saint Luke’s College Policy AP-064

**ATI Proctored Assessment Grading**

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.

Saint Luke’s College Policy AP-007

ePortfolio
Traditional 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.

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 Track students must earn a minimum of 38 credit hours from Saint Luke’s College and RN-BSN Track students must earn a minimum of 30 credit hours to receive a degree from Saint Luke’s College

Commencement Honors
The Bachelor of Science in Nursing degree is conferred upon those individuals who have completed the requirements for graduation during the current semester. 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
The final eligibility of students for Commencement Honors shall be determined on the basis of the student’s credit hour totals and grade point average after completion of the first ten weeks of the final semester.

Saint Luke’s College Policy AP-063

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.

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

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 the commencement exercise.

Posthumously Awarded Degrees

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

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

If 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 will be 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.

Saint Luke’s College Policy AP-009

Eligibility for Licensure

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.

**NCLEX-RN® Application Testing**

Important websites and resources to review and explore include:

NCLEX-RN® website: [https://www.nscbn.org/nclex.htm](https://www.nscbn.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](http://www.pearsonvue.com/nclex)
- Includes candidate booklet and tutorial to review
- 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 he or she wishes 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, he or she 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 the Academic Dean’s signature and school seal affixed to application.
- Applicant must submit to a 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. (Refer to policy AP-064)
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 the 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 at Pearson Professional Center site.

**NCLEX-RN® Readiness**

A BSN Track graduate 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 apply 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.
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 Dean as soon as possible, consistent with signing the Academic Integrity statement. Violations include, but are not limited to:

Academic Honesty
Cheating
- Unauthorized collaboration
- Copying from another student’s test paper or assignment
- Allowing another student to copy from one’s own test or assignment
- Reproducing, securing, supplying, or publishing copies of an exam or specific exam questions without the knowledge and consent of the instructor
- Using or attempting to use unauthorized assistance, materials, study aids, or equipment (technological devices such as computers, calculators with memory, or cell phones) in examinations
- Submitting an assignment, or partial assignment, as new work when the assignment has been completed to fulfill another academic requirement without the knowledge and consent of the instructor
- Submitting contrived or altered information in any academic exercise, including: making up data, changing the data or the facts, citing nonexistent sources, or citing sources not used in the actual completion of the assignment
- Using purchased or pre-made term papers

Plagiarizing
By presenting the ideas, thoughts, or words of another as his or her own, or otherwise misrepresenting one’s own academic, scholastic, or professional achievement or knowledge, including:
- Copying another’s paper, article, or computer work and submitting it for any academic exercise
- Using the ideas, data, or language of another without specific or proper acknowledgement
- Using information from the Internet or any other source without proper citation and credit
- Failing to use quotation marks where appropriate
- Representing another person’s work, in whole or in part, as his or her own in any way

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

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

Unethical/Unsafe Professional Behaviors
• Inadequate preparation for clinical experience
• Failure to properly notify faculty or unit of a clinical absence
• Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification, reporting fabricated information, or any other unauthorized use of college documents, academic or other official records, identification, or property, which includes, but is not limited to, paper, examinations, registration or financial aid materials, application forms, reports, forms, checks, or other records
• Breach of client confidentiality
• Unsafe Nursing Practice*
• Violation of the American Nurses Association’s Code of Ethics for Nurses
• Violation of signed academic integrity statement

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

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

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

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

Functions

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

Procedure

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

1. All Incident Reports will be submitted to the Program Directors and/or the Dean of Students. Subsequently the Program Directors and/or the Dean of Students will contact the Chair of the Student Appeals, Conduct and Grievance Committee for investigation of the student incident. This procedure is followed with all incidents even if resolved by other means, and all documentation will be housed with a college drive in password protected files. If the incident was academic in nature and resolved within the course, it will be documented by the course lead and forwarded to the Chair of the Student Appeals, Conduct, and Grievance Committee to be placed on the college S drive in a password protected file.

2. If the incident has not been resolved the Chair of the Student Appeals, Conduct and Grievance Committee will review the report and call a meeting of the Student Appeals, Conduct and Grievance Committee (see below).

3. The student may choose to represent themselves during the meeting by either providing a written statement to the Chair of the Student Appeals, Conduct and Grievance Committee, who will read the statement to the committee or the student may be present at the meeting to make a statement if he or she requests to do so. All student information will be removed from written documents to maintain anonymity. If the student chooses to be present at the meeting, anonymity will not be maintained. The student will not be present for deliberations. Other parties involved in the incident may be requested to attend the meeting. The Chair will document the decision on the Student Conduct Incident Report form.

4. All documentation will be kept in a secure, college designated electronic file to be placed on the college S drive in a password protected file monitored by the Chair of the Student Appeals, Conduct and Grievance Committee.

5. Decisions will be made known to the student in person or by college email. The student may make an appointment with the Program Directors and/or the Dean of Students to be informed of the decision or to discuss the results.

6. The student may appeal the committee decision to the Academic Dean and ultimately the College President by submitting a written request for appeal within ten working days of the emailed decision notification. An appeal must provide new and meaningful information that was not presented to the Appeals, Conduct, and Grievance Committee.

7. The Academic Dean and/or the President will make a decision within five working days of the written appeal request. The student will be notified of the final decision by college email.
Guidelines for Mandated Reporters
Reporting Requirement (210.115.1 RSMo)

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

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

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

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

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

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

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

- The child is under the age of 18 years;
- Whether or not the person who is alleged to have abused the child was “responsible for the care, custody, and control” of the child at the time of the incident;
• The alleged abuse or neglect is having an adverse effect on the child;
• The incident occurred in Missouri;
• The report meets the definition of abuse or neglect as defined by law; and
• Identifying information is available to locate the child/family.
• The following information, if available, should be provided when making a report:
  • The name, address, present whereabouts, sex, race, and birth date or estimated age of the
    reported child or children and of any other children in the household;
  • The name(s), address(es), and telephone number(s) of the child’s parent(s), or other person(s)
    responsible for the child’s care;
  • The name(s), address(es), and telephone number(s) of the person(s) alleged to be responsible
    for the abuse or neglect, if different from the parent(s);
  • Directions to the home, if available, when the child’s address is general delivery, rural route, or
    only a town;
  • Other means of locating the family;
  • Parents’/alleged perpetrators’ place of employment and work hours, if known;
  • The full nature and extent of the child’s injuries, abuse, or neglect, and any indication of prior
    injuries, including the reason for suspecting the child may be subjected to conditions resulting
    in abuse or neglect;
  • Any event that precipitated the report;
  • Adverse reactions to the child(ren);
  • An assessment of the risk of further harm to the child and, if a risk exists, whether it is imminent;
  • If the information was provided by a third party, or if there were witnesses, the identity of that
    person(s);
  • The circumstances under which the reporter first became aware of the child’s alleged injuries,
    abuse or neglect;
  • The action taken, if any, to treat, shelter, or assist the child;
  • Present location of the child;
  • Whether the subjects of the report are aware a report is being made;
  • The name, address, work and home telephone numbers, profession, and relationship to
    the child of the reporter;
  • When was the child last seen by the reporter;
  • Whether other children are in the home.

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

Saint Luke's College Policy CO-016

Recruitment Policy
To be considered an applicant for employment by Saint Luke’s College, an individual must
successfully complete an application for a specific open and approved position(s) through the
online SLHS applicant tracking/processing system, be qualified for the position, and be considered
for the position by the college.

Procedure:
1. The College posts open and approved positions online and via selective job boards through
the online applicant tracking/processing system.
2. Each individual interested in applying for open positions at the College registers for an account through the SLHS online applicant tracking/processing system. Individuals are encouraged to provide their current email address, if they do not have an email address SLHS will provide information regarding how to obtain a free email address from a commercially available source.

3. Open positions posted online may require the interested individual to meet basic requirements before an application for that position can be completed. Basic requirements usually include educational requirements, certifications required or other knowledge specific to the position.

4. The email address provided in the account registration is used for communication to the candidate throughout the hiring and on-boarding processes. Other communication methods may be used by the Human Resources department.

5. Individuals may access the applicant tracking/processing system through the SLHS website at any time to review their application history or status of application(s).

6. Applications will be considered ‘active’ only until the position for which the individual has applied has been filled or closed.

7. Any individual may voluntarily withdraw, formally or informally, at any stage of the selection process.

Saint Luke’s College Policy CO-030

**Internal Review Board (IRB) Policy and Procedure**

It is the policy of Saint Luke’s Health System and its entities to follow the Code of Federal Regulations Title 21, the Code of Federal Regulations 45 CFR 46 (Common Rule), and the guidelines of the International Conference on Harmonization for Good Clinical Practice (as adopted by the FDA) regarding the conduct of clinical research studies. IRB approval is required for all behavioral or biomedical research on human subjects to assure that the risks to subjects are minimal and reasonable in relation to expected benefits. The IRB serves to protect the rights, welfare and safety of research subjects. All clinical research studies conducted on Saint Luke’s Hospital campus or in any Hospital facility or medical office building (e.g. laboratory, radiology, pharmacy) shall be reviewed and approved by Saint Luke’s Hospital IRB. Excepted from this policy is research reviewed by another IRB listed in the Federal-Wide Assurance of Compliance (FWA) submitted by the Hospital to the United States Department of Health & Human Services.

All members of the Hospital’s Medical Staff and Allied Health Professional Staff who intend to serve as a Principal Investigator or a Co-Investigator in clinical research on the Hospital’s campus must apply to and obtain approval from the Hospital’s IRB or another IRB listed on the Hospital’s FWA prior to initiating a study. The research must also be agreed to and signed-off on by the Hospital’s Director of Research (Central Office of Research Administration (CORA), the Director of Cardiovascular Research of the Mid America Heart Institute (MAHI), or the Director of Research for the Saint Luke’s Cancer Institute (SLCI) before the study may begin. The approval of a research protocol by an externally constituted private Institutional Review Board will not substitute for satisfaction of this requirement.

The IRB will notify the investigator in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval. If the IRB decides to disallow the research, it will include in the written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing [21 CFR 56.109 (d)]. The investigator should not implement any deviation from, or changes to, the protocol without agreement by the sponsor and prior review and documented approval from the IRB, except where necessary to eliminate immediate hazard(s) to study subjects, or when the change(s) involves only logistical or
administrative aspects of the study (e.g., change in monitor(s), change in telephone number(s)) [ICH
GCP 4.5.2]. The IRB will conduct a continuing review of research covered by federal regulations
at intervals appropriate to the degree of risk, but no less than once per year [21 CFR 56.109 (c)].

Definitions
Director of Research is defined as Director of Cardiovascular Research for the Mid America Heart
Institute (MAHI); as Director of Research for the Central Office of Research Administration (CORA);
and as Director of Research for the Saint Luke’s Cancer Institute (SLCI).

Directors reporting to or accountable to the Directors of Research (noted above) include the Central
Office of Research Administration Program Director; the Mid America Heart Institute Operations
Director, Cardiovascular Research; and the Manager, Research Services/Compliance of Saint Luke’s
Cancer Institute.

Procedure
In accordance with:
Title 21 CFR 54.25 - Institutional Review Board (financial disclosure by clinical investigators)
Title 21 CFR 50 – Protection of Human Subjects (FDA regulated research
Title 21 CFR 56 - Institutional Review Boards
Title 45 CFR 46 - Protection of Human Subjects (Common Rule)
ICH GCP Consolidated Guideline - Part 4.4 Communication with
IRB/EC ICH GCP Consolidated Guideline - Part 4.5.2 Compliance
with Protocol

1. Authorized Saint Luke’s Hospital IRB forms will be utilized for all requests and/or filings with
   the IRB.
2. The principal investigator will submit all proposed clinical investigations for IRB review.
   The principal investigator may delegate the IRB submission process to the Clinical Research
   Nurse.
3. The principal investigator or designee will obtain written approval before any human
   subjects are allowed to participate in a clinical investigation except as provided in 21 CFR
   56.104 (Exemptions from IRB requirement) and 56.105 (waiver of IRB requirement).
4. The principal investigator is responsible for submitting all required documents to the IRB
   according to submission instructions and deadlines.
5. Continuing review will be submitted at least annually as required by the IRB. Note: the
   IRB may require more frequent review of a protocol if one year’s approval has been
   granted initially. The continuing renewal should be submitted in time to assure no lapse
   in approval. If a lapse in approval occurs, no subjects may be enrolled in the study until
   renewed IRB approval has been achieved.
6. The principal investigator or designee will maintain records of all submissions,
   correspondence to/from, and all actions by the IRB regarding the clinical investigation in
   the study regulatory binder under IRB Correspondence.
7. If directed by the IRB, the consent forms will be revised in the event of new safety
   information that may impact subject willingness to participate in a trial. Only current, IRB-
   approved versions of consent forms will be utilized for obtaining informed consent.
8. For all protocol amendments, the principal investigator or designee will submit required
   forms (and related consent form revisions) to the IRB for approval prior to
   implementation, except whereas to eliminate immediate hazard(s) to trial subjects.
      o A copy of the approved amendment will be sent to all sub-investigators and
coordinators involved in the study.

- The CORA Program Director, the MAHI Operations Director, Cardiovascular Research; and the Manager, Research Services/Compliance of SLCI will be notified if the amendment impacts the financial status of the study (i.e. The addition of protocol required tests or extending the follow-up period may require budget renegotiations).

- The principal investigator and/or Clinical Research Nurse will inform all study subjects currently enrolled in the trial of any change or new information that may impact their decision to continue participation in the study. If the amendment changed the informed consent, all subjects who have not completed study requirements will be re-consented.

9. At the conclusion of a study, the principal investigator will complete and file a final report with the IRB indicating closure of the study at the clinical site.

**Title IX: Non-Discrimination and Harassment Policy and Complaint Resolution**

**I. Policy Statement**

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

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

**II. Scope**

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

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

**III. Title IX Statement**

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit Sex Discrimination in the College’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of Sex
Discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of Sex Discrimination:

Marcia Ladage
Dean of Students
624 Westport Road
816-936-8716
mladage@saintlukescollege.edu

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

Sexual Misconduct

A. Definition of Sexual Misconduct

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

B. Sex Discrimination

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

C. Definition of Sexual Harassment and Examples

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

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

The College encourages members of the College Community to report any and all instances of Sexual Harassment, even if they are unsure whether the Sexual Harassment constitutes Sex Discrimination. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, such as:

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

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

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

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

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

E. Definition of Consent
Lack of consent is a critical factor in determining whether Sexual Violence/Assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.
• If coercion, intimidation, threats, and/or physical force are used, there is no consent.
• If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
  o 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).
**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 when they believe or receive information indicating that a member of the College Community may have been subjected to conduct that constitutes Sexual Misconduct. This does not apply to the employees who may maintain confidentiality, as described in Section VI.A.3. of this policy.

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

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

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

5. Information Provided to Complainant and Respondent
A complainant who makes a claim of Sexual Misconduct to the College will be given a copy of the document titled “Explanation of Rights and Options after Filing a Complaint Under the Title IX: Non-Discrimination and Harassment Policy.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of Sexual Misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.
6. Conduct that Constitutes a Crime
Any person who believes they have been subject to Sexual Misconduct that also constitutes a crime—including Sexual Violence-Assault, Domestic Violence, Dating Violence, or Stalking—is encouraged to make a complaint to local law enforcement, as well as to the College’s Title IX Coordinator. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

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

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

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

Once a complaint of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking is made, the complainant has several options, such as, but not limited to:
   • contacting parents or a relative
   • seeking legal advice
   • seeking personal counseling (always recommended)
   • pursuing legal action against the perpetrator
   • pursuing disciplinary action
   • requesting that no further action be taken

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

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

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

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

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

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

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

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

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

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

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

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

1. What kinds of conduct constitute prohibited Sex Discrimination?

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

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

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

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

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

3. What should I do if I am a victim of Sexual Misconduct?
The College encourages you to report Sexual Misconduct as soon as possible. Ignoring Sexual Misconduct does not make it go away, and delayed reporting may limit the College’s ability to investigate and remedy the Sexual Misconduct.

You may report Sexual Misconduct to the Title IX Coordinator or the President. 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.
  o Warning signs of when a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
• If a person is asleep or unconscious, there is no consent.
• If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
• Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
• Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
• Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

6. What should I do if I am a victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking?
If you are the victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim’s fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if an emergency) or the National Sexual Assault Hotline at 1-800-656-HOPE.
If you are the victim of Sexual Violence/Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of Sexual Violence/Assault, Domestic Violence, or Dating Violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital, and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. In case of Stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.
7. Can I make a complaint of Sexual Violence/Assault against my boyfriend or girlfriend?
Anyone can commit Sexual Violence/Assault, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes Sexual Violence/Assault, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as Domestic Violence or Dating Violence.

8. What should I do if I am the victim of Sexual Misconduct committed by someone who is not a College student or employee?
The College’s policies protect you from Sexual Misconduct by vendors, contractors, and other third parties that you encounter in your College learning and employment environment. If you believe that you have been a victim of Sexual Misconduct, you should report it just as if it were committed by a College student or employee.

9. What should I do if I am a victim of Sexual Misconduct, but the incident occurred off campus?
It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College’s policies. You may make a complaint of Sexual Misconduct even if the conduct occurs off-campus.

10. Should I contact the College if I have already notified the police about Sexual Misconduct?
Calling the local police or filing a police report is not the same as filing a Sexual Misconduct complaint with the College. You should not assume that local law enforcement will forward your complaint to the College. As such, anyone who reports Sexual Misconduct to local police is also encouraged to report the matter to the College’s Title IX Coordinator so that the College can begin to investigate the issue as quickly as possible.

11. What should I do if I observe Sexual Misconduct, but it is not directed at me?
Anyone who witnesses conduct that constitutes Sexual Misconduct, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes Sexual Misconduct, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes Sexual Misconduct of any kind.

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

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

14. Who is typically involved in investigating a complaint of Sexual Misconduct?
The College’s Title IX Coordinator or his or her designee will be involved in investigating complaints of Sexual Misconduct. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the
15. What are the possible outcomes of an investigation into a complaint?
The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports a finding that Sexual Misconduct occurred, the actions taken by the College will include those necessary to maintain an environment free from discrimination and to protect the safety and well-being of the complainant and other members of the College Community. In addition, the College may, in its discretion, take action if the preponderance of evidence supports that improper conduct of a sexual nature has occurred, even if such conduct does not rise to the level of Sexual Misconduct under this policy. The College’s actions will include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

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

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

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

Saint Luke’s College Policy CO-002
Title IX: Complaint Resolution Procedures

General Principles

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

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

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

Investigation and Resolution of the Complaint

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

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

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

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

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

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

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

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

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (“FERPA”), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf.

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

G. **Special Procedure Concerning Complaints Against the President**
If a complaint involves alleged conduct on the part of the College President, the College Board of Directors (“Board”) will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint. The determination of the Board is final and not subject to appeal.
H. **Informal Resolution**
Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant or respondent may terminate any such informal means at any time and invoke the formal process. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of Sexual Violence/Assault.

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

Rights of the Parties
During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:
- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

**Appeals**

A. **Grounds of Appeal**
The complainant or respondent may appeal the determination of a complaint only on the following grounds:
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- There was bias or prejudice on the part of the Investigating Officer
- The punishment or the corrective action imposed is disproportionate to the offense

B. **Method of Appeal**
Appeals must be filed with the President within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:
- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action, if any
- A detailed statement of the basis for the appeal, including the specific facts, circumstances, and argument in support of it
- Requested action, if any
The appellant may request a meeting with the President, but the decision to grant a meeting is within the President’s discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

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

Documentation

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

Intersection with Other Procedures

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

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

Academic Petitions
The student may petition the Student Appeals Conduct and Grievance Committee for 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 his or her 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 email.
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 Student Appeals, Conduct and Grievance 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 he or she has met with the student to discuss the petition but does not indicate approval of the petition.
6. Submit the completed petition to the Chair of the Student Appeals, Conduct and Grievance Committee at least three weeks prior to the beginning of the next semester.

Procedure for the Chair of the Student Appeals, Conduct and Grievance 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 email, and request 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:
   - Dean
   - Course lead teacher
   - Academic advisor
   - Registrar

Procedure for the Curriculum Committee
The Student Appeals, Conduct and Grievance Committee Will:
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 Dean within five working days of notification of the decision via email. The Dean will consider the petition in the event of an appeal by the student.

*Saint Luke’s College Policy AP-003*

**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.

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

**Formal Process**
Grade appeals must be submitted in writing to the Student Appeals, Conduct and Grievance Committee Chair within ten working days of the end of the semester in which the student completed the class. Such an appeal must include whatever documentation the student deems appropriate to support the request.

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

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

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

The Academic Dean will review the recommendation of the Grade Appeals Committee and the appeal submitted by the student and will make a final decision to either accept the Grade Appeal Committee’s decision or to change the course grade. This will then end the Grade Appeals process. The Academic Dean will notify, via College email, the student, the Chair of the Grade Appeals Committee, the Registrar, and the lead faculty of the course of the final decision. If the decision is made to overturn the course grade, the new grade will be recorded by the Registrar, not the course faculty.
If the student receives a failing grade in the course in which the grade is being appealed and the course in question is a prerequisite to the future courses, the student may not progress. The student may not be dismissed from the college during the Grade Appeals process.

Saint Luke’s College Policy AP-006

**Academic Grievance Policy and Procedure**

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

The Grievance Policy and Procedures are only available to a student when no other specific policy or procedure is available. For example, procedures for appealing grades are found in the “Appeal of a Grade” section and procedures for addressing sex discrimination and sexual harassment are published along with the College’s Title IX: Non-Discrimination and Harassment Policy. Further, the Grievance Policy and Procedures cannot be used as an additional avenue for appealing an issue that has already been resolved pursuant to a different set of College procedures.

An **academic grievance** is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of one of the following: a) an arbitrary and/or capricious action on the part of a faculty member, including dismissal from a program in accordance with college policy, b) application of standards different from those that were applied to other students in the same course or program c) other issues that are not concerning a grade. For grade concerns please adhere to the Appeal of a Course Grade Policy.

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

**Guidelines**

Students should make every attempt to informally resolve grievances, and should attempt to resolve any disputes regarding any matters with the College representative involved. If a situation cannot be informally resolved, formal student grievances follow the formal grievance procedure listed below.

**Student Appeals, Conduct and Grievance Committee**

The Program Director or the Dean of Students will request that a Student Appeals, Conduct and Grievance Committee be formed when deemed necessary following review of a student incident. This committee will function as a standalone committee when necessary.

**Membership**

- Chair of the Student Appeals, Conduct and Grievance Committee (Facilitator)-In the event that the Chair is involved in the incident, the Academic Dean will appoint a chair.
- Dean of Students
- Two faculty members who are not involved in the incident will be selected by the Chair of the committee.
Procedure
a. The student will make a good faith effort to resolve the conflict with the involved party within five (5) academic days of the incident. The student is to meet with or make an appointment with the involved party to discuss the incident. The faculty or staff member must respond back to the student within five (5) days.
b. The goal of this meeting is to agree upon a resolution to the incident, and the results of this meeting will be documented by the involved faculty/staff member. If the student feels that is not an option they may meet directly with the Dean of Students who will communicate with the Program Directors as needed. A joint investigation of the incident including documenting the findings, and saving them on the college S drive in a password protected file.
c. After the Dean of Students and/or the Program Director finish their investigation they will meet with the student to propose a resolution to the situation or recommend that the Student Appeals, Conduct, and Grievance Committee be convened. This will be documented and housed on the college S drive in a password protected file.
d. In the event that no resolution is found, the Chair of the Student Appeals, Conduct, and Grievance Committee will be informed by the Dean of Students or the Program Director with instructions to call a committee together within 3 academic days.
e. The student then will have the opportunity for a hearing before the Student Appeals, Conduct & Grievances Committee, and the results of this meeting will be documented by the Chair of the Student Appeals, Conduct, and Grievance Committee and housed on the college S drive in a password protected file.

Grievance Phase
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. The four-step process is described below:

Step 1
The student will submit a typed statement of the Grievance complaint to the Student Appeals, Conduct & Grievances Committee within five working days.

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

a. Notify the student(s) of the right to select a faculty/staff advocate, though selecting one is not required. In the instance of a grievance 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/staff advocate. Faculty advocates will have no vote in the Student Appeals, Conduct & Grievances Committee decision. The role of the faculty advocate is to support the student(s) in regard to procedural and/or substantive (relating directly to the allegation) areas. It is the student’s responsibilities to contact the advocate and obtain his/her consent to serve as an advocate.
b. Appoint college representatives to the Student Appeals, Conduct & Grievances Committee.
c. Forward a copy of the Grievance complaint to members of the Student Appeals, Conduct & Grievances Committee. If the involved party is the Chair, the Academic Dean will appoint a replacement Chair for the hearing; and forward a copy of the Grievance complaint to the involved party/parties.

Step 2
The Chair of the Student Appeals, Conduct & Grievances Committee will schedule a meeting of the Committee and all involved individuals to hear the grievance. The Dean of Students or administrative
designee from the College will join the Student Appeals, Conduct & Grievances Committee. If a Grievance complaint is filed against a member of the Student Appeals, Conduct & Grievances Committee, that faculty member will not participate as a member of the Student Appeals, Conduct & Grievances Committee. Every effort will be made to use a variety of members to serve on the committee.

A student may also raise the issue of a potential conflict of interest by filing a written declaration of such with the Chair of the Student Appeals, Conduct & Grievances Committee. Members of the Student Appeals, Conduct & Grievances Committee are also expected to discuss recusal with the Chair if they have a conflict of interest that could reasonably lead to bias or the perception thereof. The Chair has the final say on all potential conflicts of interest that are raised. All members of the Student Appeals, Conduct & Grievances Committee are expected to participate in a grievance hearing unless recused due to a conflict of interest or for some other extenuating circumstance (with the absence being discussed and approved by the Chair in advance).

The meeting will be scheduled no later than 15 academic days following the Chair’s receipt of the Grievance. The Chair may extend this time period for extenuating circumstances only. The Chair will initiate communications with the student and involved party/parties within five academic days of the time that the Grievance is filed with the Student Appeals, Conduct & Grievances Committee to set the hearing date. The Chair may seek advice on procedural matters about the grievance from the Academic Dean or College attorney.

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

1. A copy of any and/or 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/parties 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 Student Appeals, Conduct & Grievances Committee, the student and the involved party/parties will be provided a list of the members on the Student Appeals, Conduct & Grievances Committee, and the opportunity to review all of the documentation and the list of witnesses submitted to the Student Appeals, Conduct & Grievances 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 faculty advocate during the hearing process is to support the student(s). This faculty advocate may not question any witnesses or hearing members.

The process of the hearing will progress as follows:

1. Opening Remarks by Chair:
   • Purpose of convening is to hear grievance brought by the student.
   • Official record of proceedings will be collected via documentation that will be stored on
the College S drive in a password protected file.

2. Introductions
   • State name, role (grievant, faculty advocate, involved party/parties, members of the
     Student Appeals, Conduct & Grievances Committee), and level of students represented
     (junior, senior).

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

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

5. Confirmation of no conflict of interest to be presented.

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

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

8. Presentation of the grievance and testimony by grievant student.

9. Questioning of grievant by Student Appeals, Conduct & Grievances Committee (involved party
   faculty or staff member) may request that the Chair ask specific questions of the grievant on his/her
   behalf; Chair will ask questions that are deemed appropriate).

10. Testimony of witnesses for the grievant.

11. Questioning of witnesses for the grievant by the Student Appeals, Conduct & Grievances
    Committee.

12. Chair dismisses each witness and calls for the next during this procedure.

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

14. Questioning of involved party/parties by Student Appeals, Conduct & Grievances
    Committee (grievant may request that the Chair ask specific questions of the involved party on
    his/her behalf; Chair will ask questions that are deemed appropriate in the Chair’s discretion).

15. Testimony of witnesses for the involved party.

16. Questioning of witnesses for the involved party by grievant.

17. Questioning of witnesses for the involved party by Student Appeals, Conduct & Grievances
    Committee.

18. Presentation of counter evidence by grievant (optional).

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

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

21. Summary by grievant to be presented.

22. Summary by involved party to be presented.

Closure of hearing by the Chair
Minutes of the proceeding will be documented. 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 Student Appeals, Conduct & Grievances Committee and secured in the
Office of Registrar for 8 years. All photocopied material (other than that required for archiving) will be
shredded immediately after the hearing. Deliberations of the Student Appeals, Conduct & Grievances
Committee and its final decision will be made in closed session. The vote for the final decision will
consist of a simple majority of the voting members and will be anonymous. The Student Appeals,
Conduct & Grievances Committee will base its decision upon all of the evidence provided at the
hearing. Upon reaching a decision, the Student Appeals, Conduct & Grievances Committee will
prepare a written summary of the hearing, including the final decision on the grievance and the
recommendation. The Student Appeals, Conduct & Grievances Committee will forward the written
summary and recommendation(s) to the appropriate Program Director within three (3) academic days after completing deliberations. The written summary and recommendations of the Student Appeals, Conduct & Grievances Committee are advisory in nature and will not be provided to the student who filed the grievance or the involved party.

Step 4
The appropriate Program Director/Dean of Students will notify the involved party and the student who filed the grievance in writing of the committee’s decision by email. This should normally take place within five academic days from the time the Program Director/Dean of students is notified by the committee. The student has a final appeal option with the Academic Dean for academic grievances and then the President of the College for all grievances. The Academic Dean or President may accept, modify or reject the recommendations of the Student Appeals, Conduct & Grievances Committee. The decision of the President shall be final and not subject to further appeal. The student has the right to continue class as scheduled until such time as the notification of the final decision is received. At that point, the President’s decision and any disciplinary or remedial measures described in the decision letter will take effect.

Filing Grievances with Outside Agencies

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

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

Saint Luke’s College Policy AP-041
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 Greater Kansas City (CNE) and the Kansas City Area Nurse Executives (KCANE) are as follows:

Upon admission a student must present:
● Two TB skin tests within 12 months of each other. If two are not within 12 months, skip TB screen or Interferon-Gamma Release 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 titer 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
● Proof of 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

Copyright 2010 by Collegiate Nurse Educators of Greater Kansas City, and Kansas City Area Nurse Executives

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](http://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](http://www.kchealthcareers.com).

**CNE/KCANE Confidentiality Statement**
Upon 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**
Center for Behavioral Medicine (Affiliate hospital of the UMKC School of Medicine)
Children's Mercy Hospital
Della Lamb
Kansas City Hospice
Kansas University Medical Center
Olathe Medical Center
Operation Breakthrough
Overland Park Regional Hospital
Saint Luke’s Crittenton Children's Center
Saint Luke’s Cushing Hospital
Saint Luke’s East Hospital
Saint Luke’s Home Care and Hospice
Saint Luke’s Hospital
Saint Luke’s Hospital of Kansas City
Saint Luke’s North Hospital
Saint Luke’s Northland Hospital
Saint Luke’s South Hospital
Salvation Army
Score One for Health
Truman Medical Center
Western Missouri Mental Health Center - Center for Behavioral 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
- Money for lunch or bring a sack lunch
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.

Professional Appearance and Attire
Patients and visitors form judgments about the care provided based on the appearance and behavior of Saint Luke College students. The purpose of the dress code policy is to balance individual style with the expectation that all students are neat and clean and that their appearance reflects the organization’s commitment to values of quality and professionalism.

Policy
For the security, and protection of patients, staff and all involved, students and observers must be easily identified. All students will project a professional image to their patients, visitors, and staff at the agencies at all times. Students in clinical areas are required to adhere to the prescribed dress code of the clinical agency.

Procedure
1. All students will wear their College identification badges visibly while at the clinical sites both during clinical time and/or researching patient data.
2. Students will maintain a neat clean and well-groomed appearance to include:
   - Hair clean and neatly trimmed with no extreme colors. Long hair is to be pulled back entire clinical day. This is to prevent infection to the patient or getting into surgical wounds. Beards and mustaches must be clean, trimmed and close to the face. If the faculty deems hair as unprofessional for the patient environment then the student will wear a surgical scrub cap covering the hair completely for the clinical shift.
   - Daily bathing and oral hygiene
   - Use of effective deodorants
   - Fingernails clean, well-manicured and trimmed to ¼” inch as not to enhance the chance of infection. Artificial nails and shellacked nails shall not be worn by staff providing patient care. Artificial nails are substances or devices applied to natural nails to augment or enhance nails.
   - Colognes shall not be worn in patient care areas. Some individuals may have allergic reaction to scents and oils.
   - Excessive makeup is not permitted.
   - Dark glasses are not permitted unless prescribed by a physician and paperwork must be made available to the faculty.
   - Safe comfortable clean, leather and enclosed toe and heel, shoes with either hose or white or neutral colored socks should be worn.
   - The official navy scrub uniform is to worn while participating in clinical rotations at any agency site. If the school does not outline a specific dress code the student will be required to follow that of Saint Luke’s College as outlined in this document. In agency/discipline sites where uniforms are not worn, then the dress code will be professional in appearance with a lab coat. The syllabus for a specific course may define appropriate dress code for partnering agencies. The Saint Luke’s College insignia is to be worn on the left shoulder of the scrub. Elastic cuffed pants are not acceptable.
   - Students will consistently dress in appropriate attire and/or school uniform as per the following:
     - Clothing is properly fitting and non-revealing.
     - Clothing is clean, unwrinkled, free of animal hair
     - Undergarments are to be worn and are not visible through clothing.
• Only conservative jewelry is permitted. Jewelry that protrudes or hangs on a chain, including multiple bracelets is prohibited particularly if it poses a safety issue to the student or patient. Rings may be worn as long as they do not cause any injury to patients or enhance infection.
• The College insignia patch is worn on the upper left sleeve of the lab coat or uniform
• Visible body piercing will be appropriate to the clinical setting. Faculty may ask students to make modify piercing rings, at any time, based on their expert experience.
• Tattoos should be covered either by a band aid or white, navy or black long sleeve shirts under scrub uniforms. No patterned shirts are permitted.

3. Attire that is NOT permitted:
   • Hooded-Sweat shirts (Garments covering the hair due to religious/cultural tradition will be allowed).
   • T shirts as an outer garment
   • Buttons, insignias or symbols other than school logo or identification
   • Leggings and stretch pants
   • Halter tops or any other short top that reveals bare back or midriffs
   • Pants including scrub pants that reveal bare backs or midriffs
   • Jeans
   • Sweat Shirts with or without hoods

4. Attire for Clinical Preparation Research Day
   • Students must wear either a white lab coat with the College insignia patch on the left shoulder sleeve or their student’s scrubs to research their patient. Street clothes should be appropriate for the clinical setting (no jeans, shorts, hooded sweat shirts, sweats or revealing top).

*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, via syllabus, at the beginning of the course, as to the appropriate dress code for each agency. When the dress code is not specified, the College’s Dress code Policy will be in effect.

*Saint Luke’s College Policy AP-057*

**Basic Life Support (BLS) Healthcare Provider Certification**
Students must obtain cardiopulmonary resuscitation (CPR) certification as a Healthcare Provider in Basic Life Support from 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 BLS certification has expired.

**Blood or Body Fluid Exposure**
Following exposure to blood or body fluids, the policy for that clinical agency should be followed. The clinical instructor must be notified of the incident immediately, or as soon as feasible. An incident report should be completed 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 healthcare 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, and 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.

**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.

**Simulation Center Conduct**

SLCHS Simulation Center expects professional behavior and accountability of anyone using the Simulation facility, manikins, resources, and personnel.

1. All users of the SLCHS Simulation Center space must act in a courteous and professional manner that does not disturb the academic activities occurring in the lab.
2. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.
3. All faculty, staff, and students must complete SLCHS Simulation Center orientation prior to using the equipment.
4. Any equipment damage, malfunction, or abuse must be reported to the lab coordinator immediately.
5. **No ink pens are allowed** around the manikins due to potential permanent discoloration of manikins.
6. Adherence to the dress code is expected. You must be in uniform, or wearing a lab coat to participate in any simulation in the center.
7. Personal protective equipment should be worn in accordance with proper standardized precautions when working with manikins.
8. All beds should be lowered to the ground with the bed rails down after each use. Linens should be properly placed back on the manikin after each use, as if caring for a real patient.
9. No equipment is to be removed from the SLCHS Simulation Center without express permission of the Simulation Director. This must be signed out and returned in proper working order.
10. Students are not to remove the manikin from the bed unless instructed to do so.
11. All electronic devices, including cell phones, PDAs, cameras, camera phones, and video recorders, are prohibited during simulations unless otherwise specified by the instructor.
12. All book bags, coats, and personal items should be placed in the cubbies or on the hooks provided in the foyer area of the SLCHS Simulation Center. All electronic devices must be set to SILENT.

_Saint Luke’s College Policy OP-003_

**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 healthcare facilities where students are assigned clinical experiences. It is the students’ 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.

Students should be aware that neither the school nor clinical agencies provide health insurance for students. Each individual student is responsible for his or her own healthcare. 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 his or her limitations.
- Step back and allow for care after appropriate help has arrived.
- Consult with instructor before observing or participating in any emergency situation that is being handled by regular healthcare team members. Do not leave 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 the Health Insurance Portability and Accountability Act (HIPAA) 1996. Information provided on paper or electronic medium is 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, or with faculty, peers, or anyone outside the agency. Students may not duplicate any information from a patient’s chart.

**Clinical Computer Use**
In most settings, students will be able to access information concerning patients from the institutional computer. 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 must keep a phone on vibrate mode, the student should 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 their 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 ability 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 practice 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 student. 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**
SLCHS will strive to provide a latex-safe environment for all employees. Reasonable efforts will be made 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 within SLCHS. 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 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 SLH Employee Health Services and education provided as appropriate. (See
educational handout)

Existing Students
Existing 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 Academic 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. SLCHS 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, SLCHS 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, SLCHS and the student will develop a detailed Plan for
   Simulation Center Accommodation for continued participation within the Simulation Center, or
   alternate learning experiences.
5. SLCHS cannot guarantee a 100% latex-free environment given the prevalence of latex in a
   medical setting. SLCHS will make reasonable efforts to reduce latex exposure as much as
   possible. Supplies labeled ‘natural latex-free’ will be provided for the student. SLCHS cannot
   guarantee that any product labeled ‘natural latex-free’ is free of the oil-derivate that comprise
   ‘synthetic latex’.
6. SLCHS 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 SLCHS, and in the event of any and all future allergic reactions. Student is responsible for adhering to the criteria of the Plan.

9. SLCHS 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 SLCHS premises, as determined by the faculty and staff of SLCHS, 911 will be called to initiate Emergency Medical Services. All medical costs incurred will be the responsibility of the student. SLCHS 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.

Saint Luke’s College Policy CO-006

**Needle Stick or Puncture Injury**
To ensure 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 healthcare 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 healthcare providers 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. They should use the services available at clinical agencies, such as security escort to automobiles parked in remote or dark areas. Valuables should be kept securely out of sight. 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 or herself as a nursing student;
- Explain that he or she may not accept a verbal or telephone order; and
- Direct the individual to the appropriate licensed person who may accept verbal or telephone orders.
Student Success Tips

Nursing programs are challenging and require a great deal of motivation and commitment. In order to ensure academic success, you should not work if at all possible. If you have to work, limit it 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.
- A daily and weekly planner is helpful.
- Color-coded notebooks for each class are helpful.
- If you are a parent, stay at College to study as long as 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 them 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. This helps in retaining the information.
Resources

- You need a computer with Microsoft Word and Internet access.
- Saint Luke’s Library on the 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 NCLEX 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 over 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 Prerequisites. It is hard, so know it will take a lot of time and effort to do well and succeed.
- Be realistic about your GPA. 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 the entire test to be 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!
**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 healthcare 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 Safety and Information

Campus Safety Alert
In the event that Saint Luke’s College becomes aware of a situation that poses a risk to the safety and security of the College Community, the Security Officer will issue a Campus Safety Alert through various media to advise the campus of potentially dangerous or important safety information. The College Community will be alerted by distributing campus-wide emails.

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

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

Fire and Fire Drills
A fire alarm is called at the College by pulling a call box located in the building. In addition, 911 should be called. Designated fire marshals will direct the flow of traffic. When a fire alarm is sounded, all employees and students are to exit the building by the nearest stairwell and meet in the designated area (lower level) in the parking lot. Office and classroom doors should be closed upon leaving. When fire drills are called, proceed as for a fire alarm unless directed not to evacuate.

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.

The President and/or Academic Dean or authorized designee will make the decision to cancel classes and/or close the campus whenever possible by 5:00 a.m. (communicated by 6:00 a.m.). The Dean of Students will notify the media, send email, and post web announcements by 6:00 a.m. on the day of classes and/or office closings.

Saint Luke’s College Policy CO-012

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

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.

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 applications can be found at the following websites:
Missouri:  www.sos.mo.gov/elections/register2vote/
Kansas:   www.kssos.org/elections/elections_registration.html
Student Organizations

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

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

There are two student-led organizations who also have faculty sponsors: Saint Luke’s Student Nursing Association (SLSNA) and Student Government Association. Both organizations are open to members in the BSN track. They foster activities designed to enhance personal growth, to engage with community organizations who serve under-resourced populations, to provide multicultural experiences, and assist community organizations in fundraising. SLSNA publishes a newsletter. The following list from SLSNA’s 2014 Annual Report provides examples of their activities:

- Stroke walk
- South Sudanese refugee health fair with Heart to Heart
- Independence School Fair
- Trail Run for Haiti
- Justice for Renee Pernice Golf Tournament
- Pinkie Promise with Westport
- Class of Classes community hygiene supply drive (with community organizations: Salvation Army, Operation Breakthrough, and Amethyst House)
- Blood Drive
- Flu vaccination clinic
- Sort supplies for Harvester’s
- Feed the Homeless with Tom’s Mission
- Meals at Ronald McDonald House
- Mission trip fundraising
- Cure Search Walk
- Soccer Camp mentors
- Forensic Conference
- March of Dimes
- MS walk
- River Run for Orphans for Operation Breakthrough
- INMED medical missions conference
- INMED global health conference
- Independence School Fair for CAPA
- KC Cares for Kids Walk for children’s cancer
- Walk to End Alzheimer’s
- Longview Half for Saint Luke’s Home Care and Hospice
- Holiday Heroes Toy Drive for CAPA
- Ronald McDonald House Meal
- Soccer Clinic mentors X 2 days
- Once Upon a Time for the Children’s SPOT at Saint Luke’s
✓ Haiti supply drive for the orphanage
✓ Electronics drive for Hope House
✓ Tom’s Mission – fed the homeless
✓ Rose Brooks Meal
✓ John Knox Village – activity for residents, X 2 days
✓ Sales of gear and stethoscopes during new junior orientation
✓ Merchandise sales
✓ Canteen commissions

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

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

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

**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**
Faculty sponsor an Honor Society chapter on campus with students and community leaders inducted on an annual basis. Honor Society was founded in 2009 and is dedicated to the development of intellectual curiosity and inquiry and providing students with opportunities to acquire new knowledge and skills that will equip them to function as educated members of society. Membership into the Society is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

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

The vision of the Honor Society is to contribute to the global community of nurses who lead in using
knowledge, scholarship, service, and learning to improve the health of the people of the world.

**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.
Appendix A

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;
- 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. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308)

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


(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).