DISCLAIMER:
Saint Luke’s College of Health Sciences makes every effort to ensure the information contained within the Student Handbook is accurate. Some of the policies, processes and regulations found within the Student Handbook are summarized, please see the chief student affairs officer or your program director for a full description. In addition, changes may be required as policies, processes and regulations are updated.

Saint Luke’s College of Health Sciences reserves the right to modify, update, amend, or supplement any portion of the Student Handbook as deemed necessary. The Student Handbook located on the College website for is the official Student Handbook.
# TABLE OF CONTENTS

Message from the President .............................................................................................................. 1  
Welcome from the Chief Student Affairs Officer ........................................................................... 2  
Mission, Vision and Values .............................................................................................................. 3  
Learning Environment .................................................................................................................... 4  

## COLLEGE POLICIES AND PROCEDURES

- Student Responsibility ....................................................................................................................... 5  
- Academic Grievance ........................................................................................................................ 5  
- Academic Integrity ........................................................................................................................... 6  
- Alcohol and Drug Policy ................................................................................................................... 7  
- Animals on Campus .......................................................................................................................... 10  
- Bulletin Boards, Signs and Posters .................................................................................................. 12  
- Cancellation of Classes ................................................................................................................... 12  
- Computer Access ............................................................................................................................ 12  
- College Computer Equipment, Network and Compliance ............................................................ 13  
- Computer Requirements ............................................................................................................... 13  
- OneLogin Portal .............................................................................................................................. 14  
- Learning Management System (D2L) ............................................................................................ 14  
- Copyright and Patent Ownership .................................................................................................... 14  
- CORE .............................................................................................................................................. 18  
- Disability and Individualized Education Plans .............................................................................. 19  
- Dean’s/President’s List .................................................................................................................... 22  
- Email Use and Compliance ............................................................................................................ 22  
- Course Grade Appeal ...................................................................................................................... 25  
- Leave of Absence ............................................................................................................................ 25  
- Mandated Reporters ....................................................................................................................... 26  
- Non-Smoking ................................................................................................................................. 28  
- Possession of Firearms and Weapons ............................................................................................ 28  
- Pregnant and Parenting Students .................................................................................................. 29  
- Printing .......................................................................................................................................... 31  
- Program of Study ............................................................................................................................. 31  
- Registration ..................................................................................................................................... 31  
- Social Media Policy .......................................................................................................................... 31  
- Student Code of Conduct ............................................................................................................... 33  
- Student Suggestion Form ............................................................................................................... 35  
- Student Travel Policy ...................................................................................................................... 35  
- Title IX Sexual Misconduct Policy and Complaint Resolution Procedures .................................. 39  
- Undergraduate Nursing Student Professional Appearance ......................................................... 63  
- Visitors ........................................................................................................................................... 64  
- Voter Registration ............................................................................................................................ 64  

## CAMPUS SERVICES FOR STUDENTS

- Advisement Program ....................................................................................................................... 65  
- Alumni Association .......................................................................................................................... 65  
- Books, Textbooks and Learning Materials ....................................................................................... 65
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety Alert</td>
<td>65</td>
</tr>
<tr>
<td>Campus Security Act</td>
<td>66</td>
</tr>
<tr>
<td>Fire and Fire Drills</td>
<td>66</td>
</tr>
<tr>
<td>Health Services</td>
<td>66</td>
</tr>
<tr>
<td>Learning Management Websites</td>
<td>67</td>
</tr>
<tr>
<td>The Health Sciences Library</td>
<td>67</td>
</tr>
<tr>
<td>Medical Emergencies</td>
<td>68</td>
</tr>
<tr>
<td>Peer Mentoring Program</td>
<td>68</td>
</tr>
<tr>
<td>Student Resource Center</td>
<td>68</td>
</tr>
<tr>
<td>Student Assistance Program (SAP)</td>
<td>69</td>
</tr>
<tr>
<td>Student Verification for Distance Education</td>
<td>69</td>
</tr>
<tr>
<td>Tornado Warnings</td>
<td>70</td>
</tr>
</tbody>
</table>

**FACILITIES AND PARKING POLICIES** ............................................................ 71

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Campus Access and Guidelines for Students</td>
<td>71</td>
</tr>
<tr>
<td>Commons and Kitchen</td>
<td>71</td>
</tr>
<tr>
<td>Parking</td>
<td>71</td>
</tr>
<tr>
<td>Privacy Room</td>
<td>72</td>
</tr>
<tr>
<td>Study Areas</td>
<td>73</td>
</tr>
</tbody>
</table>

**STUDENT ORGANIZATION INFORMATION** ....................................................... 74

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Organizations</td>
<td>74</td>
</tr>
<tr>
<td>Saint Luke’s College Nursing Honor Society</td>
<td>74</td>
</tr>
<tr>
<td>National Student Nurses’ Association</td>
<td>75</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>75</td>
</tr>
<tr>
<td>Saint Luke’s Student Nurses Association (SLSNA)</td>
<td>75</td>
</tr>
</tbody>
</table>
MESSAGE FROM THE PRESIDENT

Dear Students,

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

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

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

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

Respectfully,

Hubert Benitez, DDS, PhD
President and Chief Executive Officer
hbenitez@saintlukescollege.edu
816-936-8711
WELCOME FROM THE CHIEF STUDENT AFFAIRS OFFICER

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

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

Thank you for choosing Saint Luke’s College as your academic home. We wish you the very best in your scholastic pursuits and look forward to seeing you at special events and activities designed just for you throughout the year.

Sincerely,

Marcia Ladage
Chief Student Affairs Officer
mladage@saintlukescollege.edu
816-936-8716
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 profession leaders to effectively meet the healthcare needs of diverse populations in complex organizations and in a variety of settings. A broad base of knowledge derived from general education studies is integrated into each program as a foundation for personal growth, professional education, and practice. A stimulating academic environment focuses on discovery, scholarship and practice to address societal needs for nursing and other healthcare services.

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

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

Saint Luke’s College offers a vibrant and varied learning environment. Each degree program incorporates learning experiences introducing students to multiple environments, common challenges, critical knowledge, and up-to-date 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 focused area.
• Students will experience a variety of clinical states through activities.
• Clinical experiences provide students with hospital-based learning.
• Community-based clinicals introduce students to the challenges of caring for vulnerable populations.
• Our classes are challenging, so students can seek additional information and assistance from our Peer Mentors Program and Student Resource Center services.
• 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 health professions graduates must be prepared to meet the demands of an ever-changing, complex healthcare environment and to act as client advocates and catalysts for improvement and change. Graduates must be empowered through transformative education to provide and coordinate safe quality care focused on the achievement of patient-centered outcomes.
COLLEGE POLICIES AND PROCEDURES

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, is 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 and in the College Catalog—both available online—and to consult with faculty advisors for planning. Items within this Student Handbook are subject to change.

ACADEMIC GRIEVANCE

Saint Luke’s College of Health Sciences (SLCHS) recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a grievance, student complaint, issue, concern, or appeal. Accordingly, SLCHS understands the rights of students to voice a complaint/concern or file a grievance without fear, prejudice, or reprisal for initiating the process or participating in its resolution.

SLCHS defines a student complaint as a written document from a SLCHS student addressed to a specific member of the College community outlining a precise concern or issue.

A complaint/appeal differs from a formal grievance in the way it is processed and resolved and should always be attempted before moving into the formal grievance process. The recommended first step for resolution of a complaint/appeal (as outlined in the Student Grievance Policy) is to contact (in writing) a specific individual(s) or department most directly connected with the issue or concern unless there are good reasons for not doing so (to maintain anonymity). Students should follow the established processes/procedures of that department (e.g., Financial Aid, Tuition and Fees Appeals). All SLCHS constituents can be found on the College Directory located on the website. If a student feels uncomfortable working directly with the individual or department for resolution, the written complaint/appeal should be sent to the chief student affairs officer.

In the event a student has a complaint/appeal in connection to the academic process, the student should first pursue informal dispute resolution with the appropriate faculty or departments. Most conflicts are amicably resolved through this route. Additionally, many academic complaints or concerns have specific policies and/or procedures to follow for resolution and can be found in the Student Catalog/Handbook. Students always reserve the right to pursue the issue further in the event a resolution is not attained through this process. To determine next steps, the student must contact the chief student affairs officer.

For the full description of the College’s Grievance Policy or for questions about the grievance process, please contact the chief student affairs officer.
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 web page is located at: https://www.ncahlc.org/HLC-Institutions/complaints.html.
- Complaints filed with the Commission on Collegiate Nursing Education (CCNE) can be directed to the “CCNE Complaints Administrator” and sent to the CCNE office at: One Dupont Circle, NW, Suite 530, Washington, DC 20036. Additional information is available on CCNE’s website, available at: http://www.aacn.nche.edu./.
- SARA Complaint Process: If you are a student in an online program and have concerns and/or complaints, other than grades or student conduct, contact Missouri SARA State Portal Agency at http://www.nc-sara.org/states/Mo

ACADEMIC INTEGRITY

The authority and responsibility for making decisions regarding academic dishonesty and its penalties lie with the faculty member in the course involved, the Student Grievance Committee, the program director, the academic dean, the provost and the president of the College.

Academic integrity means honesty and ethical behavior in scholarship and in all academic, clinical, and laboratory settings. All College members are expected “to adhere to the code of academic integrity and practice standards of civil and professional behavior.” Students are responsible for knowing and observing the student conduct expectations, for demonstrating honesty and ethical behavior in all scholarly activities, and for being truthful in all academic communication.

Administration, faculty, and staff are also responsible for fostering a culture and expectation of academic integrity. No one will assist or facilitate another in academic dishonesty or attempting academic dishonesty. Academic dishonesty is defined as any violation of academic integrity. The list of possible violations that follows is not all-inclusive, but serves as a guide to the most frequent forms of academic dishonesty.

- **Plagiarism:** Is presenting another’s work as your own. This includes using another’s words, ideas, or sentence structure without properly citing the other person’s work.
- **Cheating:** Is taking or trying to take an examination or test in a dishonest manner or completing an assignment in a dishonest manner.
- **Fabricating:** Is falsifying content included in one’s assignment, academic documents, or need for academic accommodations.
- **Misluc of electronic materials and academic property:** Is malicious actions that result in improper use of electronic recourses or damage of College property.
Consequences
The list of possible consequences that follows is not all-inclusive, but serves as a guide to the most frequent consequences of academic dishonesty.

- The assignment will be awarded zero (0) points with opportunity for resubmission with a grade deduction.
- The assignment will be awarded zero (0) points with no opportunity for resubmission.
- Dismissal from the College.
- Each incident will be treated on an individual basis.
- For a full copy of the Academic Integrity Policy, please see the chief student affairs officer or your program director.

ALCOHOL AND DRUG POLICY

DRUG AND ALCOHOL ABUSE POLICY AND PREVENTION PROGRAM

1. Drug-Free Workplace and Campus Policy
Saint Luke’s College of Health Sciences (“Saint Luke’s College” or “the college”) supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The Drug-free Schools and Campuses Act of 1989 requires an institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The following describes the Act's provisions.

As part of the drug prevention program, Saint Luke’s College annually distributes the following information to students and employees:

- Standards of conduct that clearly prohibit the unlawful possession use or distribution of illicit drugs and alcohol on its property or as part of any of its activities
- A description of applicable local, state or federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol.
- A description of health risks from the use of illicit drugs and alcohol
- A description of available drug and alcohol related prevention programs and counseling available to students and employees.
- A statement affirming the disciplinary sanctions the College will impose on students and employees who violate the standards of conduct.

2. Alcohol and Illicit Drug Policy
Saint Luke’s College of Health Sciences is an independent institution of higher education closely affiliated with Saint Luke’s Hospital, and seeks to prepare health profession leaders to effectively meet the healthcare needs of diverse populations in complex organization and in a variety of settings. Consistent with our healthcare heritage and commitment to a diverse and healthful life-style, Saint Luke’s College promotes:

- An alcohol free environment
- A tobacco-free environment
- An environment free of substance abuse

3. Health Risks Associated with the Use of Illicit Drugs and Alcohol
The College recognizes alcohol and drug dependency as an illness and the serious health risks associated with the use of illicit drugs and the abuse of alcohol. Examples of some risks, but not all, are as follows:
• The 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.
• The 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.
• Cocaine usage risks include addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers. Hallucinogens can lead to unpredictable behavior, emotion instability, violent behavior, and organic brain damage; in heavy users, convulsions and coma.
• Narcotics, such as heroin, morphine, and codeine risks include addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
• Inhalants, such as gas, aerosols and glue can result in loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

4. Standards of Conduct
Employee Standards of Conduct
Saint Luke's College recognizes its success is dependent in part upon the physical and psychological well-being of its employees. It is the intent of the College to maintain a safe, healthful, secure and efficient working environment and to protect its employees, students and operations. To this end, it is the policy of Saint Luke's College to establish a drug and alcohol-free workplace. The College policy states, that employees shall not be involved with the unlawful manufacture, possession, use or distribution of any controlled substance of any kind, including drugs and alcohol on College property or as any part of the activities of the College. All employees are to conduct themselves in a professional manner, complying with the rules and procedures in place to ensure a safe, healthy working environment for all personnel.

Student Standards of Conduct
The following statements taken from the Student Code of Conduct (found in the Student Handbook) set our College’s conduct standards. The Code of Conduct is administered by the chief student affairs officer. 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 Drug and Alcohol Policy in the Student Handbook sets the College’s policy and conduct standards for alcohol and drug use.

Violations
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. For purposes of this policy “unlawful” is defined as a violation of any local, state or federal law regarding manufacture, possession, use or distribution of drugs or alcohol.

5. Sanctions
Student Sanctions
Violations of this prohibition by students will result in discipline, which may include dismissal from the college and/or referral to appropriate law enforcement authorities for prosecution.
Employee Sanctions
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. SLCHS personnel will give law enforcement authorities full cooperation for any investigations.

Financial Aid and Drug Related Convictions
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.

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements. The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by the federal Controlled Substances Act. Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of “controlled substance.” Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

6. Penalties
Penalties for Illegal Possession or Distribution of drugs or Alcohol under State and Local Law
Missouri law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

Missouri drug and alcohol regulations can be found at: http://www.moga.mo.gov/

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/

Penalties for Illegal Possession or Distribution of drugs or Alcohol 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.
7. Alcohol and Drug Abuse Prevention and Support
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. 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). The EAP/SAP can offer short-term counseling and referral assistance to students
and employees who are troubled by alcohol or substance abuse. The chief student affairs
officer can assist students/employees in contacting EAP/SAP services. In addition to providing
short term counseling, SAP may refer students to appropriate treatment or rehabilitation
programs as needed. 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.

ANIMALS ON CAMPUS

This policy ensures the health and safety of the College 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 that service animals assisting individuals
with disabilities or working animals be generally permitted as described below:

DEFINITION
“Service animals” are defined by the Americans with Disabilities Act (ADA) as dogs or in
certain situations, miniature horses that are individually trained to do work or perform tasks
for people with disabilities including, but not limited to, “Guiding people who are blind,
alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who
is having a seizure, reminding a person with mental illness to take prescribed medications,
calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or
performing other duties” https://www.ada.gov/service_animals_2010.htm

“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
Board of Directors allow service animals accompanying persons with disabilities or working
animals on campus to perform a specific task to be on the 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 chief student affairs officer, 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 chief student affairs officer.

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 chief student affairs officer.

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

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

Health: The animal must be in good health.

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

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

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

Liability: The owner/handler of the animal on the College campus or event is personally responsible for the animal at all times. The owner/handler will be required to pay for any damages caused by the service or working animal.
BULLETIN BOARDS, SIGNS AND POSTERS

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

Off campus groups may place messages on the bulletin boards with permission only. For more information inquire at the front desk. For additional information contact the chief student affairs officer.

CANCELLATION OF CLASSES

During inclement weather, student, faculty, and staff safety is the priority. College personnel review the National Weather Service (www.weather.gov) projections along with the condition of main traffic arteries, to determine the appropriateness of holding classes. It is recognized that weather conditions near one’s home may be different from that near the College. In such cases, if the school is open and you cannot make it in, notify your instructor/supervisor promptly so alternate arrangements can be made.

The following methods (with hyperlinks if applicable) are used to notify students, faculty and staff of school closings. School closing information is posted on the College website, on the College voice mail, in an email and text message to all students, and sent to several local television channels including KMBC Channel 9, KCTV5 Channel 5, KSHB Channel 41, and Fox Channel 4.

COMPUTER ACCESS

Each student will have a personal storage drive (M:\) labeled with their student number (S#), a College Common drive (N:\) and a Department Drive (F:\).

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

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

Saving and Transferring Information

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

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

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

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

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

COMPUTER REQUIREMENTS

To satisfactorily participate in courses, Saint Luke’s College has established the following minimum computer requirements that must be met in order to access our online systems. Please note: **Google Chromebooks will not work** at the College due to computer download requirements. **Please make sure you have access to reliable, high-speed, internet.**

**Minimum Laptop Computer Specifications**

- Processor: Intel Core i5 (or higher) or AMD Ryzen 5 (or higher)
- Operating System: Windows 10 or Mac OSX 10.12
- RAM: 8 GB (or higher)
- Hard Drive: 128 GB minimum (or higher) SSD highly recommended
- Wireless network card 802.11AC
- Headset with microphone capability required
- Web camera required

**Software Applications Required**

- Microsoft Office 2016 or newer (The college provides you with one free copy of
- Office 2016 via the OntheHub)
- Supported Internet Browser - Google Chrome
- Adobe Reader
**ONELOGIN PORTAL**

The College’s student portal is called OneLogin. Through this College portal you will be able to access various applications you will use as a student. To access the OneLogin portal open the Chrome web browser and type in the following URL: [https://slchs.onelogin.com/login](https://slchs.onelogin.com/login)

Below are the applications you will use as a student which may be found in the OneLogin Portal.

- Badge Replacement Request: Request a student badge ID replacement
- eCampus Bookstore: Online bookstore to purchase books
- Freshdesk: SLCHS IT helpdesk
- G Suite: College email, calendar and Google Docs
- mycourseval: Course evaluations provided here at the end of every term
- mySLC: Courses (D2L): Learning management system to access course work and course work information
- mySLC: Self-Service (Empower): View your College information (billing, financial aid, graduation application, etc.)
- Nelnet: College payments and refunds made here
- OnTheHub: Obtain a free copy of Microsoft Office in this app
- OpenAthens: Library resources and periodicals for writing papers

**LEARNING MANAGEMENT SYSTEM (D2L)**

The Learning Management System used at the college is called D2L. You can access D2L in the OneLogin Portal. The icon located in OneLogin is titled: mySLC: Courses (D2L).

D2L is where the online portion of a course is located. Faculty will utilize D2L for student communication, placing course content and instructions, assignment submissions, test administration, discussions and posting grades. Students will have access to their enrolled courses one week prior to the start of the session for previewing.

Additional courses which students are automatically enrolled into include the SLCHS Student CORE and where applicable, specific program information (SPI) courses (BSN SPI, MSN SPI, MA SPI).

**COPYRIGHT AND PATENT OWNERSHIP**

To ensure that the distribution of copyrighted material complies with the Higher Education Opportunity Act and Federal copyright laws. The Copyright Law of the United States (Title 17 of the United States Code) states that the holders of copyrighted materials possess the exclusive right to authorize reproduction of, distribution of copies or phonogram records of, public performance of, public display of, and preparation of derivative works based on copyrighted works. However, the Fair Use Act and Technology, Education, and Copyright Harmonization (TEACH) Act allows for limited use in an academic setting. See Legal Alternatives for further clarification.

Faculty, staff, and students are expected to be familiar with the provisions of the current copyright laws and Congressional guidelines. Employees who make copies or use copyrighted materials in their jobs are also expected to be familiar with published provisions regarding fair use and public display.

This policy applies to all faculty, staff, and students of Saint Luke’s College of Health Sciences (SLCHS) and to any third party users connected to the SLCHS network.
Other relevant policies addressing copyright compliance are:

**SLCHS Policies**

The following SLHS policies are available through Citrix.
- SEC-01 - Use of Technology-Systems-Services
- SEC-03 - Acceptable Access/Usage of Email, Voicemail, Internet
- Copyrighted Computer Software
- SLHS Internet Content Filtering

Students are required to comply with all College and Saint Luke's Health System policies.

**Definitions**

**Copyright**
A form of protection provided by the laws of the United States to the authors of “original works of authorship” that are fixed in any tangible medium of expression. See U.S. Copyright Office, Copyright Basics, 2017, page 1. This protection is available for both published and unpublished works. See U.S. Copyright Office, Copyright Basics, 2017, page 6.

**Copyrighted Materials**
Materials protected by copyright are “original works of authorship” that are fixed in a tangible form of expression. These materials include:
- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

**Copyright Infringement**
When a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission or legal authority of the copyright owner. See U.S. Copyright Office, Frequently Asked Questions, at [http://www.copyright.gov/help/faq-definitions.html](http://www.copyright.gov/help/faq-definitions.html)

**Peer-to-Peer (P2P) file sharing**
The sharing and transferring of digital files from one computer to another. The computers may be connected over the Internet, network or through a physical connection. In the P2P file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

**Policy**
This policy applies to technology owned by the College, as well as personally owned devices connected to any parts of the College network. Users of SLCHS networks are prohibited from engaging in or participating in acts that could be construed as copyright infringement. This includes, but is not limited to: the distribution of copyrighted materials through P2P file sharing or on College networks; downloading or uploading of copyrighted materials through
P2P file sharing or on College networks; downloading or uploading of copyrighted materials through email; and downloading copyrighted material from websites or other servers. It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder.

**Institutional Penalties**

If a campus community member is found to have engaged in conduct that violates applicable copyright law or College copyright policies, he or she may be subject to disciplinary action up to and including termination of employment, suspension or dismissal.

**Civil and Criminal Penalties**

Violations of copyright law may also lead to civil and criminal penalties. Generally, a person who is found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages in an amount of not less than $750 and not more than $30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to $150,000 per work infringed. A court can, in its discretion, also access costs and attorneys’ fees. See 17 U.S.C. §§ 504, 505. The act of “willful” copyright infringement can also result in imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

**Higher Education Opportunity Act Compliance**

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

- Utilizing one or more technology-based deterrents
- Providing education about copyright & sending an annual disclosure to students describing campus policies related to copyright law
- Maintaining a list of legal ways to acquire copyrighted materials, as a means of offering legal alternatives to illegal downloading

The College’s compliance efforts with respect to HEOA are as follows:

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

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

- **Illegal Activities, Illegal Questionable:** Pages that promote crime, such as stealing, fraud, “phreaking,” and cracking; “warez” and pirated software; computer viruses; terrorism, bombs, and anarchy; sites depicting murder and suicide; pages that explain ways to commit such acts.
- **Peer File Transfer, P2P:** Sites that distribute software to facilitate the direct exchange of files between users. P2P technology includes software that enables file search and sharing across a network without dependence on a central server. In addition to blocking access, bandwidth shaping is utilized.
- **Filter Avoidance, Proxy Avoidance:** Sites that promote and aid in the use of undetectable and anonymous web usage.
All network traffic is subject to monitoring procedures conducted by the College’s Information Technology Department for purposes of determining compliance with the College’s policies. Administrators consistently monitor the technology-based deterrents for errors on a real time basis.

In addition to real time monitoring of its technology systems, 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 maintains links on the College’s website to educational material on copyright and unauthorized distribution of copyrighted material. The College updates these links and the relevant educational material changes are made by SLHS IS Security and/or changes to copyright law occur.

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

- A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized P2P 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 College’s Policies governing unauthorized P2P file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the College’s networks and information technology system.

**Legal Alternatives**

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

The College’s DMCA Agent is the Distance Education and Instructional Technology Manager.

**Guidelines for the College’s DMCA Agent**

The distribution of copyrighted material without the owner’s permission is a violation of the Digital Millennium Copyright Act (DMCA). The following procedures implement the College’s enforcement of the U.S. Digital Millennium Copyright Act of 1988 (the “DMCA”).

The College’s registered DMCA agent will receive claims of infringement. Claims may come from inside or outside the College. The law requires such claims to contain certain information including location of infringing materials.

The DMCA agent should promptly acknowledge receipt of each infringement claim. DMCA (512)(c)(3)(B)(ii) requires that if the claim fails to comply substantially in supplying information, the service provider should promptly attempt to contact the person making the notification or take other reasonable steps to assist in the receipt of notification that substantially complies.
The registered DMCA agent should not affirm or deny the correctness of the claim in this acknowledgment.

The registered DMCA agent will coordinate activities, keep records required to track repeat offenses, and assure proper closure of all incidents. The DMCA agent and those acting for the DMCA agent must be careful to:

- Protect rights of copyright owners as defined by law, this policy, and accepted standards of academic behavior;
- Protect rights and due process of those accused of infringement, particularly if fair use protection may apply; and
- Generally support the authorized instruction, research, and service missions of the College.

The DMCA allows an individual accused of copyright infringement to assert that he or she has the right to use the materials at issue. In such a situation, the College should consider the following approaches.

- Beyond the messenger role defined by the DMCA, the College is not obligated to assist in counter claims involving materials or activities not in furtherance of the College.
- For materials used for authorized College activities, such as instruction, research or journalism, the College may have a stake in assisting its members in challenging the claim of infringement. The DMCA defines special treatment for such situations.
- For materials or activities created typically by the College employees in support of the College business, typical DMCA legal protections likely do not apply. The College officers should promptly determine whether the material or activity merits withdrawal or defense.

On receipt of an acceptably complete claim of infringement, DMCA (512) (g) requires the registered DMCA agent to direct prompt removal of material or removal of all local or wide-area network access to the material or activity claimed to be infringing. This take-down may proceed regardless of fees paid to the College. The removal should be carried out in a manner that impacts essential the College activities as little as possible and enable subsequent restoring of the material or activity.

The registered DMCA agent will take reasonable steps to promptly notify the subscriber/user of the take-down. This notice will inform the subscriber/user to contact the College’s technology resource department if he or she believes that possession and use of the materials covered in the claim is legal.

Materials that do not serve the College mission may pose more risk than perquisite value. Thus, the College may require broad reduction of technology access as part of containment or disciplinary measures for repeat problems.

The registered DMCA agent should read DMCA Title II, Online Copyright Infringement Liability Limitation Act, available via the Library of Congress DMCA page, [www.copyright.gov/onlinesp](http://www.copyright.gov/onlinesp)

**CORE (College Orientation, Resources, and Education)**

The CORE is an on-line course which houses a variety of resources and information to assist students. Please become familiar with the content in this D2L course as you will be referred back to this module from time to time to complete compliance requirements, etc.
DISABILITY AND INDIVIDUALIZED EDUCATION PLANS

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

The College will make reasonable accommodations for individuals with disabilities as defined by applicable law. Reasonable accommodations include modifications to the College’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. The College will also provide auxiliary aids and services as are necessary to ensure that a student with a disability is not denied the benefits of, or excluded from participation in, the education program or activity. Further, the College strives to remove barriers for individuals with disabilities and to provide services, facilities and privileges to achieve equal opportunity for individuals with disabilities. Examples of some of the reasonable accommodations the College makes available include but are not limited to: Academic/Program Modifications; Access to Facilities; Classroom Access; Communication Access; Testing Accommodations; Information Referral; Priority Registration; and Parking.

The College is committed to providing reasonable accommodations to individuals with disabilities. The professions for which the College offers programs, however, may have cognitive, sensory, affective, and psychomotor functional requirements that are essential for the delivery of safe, effective care. Thus, individuals must be able to meet these functional requirements, with or without reasonable accommodation in order to participate in the College’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 the College’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 chief student affairs officer for information on the functional abilities essential to the practice of professions for which the College 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 the College program is encouraged to contact the chief student affairs officer to discuss any needs he/she may have. The chief student affairs officer will consult with the individual making the request, faculty, staff, and other departments as necessary in an effort to arrive at a reasonable accommodation. When making requests for accommodations, students should not make requests directly to faculty members who are teaching their classes. If such a request is made, faculty members will not grant or deny the accommodation request but will refer such requests to the chief student affairs officer.
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 chief student affairs officer to discuss the student’s needs and complete an “Application for Services Form” as provided by the chief student affairs officer. To obtain accommodations by the start of a semester, the student should meet with the chief student affairs officer 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 chief student affairs officer a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate and effective, evaluate alternatives if appropriate, and to implement the resources for any necessary aid in a timely manner. While notification before the beginning of a term is preferable, accommodation requests will be accepted and considered at any time. Also, additional accommodations or modifications to already granted accommodations can be requested at any time.

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

When an accommodation request is deemed reasonable and necessary, the chief student affairs officer will develop a plan identifying the circumstances for which accommodations are needed and the reasonable accommodations granted by the chief student affairs officer. The plan will be distributed to those with a need to know to put any accommodation in place. Additionally, the chief student affairs officer will contact individual faculty members to discuss, as necessary, the accommodations and the process for implementation. Faculty are expected to assist with provision of granted accommodations without compromise to essential elements of the course or evaluation standards. If agreed-upon accommodations are not implemented in an effective or timely manner, then the student is encouraged to contact the chief student affairs officer.

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

Individuals seeking admission and progression to clinical courses, and graduation from the College must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to safety and welfare may be denied admission, progression, or graduation. The College’s individualized assessment of an applicant's or a student’s threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk and the probability that injury will occur.
Students who have concerns about the accommodations provided or not provided or who wish to submit a complaint about discrimination or harassment based upon disability should report their concerns to the chief student affairs officer or to the Provost who will follow up with program directors for review. The Provost or his/her designee will make a final decision. The College endeavors to provide prompt and equitable resolution to student concerns.

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

1. Documentation must be from a health care professional who has relevant experience and licensure appropriate to the profession. The extent of documentation required may vary depending on the claimed disability or requested accommodations. Documentation must be current; however, documentation of past accommodations—such as Individualized Education Programs and Section 504 plans—may be considered in some circumstances. If documentation provided is not current or otherwise sufficient, then the chief student affairs officer will request appropriate documentation from the individual seeking accommodations and, if necessary, will provide references for health care providers, including the option of using the St. Luke’s Health System Student Assistance Program, or a referral to a currently licensed, professional provider of services (within or external to SLHS), aligned to the specified need (e.g., counseling, testing, etc). Additional documentation may be requested, even if some supporting documentation has already been provided.

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

3. Diagnostic statements must identify each condition, including International Classification of Disease or Diagnostic and Statistical Manual codes as appropriate, date/copy of most recent full evaluation, and dates/copies of additional evaluations.

4. Documentation should include the current impact of the condition(s) described in a clinical narrative and through the provision of specific results from diagnostic procedures. As appropriate to the condition(s) and/or requested accommodation, the documentation should include the impact on major bodily functions (including but not limited to the functions of the immune system, cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions), and functional impact on behavioral abilities. Descriptions should provide a sense of severity, information on variability over time or circumstances, expected duration of impact, and potential triggers. Descriptions should also include any significant side effects of treatment that may impact physical, perceptual, behavioral or cognitive performance.

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

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

Medical information provided by the student will be kept confidential to the extent possible, except that information may be shared as necessary to implement accommodations.
C. Honor Code
An accommodation based on a student’s disability may relate to the administration of testing, examinations, or other course work. Students provided with such accommodations must continue to adhere to the College’s honor statement. Failure to adhere to the honor statement may result in disciplinary action.

DEAN’S/PRESIDENT’S LIST

Academic Honors and Awards
Each semester, full-time students with a grade point average from 3.5 to 4.0 qualify for one of the following academic honors.
- The President’s List includes students who achieve a 4.0 semester grade point average.
- The Dean’s List includes students who achieve a semester grade point average between 3.5 and 3.99.

EMAIL USE AND COMPLIANCE

To assure that the use of e-mail is consistent with Saint Luke’s College of Health Sciences mission statement and complies with standing policies on confidentiality and student, associate, financial, and patient information.

This policy applies to anyone issued a saintlukescollege.edu email address. Use of the saintlukes.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 e-mail 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 email is acceptable provided the use is:
• reasonable and professional;
• has minimum impact to college resources;
• does not interfere with job responsibilities;
• does not violate this policy or applicable law

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

- College 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:
  - when required by and consistent with applicable law or policy
  - when there is reasonable suspicion that violations of policy or law have occurred or may occur
  - when required to meet time-dependent, critical operational needs

Email Retention

It is the policy of SLCHS to retain, archive and delete 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>FACULTY</th>
<th>STUDENTS &amp; ALL OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Months</td>
<td>36 Months</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

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.

COURSE GRADE APPEAL

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

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

LEAVE OF ABSENCE

Leave of Absence Definition
A Leave of Absence is a temporary leave from the college, which may be necessary during the student academic career.

Leave of Absence Information
Requesting a LOA communicates to the College that the student is unable to enroll at SLCHS for the current or upcoming term, but plans to continue a course of study at SLCHS in a future term. Requesting a LOA also ensures that the student’s program of study and access to services remain active.

Students may elect to take a leave of absence for a variety of reasons:
- Academic difficulties
- Family crises or other personal situations
- Financial issues
- Health Related (including pregnancy/childbirth)
- Military service
- Professional Opportunity
- Community-service missions

Typically, a LOA is for one semester but may be requested for up to one academic year. An approved LOA may be extended by contacting the program track director. It is expected that
students will not enroll in courses elsewhere during a LOA. If a student is withdrawing from courses in the current term, but intends to enroll in the next term, declaring a LOA is not required. A 3.0 or better GPA is required to apply for a LOA, except for military or pregnancy/childbirth.

Please see the SLCHS Student CORE – Registrar, for more information

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 Missouri Children’s Division.

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)
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 Missouri Children’s Division. 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 alleged victim is a child (less than 18 years old) at the time of the hotline call;
- 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.
NON-SMOKING

Smoking is prohibited at the College and all SLHS entities. For a copy of the tobacco free policy, see the chief student affairs officer.

POSSESSION OF FIREARMS AND WEAPONS

Possession of firearms, explosives, other weapons and dangerous chemicals by any person is strictly prohibited on the Saint Luke’s College of Health Sciences’ premises. This prohibition includes concealed firearms and other concealed weapons, regardless of whether an individual has obtained a concealed carry permit (Mo. Ann. Stat. § 571.107(10). The only exception to this prohibition is on-duty federal, state and local law enforcement officers, and Saint Luke’s Hospital Security may possess weapons which they are required to carry in the performance of their duties.

This applies to College faculty, staff, students, visitors, independent vendors and contractors, and all persons entering the College for any reason.

The College prohibits the possession of firearms and other weapons on College premises to the maximum extent permitted by federal, state, and local laws and regulations.

Failure to comply with this policy will result in disciplinary action by the College, up to and including dismissal (students) or termination (employees). Failure to comply with this policy may also result in arrest or criminal prosecution.

DEFINITIONS

“College Premises” includes all College facilities, including all buildings and parking lots owned, leased, or managed by the College.

“Firearms and other 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.

“College employee” includes any member of the College faculty and any staff member employed by the College.

Possession

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

Searches
The College reserves the right to conduct searches of any person that enters the College’s premises. This search may extend to objects under that person’s control, including lockers, desks, purses, backpacks, toolboxes, lunch sacks, clothing or other items carried into the College.

Reporting Obligation
If any College employee or student believes that another person (visitor, employee, and student) possesses a weapon on the premises, the employee or student must immediately report this belief to his or her supervisor (employees), or to the Dean of Students (students). In urgent situations, local law enforcement should be contacted immediately.

At the time of reporting, individuals should provide:
- The basis for their belief
- A description of the individual (physical features, clothing, name, etc.)
- The location of the individual believed to be carrying a weapon.

If any College employee or student is uncertain about whether to make a report, the College urges employees and students to decide in favor of making a good faith report so that the College may appropriately investigate.

Any individual who knows that a weapon is present on College premises and knowingly fails to report it will be subject to disciplinary action.

Safety
No College employee or student should take any action that may compromise the safety of that person or other individuals. Individuals should not confront individuals believed to be carrying weapons and should refrain from conducting further investigation. Upon learning of an individual carrying a weapon, immediately notify College officials and in urgent situations, local law enforcement should be contacted immediately. After a report is made, trained law enforcement officials and/or security personnel will promptly investigate and take appropriate action.

PREGNANT AND PARENTING STUDENTS

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

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

If absences are due to pregnancy or parenting status, faculty must allow a student to submit work after the deadline and earn class attendance and participation points with the goal of graduating on time, if possible and if desired by the student.

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

Students who are pregnant or experience pregnancy-related conditions may be allowed additional services based upon functional limitations imposed by the pregnancy. Examples may include requiring a larger work space or being allowed frequent trips to the bathroom. Additionally, there is a designated space on 2nd floor for students who may be breastfeeding. Although a student is not required to disclose a pregnancy, it is the student’s responsibility to disclose pregnancy status in order to request desired accommodations to ensure successful completion of the student’s educational program. The College encourages pregnant and parenting students to work with the Title IX Coordinator (chief student affairs officer) as early as possible to develop an appropriate plan for meeting the student’s educational needs. The Title IX Coordinator will collaborate with the student and any other necessary faculty or administrators to determine what adjustments may be available to allow the student to continue in the program. Any reasonable adjustments that have been agreed upon will be documented in an Education Plan and signed by the student and Title IX Coordinator. A leave of absence may also be available if a student so chooses. Please note that the College does not consider it reasonable for a parent to bring children into the classroom or clinical environment.

In order to provide support to our students and faculty and ensure compliance; a dean, faculty member, pregnant or parenting student who needs information or assistance with arranging academic or other related adjustments and support should contact the Title IX Coordinator, who is also the chief student affairs officer.

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

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

PRINTING

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

PROGRAMS OF STUDY

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

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

REGISTRATION

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

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

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

SOCIAL MEDIA POLICY

The College understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.
Social media refers to technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Social media includes:

- Social networking sites (e.g., Facebook, Twitter, LinkedIn)
- Video and photo sharing websites (e.g., YouTube, Instagram)
- Blogging sites
- Forums, discussion boards (e.g., Yahoo Groups, Google+, Google Groups), news article comments and online encyclopedias (e.g., Wikipedia)
- Other, similar technologies

Due to the rapidly evolving nature of social media and online technology, the list above is non-exhaustive and this policy applies to other sites, including those that are emerging or have yet to be developed as of the effective date of this policy.

Nothing herein is designed to be so far reaching that it might foreclose any legal rights of an employee or student, including an employee’s right to discuss conditions of employment.

Faculty, Staff, and Students at Saint Luke’s College of Health Sciences should be aware that posting or contributing any content to any social networking or other internet site (including but not limited to Facebook, Instagram, Snapchat, etc.) that is in violation of law or College policy can result in disciplinary action. As examples, the following types of conduct can result in disciplinary action whether they occur in-person or online: sexually harassing a colleague or classmate, threatening or intimidating others, violating privacy policies/laws, and defamation.

Faculty, Staff, and Students at Saint Luke’s College of Health Sciences are required to maintain the confidentiality of the College’s private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Individuals or groups within the College community are not permitted to present personal opinions in ways that imply endorsement by the College. If the College is a subject of the content, individuals should be clear and open about their status as a student or employee and make clear that individual views do not represent those of the College, fellow employees, students, etc. Individuals should make clear that they are not speaking on behalf of the College.

Generally, individuals should manage their personal social media accounts on their own time. There may be minimal use of social media while utilizing College resources but only to the extent such use does not hinder job productivity, the productivity of others, or the normal operations of College programs and activity. However, it is acknowledged that individuals may choose to use their personal social media accounts in furtherance of their academic endeavors and this policy is not intended to hinder that option.

Individuals should not use their College email addresses to register on social networks, blogs or other online tools utilized for personal use.

In response to concerns or complaints or information provided by individuals, College administrators may look up profiles on social networking sites and may use the information in formal proceedings. Violations of this policy will result in a review of the incident and may include action under appropriate College discipline processes. Corrective action may involve a verbal or written warning, suspension or dismissal and/or termination of employment or
privileges with the College. This section does not preclude disciplinary action for conduct that involves social media and that also violates other College policies.

The College prohibits retaliation against any individual for reporting a possible deviation from this policy or for cooperating in an investigation. Any member of the College community who retaliates against another for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action.

**STUDENT CODE OF CONDUCT**

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

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

Violations include but are not limited to:

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

**Discourteous, Disrespectful and Impolite Behavior**
- Using 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.
- Using racial, ethnic, sexual, disability or other discriminatory slurs.
- Imposing physical harm on faculty, students or other persons.
- Intentionally destroying property.
- Violating of the College Weapons Policy.
- Violating of the College Substance Abuse Policy.
Unethical/Unsafe Professional Behaviors

- Inadequate preparation for clinical experience.
- Failing 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 the 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 Grievance Committee
A good faith effort will be made to resolve any student conduct issues. If no resolution can be found, the Student Grievance Committee may be called.

Procedure
Upon observation or notification of a student misconduct incident, the College employee will report the incident to the Program Directors, chief student affairs officer 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 chief student affairs officer who will then communicate with the appropriate Program Director. Subsequently the Program Directors and/or the chief student affairs officer will investigate the student incident. If the incident was academic in nature and resolved within the course, it will be documented by the course lead and forwarded to CSAO to be placed on the College S drive in a password protected file.

2. If the incident has not been resolved, the Student Grievance Committee will review the report and determine if the Student Grievance Committee should be called for resolution.

3. If a determination is made that the Student Grievance Committee is to be called, the procedure as outlined in the Grievance Policy is followed.

Consequences
A student who is deemed to have committed a violation acted with: *reckless disregard, caused unjustifiable risk or harm to self, fellow students, patients or the College or has violated the Code of Conduct and individual policies* then the following consequences will be applied. This sequence will be followed unless the violation is deemed serious enough to warrant a written warning or dismissal from the College.
First Offense:
• The chief student affairs officer or the Program Director will schedule a counseling session with the student which will include a verbal warning for first offenses, except in cases where the nature of the offense is considered serious enough to warrant a written warning or discharge.

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

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

STUDENT 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 chief student affairs officer will review the complaint or suggestion and make recommendations for actions to resolve the issue. The Student Suggestion Form exists to provide a means of communicating concerns which do not fall under the present Student Grievance Policy.

STUDENT TRAVEL POLICY
The following instructions and procedures in addition to the Participation Agreement have been established by the College to provide guidance when planning and conducting your student travel experience. If you have questions about this policy please contact the chief student affairs officer.
Procedure
In order to participate in College student travel you must meet the following requirements.
• Be enrolled full-time at the College
• Good academic standing
• Have completed the credit hours required (if applicable)
• Met all requirements for course (as applicable), including immunizations, passports, etc.

Travel Code of Conduct
Students are expected to comply with the SLCHS Code of Conduct, as well as all SLCHS policies and procedures during the travel experience.

The College expects 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 removal from the travel experience or dismissal from the College.

Infractions include but may not be limited to the following:
• All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery and alteration or use of institutional documents of identification with intent to defraud.
• Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional or host activities.
• Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person.
• Rape, including acquaintance/date rape, and sexual assault in any form. Behavior or activities that endanger the safety of one’s self or others.
• Vandalism, intentional damage, destruction or defacement of institutional/host property or the property of any person while on institutional or host premises.
• Attempted or actual theft of institutional or host property or the property of any person while on institutional or host premises.
• Possession, use or distribution of any controlled substance or illegal drug, or drug paraphernalia.
• Illegal use, possession or distribution of alcoholic beverages. Theft or other abuse of computer time, files or equipment.
• Indulging in lewd and indecent behavior in public.
• Disturbing the peace by making unreasonable noise, which includes but is not necessarily limited to the use of mechanical and amplifying equipment.
• Failure to comply with the directions of the institution or host officials, including police officers and other staff or faculty acting in the performance of their duties.
• Failure to adhere to established in-house regulations when properly publicized by the responsible program officers, particularly when they concern subjects such as health, safety, building operations, and standards of behavior.
• Any actions that tend to discredit or injure the institution or host institution. Aiding or abetting any conduct described above.
• In addition to the above stated conduct, students studying through the College assume an important personal obligation to conduct themselves in a manner that is compatible with local laws and regulations. The student is responsible to know and comply with all of the rules and expectations of the trip and host institution regarding student conduct.
Disciplinary Action
The student’s conduct while engaged in a travel experience may be subjected to disciplinary action by the College if the alleged conduct violates the institution's expectations for student conduct and academic responsibility. The following disciplinary actions may be taken:
- The travel planning faculty will notify the President of the alleged offense. A decision in regard to disciplinary action for the student will be made in consultation with the faculty/staff, Provost and President of the College which can include financial implications, withholding of transcript, removal from the travel experience, or dismissal from the College with no refund of tuition or other program-related costs.
- The student will be asked to attend a meeting with the above stated offices to discuss the alleged offense. After a decision is made another meeting will be held, if deemed necessary.
- If the student participates in illegal activity while traveling in a student travel program he/she will be solely responsible for any legal action that may be taken against him/her by local governments and authorities, for which neither the College nor the U.S. government or agencies may provide assistance. The institution or host institution may terminate the student's participation in the student travel program if the student engages in actions endangering self or others or jeopardizing the success of the program.

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

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

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

Cancellation Policy
As the College makes financial commitments (deposits, airline reservations, etc) on your behalf well in advance of the program start date, refunds can only be made in accordance with the terms listed below.
1. A student who drops/withdraws from the course will receive a 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 faculty organizing the College trip.
4. In cases where the College is forced to cancel or suspend a program or in the case of serious documented illness the following refund policies will be applied:
   - If the program has not yet begun, all funds will be refunded.
   - If the program has begun, the College will refund any portion of the student’s expense (excluding travel expenses) that has not been used or committed.
   - Note: Cancellation or suspension of any program will result if, 1) the United States Department of State issues a travel warning advising U.S. citizens not to travel to a particular country or, if in country, to leave, 2) the College deems it necessary to cancel
or suspend the program for any other reason. Any serious illness that causes a student to withdraw must be documented by a licensed U.S. physician with notification sent to the College travel planning faculty.

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

Safety Issues
Safety is often a concern to students and their families when deciding to participate in travel experiences both within and outside of the United States. 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, visit – http://travel.state.gov

Waiver and Release
The College is not liable for any damages, losses, or theft of student property or injuries of any kind sustained by a student while traveling on College student travel. Students who desire to participate in student travel while enrolled at the College are required to execute the Assumption of Risk, Covenant Not to Sue Release, and Waiver of Liability Agreement, and a copy will be provided to the student.
TITLE IX SEXUAL MISCONDUCT POLICY AND COMPLAINT RESOLUTION PROCEDURES

I. POLICY STATEMENT
Saint Luke’s College of Health Sciences (the “College”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment where individuals are free from sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, stalking, and retaliation (collectively “sexual misconduct”). The College considers sexual misconduct in all its forms to be a serious offense.

In compliance with Title IX and its implementing regulations, the College has implemented this policy to eliminate, prevent and address conduct that constitutes sexual misconduct.

Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual Harassment (as defined below in Section IV.C), whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the College, and may constitute a form sex discrimination in violation of this policy. Sexual harassment also includes sexual violence/assault (as defined below in Section IV.D). Sexual Violence is a particularly severe form of sexual misconduct. Examples of specific conduct that constitutes sexual harassment and sexual violence/assault are also set forth below. The College also prohibits domestic and dating violence, and stalking. Further, retaliation for reporting or participating in investigation or remediation of, sexual misconduct is prohibited.

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”). This policy prohibits sexual misconduct even when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College’s prohibition on sexual misconduct 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 AND COORDINATORS
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 and Deputy Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sexual misconduct:
Marcia Ladage
Chief Dean of Students and Title IX Coordinator
624 Westport Road
Kansas City, MO 64111
Telephone: 816-936-8716
E-mail: mladage@saintlukescollege.edu

Tere Naylor
Director of Institutional Effectiveness/Deputy Title IX Coordinator
624 Westport Road
Kansas City, MO 64111
Telephone: 816-93608726
E-mail: tnaylor@saintlukescollege.edu

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

IV. SEXUAL MISCONDUCT
A. Definition of Sexual Misconduct
This policy prohibits sexual misconduct. “Sexual Misconduct” is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, stalking, and retaliation. Sexual misconduct does not depend on the gender, gender identity, or sexual orientation of the alleged victim and alleged perpetrator. Thus, sexual misconduct can occur between persons who consider themselves to be of the same gender, the opposite gender, or to otherwise have differing gender identities. 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. Sex Discrimination occurs when a person is excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination includes materially adverse treatment or action based on a person’s:
- biological sex
- pregnancy status
- gender, gender expression, or sexual identity
- and/or failure to conform to stereotypical notions of masculinity and femininity (so called “gender stereotyping”).

Sex discrimination also includes conduct that meets the definitions of sexual harassment and sexual violence, as set forth below.
Examples of Sex Discrimination

Specific examples of conduct that may constitute sex discrimination include:
- Specific examples of conduct that may constitute sex discrimination include:
- Giving unequal pay, promotions, or other job benefits on the basis of gender.
- Allowing a person’s gender to influence the grade conferred in a class.
- Denying persons access to a given degree or major because of their gender.
- Requiring a pregnant student to verify pregnancy-related absences with a doctor’s note when such verification is not required of students with other medical conditions.
- Excluding a person from a College sponsored group because the person has a gender identity different than the gender assigned to the person at birth.
- Excluding a person from participation in a College sponsored activity based on stereotypical notions of how a person of a given gender or sexual identity should look, speak, or act.
- Conduct that meets the definition of sexual harassment or sexual violence, as set forth below.

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 can include sexual advances, requests for sexual favors, and other verbal, non-verbal, physical, or visual conduct of a sexual nature. Sexual harassment rises to the level of sex discrimination, and is prohibited by this policy as sexual misconduct, when:
- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of any aspect of an individual’s employment or education;
- Submission to or rejection of such conduct by a person is used or threatened to be used as a basis for for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s performance at work, or in academic, athletics, or other extra-curricular activities, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment (i.e., a “hostile environment”).

In determining whether unwelcome conduct of a sexual nature rises to the level of creating a hostile environment, the College will consider the totality of circumstances including but not limited to, the nature and severity of the conduct, the duration of the conduct, whether the conduct is part of a pattern, the age of the potential victim, and whether there is a power differential between the alleged victim and alleged perpetrator. The College will evaluate the totality of circumstances from the perspective of a reasonable person in the alleged victim’s position. A person’s adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

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.

Some specific examples of conduct that may constitute sexual harassment if unwelcome include:
- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual activity
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
• Displaying sexual graffiti, pictures, videos, or posters
• Using sexually explicit profanity
• Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
• E-mail and Internet use that violates this policy
• Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin
• Sending sexually explicit emails, text messages, or social media posts
• Commenting on a person’s dress in a sexual manner
• Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
• Requesting sexual favors in return for employment, athletic, or other rewards, or threats if sexual favors are not provided
• Disseminating sexual pictures or videos of another person without consent regardless of whether the pictures or videos were obtained with consent
• Sexual Violence (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 is a form of prohibited Sexual Harassment. Sexual violence is a particularly severe form of sexual harassment that, by its very nature, is likely to create a hostile environment. Sexual Violence 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, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. A single instance of Sexual Violence 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 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 may be found in the Frequently Asked Questions below.
E. Definition of Consent

Consent is defined as conduct that a reasonable person would understand to indicate agreement to the sexual conduct at issue. Under this Policy, must be informed, freely given, and mutually understood. Consent is not passive. Lack of consent is a critical factor in determining whether Sexual Violence has occurred. Consent is informed, freely given, and mutually understood.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent. Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive; once a person has made it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, you should be absolutely clear that they have changed their mind and are consenting before proceeding in sexual activity with them.

- If a person is mentally or physically incapacitated by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
  - Warning signs of when a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.

- If a person is asleep or unconscious, there is no consent.

- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.

- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to past sexual activity does not imply consent to other forms of sexual activity
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- Consent can be withdrawn by verbal or physical conduct that a reasonable person would understand to indicate a desire to stop or not engage in the sexual conduct at issue.
- While consent can be withdrawn, a withdrawal of consent operates going-forward. It does not change the consensual nature of sexual activity that has already occurred.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).
F. Definition of Domestic Violence, Dating Violence, and Stalking

The crimes of Domestic Violence, Dating Violence and Stalking are considered to be a violation of this policy, no matter the motivation behind them.

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 in which the crime of violence occurred, 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 in which the crime of violence occurred.

- 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:
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
i) length of the relationship;
ii) the type of the relationship; and
iii) 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.
H. Retaliation

1. Definition of Retaliation
Retaliation consists of materially adverse action taken against a person because the person made a good faith report of sexual misconduct or participated in the investigation of a report of sexual misconduct, such as by serving as a witness or support person.

2. Examples of Retaliation
Specific examples of retaliation include:
» Terminating a person’s employment, demoting them, denying them a promotion, reducing their pay, or “writing them up” because they made a report of sexual misconduct.
» Sending threatening text messages or social media messages to someone because they made a report of sexual misconduct or gave a statement as a witness.
» Causing physical damage to a person’s personal belongings because they made a report of sexual misconduct or gave a statement as a witness.
» Suspending a person from an activity or limiting their involvement because they made a report of sexual misconduct.
» Publishing knowingly false information about a person because they made a report of sexual misconduct.

3. Good Faith Reports
The College encourages the good faith reporting of sexual misconduct. However, the College will not allow this policy or the Complaint Resolution Procedures to be abused for improper means. 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. Such disciplinary action will not constitute prohibited retaliation. A person makes a bad faith report of sexual misconduct if, at the time they make the report, they know the report is false or frivolous.

Further, the College may take disciplinary action against any person who knowingly provides false information during the investigation and resolution of a complaint of sexual misconduct and such disciplinary action will not constitute prohibited retaliation.

V. ROLES AND RESPONSIBILITIES

A. Title IX Coordinator and Deputy Title IX Coordinator
It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) receive all Title IX complaints at the College; (2) coordinate dissemination of information and education and training programs; (3) identify and address any patterns or systemic problems that arise during the review of such complaints; (4) assist members of the College community in understanding that Sexual Misconduct is prohibited by this policy; (5) answer questions about this policy; (6) appoint investigators and ensure that investigators are trained to respond to and investigate complaints of Sexual Misconduct; (7) ensure that employees and students are aware of the procedures for reporting and addressing complaints of Sexual Misconduct; and (8) to implement the Title IX Complaint Resolution Procedures or to designate appropriate persons for implementing the Title IX Complaint Resolution Procedures. The Deputy Title IX Coordinator will assist in executing these responsibilities.
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 and Deputy 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 and review the matter. If necessary, an investigation and appropriate steps to stop and remedy the prohibited conduct will occur. 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 faculty and employees have a duty to report sexual misconduct to the Title IX Coordinator or the President when they receive a report of such conduct or witness such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the College in that professional role. An employee not reporting Sexual Misconduct as required by this policy may be disciplined accordingly, up to and including termination.

This section does not apply to the employees who may maintain confidentiality as described in Section VI.A.3.of this policy.

College faculty and employees are also encouraged to file a complaint of sexual misconduct when they are the victim of such conduct.

2. Students and Non-Employee Members of the College Community
Students and non-employees 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, Deputy Title IX Coordinator, or 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.
Students should be aware that all employees at the College, except those designated in Section VI.A.3., have an obligation to report sexual misconduct that they become aware of or witness to the Title IX Coordinator, Deputy Title IX Coordinator, or President for review and investigation, and they may not keep such information confidential.

3. Confidential Resources
If a victim desires to talk confidentially about his or her situation, the Provost is available. The Provost 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
In addition to making a report under this policy, the College encourages any person who believes he or she is the victim of a crime—including sexual violence, domestic violence, dating violence, or stalking—to make a report to local law enforcement. 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.

If a person believes he or she is in imminent danger, the person should dial 511 if on campus or 911 if off campus. Unless there is a health or safety emergency, articulable threat to members of the College Community, or a state law requiring reporting (such as in the case of child abuse) the College will not contact law enforcement without the alleged victim’s permission.
7. Special Advice for Individuals Making Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of Sexual Violence, 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. For those who believe that they are victims of sexual violence, domestic violence, or dating violence, the College recommends the following:

» Get to a safe place as soon as possible.
» Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one’s mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
» Contact local police by calling 911 if the incident occurred off campus.
» Get medical attention - all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
» Contact a trusted person, such as a friend or family member for support.
» Talk with the College Counselor who will help explain options, give information, and provide emotional support.
» Make a report to the Title IX Coordinator or a Deputy Coordinator.
» Explore this policy and avenues for resolution under the Complaint Resolution Procedures.

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. This type of non-physical evidence will also be useful in all types of Sexual Misconduct investigations.

Once a complaint of Sexual Violence, 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. Interim Measures
Pending final outcome of an investigation in accordance with the Title IX Complaint Resolution Procedures, the College will take steps to protect the parties involved 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 individual chooses to report the crime to campus police or local law enforcement. Requests of this nature should be made to the Title IX Coordinator or Deputy Title IX Coordinator. In the event such an accommodation is provided, the College will maintain it as confidential to the extent that maintaining such confidentiality would not impair the College’s ability to provide it.

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. Information about obtaining protection orders in Missouri can be found at: http://www.courts.mo.gov/file.isp?id=69655

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, disciplinary, 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 individual counseling, as well as academic, work, or transportation accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

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, 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.

IX. REVIEW
This policy is maintained by the College's Title IX Coordinator. The Title IX Coordinator will review this policy regularly, with the assistance of the College’s Title IX Committee. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the Complaint Resolution Procedures. The review will incorporate an aggregate view of reports, resolution, and climate.

X. DISTRIBUTION
This policy will be disseminated widely to the College Community through email communication, the College’s website, inclusion in orientation programs for new employees and new students, and through other appropriate channels of communication.
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?
5. What constitutes “consent” for purposes of Sexual Violence?
6. What should I do if I am a victim of Sexual Violence, Domestic Violence, Dating Violence, or Stalking?
7. Can I make a complaint of Sexual Violence 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 and Deputy 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 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, 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, the Deputy 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?**

   Sexual Violence is a form of prohibited Sexual Harassment. Sexual Violence 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 include, but are not limited to, the following:
   
   • Sexual penetration (anal, vaginal, or oral) or touching of sexual organs that is committed by force, threat, intimidation, or otherwise without consent.
   • Having sexual intercourse with, or sexually touching, a person who is incapacitated because of drug or alcohol use, including a person who has been given a “date rape drug” or any other drug causing incapacitating impairment.
   • Knowingly exposing another person, without their consent, to a sexually transmitted disease (such as HIV, chlamydia, gonorrhea, syphilis, or herpes) through sexual activity.
   • Hazing that involves penetrating a person’s vagina or anus with an object
   • Exceeding the scope of consent (e.g., having vaginal or anal sex with a person when they have only consented to oral sex) Secretly videotaping or photographing sexual activity where the other party has not consented
   • Prostituting another person

5. **What constitutes “consent” for purposes of Sexual Violence?**

   Consent is defined as conduct that a reasonable person would understand to indicate agreement to the sexual conduct at issue. Under this Policy, must be informed, freely given, and mutually understood. Consent is not passive. Lack of consent is a critical factor in determining whether Sexual Violence has occurred. Consent is informed, freely given, and mutually understood.
   
   • If coercion, intimidation, threats, and/or physical force are used, there is no consent. Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person’s words or conduct cannot amount to coercion unless they wrongfully impair the other’s free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive; once a person has made it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, you should be absolutely clear
that they have changed their mind and are consenting before proceeding in sexual activity with them.

- If a person is mentally or physically incapacitated by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
  - Warning signs of when a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent include slurred speech, vomiting, tripping or inability to walk, confusion indicating an unreasonable inability to understand information.
- 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 to past sexual activity does not imply consent to other forms of sexual activity
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- Consent can be withdrawn by verbal or physical conduct that a reasonable person would understand to indicate a desire to stop or not engage in the sexual conduct at issue.
- While consent can be withdrawn, a withdrawal of consent operates going-forward. It does not change the consensual nature of sexual activity that has already occurred.
- Being in a romantic relationship with someone does not imply consent to any form 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, Domestic Violence, Dating Violence, or Stalking?

If you are the victim of Sexual Violence, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator or Deputy 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, 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, 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. This type of non-physical evidence will also be useful in all types of Sexual Misconduct investigations.

7. Can I make a complaint of Sexual Violence against my boyfriend or girlfriend? Anyone can commit Sexual Violence, 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, 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 or Deputy 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 and Deputy 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. The Deputy Title IX Coordinator assists the Title IX Coordinator with these duties.

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

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

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

16. May I have a support person with me in the investigation process?
At each stage of the Complaint Resolution Procedures (interviews, meetings, hearings, etc.), the complainant and respondent may be accompanied by a support person of their choice. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor may provide support and private counsel to the party. However, 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.

The College reserves the right to remove or dismiss a support/person advisor who fails to follow this policy and applicable provisions of the Complaint Resolution Procedures, in which case the party will be allowed to select a different support person.

17. What should I do if I am retaliated against for making a complaint of Sexual Misconduct?
The College’s Title IX Policy prohibits retaliation against any person for making a good faith complaint of Sexual Misconduct, and/or cooperating in the investigation of (including testifying as a witness to) such a complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of Sexual Misconduct. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of Sexual Misconduct.
18. How does the College handle a bad faith allegation of Sexual Misconduct?
A bad faith allegation of Sexual Misconduct occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of Sexual Misconduct is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of Sexual Misconduct.

**TITLE IX: COMPLAINT RESOLUTION PROCEDURES**

**I. GENERAL PRINCIPLES**

**A. Applicability**

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct. Under the Complaint Resolution Procedures, the party making a complaint is referred to as the “complainant” and the person accused of misconduct is referred to as the “respondent.”

**B. Administration**

For purposes of these complaint resolution procedures, “Investigating Officer” means the Title IX Coordinator or his/her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures. The Investigating Officer may consult with other College administrators and counsel as needed. The Investigating Officer may be a third-party investigator or attorney retained for that purpose by the College.

**C. 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 Title IX Coordinator shall designate another appropriate individual to administer these procedures.

**D. 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.

**E. Participation in Investigations**

All members of the College Community are encouraged and expected to fully cooperate with any investigation and resolution under these Complaint Resolution Procedures. College faculty and employees who fail to cooperate and/or participate will face discipline, up to and including termination. In the event an alleged victim refuses to participate under these Complaint Resolution Procedures, the College may proceed as a complainant under the circumstances specified in Section VI.C of the Sexual Misconduct Policy. In the event a respondent refuses to participate, the Complaint Resolution Procedures will be completed despite the Respondent’s lack of participation and may result in a finding of misconduct *in absentia.*
II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Commencement of the Investigation

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

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

B. Notification of the Respondent and Selection of Resolution Process

Once a complaint is received by the Investigating Officer, the Investigating Officer will promptly notify the respondent and provide the respondent with the opportunity to review a copy of the written complaint. This notice will include the identities of the parties involved, the specific section of the code of conduct allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident.

The Investigating Officer will then communicate with each party, separately, to discuss the pertinent avenues for resolution as set forth below. Considering the parties’ wishes and other circumstances, the Investigating Officer will then determine whether the complaint will be resolved through informal or formal process. The Investigating Officer will then notify the parties of the process to be used.

C. 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.

Formal rules of evidence do not apply in any of the formal resolution processes specified below. Nonetheless, evidence that is irrelevant or whose prejudicial effect substantially outweighs its probative value may be excluded from consideration. A complainant’s irrelevant sexual history will be excluded from consideration.

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. Throughout the investigation, parties will be granted an opportunity to review and comment, in writing, any statements or evidence provided by the other party or any information independently developed by the Investigating Officer.

All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.
D. Support Person
At each stage of the Complaint Resolution Procedures (interviews, meetings, hearings, etc.), the complainant and respondent may be accompanied by a support person of their choice. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor may provide support and private counsel to the party. However, 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.

The College reserves the right to remove or dismiss a support/person advisor who fails to follow this policy and applicable provisions of the Complaint Resolution Procedures, in which case the party will be allowed to select a different support person.

E. 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 this Title IX Policy.

F. 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.

G. Resolution
At the conclusion of the investigation, the Investigating Officer will prepare a draft 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. Both parties will be provided with an opportunity to review the draft written report and allowed to respond to the written investigation report, in writing.

If the final 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 written notice of the finding(s) in the final report within three (3) days of its completion, and provided with an opportunity to review the final report and any addendum. 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.

The written report of the Investigating Officer shall be final subject only to the right of appeal set forth in Section IV below. An explanation of the appeal procedures will be included in the notification of the outcome that is provided to the parties.

H. 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.

I. Informal Resolution
Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

» The informal process can only be used with both parties’ voluntary cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator, Deputy Title IX Coordinator, or other appropriate administrator).

» The complainant will not be required to “work out” the problem directly with the respondent.

» Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedure.

» Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.

J. 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.

Some instances of sexual misconduct may also constitute criminal conduct. In the case where alleged criminal conduct has also been reported to law enforcement, the College may temporarily delay its investigation of the complaint where necessary to avoid interfering with law enforcement. However, the pendency of a criminal investigation does not serve as a substitute for these procedures and the investigation and resolution process will commence promptly once interference is no longer a concern. In addition, because the standard of proof that applies in these procedures (i.e., preponderance of the evidence) is different than the standard necessary for a
criminal conviction (i.e., proof beyond a reasonable doubt), the College’s determination will not be held in abeyance due to the pendency of a criminal trial.

III. RIGHTS OF THE PARTIES
During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

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

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

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the College’s President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

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

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

B. Method of Appeal
Appeals must be filed with the President within ten (10) days of receipt of the written report determining the outcome of the complaint. If neither party files an appeal, both parties will be notified in writing the timeline for filing an appeal has passed and the complaint has been deemed resolved.

If an appeal is filed, the appeal must be in writing and contain the following:

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

Requested action, if any.

The appellant may request a meeting with the President, 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.

V. 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/she determines to be in the interest of a fair and just decision, including [INSERT HERE]. 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.

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

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

Nothing in the College’s Title IX Complaint Procedures, Title IX Sexual Misconduct 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 Policy.

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 Chief Dean of Students, or Director of Financial Aid at 624 Westport Rd, Kansas City, Missouri 64111, 816-936-8700, who have 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. Contact for the U.S. Department of Education is available at: https://wdcrbobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm.

UNDERGRADUATE NURSING STUDENT PROFESSIONAL APPEARANCE

Clients, visitors, staff, administration, and faculty judge the level of professionalism of and care provided by students based on their appearance and behavior. Additionally, appearance and cleanliness are important for security, safety, and infection control in clinical sites. Saint Luke’s College of Health Sciences (SLCHS) students will adhere to the prescribed professional appearance and dress code standards found below. This policy applies to clinical sites, simulation lab, health assessment lab, formal skills lab.

Professional Appearance is the combination of hygiene, grooming, dress, and student behavior.

Procedure
1. Students will wear above the waist their college-issued identification badge with “Student” badge buddy while in college buildings and clinical sites. The identification badge must be visible.
2. Students will comply with the professional appearance and dress code policies of MOKAN Clinical Education Partnership (MOKAN) and Saint Luke’s Health System.
3. The students will also comply with the following SLCHS policies.
   a. Grooming: All students will maintain a well-groomed appearance.
      i. Hair in clinical sites may not fall into the face or eyes or drag over clients or clinical surfaces for safety and infection control. Hair must be controlled so no readjustment is needed when hands are contaminated; hands may not touch the hair during patient care. Hair may be pulled back into a well-constructed ponytail, braid, or bun; a long ponytail or braid may need to be pulled up higher if it may drag over the client or surfaces.
      ii. Make-up should be conservative and in good taste.
          a) Cosmetics should complement the complexion and the uniform.
          b) No contrasting colors may be used for lip stick or cosmetics.
             a) Lip gloss only for clinical settings.
      iii. Tongue piercings and earlobe expanders are not allowed.
      iv. Jewelry in clinical sites:
          a) Students are responsible for keeping track of their jewelry.
          b) It is strongly recommended that rings be left at home because they can easily be lost.
          c) Medical alert bracelets and necklaces and plain waterproof/water resistant watches without decorative jewels and cloth bands are allowed.
          d) Plain wedding bands are allowed. Rings with stones and ridges pose a safety and infection control risk to clients.
          e) Rings are prohibited in some client settings such as surgery and obstetrics.
          f) Cultural and religious jewelry are allowed as long as safety and infection control risks are minimized as determined by the instructor.
   b. Dress Code: All students will maintain a neat and clean appearance.
      i. Course syllabi or course information will have the dress code standards for the clinical sites and labs.
ii. Dress code standards in simulation lab match the standards for the clinical course.

iii. Cleavage, midriffs, top of shoulders, and undergarments must be covered.

iv. Headwear may be worn for religious, cultural, and health reasons.

v. Business casual may be worn in some clinical sites.
   a) A lab coat is required for some clinical sites.
   b) Dress shoes are appropriate. In clinical sites the shoes must have low heels (less than 1 ¾ inch), closed-back, and closed-toe.

vi. Uniforms are worn in most clinical sites.
   a) Solid monochromatic scrubs and with The Saint Luke’s College of Health Sciences Logo on the left sleeve will be worn.
   b) The uniform color will be selected by the faculty and approved by administration.
   c) Current students will be grandfathered when there is a scrub-color change.
   d) The Saint Luke’s College of Health Sciences or Saint Luke’s Health System white lab coat or jacket may be worn as long as the college identification badge is worn outside the coat or jacket.
   e) The uniform will be worn to and from clinical sites with facility-provided scrubs (e.g. surgery and delivery room).

vii. Saint Luke’s College of Health Sciences patches, pins, and insignias are allowed in clinical sites; no other buttons, insignias, or symbols are allowed.

c. Behavior: Students will conduct themselves as professionals at all times.
   i. Students will treat others with courtesy, integrity, and dignity.
   ii. Students will not have chewing gum, food, or drink in patient care areas.

**Enforcement**

1. Faculty and clinical instructors will determine if students have a professional appearance in a clinical site and simulation lab.

2. Points will be deducted for failure to adhere to the professional appearance policy.

3. A student may be sent home for failing to adhere to the professional appearance policy and lose the clinical/simulation experience and points.

**Exceptions**

Exceptions to this policy may arise including religious, cultural, and unique clinical settings; exceptions will be reviewed by faculty on an individual basis.

**VISITORS**

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

**VOTER REGISTRATION**

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

Missouri
http://www.sos.mo.gov/elections/govotemissouri/register

Kansas
www.kssos.org/elections/elections_registration.html
CAMPUS SERVICES FOR STUDENTS

ADVISEMENT PROGRAM

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

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

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

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

ALUMNI ASSOCIATION

Graduates of Saint Luke’s College are automatically enrolled in the Alumni Association. Activities of the Alumni Association include a continuing education lecture series during the fall and spring semesters, a yearly homecoming celebration luncheon for honor classes, special events, a yearly reception to celebrate scholarship donors and student recipients, College updates via electronic and paper publications, an alumni and development committee, and fundraising for student scholarships.

BOOKS, TEXTBOOKS AND LEARNING MATERIALS

Textbooks and other learning materials, including online courses and simulation learning systems, that are required or recommended for each course and for use across the curriculum are carefully selected by Saint Luke’s College faculty. All students are expected to have these required textbooks (hard copy and/or eBook format) and other learning materials for their personal use as designated. Information regarding required and recommended textbook and other learning materials will be distributed prior to the beginning of each semester.

CAMPUS SAFETY ALERT

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

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

FIRE AND FIRE DRILLS

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

HEALTH SERVICES

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

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

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

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

Students are not covered under Saint Luke's Hospital Worker's Compensation.

Students with medical conditions that they would like to disclose are encouraged to contact the chief student affairs officer.
LEARNING MANAGEMENT WEBSITES

The Learning Management System used at the college is called D2L. You can access D2L in the OneLogin Portal. The icon located in OneLogin is titled: mySLC: Courses (D2L).

D2L is where the online portion of a course is located. Faculty will utilize D2L for student communication, placing course content and instructions, assignment submissions, test administration, discussions and posting grades. Students will have access to their enrolled courses one week prior to the start of the session for previewing.

Additional courses which students are automatically enrolled into include the SLCHS Student CORE and where applicable, specific program information (SPI) courses (BSN SPI, MSN SPI, MA SPI).

THE HEALTH SCIENCES LIBRARY

The Health Sciences Library is a digital library serving students, faculty, and staff at the College, as well as, employees throughout the Saint Luke’s Health System. Their extensive digital collection of publications, articles, and books are available to our students 24/7. Students can access all online subscriptions through the OpenAthens app in your single sign-on. Librarians also provide regular information literacy activities at the College in selected courses.

Supporting the development of high-level information literacy among all students at the College is the primary focus of librarian support. Librarians help students acquire the ability to know when information is needed, how to locate it, evaluate it for authenticity and accuracy, and use the information effectively. Students are encouraged to email a librarian during the early stages of preparing a class assignment for assistance in conducting literature searches for class assignments and/or for research activities.

The Library provides:
• Over 7,000 online journals
• Email delivery of requested articles
• Email alerts of new research on your topic
• Citation management assistance

As a digital library, the Health Sciences Library maintains offices within the Medical Education area of Saint Luke’s Hospital of Kansas City, but it is not necessary for students to seek out assistance in person as the librarians communicate with students primarily via email. Phone appointments can also be made.

Library Address and Contact Information
4401 Wornall, Main 5
Kansas City, MO 64111
Email a librarian at: library@saint-lukes.org
Phone: 816-932-2333

Library hours
Monday – Friday
8:30 a.m. – 5 p.m.
Closed on major holidays.
Starting Your Search

Start with a library database. You can find all of the library resources in the OpenAthens app. We suggest starting with Pubmed or CINAHL (Cumulative Index to Nursing and Allied Health Literature). We also suggest Google Scholar on multidisciplinary topics.

Think about your search terms. Searching is a process that often requires multiple tries to find exactly what you need. If you get too many results, think of ways to narrow the search (e.g. specific patient population). If you get too few results, think of other words that may be used to describe your topic. Also, identify broader terms that encompass your topic.

Running into a roadblock. If you are encountering problems finding what you need, let us know. You can call or email: library@saint-lukes.org or 816-932-2333. The librarians can help brainstorm ideas for finding articles on your topic.

Finding full-text articles. If you are having difficulties finding the full-text of an article, email the citation and a librarian can send you the full-text. Through the InterLibrary Loan service, the Library can borrow articles that Saint Luke’s does not own. So if you discover that you need something the Library does not have immediate access to, email us the citation information, and a librarian can find it for you.

Online Library Access

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

MEDICAL EMERGENCIES

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

PEER MENTORING PROGRAM

The Peer Mentor Program provides assistance with skills and individual support for students. For more information, contact the advisory staff located on the A level in room AQ12.

STUDENT RESOURCE CENTER

The Student Resource Center is directed toward assisting students with accomplishment of the following goals throughout their program of study:
- Development of suitable educational plans that are compatible with career goals and program requirements.
- Selection of appropriate courses and other educational experiences.
- Interpretation of program requirements, policies, and procedures.
• Student awareness of available educational resources.
• Evaluation of student progress toward established goals.
A variety of on-campus and off-campus resources are available to help with time
management, life/school balance, stress management, note-taking strategies, and study tips
as well as, food and housing information, alcohol and substance abuse treatment, and area
childcare information.

The Student Resource Center is located on the A level.

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. The SAP is free up to five sessions. Contact the program at 1-800-327-1223 or
816-931-3073 to schedule an appointment with a counselor.

STUDENT VERIFICATION FOR DISTANCE EDUCATION

Saint Luke’s College of Health Sciences is required to adhere to the US Federal Higher
Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires an institution to
verify the identity of students participating in distance education.

The HEOA requires that one or more of the following methods must be utilized to verify
identity:
1. An individual secure login/password issued by the institution
2. Proctored exams, and/or
Other technology or practices that are effective in verifying student identification

In order to be compliant with this requirement and to ensure that a student who registers in
distance education courses is the same student who participates in and benefits from the
academic credit given, the College verifies identity in the following way.

Via its application process the College determines student identity using distinct personal
information such as date of birth and social security number. Additionally, a unique college
ID number is assigned to each student upon acceptance and is used as the identifier for
college credit and academic transcripts. Furthermore, an exclusive username and self-created
password are utilized to allow access to the College's learning management system as well as
other College web-based services and resources.

Access to Online Courses:

Students will have access to the learning management system only after they have registered
for courses in the student information system. The SIS writes the add/drop records to the
LMS nightly, ensuring only those students enrolled in a course have access to that course. The
student is required to use their exclusive username plus their self-created password to gain
access to mySLC portal which is the gateway to distance education courses and to a number
of SLCHSs web-based services and resources.
Also, all SLCHS students must abide by the College’s Professional Conduct policy and verify their understanding of the Code of Academic Integrity Pledge which states, “I will not misrepresent another’s work as my own, fabricate work, nor will I give, receive or tolerate unauthorized aid.” All students are responsible for adhering to policies and may be disciplined for violations. Failure to read and comply with the College requirements does not exempt a student from responsibility to adhere to the College’s policies and procedures.

**TORNADO WARNINGS**

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

BUILDING AND CAMPUS ACCESS AND GUIDELINES FOR STUDENTS

Students are required to wear badges at all times when on campus. The campus is available to students from 6 a.m. - 10 p.m., Monday through Thursday and 6 a.m. – 7 p.m. on Friday.

COMMONS AND KITCHEN

A student commons area is located on the main floor. This area is for student gathering and studying. An adjoining student kitchen contains refrigerators, microwaves, a coffee maker, and an eMart with vending machines.

The eMart is a self-service vending program that offers hundreds of product options, including snacks, beverages, fresh fruit & veggies, fresh salads, sandwiches, wraps, etc. The eMart provides the option of picking up a fresh salad, a sandwich, yogurt cup with fruit, and drinks with convenient payment options.

Students are responsible for keeping the area clean and for keeping the student refrigerators free from clutter and outdated items. The refrigerators are emptied every Friday at 4 p.m. All containers holding food or drink are discarded. Lunch boxes are placed in Lost & Found. Lost & Found is located on the first level behind the computers. Items from this area are emptied at the end of each semester.

PARKING

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

Registration of Vehicles

All students who wish to park a vehicle at the College, Saint Luke’s Hospital, or its affiliates’ property are required to have a valid College permit. Vehicle registration is required prior to classes starting. When a vehicle has been registered and another vehicle is acquired, the new vehicle must be promptly registered. Student parking permits are issued on an academic year basis expiring on August 1 each year. Parking permits expire when a student withdraws from the College. Visitors must register their vehicle with the College Services Center (front desk).
Parking Permits
No vehicle may be parked on College property unless a parking permit has been obtained and is properly affixed or displayed on the vehicle. Any vehicle (e.g., police, fire and ambulance) providing emergency service to, delivering goods to, or visiting the campus is exempt from this requirement.

The form to request a permit is available online through mySLC: Self Service. Once registration is complete, the permit can be picked up at the College Services Center (the front desk). The hang tag is to be displayed on the front rear view mirror.

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

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

Off Campus Parking
Street parking is available along 42nd Street and Westport Road. It is at your discretion if you choose to use this parking option. Be sure to pay close attention to signage indicating any time restrictions.

Parking for Clinicals
When attending clinicals at Saint Luke's Hospital–Kansas City, students are not allowed to use any of the main hospital parking lots. These lots are for patients and families to gain access to the hospital. Students are to park in Lot 18 (formerly known as the Health Enhancement Center Lot) located at 42nd and Mill Street. This is just a three minute walk to the hospital.

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

There are study locations available throughout the building.

**Hallway Study Areas:** These are located throughout the building but primarily on the second floor. Please be considerate of the surrounding offices and keep noise at a low level.

**Simulation Center:** Debriefing rooms are available when not in use for simulation. The schedule for these rooms is posted next to the bulletin board in the simulation center.

**Conference Rooms:** Conference rooms may be reserved for studying. If interested, please contact Lauren McClure at lmcclure@saintlukescollege.edu to reserve. Employee meetings and other reservations may take priority.

After 5:00 p.m. studying is restricted to the first and A-Level floors only.
STUDENT ORGANIZATION INFORMATION

STUDENT ORGANIZATIONS

Students may form campus organizations to meet individual student needs and interests that are consistent with the philosophy of the College. A campus organization must have an advisor who is chosen from the full-time faculty or professional staff of the College. The chief student affairs officer (in consultation with College Leadership) must approve all organizations. Organizations may charge membership dues (approved by the chief student affairs officer) to cover operating costs. 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 and healthcare, to participate in continuing education events, and to conduct and present research.

SAINT LUKE’S COLLEGE NURSING HONOR SOCIETY

The 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.

In the fall of 2017, the College became a member of the Sigma Theta Tau International (STTI) Nursing Honor Society and was given the name: Psi Chi Chapter #548.

Members participate in educational offerings throughout the city. The Honor Society collaborates with other Kansas City metropolitan area Honor Society chapters to provide Research Symposia 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 intra-professional 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.

Sigma Theta Tau International (STTI) Membership

Saint Luke’s College students are considered for STTI Honor Society membership after they have:
• completed their first two semesters of their program;
• demonstrated academic excellence, and
• demonstrated leadership potential.

Nurse leaders are considered for STTI Honor Society membership after they have:
• completed their bachelor’s degree in nursing;
• hold a nursing license, and
• demonstrate achievement in nursing.
Saint Luke’s College Honor Society History

About Sigma Theta Tau International

In 1922, six nurses founded STTI at the Indiana University Training School for Nurses, now the Indiana University School of Nursing, in Indianapolis, Ind., USA. The founders chose the name from the Greek words Storgê, Tharsos and Timé meaning “love,” “courage” and “honor.” STTI became incorporated in 1985 as Sigma Theta Tau International Inc., a nonprofit organization with a 501(c)(3) tax status in the United States. The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide. For more information go to the Sigma Theta Tau website.

NATIONAL STUDENT NURSES’ ASSOCIATION

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

Nursing 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.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a member of the American Student Government Association and is open to all students. SGA awards a monthly Saint Award with criteria aligned with the College values, sponsor the yearly Spring Gala, speaker events to introduce students to careers in health care and evidence- based practice research. Student representatives from Student Government also serve on various College committees.

SAINT LUKE’S STUDENT NURSES ASSOCIATION (SLSNA)

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

They foster activities designed to enhance personal growth, to engage with community organizations who serve under-resourced populations, to provide multicultural experiences, and assist community organizations in fundraising. SLSNA publishes a newsletter.