

**BryanLGH College of Health Sciences**  
**STUDENT HANDBOOK**  
**2011/2012**



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## Student Handbook

The Faculty of BryanLGH College of Health Sciences welcomes you to our campus.

The Student Handbook has been compiled to acquaint you with the policies, rules and procedures of the College. You are urged to study it, place it where you can find it, and refer to it as necessary throughout the program.

You will be asked to sign the Student Handbook Received Form acknowledging receipt of a current Student Handbook upon enrollment.

Pages in the Student Handbook may be revised while you are in the program. Revised policies, rules and procedures supersede previous policies, rules and procedures. Students are informed as new policies are created or when revisions of current policies occur. New policies and policies with editorial changes are e-mailed. If a policy revision requires small group discussion to ensure understanding, it is distributed in the classroom setting and explained by course instructors. You are responsible for keeping your Student Handbook up to date while you are in the program.

The Student Handbook and updates are published on the College Website.

## College Catalog

The BryanLGH College of Health Sciences Catalog may be found on college website at [www. BryanLGHCollege.edu](http://www.BryanLGHCollege.edu)

**The Mission** of BryanLGH College of Health Sciences is to provide education in the health professions emphasizing clinical and academic excellence through collaboration with BryanLGH Health System and the healthcare community.

**The Vision** of BryanLGH College of Health Sciences is to provide a College of Health Sciences recognized as a leader in health professions education by qualified applicants, graduates, and employers.

**The Purpose** of BryanLGH College of Health Sciences is to educate healthcare professionals for service to the global community.

**The Goals** of BryanLGH College of Health Sciences are:

To prepare graduates who:

- Are qualified to practice in entry level, mid-level, and advanced practice roles in diverse healthcare environments;
- Are critically aware of their individuality;
- Maintain a clear understanding of professional scope of practice;
- Value life-long learning as a means of personal and professional growth;
- Participate as responsible citizens within the community; and
- Are capable of meeting the healthcare needs of an ever-changing society

**Our Values**

<b>Essential Values</b>	<b>Description</b>	<b>Attitudes and Personal Qualities</b>
Altruism	Concern for the welfare of others	Caring, Commitment, Compassion, Generosity, Perseverance
Equality	Having the same rights, privileges or status	Acceptance, Assertiveness, Fairness, Self-esteem, Tolerance
Esthetics	Qualities of objects, events and persons that provide satisfaction	Appreciation, Creativity, Imagination, Sensitivity
Freedom	Capacity to exercise choice	Confidence, Hope, Independence, Openness, Self-direction, Self-discipline
Human Dignity	Inherent worth and uniqueness of an individual	Consideration, Empathy, Humaneness, Kindness, Respectfulness, Trust, Non-judgmental
Justice	Upholding moral and legal principles	Courage, Morality, Objectivity, Leadership
Truth	Faithfulness to fact or reality	Accountability, Authenticity, Honesty, Inquisitiveness, Rationality, Reflectiveness

**Professional Behaviors Demonstrating BryanLGH College of Health Sciences Values**

<b>ESSENTIAL VALUES</b>	<b>EXAMPLES OF ATTITUDES &amp; PERSONAL QUALITIES</b>	<b>EXAMPLES OF PROFESSIONAL BEHAVIORS</b>
<p>1. Altruism</p> <p><i>Concern for the welfare of others.</i></p>	<p>Caring            Commitment            Compassion            Generosity            Perseverance</p>	<p>Gives full attention to the client when giving care.</p> <p>Assists other personnel in providing care.</p> <p>Expresses concern about social trends and issues that have implications for health care.</p> <p>Gives full attention to instructor and peers in the classroom.</p> <p>Assists others in clinical and classroom setting.</p> <p>Allows peers to ask questions/voice opinions without derogatory verbal or nonverbal responses.</p> <p>Offers emotional support and positive reinforcement to peers.</p> <p>Enhances others' self esteem through words and actions.</p> <p>Enriches the learning environment in the classroom by sharing experiences, knowledge, and questions, and contributing constructively to activities.</p> <p>Participates actively in student affairs and community service as time and academic standing allow.</p> <p>Demonstrates commitment to the learning process and health care profession by taking advantage of all learning opportunities, striving for excellence in all aspects of the program, and providing quality care.</p> <p>Works with multidisciplinary team to meet the holistic needs of clients.</p>

<b>ESSENTIAL VALUES</b>	<b>EXAMPLES OF ATTITUDES &amp; PERSONAL QUALITIES</b>	<b>EXAMPLES OF PROFESSIONAL BEHAVIORS</b>
<p>2. Equality</p> <p><i>Having the same rights, privileges, or status.</i></p>	<p>Acceptance Assertiveness Fairness Self-esteem Tolerance</p>	<p>Provides care based on the individual's needs irrespective of personal characteristics.</p> <p>Interacts with others in a non-discriminatory manner.</p> <p>Completes own assignments.</p> <p>Accepting of multiple perspectives on issues and ideas.</p> <p>Tolerant of students with different learning styles and paces.</p> <p>Demonstrates respect for others' values &amp; beliefs.</p> <p>Respects others' time/privacy.</p> <p>Maintains respect for self.</p> <p>Accepts cultural &amp; spiritual differences in clients, peers, and faculty.</p> <p>Promotes equal treatment of others.</p> <p>Attempts to include entire group in activities.</p> <p>Is aware of own prejudices &amp; the implications of these biases.</p>
<p>3. Esthetics</p> <p><i>Qualities of objects, events, and persons that provide satisfaction.</i></p>	<p>Appreciation Creativity Imagination Sensitivity</p>	<p>Adapts the environment so it is pleasing to the client.</p> <p>Creates a pleasant work environment for self and others.</p> <p>Presents self in a manner that promotes a positive image of health care.</p> <p>Follows school dress code.</p> <p>Respects property of others.</p> <p>Creates and proposes appropriate modifications to care when needed.</p> <p>Encourages creativity and sharing of new ideas.</p>

<b>ESSENTIAL VALUES</b>	<b>EXAMPLES OF ATTITUDES &amp; PERSONAL QUALITIES</b>	<b>EXAMPLES OF PROFESSIONAL BEHAVIORS</b>
<p>4. Freedom</p> <p><i>Capacity to exercise choice.</i></p>	<p>Confidence            Hope            Independence            Openness            Self-direction            Self-discipline</p>	<p>Honors individual's right to refuse treatment.</p> <p>Respects the rights of other providers to give input to the plan of care.</p> <p>Encourages open discussion of controversial issues in the profession.</p> <p>Organizes time for regular study and preparation prior to class or clinical.</p> <p>Shares opinions as own; allows others to speak for themselves.</p> <p>Seeks assistance when appropriate.</p> <p>Assists &amp; supports the client in autonomous decision-making.</p> <p>Self evaluates and makes changes as needed.</p> <p>Seeks opportunities to continuously improve all that we do, personal and professional actions.</p>

<b>ESSENTIAL VALUES</b>	<b>EXAMPLES OF ATTITUDES &amp; PERSONAL QUALITIES</b>	<b>EXAMPLES OF PROFESSIONAL BEHAVIORS</b>
<p>5. Human Dignity</p> <p>Inherent worth and uniqueness of an individual.</p>	<p>Consideration Empathy Humaneness Kindness Respectfulness Trust Non-judgmental</p>	<p>Safeguards the individual's right to privacy.</p> <p>Addresses individual's as they prefer to be addressed.</p> <p>Maintains confidentiality of clients and staff.</p> <p>Does not look at other students' evaluations.</p> <p>Respectfully discusses differences of opinion with the person involved &amp; in the appropriate place.</p> <p>Provides criticism in constructive manner.</p> <p>Demonstrates mutual appreciation for the efforts of faculty, guest presenters, and peers.</p> <p>Respects others by:</p> <ol style="list-style-type: none"> <li>1. being punctual and regularly attending class.</li> <li>2. making appointments to see instructors per course protocol.</li> <li>3. being quiet when in faculty offices.</li> <li>4. calling instructors at home only when necessary.</li> </ol> <p>Be considerate/thoughtful.</p> <p>Be empathetic.</p>
<p>6. Justice</p> <p>Upholding moral and legal principles.</p>	<p>Courage Morality Objectivity Leadership</p>	<p>Advocates for clients and the profession.</p> <p>Allocates resources fairly and utilizes resources wisely.</p> <p>Reports incompetent, unethical, and illegal practice objectively and factually.</p> <p>Reports to class and clinical activities free of the influence of chemical substances.</p> <p>Reports unsafe conduct of others.</p> <p>Works to solve problems rather than place blame. Solves problems at the appropriate level.</p>

ESSENTIAL VALUES	EXAMPLES OF ATTITUDES & PERSONAL QUALITIES	EXAMPLES OF PROFESSIONAL BEHAVIORS
<p>7. Truth</p> <p><i>Faithfulness to fact or reality.</i></p>	<p>Accountability Authenticity Honesty Inquisitiveness Rationality Reflectiveness</p>	<p>Documents care accurately and honestly.</p> <p>Obtains sufficient data to make sound judgments before reporting infractions of organizational policies.</p> <p>Participates in professional efforts to protect the public from misinformation about health care.</p> <p>Does not cheat on any school work (cheating includes plagiarism), e.g. tests, projects, papers, care plans, etc.</p> <p>Writes assigned papers expressing original thought &amp; integrating sourced content appropriately.</p> <p>Takes accountability for own actions and accepts the consequences of those actions.</p> <p>Seeks and uses feedback for personal &amp; professional growth.</p> <p>Reports information with objective data, not hearsay or rumors.</p> <p>Clarifies misconceptions.</p> <p>Keeps instructor well informed.</p> <p>Is honest, truthful, and respects confidentiality.</p> <p>Communication is open, appropriate, and timely.</p> <p>Keeps commitments, is dependable, and punctual.</p> <p>Is trustworthy.</p> <p>Admits mistakes and learns from them.</p> <p>Makes decisions based on professional standards, research, and data.</p> <p>Demonstrates teamwork to accomplish goals.</p>

### **Diversity Statement**

BryanLGH College of Health Sciences honors cultural differences and promotes equality of all individuals through creation of a campus climate of inclusion, tolerance, and respect. The College provides students with curricular and co-curricular opportunities to help them to grow personally and professionally and to prepare them to be culturally competent citizens in a diverse and ever-changing society. The College emphasizes the significance of providing faculty and staff with educational and collegial opportunities to maintain an environment which recognizes the importance of cultural competence.

### **Philosophy of Diversity**

BryanLGH College of Health Sciences recognizes through its mission statements that:

- The individual is a unique and multidimensional being with inherent worth and dignity who deserves to be treated with consideration, empathy, humaneness, kindness, respect, trust and a non-judgmental attitude.
- All individuals deserve the same rights, privileges or status as others including acceptance, assertiveness, fairness, self-esteem and tolerance.
- The individual has the freedom to exercise choice.
- The education process must enable the graduate to participate as a contributing member of a culturally diverse society.
- Faculty are responsible as role models, mentors and teachers for providing a caring environment in which students are free to explore and develop.

BryanLGH College of Health Sciences recognizes that diversity presents itself in many different ways. It is not just the ethnic and sociocultural differences among individuals, but also the physiological, psychological, developmental and spiritual differences. The College strives to provide equality to all individuals through nondiscriminatory policies on admission/ enrollment, religious or cultural observances, services for students with disabilities, financial aid, student rights and responsibilities, student code and harassment.

BryanLGH College of Health Sciences recognizes that while the community in which it exists is rapidly becoming more culturally diverse, this growth in cultural diversity is not presently realized proportionately within the College faculty or student body. The College

recognizes the importance of striving to recruit a more culturally diverse student body and providing the necessary resources to increase the likelihood of success in the College.

BryanLGH College of Health Sciences recognizes the rich learning opportunities within the community for interaction with individuals and groups of diverse backgrounds. Both curricular and co-curricular opportunities must be systematically provided to students to help them to grow personally and professionally and to prepare them to be culturally sensitive citizens in a diverse and ever-changing society.

### **Non-Discrimination Policy**

The College does not discriminate on the basis of race, religion, sex, age, creed, color, national or ethnic origin, marital status, veteran status, disability or sexual orientation. The College is committed to a policy that all qualified persons have access to its programs and facilities.

The College is an equal opportunity employer. It does not discriminate in the hiring practices of faculty and staff. The College complies with existing federal and state regulations concerning equal employment opportunities and affirmative action.

Any persons having concerns with rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or Title IX of the Education Amendments of 1972 should contact the President of the College.

### **Academic Integrity**

BryanLGH College of Health Sciences is committed to being an academic community of integrity. Academic integrity, as defined by this statement, is expected in all endeavors of its administration, faculty, staff, and student body. Academic integrity encompasses honesty, trust, fairness, respect, and responsibility (Center for Academic Integrity, 1999) as they relate to all aspects of academic life, including administration, teaching, learning, and research. The resulting culture of integrity promotes academic excellence at all levels.

### **Honesty**

Honesty is the foundation upon which academic integrity is built. All members of the College community are expected to embrace the concept of honesty in all its facets. Truth-telling, a most basic component of honesty is expected in all written and verbal

communications and scholarly activities. This encompasses accurately representing individual knowledge, effort, and participation in assigned activities and responsibilities, service activities, and scholarly work. All members of the College community will accurately represent all prior and current education, accomplishments, and professional experiences. Honesty also includes accurately representing the work of others through proper acknowledgment and citation. Honesty allows constituents to achieve their goals and permits failure, which promotes honest achievement. Honesty also involves respect for the property of individuals and the learning community. Honesty promotes trust.

### **Trust**

The College is trusted by its constituents to provide quality education and quality graduates. Trust is earned when individuals and institutions do what they say they are going to do and accurately portray themselves to others. This includes being physically, emotionally, and mentally prepared to carry out required duties without impairment. Trust requires a balance of supervision and autonomy; honest and caring interactions among members of the College community help to engender trust. Clear, realistic expectations foster trust, as does an open forum for appropriate discourse.

### **Fairness**

Fairness in the academic setting allows all parties an equal opportunity to learn and grow. This requires objectivity in evaluation and equitable treatment. This does not imply that equitable treatment always means the same treatment, as each individual's unique needs may require unique solutions to provide opportunity for comparable outcomes.

### **Responsibility**

All members of the College community bear responsibility for maintaining a culture of academic integrity. At the core of academic integrity lies the responsibility of all members of the College community to strive for academic excellence. This involves actively demonstrating the precepts of this policy and the BryanLGH College of Health Sciences values, both while inside and outside the College. When the actions of individuals are incongruent with those values, all members of the College community are responsible for initiating an appropriate response.

### **Respect**

Honesty, trust, fairness, and responsibility are vehicles by which respect is earned. Respect is integral to the maintenance of relationships within the College community, and by necessity includes appropriate valuing of individual and cultural differences, and respecting privacy.

Administrators are expected to live the values of the BryanLGH College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, and responsibility delineated in the preceding parts of this policy. Examples of academic integrity issues specific to the administrative role include, but are not limited to:

- Assuring there is no bias in admitting, progressing, or dismissing students
- Assuring there is no bias in hiring, promoting, disciplining or dismissing faculty or staff
- Representing the College accurately to internal and external constituents
- Providing adequate resources and support to ensure the culture of integrity is maintained
- Supporting the professional growth of all members of the College community
- Promoting a culture of open communication

Faculty members are expected to live the values of the BryanLGH College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, and responsibility delineated in the preceding parts of this policy. Examples of academic integrity issues specific to the role of faculty members include, but are not limited to:

- Maintaining a teaching/learning environment free of bias
- Addressing each person's unique learning needs appropriately
- Assuring no bias in admitting, progressing or dismissing students
- Creating a teaching/learning environment that fosters integrity and deters dishonesty
  - Achieving and maintaining competency in classroom and clinical skills
  - Promoting a collegial environment

Students are expected to live the values of the BryanLGH College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, and responsibility delineated in the preceding parts of this policy. Examples of academic integrity issues specific to the student role include, but are not limited to:

- Behaving in a civil manner within the learning environment
- Demonstrating personal integrity and fostering integrity in others
- Coming prepared to learn and actively participating in class and clinical.
- Seeking assistance from appropriate sources as needed
- Managing time and resources to allow appropriate commitment to learning
- Taking responsibility for understanding the meaning and implications of academic integrity and dishonesty as described in this policy

#### Academic Integrity Violations

Alleged and confirmed student violations of this academic integrity policy will be addressed utilizing the *Academic Integrity Violation Procedure*. Enrolled students confirmed to be in violation of this academic integrity policy will participate in an individualized remediation plan in order to learn and grow. In addition, a sanction may be imposed upon the student. The table below provides definitions of types of academic integrity violations, along with typical sanctions imposed for such violations. ***The examples provided below are intended for clarification only, and are not all-inclusive.***

Type of Academic Dishonesty	Typical Range of Sanctions for violator with no prior record of Academic Integrity Violations**
<p>Cheating: Using or providing unauthorized assistance to gain or promote an unfair advantage. Examples include (a) collaborating with others to complete a course assignment when assistance is inappropriate, and (b) bringing and/or accessing illicit information during a testing situation.</p>	<ul style="list-style-type: none"> <li>• Reduced grade on assignment / exam / quiz</li> <li>• Zero on assignment / exam / quiz</li> <li>• Final course grade reduced by one letter grade</li> <li>• Course failure—theory component</li> </ul>
<p>Deliberate Plagiarism: intentionally claiming the words or ideas of another as one’s own without attempting to give credit to the originator of the words or ideas, thereby implying the words or ideas are one’s own. An example of deliberate plagiarism is cutting and pasting content from an internet website without attempting to identify the words were written by someone else.</p>	<ul style="list-style-type: none"> <li>• Revise / repeat the assignment</li> <li>• Reduced grade on assignment / exam / quiz</li> <li>• Zero on assignment / exam / quiz</li> <li>• Final course grade reduced by one letter grade</li> <li>• Course failure—theory component</li> </ul>
<p>Negligent Plagiarism: A pattern of failure to properly credit sources in a written or oral assignment, due to inexperience with writing academic papers or making professional presentations. Citing a source without using quotation marks for a direct quote is an example of negligent plagiarism.</p>	<ul style="list-style-type: none"> <li>• A first-time occurrence of negligent plagiarism is not considered an academic integrity violation; rather, it is an opportunity for learning and remediation which will involve mandatory completion of an individualized plan of success for the student. Courses with a primary focus of teaching basic academic writing and formatting skills are exempt.</li> <li>• Any subsequent occurrence of plagiarism by the student with a prior record of negligent plagiarism, will be considered deliberate plagiarism, and will be addressed as an academic integrity violation.</li> </ul>
<p>Fabrication / Falsification: reporting or recording false information, or omitting required information. Examples include (a) documenting medications or treatments were administered or performed when they were not, (b) recording observations of clients that were not made, (c) failing to report an incident/occurrence, such as a medication error, and (d) falsely reporting participation in clinical or other activities.</p>	<ul style="list-style-type: none"> <li>• Zero on assignment / exam / quiz</li> <li>• Unsatisfactory in weekly clinical evaluation</li> <li>• Final course grade reduced by one letter grade</li> <li>• Course failure—theory component</li> <li>• Course failure—clinical component</li> <li>• Suspension (pending completion of remediation plan??)</li> <li>• Expulsion / Dismissal</li> </ul>
<p><b><i>Violations occurring in the clinical environment are complex and may result in sanctions ranging from “unsatisfactory” in the weekly clinical evaluation to dismissal from the College. Repeat occurrences of academic integrity violation by an individual student as indicated in the Academic Integrity Violation Database maintained by the Dean of Students, regardless of the type of violation, will result in escalating sanctions, which may include dismissal from the College.</i></b></p>	

\*\* Factors given consideration when determining appropriate sanctions may include but are not limited to:

- Self-reporting
- Level of intent to deceive
- Scale of violation
- Stakes of assignment / exam
- Prior learning opportunities
- Outcomes resulting from the violation, including patient outcomes in clinical situations
- Student's response to opportunities to take corrective action
- Student's view of the violation in terms of remorse, understanding impact (on learning or patient safety, for example)
- Student's level of honesty in discussions or other investigation pertaining to the violation
- Prior engagement in academic integrity violations, according to record maintained by Dean of Students

#### Research and Data Collection Integrity

The BryanLGH College of Health Sciences believes in the value of scholarly activities including the performance of research. Administrators, faculty and staff members are leaders in their professions and role models for students. As such they have a responsibility to add to the knowledge base of their profession and appropriately incorporate existing knowledge into their practice and their teaching. Students may also perform research studies that add to their knowledge base and assist with their understanding of various research and quality management processes.

When research studies involve human subjects, protection of the privacy, health and safety of those subjects must be given priority over all other considerations. To assure that all research performed at the College follows the highest human subjects' protection standards; prior to the start of data collection all study proposals must be reviewed as follows:

1. Studies involving College faculty and students must be reviewed and approved by the BryanLGH College of Health Sciences IRB.
2. Studies involving consumers of health care services (patients) or animals must be approved by the Lincoln, Nebraska Combined IRB.

- In addition to the Lincoln, Nebraska Combined IRB review, all studies involving BryanLGH Medical Center employees or patients must be reviewed by the BryanLGH Medical Center Administrative Approval for Research Committee (AARC).

Research investigators are expected to live the values of the BryanLGH College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, and responsibility delineated in the preceding parts of this policy. Examples of academic integrity issues specific to research investigators include, but are not limited to:

- Acknowledging any monetary or other interest in the outcome of the study that may represent a conflict of interest with the study's purpose
- Using appropriate, recognized methods when planning and conducting the study
- Assuring no bias in the selection and treatment of research subjects
- Providing a thorough, honest informed consent process
- Demonstrating scrupulous honesty when recording and analyzing study data
- Protecting the privacy of subjects and subjects' data during the study and within any written or verbal report, presentation or publication about the study

There are many other instances of data collection that occur within the College. Information is often collected by students in fulfillment of course objectives and data about students and faculty are often compiled by College departments for improvement purposes. All administrators, faculty, staff and students are expected to know and follow the information privacy laws related to the data they are collecting. Faculty members are responsible for educating students about all privacy issues that may relate to assignments made in their courses.

#### **Honor Pledge**

On my honor as a student and future health care provider, I pledge to act with the highest integrity in all matters pertaining to classroom and clinical performance.

Signature \_\_\_\_\_

## Academic Integrity Violation Procedure

Academic integrity is expected in all student endeavors. The College's Academic Integrity Policy published in the Student Handbook defines academic integrity and academic dishonesty, including cheating, deliberate plagiarism, fabrication, and falsification. Resolution of student violations under the Academic Integrity Policy is addressed in this procedure.

Alleged and confirmed academic integrity violations are held in strict confidence. Information regarding alleged or confirmed violations and identities of violators will be shared with faculty, students, administrators, or staff on a need-to-know basis necessary to this procedure. Trends in academic integrity violations will be reported to College Committees, omitting any potentially identifying information.

All students, faculty, staff, and administrators are expected to report suspected academic integrity violations. Suspected violations should be reported directly to the involved Course Faculty; the Dean of Students may also be contacted for assistance. Investigating and reporting alleged violations is the responsibility of the involved Course Faculty.

### Resolution of Alleged Academic Integrity Violation at the Course Level

Course Faculty may learn of a potential academic integrity violation through direct observation, self-report by the violator, or report by a third party. Faculty are obligated to address the matter with the student. Course Faculty will notify the student in writing that he or she is suspected of violating the College's Academic Integrity Policy, identifying the specific violation or violations, and requesting the student to provide any evidence relevant to the investigation the Faculty will conduct. Course Faculty will document that the student was notified on the Student Notification of Academic Integrity Violation form (SNAIV), a copy of which shall be provided to the accused student. Course Faculty will collect all relevant evidence. Course Faculty are encouraged to contact the Academic Integrity Committee (AIC) Faculty Advisor for support and guidance during the investigation, while maintaining student anonymity. Upon notifying the student of the suspected violation and requesting any

evidence from the student, the Faculty shall have 10 (ten) working days (whether they are student days or not) to complete his/her investigation and shall thereafter schedule a meeting with the student to discuss Faculty's conclusions. Such a meeting shall occur within 5 (five) days of the conclusion of the investigation.

**1. If evidence does not support an alleged violation,** Course Faculty will meet with the student to discuss the potential violation, and review the academic integrity policy, college values, and course expectations. The student may be referred to the Student Success Center for further development, as needed. An academic integrity violation will not be recorded in the Academic Integrity Violation Database. Course Faculty will document the conference in the student's course file with clear indication that there was no finding against the student.

As described in the Academic Integrity Policy, a first-time occurrence of negligent plagiarism is not considered an academic integrity violation. Negligent plagiarism must be reported to the Dean of Students, who will maintain record of this in a database separate from the academic integrity violation database. The student will complete a mandatory individualized plan for success developed for the student by the Course faculty. Upon completion of the plan for success, any engagement in plagiarism by the individual will be considered deliberate plagiarism and addressed as an academic integrity violation. Failure to complete the plan for success may result in disciplinary action, up to and including dismissal from the College.

**2. If evidence supports the occurrence of a violation,** Course Faculty will contact the Dean of Students to report the violation and ascertain whether prior violations are on record for the student in the Academic Integrity Violation Database.

- a. **If there are no prior violations on record,** Course Faculty have 2 options in proceeding with the alleged violation.
  - i. **Option One:** Course Faculty will determine the sanction and remediation plan the violation

warrants, pursuant to the sanctions and penalties for academic violations described in the student handbook, and complete the Academic Integrity Violation Report (AIVR). Course Faculty may assign a sanction with a maximum severity of course failure. Course Faculty will meet with the student, inviting the AIC Faculty Advisor. The student will indicate on the AIVR whether he or she is (a) admitting responsibility and accepting the sanction, or (b) not admitting responsibility and/or not accepting the sanction. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR).

- a. **If the student admits responsibility and accepts the sanction**, Course Faculty will complete the AIVR and forward the original and all supporting documents to the Dean of Students. Course Faculty will retain copies of all documents until course end, at which time documents are destroyed. Faculty will implement the sanction and remediation plan. The student will make an appointment with the Dean of Students within 2 (two) working days to review the Academic Integrity Policy and Procedure. The Dean of Students will record the violation in the Academic Integrity Violation Database. The Dean of Students retains all original documents for a minimum of 5 years after graduation or dismissal. Completion of the remediation plan will be monitored by the Dean of the Academic Program and/or the Dean of Students. Failure to complete the remediation plan may result in disciplinary action up to and including dismissal from the College.
- b. **If the student does not admit responsibility and/or does not accept the sanction** the student indicates this on the AIVR and signs the form. Course Faculty will forward the original AIVR and all

supporting documents to the AIC chair within 2 (two) working days. This action triggers an IPR. The outcome of the IPR cannot result in a harsher sanction than was imposed by the Course Faculty.

- ii. **Option Two:** In the event Course Faculty determines the alleged violation warrants a sanction more severe than course failure, Course Faculty will complete an AIVR and meet with the student to inform the student of this possible sanction. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR). Course Faculty will forward the original AIVR signed by the student, the SNAIV Form, and all supporting documents to the AIC Chair within 2 (two) working days after meeting with the student. Course Faculty will direct the student to meet with the Dean of Students.
- iii. **If evidence supports the occurrence of a violation when the student has a prior violation on record**, Course Faculty will complete the AIVR with recommended sanctions and remediation plan. Course Faculty will meet with the student to review the sanctions and plan, inviting the AIC Faculty Advisor. Course Faculty will inform the student that the previous violation requires an IPR of the current violation. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR). Course Faculty will forward the original AIVR, the SNAIV form, and all supporting documents to the AIC chair within 2 (two) working days after meeting with the student. Course Faculty will direct the student to meet with the Dean of Students.

#### **Resolution of Alleged Academic Integrity Violation through Integrity Panel Review (IPR)**

Receipt of an AIVR by the AIC Chair triggers an IPR conducted by the Integrity Panel (IP). Information about the violation or student(s) to

this point is strictly limited to the involved Course Faculty, AIC Faculty Advisor, Dean of Students, and AIC Chair.

The IP is comprised of 6 voting members: 3 (three) students and 3 (three) faculty selected from the pool of AIC members by the AIC Chair and Dean of Students. Members of the AIC are specified by the Faculty Senate Bylaws and any are eligible to serve on the IP for a specific case. Prospective members of the IP will honorably decline participation if conflict of interest exists. Conflict of interest includes any factor that may interfere with the ability to judge facts presented in the hearing, such as personal relationships, prior knowledge, or direct involvement in the alleged violation. The AIC Faculty Advisor is ineligible to serve on the IP. The AIC Chair serves as a nonvoting facilitator of the IPR. The Dean of Students serves as a nonvoting advisor for the IPR.

Prior to the IPR, the alleged violator may challenge the presence of any voting member on the Panel because of bias or conflict of interest. Prior contact between participants is likely in an intimate college campus setting and does not per se indicate bias or conflict of interest. The AIC Chair and Dean of Students will determine sufficient proof of bias that may interfere with an IP member's ability to judge the case fairly and solely on the evidence presented. If all available AIC members have a conflict of interest, the AIC Chair and Dean of Students will appoint non-conflicted students or faculty from the College at large to serve on the IP.

An IPR will occur within 10 (ten) working days from receipt of the AIVR by the AIC Chair. A minimum of 5 (five) working days before the scheduled IPR, the Dean of Students or AIC Chair will send a written notice to the student(s), Course Faculty, and IP members of the scheduled meeting time and place. If significant scheduling conflicts exist, this timeframe may be waived by mutual agreement of the student and Dean. The alleged student violator will be allowed to continue to participate in all course activities until this procedure and the appeal process has been exhausted. However, alleged academic integrity violations in the clinical setting that pose possible concerns for patient safety may result in prohibition of participation in clinical activities pending resolution of the alleged violation as described in this procedure.

The student will be advised of student rights pursuant to this policy, the student handbook and will be advised of all IPR processes by the Dean of Students. The Dean of Students will encourage the student to seek support and guidance from the appointed AIC Student Advisor. The Dean of Students will advise the student of other available supports, such as faculty advisors and the Professional Development Center. Course Faculty are encouraged to seek support and guidance from the AIC Faculty Advisor regarding the Integrity Review process.

The alleged student violator, Course Faculty, and other witnesses will attend the IPR. An administrative assistant will record the IPR hearing. Course Faculty may be accompanied by the non-testifying AIC Faculty Advisor as a resource and support person. The alleged student violator may be accompanied by one non-testifying BryanLGH College student or employee as an advocate. Advocates may speak in confidence to their designated witnesses but may not address the IP.

The IP will hear the case pursuant to the proceeding/hearing rules established in Appendix A of this procedure. Course Faculty and the alleged student violator have the right to be present for the entire hearing. No evidence of prior academic integrity violations committed by the student shall be permitted to be introduced as evidence by any party or otherwise be made available to the panel until after the case has been heard and a determination has been made of whether a violation occurred with the present case. The academic hearing is not open to the public. No legal representation will be present. The hearing will be recorded. Recordings will be the property of and secured by BryanLGH College of Health Sciences. The IP will render a decision, based solely on the evidence presented in the IPR. The IP will deliberate in private, and such deliberation will not be recorded; the IP will render its decision, upon due deliberation, on the record. The IP may request the presence of the AIC Chair during deliberation for questions of procedure, and/or the Dean of Students for questions of due process. The IP will review the case for evidence showing that it is more likely than not that an academic integrity violation occurred, affirmed by simple majority vote of the 6 voting members.

1. If the IP determines it is more likely than not an academic integrity violation occurred, the student's records, if any, pertaining to prior academic dishonesty will be made available to the IP. If the student has prior academic integrity violations on record, the student will be allowed to address the IP regarding the evidence of prior violations at this time, prior to the IP determining the sanction and remediation plan. Subsequently, the IP will affirm or amend the sanction and remediation plan recommended by Course Faculty, by majority vote pursuant to the sanctions prescribed in the Academic Integrity Policy. For cases in which the student requested the violation be forwarded for an IPR, the IP cannot impose a harsher sanction than was originally imposed by the Course Faculty. The Dean of Students will record the violation in the Academic Integrity Violation Database.
2. If the IP determines it is more likely than not that an academic integrity violation did not occur, no sanction will be assigned. The Integrity Panel may refer the student to the Student Success Center as needed. The alleged violation is not recorded in the Academic Integrity Violation Database.

The Dean of Students and the AIC Chair will notify the student, Course Faculty, and Dean of the Academic Program of the IP decision in writing within 3 working days of rendering its decision on the record. The student will be notified via certified mail. In cases of a finding that an academic integrity violation occurred, the penalty for same shall be contained within the decision of the IP and shall be effective immediately. The letter will direct the student to meet with the Dean of Students as soon as possible.

The decision of the IP is final unless (1a) the sanction includes suspension or expulsion, or (1b) course failure results in dismissal from the academic program, and (2) the student appeals. In these events, the Dean of Students will inform the student of the option to appeal using the process described below. IP findings and sanctions may not be contested using the College's Grievance Procedure.

### **Appeal of Academic Integrity Panel Decision**

The student may only appeal the IP findings if the recommended sanction for the academic violation is suspension or expulsion, or course failure resulting in dismissal from the academic program.

The student must submit a written appeal of the IP findings to the Dean of the Academic Program within 5 (five) working days of receipt of notification via certified mail of the IPR decision. Failure to appeal within this timeline will result in refusal to hear the appeal. Upon receipt of an appeal request, the student will be forwarded, if he/she so requests, a transcript of the hearing. The student shall have 5 (five) working days to submit in writing the reasons why the record supports overturning the findings of the IP, either because (a) the evidence doesn't prove the student's culpability, (b) there was a violation of due process that substantially prejudiced the student's rights, and/or (c) the sanction is grossly disproportionate to the violation.

The Dean of the Academic Program will convene an Integrity Appeal Panel (IAP) comprised of 3 (three) students and 3 (three) faculty from the pool of AIC members, and the Dean of the Academic Program, none of whom served on the original IPR. The Dean of the Academic Program shall serve as a voting member and facilitator of the IAP. The Dean of the Academic Program may defer serving on the IAP to the Dean of another academic program, if a conflict of interest exists. If any potential IAP member has a conflict of interest, the Dean of the Academic Program will appoint non-conflicted students and/or faculty from the College at large to serve on the appeal panel.

The appeal will be determined solely based upon the record made before the IP by the student and the Course Faculty, including all testimony and exhibits. The IAP will review the IPR record and decision and the student's appeal letter and written rationale requesting the IP decision be overturned within 5 (five) working days. All decisions of the IAP will be made by simple majority vote.

- a. If there is no evidence in the appeal that supports reconsideration to overturn the findings of the IP or its sanction, the IAP

upholds the IP decision. The appeal process is complete and sanction is applied.

- b. If there is no evidence in the appeal that supports reconsideration to overturn the findings of the IP, but there is evidence that supports reconsideration of the IP sanction, the IAP upholds the IP decision, but reduces the sanction and remediation plan.
- c. If there is evidence in the appeal that supports reconsideration to overturn the findings of the IP, the IAP will overturn the IP decision and the academic integrity violation will be absolved from the student's record.

The Dean of the Academic Program will notify the student, the Dean of Students, AIC Chair, and Course Faculty of the IAP decision. The student will be notified via certified mail within 3 (three) working days of the decision. The IAP decision is final and not appealable.

### **Professional Conduct**

BryanLGH College of Health Sciences students, while participating in the professional education program, will adhere to the following professional conduct policies.

1. Students will follow school, agency and department dress codes.
2. Students need to receive prior permission in order for guests/visitors to accompany them during theory presentations or activities. This permission must be granted by the faculty member responsible for that classroom time.
3. Students will:
  - a) adhere to Health Insurance Portability and Accountability Act (HIPAA) regulations at all times.
  - b) maintain confidentiality in respect to client information provided to the student by professional personnel, clients, and family.
  - c) discuss client information or clinical matters only in an appropriate place and with appropriate individuals.
  - d) use discretion in content of conversation in the presence of clients, families, visitors, etc.
  - e) be tactful, courteous, and respectful of the values, standards, and rights of others.
4. The student is expected to implement the values of the College. Any reports of unprofessional, unethical or dishonest

behavior will be fully investigated.

Disciplinary action up to and including dismissal from the course and College may result.

### **Student Rights and Responsibilities**

1. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students will exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances will a student be barred from admission to a particular institution on the basis of race, religion, sex, age, creed, color, national or ethnic origin, marital status, disability, or sexual orientation.
5. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise will be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
8. The student has the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions will have a carefully considered policy as to the information that will be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations are free to examine and discuss all

- questions of interest to them, and to express opinions.
11. Students are allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
  12. The student body has a clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through Student Government Association or representation on faculty committees.
  13. The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission, its community life, or its objectives and philosophy.
  14. Disciplinary proceedings will be instituted only for violations of standards of conduct that have been formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. An appeal procedure will be available for every student.
  15. As citizens and members of an academic community, students are subject to the obligations that accrue to them by virtue of this membership and are entitled to the same freedoms of citizenship.
  16. Students have the right to belong or refuse to belong to any organization of their choice.
  17. Students have the right to personal privacy to the extent that the welfare and property of others are respected.
  18. Adequate safety precautions will be provided by the College; for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
  19. Dress code will be established with student input in conjunction with the College, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
  20. Grading systems will be carefully reviewed periodically for clarification and better student-faculty understanding.
  21. Students will have a clear mechanism for input into the evaluation of faculty.

### **Student Code**

1. To learn the responsibilities of being a professional who is dedicated to conserve life, to alleviate suffering, and to promote health.
2. To learn professional competence.
3. To be an active participant in the learning process.
4. To accept fellow students and patients on the basis of human needs, regardless of race, religion, sex, age, creed, color, national or ethnic origin, marital status, disability or sexual orientation.
5. To accept responsibility for one's own actions and performance in the classroom and clinical area.
6. To perform with dignity when in the capacity of a student.
7. To be conscious of personal behavior that reflects on one's self-image.
8. To participate in establishing appropriate student policies through the school organization.
9. To respect and uphold the laws of the land and exercise one's right as a citizen.
10. To refrain from endorsing or lending status to advertising, promotion, or sales.
11. To become aware of and internalize the behavior of a professional.

(Adapted from DeYoung, The Foundations of Nursing, 3<sup>rd</sup> ed. Mosby, St. Louis 1976)

### **Accreditation/Licensure**

The College is authorized by the Nebraska Coordinating Commission for Postsecondary Education and is approved by the Nebraska State Board of Nursing, Credentialing Division, Department of Regulation and Licensure of the Nebraska Health and Human Services System. BryanLGH College of Health Sciences is accredited by the Higher Learning Commission and is a member of the North Central Association.



The Adult Cardiac Sonography and Vascular Sonography programs and the Diagnostic Medical Sonography program offered at BryanLGH College of Health Sciences are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, phone (727) 210-2350, [www.caahep.org](http://www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology and the Joint Review Committee on Education in Diagnostic Medical Sonography respectively.

BryanLGH College of Health Sciences School of Nursing Baccalaureate Program is accredited by the National League for Nursing Accrediting Commission. National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326, phone: 404-975-5000, Fax: 404-975-5020.

The Nurse Anesthesia School is accredited by the Council on Accreditation of Nurse Anesthesia Programs (COA). American Association of Nurse 222 S. Prospect Avenue, Park Ridge, IL 60068  
Phone: (847) 692-7050; FAX: (847) 692-6968

The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand the requirements for licensure and/or registry.

### **Bachelor of Science in Nursing Program**

Graduates of the Bachelor of Science in Nursing program are eligible to file an application to take the National Council Licensing Examination. Licensing entitles the individual to practice professional nursing as a registered nurse in the state in which the examination was written, and to apply for a license in other states.

Based on the Nebraska Uniform Licensing Law 71-147, the Department of Health-Bureau of Examining Boards may deny licensure to applicants who have been convicted of a misdemeanor or felony; who may be addicted to alcohol or a controlled substance or narcotic drug; or who engage in grossly immoral or dishonorable conduct.

Any student who has a criminal offense other than a minor traffic violation prior to or during enrollment at BryanLGH College of Health Sciences is required to report it to and conference with the Dean of Students.

### **Health Professions Programs**

Graduates of the Adult Cardiac Sonography, Vascular Sonography, and Diagnostic Medical Sonography programs meet published requirements by the Association of Registered Diagnostic Medical Sonographers (ARDMS) to apply for the registry exam. After successfully writing an ultrasound physics exam and examination(s) in the specialty, the graduate is credentialed as a Registered Diagnostic Cardiac Sonographer (RDSC), Registered Vascular Technologist (RVT), or Registered Diagnostic Medical Sonographer (RDMS), respectively. ARDMS policy stipulates that candidates must complete both the physics and the specialty area examination components within five years of each other.

ARDMS may deny, revoke or otherwise take action with regard to the application or certification of an applicant or registrant in the case of the conviction or plea of guilty, or plea of nolo contendere to a crime (felony and/or misdemeanor) which is directly related to public health or the provision of diagnostic medical sonography or vascular technology services.

## **ACADEMIC POLICIES AND PROCEDURES**

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### **Academic Progress**

The College has adopted the standard published in the Federal Student Financial Aid Handbook, as the basis for the academic progress policy.

Full time students may receive financial aid for a maximum of 150% of the credit hours required to complete their program or until the degree is acquired, whichever occurs first. Students who do not complete within the published time frame are evaluated on an individual basis to determine appropriate action for program completion.

### **Academic Standing**

The minimum grade point averages permitted for students to be considered in good standing for each classification are as follows:

A student who is dismissed is not allowed to enroll during the next semester or at any time in the future unless special permission is secured.

At the end of each semester students who fail to remain in good standing are placed on academic warning, probation or are dismissed.

#### **Academic Warning**

Initiated when a student's cumulative GPA falls below the specified minimum level in a given semester.

#### **Academic Probation**

Initiated when a student's cumulative GPA remains below the specified minimum level at the end of the academic warning semester.

#### **Academic Dismissal**

Occurs when a student's cumulative GPA remains below the specified minimum level at the end of the academic probation semester.

#### **Freshman (0-24 hours)**

Academic Warning	Cumulative GPA falls below 1.60
Academic Probation	Cumulative GPA remains below 1.60 at end of academic warning semester
Academic Dismissal	Cumulative GPA remains below 1.60 at end of academic probation semester OR fails 3/4 of attempted hours

#### **Sophomore (25-51 hours)**

Academic Warning	Cumulative GPA falls below 1.80
Academic Probation	Cumulative GPA remains below 1.80 at end of academic warning semester
Academic Dismissal	Cumulative GPA remains below 1.80 at end of academic probation semester OR Fails 1/2 of attempted hours

#### **Junior (52-89 hours)**

Academic Warning	Cumulative GPA falls below 1.90
Academic Probation	Cumulative GPA remains below 1.90 at end of academic warning semester
Academic Dismissal	Cumulative GPA remains below 1.90 at end of academic probation semester OR Fails 1/2 of attempted hours

#### **Senior (90 hours and above)**

Academic Warning	Cumulative GPA falls below 2.00
Academic Probation	Cumulative GPA remains below 2.00 at end of academic warning semester
Academic Dismissal	Cumulative GPA remains below 2.00 at end of academic probation semester OR Fails 1/2 of attempted hours

### **Academic Leave of Absence**

A student who fails a course that is a prerequisite to a subsequent course(s) may be prevented from continuing in the program until the prerequisite has been completed. The student may request an academic leave of absence until the prerequisite course is offered again. The academic leave must be approved. (See Leave of Absence policy.)

### **Registration**

Registration occurs in March for the summer and fall terms. Registration for the spring term occurs in October. Students will receive registration materials regarding course offerings prior to registration. See academic calendar for registration dates.

### **Course Load**

The normal course load is 12-15 credit hours per 16-week semester. Students are encouraged to limit the total number of major and general education credit hours to no more than 18 credit hours per semester.

### **Student Status**

#### **Full time**

Students who are enrolled in at least 12 credit hours per 16-week semester or at least nine credit hours over the 13-week summer term are considered full time.

#### **Part time**

Students who are enrolled in less than 12 credit hours per 16-week semester or less than nine credit hours over the 13-week summer term are considered part time.

### **Audit of Course Policy**

Auditing a course provides the privilege of attending class as a non-participating listener with a particular interest in the subject matter. Involvement in class discussion and/or activities is at the discretion of the instructor. Regular attendance is expected, but no course credit is earned.

An individual may register to audit a course with permission of the instructor and the Dean of the School. Permission is considered on a space available basis with priority given to those students enrolled for credit. The clinical or lab portion of a course may not be audited. Application to the College is not required.

Tuition for auditing a course is \$100 per credit hour. Refunds are based on the refund policy for the College.

Registration forms can be obtained from the Registrar. Registration occurs during the registration period for each academic year. An individual must declare audit status at the time of registration and may change to credit status only during the first week of the course and only with permission of the Dean of the School. If audit status is changed to credit status, regular tuition and fee rates apply.

The official transcript will reflect "AU" for those individuals who audit at least 75% of the course. No grade is assigned and no course credit is earned.

### **Drop and Add** **Adding a course**

A course may be added through the end of the first week of a semester with permission of the instructor. The student must complete a "Request to Drop/Add a Course" form and submit it to the Office of the Registrar. After the first week of the semester adding a course requires a petition to the appropriate Dean. Add deadlines for summer terms or sessions less than a full semester follow a prorated schedule. Prorated schedules are available from the Office of the Registrar.

### **Dropping a Course**

A course may be dropped through the end of the first week of the semester. The student must complete a "Request to Drop/Add a Course" form and submit it to the Office of the Registrar. A course dropped by the end of the first week of the semester is not recorded on the transcript. A student who wishes to drop a course after the first week must follow the "Withdrawal from a Course" policy. Drop deadlines for summer sessions or sessions less than a full semester follow a prorated schedule available from the Office of the Registrar.

### **Withdrawal from Course/College**

A student may voluntarily withdraw from BryanLGH College of Health Sciences at any time.

Every effort is made to assist the student in completing the program. However, the faculty have the authority to request the withdrawal from the College of any student at any time when such action is deemed to be in the best interest of the College or of the student.

### **Withdrawal Policy**

A student who wishes to drop a course after the first week of the semester must withdraw from the course. The student must complete a "Request to Drop/Add a Course" form and submit it to the Office of the Registrar. If a student withdraws from a course before the end of the tenth week of the semester, a grade of "W" (withdrawal) is recorded on the transcript. A withdrawal is not computed in the grade point average.

Students who find it necessary to withdraw from a course after the tenth week of the semester must petition the Dean of the appropriate school for permission to withdraw. If approved to withdraw, the student will receive a WP (withdraw passing) or a WF (withdraw failing) on the transcript, dependent upon the student's grade in the course at the time of withdrawal. A WP or WF is not computed in the grade point average. If a student withdraws after the tenth week and does not petition for a WP or WF the course grade will be assigned based on work completed to date with zeros assigned for work not completed. This may result in a failing grade. The failing grade will be included in the grade point average. A WF in a course in the major will count as a failure and will impact progression.

Withdrawal deadlines for summer terms or sessions less than a full semester follow a prorated tuition refund and withdrawal schedule. Prorated schedules are available in the Office of the Registrar.

#### ***Withdrawal from all Courses***

A student who withdraws from all courses prior to the end of the tenth week of the semester must complete the "Request to Withdraw" form to avoid receiving an automatic F in all courses. All College property must be returned prior to withdrawal, and arrangements must be made for meeting financial obligations. After the tenth week of the semester, a student may not withdraw. Students who find it necessary to withdraw after the tenth week of the semester must petition the Dean of the appropriate school for permission to withdraw.

Withdrawal deadlines for summer terms or sessions less than a full semester follow a prorated tuition refund and withdrawal schedule. Prorated schedules are available in the Office of the Registrar.

#### ***Withdrawal from College Procedure***

Students who voluntarily withdraw from BryanLGH College of Health Sciences must carry out the following procedure in order to clear their student record:

1. Present to the Registrar a written statement of intent to withdraw from the College of Health Sciences using the Withdrawal From College Form. Forms may be obtained from the Registrar.
2. On the effective date of withdrawal, turn in the student namebadge,

identification card and any keys checked out to the student. A fine of \$100.00 will be charged for any lost medication access key that is not turned in. Failure to do so will result in a hold being placed on the student's records.

3. Return all resource materials to the library and any skills lab equipment to the library or skills lab.
4. Check to make certain that all financial obligations have been met. If assigned a locker, remove lock and all contents.
5. Arrange to schedule repayment of student loans through the Financial Aid Office.
6. Students interested in readmission, see readmission policy.

#### ***Withdrawal from Course Procedure***

Students withdrawing from a course should follow Steps 1, 3, 4 above.

#### ***Administrative Withdrawal***

Students may be withdrawn from BryanLGH College of Health Sciences by the administration for reasons such as failure to return from an approved Leave of Absence, dropping all classes after the beginning of the term, inability to progress in program due to academic performance, failure to register for subsequent semesters, failure to meet attendance requirements, or failure to meet course requirements. Students will be sent a letter informing them of the withdrawal, and will be placed on a Transcript hold until their name badges and student ID cards are returned. Administrative withdrawal is a neutral action and should not be considered as negative or of a disciplinary nature.

Students who are administratively withdrawn from the Basic Nursing Assistant course during the summer semester due to background and/or abuse registry check findings will receive an 80% refund. All other students who are administratively withdrawn from a course will receive a tuition refund according to the tuition refund policy.

Students who are listed on a class roster but who have not attended class or clinical by the end of the first week of a term may be administratively withdrawn from the course.

#### **Repeating a Course**

Students must repeat any required course in which a grade below "C" in general education courses or below "C+" in a course in a major is

received. Students may only repeat a course in the major one time. Students may repeat no more than two courses in the major in which a grade of less than C+ is earned throughout the curriculum. A student cannot repeat a course in a major for which a final grade of C+ or better has been earned. The record of both the original and the repeated course will be retained on the student's transcript. For purposes of determining the student's cumulative grade point average, only the grade points and credits earned in the last retaking of the course will be used. Enrollment in a repeated course will be on a space available basis.

### **Transfer of Credit**

#### **General Education Courses**

The following policy delineates minimum standards for the transfer of general education credit hours for the BryanLGH College of Health Sciences. Individual degree-granting programs may develop their own, more stringent, standards for acceptance of general studies or program-specific credit hours from accredited post secondary institutions and other sources. Degree completion programs, due to the nature of their purpose and the unique experiences of their students, may elect to waive requirements 4 to 6 as applicable and pertinent to the individual student's course of study. Students must be aware of the requirements of their individual programs.

Students may transfer up to 64 general studies credit hours from accredited post-secondary institutions. Courses will only be accepted for transfer if they meet the following criteria:

1. The quality and content of courses must be compatible with the educational philosophy of the BryanLGH College of Health Sciences and similar to courses in the College's general education curriculum.
2. Students requesting credit for courses taken at institutions of higher learning located outside the United States must have those courses evaluated. Acceptable evaluation agencies include Educational Credential Evaluators (Catalog Match Evaluation), World Education Services and the American Association of Collegiate Registrars and Admissions Officers.
3. Only courses for which the student has earned at least a C (or the equivalent of

- a C) will be considered for transfer credit.
4. Courses accepted for transfer must have been taken no more than:
  - 5 years prior to the date on which the transfer of credit was requested for natural sciences and mathematics courses; and
  - 10 years prior to the date on which the transfer of credit was requested for all other general studies courses.
5. At least 30 of the last 45 credit hours needed for a degree (including program-specific and general education hours) must be taken at the BryanLGH College of Health Sciences.
6. A maximum of 32 of the 64 credit hours accepted for transfer may be from a combination of hours earned through
  - Advanced Placement (AP): Students who have taken Advanced Placement courses while in high school and achieved scores on AP examinations equivalent to at least a grade of C may request transfer credit for applicable courses.
  - Credit by Examination: Students with pertinent knowledge or experience may demonstrate proficiency by taking examinations such as those offered by the College Level Examination Program (CLEP) and achieving a score that is equivalent to a grade of at least a C.
  - Credit by Waiver: Students with pertinent knowledge or experience may demonstrate proficiency by presenting relevant documents for review.
  - Correspondence and Electronic Format Courses: Classes taken through distance education methodologies such as correspondence, extension or on-line courses.
  - Dual Credit Courses: Students who have earned college as well as high school credit for courses given by their high school may request transfer of credit for that course. No more than 15 of the 32 hours may be composed of transfer hours from dual credit courses.

7. Exceptions to the above may be accepted. Requests for exceptions will be reviewed on a case by case basis by the General Education Curriculum Subcommittee.

### **Leave of Absence Policy**

Students may submit a request to the Registrar for a leave of absence. The date of re-enrollment will be determined based on numbers of students in each course and the sequence of courses. The request must be submitted prior to the start of the leave of absence, unless unforeseen circumstances arise. The leave of absence may not exceed one year and transition activities may be required upon return. When returning to the course the student will start at the beginning of the course, regardless of where they were at the time the leave of absence was requested. Failure to return from an approved leave of absence shall be considered a withdrawal. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy will then be implemented.

Students may be required to complete transition activities if a one semester gap occurs between courses. Faculty and the student will collaborate to determine individualized activities designed to promote success in the program. Transition activities must be completed prior to resuming courses.

### **Leave of Absence Procedure**

Students requesting a leave of absence from BryanLGH College of Health Sciences must carry out the following procedure:

1. Present to the Registrar a written request ("Leave of Absence Form"), which includes the date the leave starts and the date the student will return to school. The written request must document the reason for the leave of absence and explanation of reasonable intent of return to complete the course of study.
2. On the effective date of the leave, turn in the student identification card and any keys checked out to the student. A fine of \$100.00 will be charged for any lost medication access key that is not turned in.
3. Return all resource materials to the library and skills lab equipment to the Library/Skills Lab.

4. Prior to the date of return, the student will receive a written communication regarding course placement and any required transition activities. Questions regarding course placement are to be directed to the Registrar.

### **Dismissal Policy**

The President and the Faculty of the BryanLGH College of Health Sciences have the responsibility and the authority to establish and maintain standards of ethical, personal, and professional conduct for students in the school.

It is assumed that each student who enrolls at BryanLGH College of Health Sciences is in agreement with the philosophy, goals and values of the College and will cooperate in furthering these purposes by adhering to the regulations.

### ***Dismissal***

Failure to meet college requirements as listed in the college catalog, Student Handbook, and course requirements may be grounds for dismissal regardless of clinical/classroom performance. Students may be dismissed at any time in the program when performance, based on the faculty's professional judgment, is deemed unacceptable or unsafe.

The President and the Faculty have the authority to dismiss any student from the College at any time when such action is deemed to be in the best interest of the College or of the student.

Failure to follow Medical Center, agency, or college policies is cause for immediate dismissal.

### ***Dismissal Procedure***

Students dismissed from the BryanLGH College of Health Sciences must carry out the following procedures:

1. Turn in the student name tag, identification card and any keys checked out to the student. A fine of \$100.00 will be charged for any lost medication access key that is not turned in. Failure to do so will result in a hold being placed on the student's transcripts.
2. Return all resource materials to the Library and skills lab equipment to the BryanLGH College of Health Sciences

- Office. If assigned a locker, remove the lock and all contents.
- 3. Check to make certain that all financial obligations have been met.
- 4. Arrange to schedule repayment of student loans through the Financial Aid Office
- 5. Students interested in readmission, see Readmission Policy.

**Readmission Policy**

Students with a status of withdrawal, dismissal, failure to attend or maintain continuous enrollment must apply for readmission. All applicants for readmission will be considered and are subject to approval. Content of previous courses completed will be evaluated for applicability of content to the current curriculum. Credit for courses taken before withdrawal/dismissal will be determined at the time readmission is approved. The date of readmission will be determined based on the number of students in each course and the sequences of courses. Readmission is subject to availability of space in the desired program. Students will only be considered for readmission once; students in good academic standing may have the privilege of special consideration. Students who are dismissed from the College for unprofessional and/or clinical safety reasons will not be considered for readmission.

**Readmission Procedure**

- 1. Former students desiring to reenter BryanLGH College of Health Sciences must apply for readmission in writing six weeks prior to the time reentry is desired.
- 2. Data utilized in evaluating an application or request for readmission will include:
  - a. Review of performance in the College
  - b. Resume of activities during period out the College
  - c. Transcripts for any college courses completed since previous enrollment in the College
  - d. Two references—one from current employer, if applicable
  - e. Evidence of current health status
  - f. When applicable, evidence of the resolution of personal problems or evidence of a plan in place to address deficits
  - g. Other information that may be

required by the school specific Admission, Promotion & Graduation (APG) subcommittee

- h. Unanimous decision of the school specific APG subcommittee is considered to be a final decision in the process of readmission
  - i. In the event of a divided decision of the school specific APG subcommittee members, the case will be reviewed by the APG Standing Committee, based on the written summary provided by the school specific APG subcommittee
  - j. The applicant will be informed in writing of the school specific AP&G subcommittee decision, with input from the Standing APG committee, when indicated
- 3. School specific transitional activities in the form of a contract will be individualized based on the needs of the student. The transitional activities must be satisfactorily completed four weeks prior to the desired date of reentry. In special cases the plan or activities would be ongoing if the student was readmitted to the program.
  - 4. Readmission fee and other fees incurred by the requirements of the contract, dependent on the number of hours of instruction, will need to be paid in full before the student can be enrolled in the program specific subsequent courses.

## **GRADING & TESTING POLICIES**

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## **Grading System**

Students must receive a grade of “C” or above in all prerequisite and/or required general education courses. Students must receive a “C+” or above in theory in courses in a major and a “satisfactory” in the clinical component of a course.

Final grades are recorded in letter grades.

Grades are not rounded up. In courses that have both a theory and a clinical component, the final grade will be recorded on the transcript as a letter grade. If either portion of the course is failed, the course grade will be recorded as a “fail.” Throughout individual courses, grades are recorded numerically.

Angel, the current grading recording system of the college, rounds grades to the nearest 100th if the value at the 1000th is 5 or above. Letter grades are assigned according to the final numeric value and grade point averages are computed according to the following schedule:

Percentage Grade	Letter Grade	Quality Points
95-100	A+	4.0
90-94	A	4.0
85-89	B+	3.5
80-84	B	3.0
75-79	C+	2.5
70-74	C	2.0
65-69	D+	1.5
60-64	D	1.0
59 and below	F	0

Additional Grades	Code	Quality Points
Audit	AU	--
Administrative Withdrawal	AW	--
Credit by Examination	CX	--
Credit by Validation	CV	--
Credit by Waiver	CW	--
Incomplete	INC	--
In Progress	IP	--
No Pass	NP	0
Pass	P	--
Satisfactory	S	--
Unsatisfactory	U	0
Withdrawal	W	--
Withdraw Failing	WF	--
Withdraw Passing	WP	--

Students must receive a grade of “C” or above in all required general education courses. Students must receive a “C+” or above in

theory courses in a major and a “satisfactory” in the clinical component of a course. Final grades are recorded in letter grades in courses that have both a theory and a clinical component. If either portion of the course is failed, the course grade will be recorded as a “fail”.

Cumulative GPA equals the total quality points divided by total credit hours from the program prerequisite courses and/or required general education courses and courses in the major.

## **Calculating Grades Procedure**

The following guidelines are to be used in all courses to determine theory grades:

1. During a course, carry a grade point to two decimal places.

Example:  $87.3478 = 87.34$

2. At the completion of the course, add scores, recorded to the second decimal place, and average the score. Record course grade as a whole number.

Example:  $87.34$

$70.50$

$60.95$

$92.10$

$310.89 = 77.72 = 77$

\*Angel will round a grade of 74.495 up to a grade of 74.50. When a student’s grade is at a 00.995 or higher, the current grading system will round up to the nearest whole number (i.e. a grade of 74.995 or higher will round up to a 75.00).

## **Incomplete Grade Policy**

A grade of incomplete (“I”) may be recorded only when the student is in good standing in the course, has already substantially completed the course requirements, and is experiencing extenuating circumstances considered valid by the instructor (e.g., illness, military service, death in the immediate family, personal or family hardship).

## **Procedure**

1. The student must complete a written request for the grade of incomplete. The completion date is not to exceed one year, whether or not school is in session. If the student does not complete the course requirements within the allotted time frame, a grade

of "F" will be recorded on the student transcript.

2. A grade of incomplete will not be granted without approval of the course instructor and appropriate college official.
3. Upon satisfactory completion of the course work the student and instructor will sign the "Grade of Incomplete Form" indicating the work has been completed.
4. The signed form is sent to the Registrar and the "I" is replaced with the final grade on the student's transcript.

### **Pass/No Pass Policy**

No courses in the major may be taken Pass/ No Pass. Anatomy and Physiology may not be taken Pass/No Pass.

Each student may use no more than six semester credit hours with grades of "P" toward general education requirements. Only courses for which pass is designated as "C" or above by the transferring institution will be considered for transfer credit.

A grade of "P" is recorded on the student's transcript and is not computed in the student's grade point average. A grade of "NP" is recorded on the student's transcript and is computed in the student's grade point average.

### **President's & Dean's List**

President's list is composed of students who were taking 12 credit hours or more and received a 4.0 grade point average (GPA). The Dean's list is composed of students who were taking 12 credit hours or more and received a 3.5 GPA or higher. The lists are announced following each semester by the Office of the Registrar.

### **Clinical Grading Policy**

Clinical performance is graded as Satisfactory (S) or Unsatisfactory (U). A grade of "U" will be calculated into the GPA as zero quality points. A grade of "S" does not affect the GPA.

Courses with both a clinical and theory component will be recorded on the transcript as the theory grade received unless the clinical grade is unsatisfactory. A student must pass both the clinical and the theory portions of the course. If the clinical grade is unsatisfactory, a grade of "F" will be recorded for the course and no quality points will be earned toward the GPA.

In clinical courses that do not have a theory component, a grade of "S" or "U" will be recorded. A grade of "U" will earn zero quality points and will be calculated into the cumulative GPA. If a student retakes the course and receives a satisfactory grade, the "U" will be replaced and quality points awarded accordingly.

### **Course Warning Policy**

In addition to action based on academic standing, faculty may place a student on course warning.

The purpose of initiating course warning status is to inform the student of his/her status and to clarify the consequences of the warning. Failure to demonstrate satisfactory improvement will result in failure of the course and may result in dismissal from the College.

### **Courses in a Major**

A student functioning below a 75% average in a theory course or theory component of a course in the declared major at midterm will be informed in writing of his/her status by the registrar. A student demonstrating unacceptable behavior (unprofessional, unsatisfactory) will be informed in writing of his/her status and will be placed on course warning by course instructors, at any time in the course. Warning may be removed if behavior improves sufficiently to indicate satisfactory conduct and consistency in meeting the expectations of the course.

A student functioning at an unsatisfactory level in the clinical portion of a course, will be informed in writing of his/her status and will be placed on course warning at that time by the course faculty. Warning may be removed if course performance improves sufficiently to indicate satisfactory performance and consistency in meeting the objectives.

### **General Education Courses**

A student functioning below a 70% in a required general education course offered at BryanLGH College of Health Sciences at midterm will be informed in writing of his/her status by the registrar.

A student demonstrating unacceptable behavior (unprofessional, unsatisfactory, unsafe) will be informed in writing of his/her status and will be placed on course warning by course instructors, at any time in the course. Warning may be removed if behavior improves sufficiently to indicate satisfactory conduct and

consistency in meeting the expectations of the course.

### **Test/Exam Guidelines**

Test/Exam Guidelines pertain to all paper pencil or computerized testing and quizzes given at the college.

#### **Campus Proctored Testing**

##### **Classroom Proctoring:**

1. Students are reminded to be aware of the academic integrity policy prior to the start of a test/quiz.
2. No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
3. All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
4. No personal electronic devices may be used. Calculators will be provided.
5. Pencils will be supplied for testing; no personal pens or pencils will be allowed.
6. Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
7. All hats must be removed before beginning the examination and left in the personal belongings area.
8. Faculty may choose to provide arranged seating assignments.
9. Faculty may decline to answer any questions asked during an examination.
10. Alternate test/quiz maybe given to students making up a missed test/quiz.
11. If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

#### **Testing Using Computers:**

1. When using computerized tests, students are to sign out and walk away from the computer. No other websites are to be opened during the test time. When the test is complete and everyone returns to the room, computers are to be turned off, closed and stored, if from the computer cart. If the computer is personal property, students are to immediately log out of and close ANGEL.
2. If at any time the faculty-proctor feels the integrity of the test has been

compromised, the faculty may end the test.

#### **Semi-Private Room Testing Required for Disability Accommodation:**

The purpose of semi-private room testing is to help students be successful. Students requiring extra testing time or semi-private room testing are to notify the academic counselor before the start of the semester to make arrangements for semi-private room testing. Students with a documented learning disability who require extra time for exams, or a quieter setting than the classroom allows, are granted semi-private room testing. Referral for semi-private room testing may also be obtained from Directions EAP or another professional counselor. Students who must have the exam read to them are granted private room testing. All other students requesting semi-private room testing must meet with the academic counselor to discuss their request. After meeting with the academic counselor, a decision will be made about allowing this accommodation. Decisions to allow semi-private room testing are made on a case-by-case basis. If accommodations such as wearing ear plugs or sitting facing a wall are sufficient, students will be encouraged to use these techniques while taking the exam in a classroom. If test anxiety is the reason the student requests semi-private room testing, a referral will be made to Professional Development for assistance which might include biofeedback to help the student focus when taking exams. Once a student is granted this accommodation, they can continue to test in a semi-private room in subsequent courses.

#### **Testing Center:**

- All the classroom testing guidelines will be adhered to.
- Use of the testing center will be arranged by the Academic Counselor
- Prior to admittance Students must check in by showing a valid picture ID.
- Testing center proctors will turn away any one without a picture ID.

#### **Off Campus Proctored Testing:**

1. Students living more than 50 miles from campus may choose to arrange for a proctor rather than arranging to come to campus. Student must fill out form, Student Application for Distance Proctor.
2. Proctor request forms must be received at the college at least 2 weeks in advance of the first proctored event.

3. A single proctor is to be arranged for the entire semester whenever possible.
4. Proctors must not be related to the student or be the student's direct supervisor.
5. Proctors must fit one of the following descriptions:
  - a. Clergy
  - b. Elementary, Middle or High School teachers
  - c. College faculty
  - d. Military Education Officer or Officer of rank higher than student
  - e. Supervisor from a different department or more than one level above student
  - f. Faculty may request exceptions to the above from their Dean/Coordinator/Chair
6. Any payment due proctors will be the student's responsibility. Payment must not be construed by the student or the proctor to be anything other than a contract to pay for the proctor's time. No exceptions to proctoring policies are to be expected based on payment. The proctor is at all times serving the college's interest.
7. The proctor's responsibilities are to complete or enforce the following:
  - Check the ID of the student using a drivers license or other photo ID
  - No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
  - All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
  - No personal electronic devices may be used. Calculators will be provided.
  - Pencils will be supplied for testing; no personal pens or pencils will be allowed.
  - Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
  - All hats must be removed before beginning the examination and left in the personal belongings area.
  - Faculty may choose to provide arranged seating assignments.

- Faculty may decline to answer any questions asked during an examination.
- If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

#### **Computer Based Tests:**

If the test is online, the proctor will receive by email or US Mail the password to use to access the test on ANGEL, the learning management system the college uses for online content. The student is responsible for locating the test and opening the page that requires the password. The proctor will enter the password without sharing it with the student.

#### **Philosophy of Assessment of Student Learning**

BryanLGH College of Health Sciences is committed to creating an academic culture dedicated to improving the quality of higher education. Assessment of student learning is a key component of this commitment.

The purpose of assessment is to assure the College, its constituents, and the public that students are meeting desired learning outcomes. This ongoing process uses multiple, broad-based, valid, and reliable measurements to monitor and improve teaching and learning. Administration, faculty, and staff use assessment results to recommend and implement changes in programs, curriculum, resources, and services that will enhance student learning.

#### **STUDENT DIAGNOSTIC AND STANDARDIZED TESTING**

##### Diagnostic and Achievement Tests

Diagnostic and Achievement tests are administered according to a predetermined schedule to provide faculty and students with evaluation feedback for diagnostic purposes.

Students failing to take the ATI test as scheduled will be assessed a make-up fee. If there is a conflict with the scheduled time, students must seek faculty approval prior to the scheduled ATI exam.

## **Fines and Graduation Holds for General Education Assessments**

### **CAAP Test**

BryanLGH College of Health Sciences students required to complete the CAAP (Collegiate Assessment of Academic Proficiency) test as part of the College's overall assessment of student learning will receive notice of the CAAP testing requirement upon entry into their program of study and/or as part of their course requirement for the Level III Nursing Practicum. Students also receive a formal letter indicating test date/time and room number. Students do have the option of making alternate arrangements if the designated test date/time does not work for their schedules. Petitions to complete the test on a different date must be received and approved by course faculty and/or the Dean at least one month prior to the designated testing date. All testing must be completed within the overall testing period for CAAP, which usually extends over a three-week time frame during the summer sessions.

Students who do not make alternative arrangements in advance and who miss their designated CAAP testing date will be fined \$100.00 and will be required to take a make-up examination. Failure to complete the CAAP examination during the designated and agreed upon testing date may also result in a grade of "U" for the clinical day and/or inability to progress beyond a given course. Decisions regarding the CAAP fine, make-up testing date, grading, and progression will be made by the course faculty member and/or the Dean Health Professions, and Nursing.

### **IDI Test**

The IDI (Intercultural Development Inventory) test is administered the first and final semesters during a student's enrollment at BryanLGH College of Health Sciences. Students are required to complete the assessment online on their own time during a specified testing period. Students receive formal letters providing them with ID numbers/codes and the window for completing the test. Entering students complete the IDI assessment in the Introduction to the Healthcare Experience course or through alternative arrangement with the Dean of their program. Graduating seniors must complete the IDI assessment by the final day of classes in the semester of graduation. Failure to

complete the exit IDI assessment will result in a graduation hold.

Decisions regarding the IDI graduation hold will be made by the Registrar and/or the Deans of General Education, Health Professions, and Nursing.

### **Health Professions Program Examination Utilized:**

Test of Essential Academic Skills (TEAS). Administered prior to enrollment in Introduction to the BryanLGH College of Health Sciences (BCHS) Course. Used to assess the academic preparedness of entry level students and to identify those who may need additional support to meet the academic demands of the program. Assess the student's basic cognitive skills in the areas of Math, Reading, English, and Science. Students will need to obtain a 60% in all areas of math. Students who fail to obtain 60% in the identified areas will be required to meet with the Academic Counselor to determine what additional support the student needs.

### **Baccalaureate Nursing Program Examinations Utilized:**

ATI exams are required, as designated, at various points in the curriculum. If scores do not meet established criteria, students will be required to complete a remediation process. Failure to take the exams and/or complete the remediation process may impact the student's progression in the nursing program and/or completion of the program. A fee up to \$100.00 will be charged for each scheduled proctored ATI test time missed. Library testing will require pre-arrangement with 48 hours advanced notice.

Test of Essential Academic Skills (TEAS). Administered prior to enrollment in Introduction to the BryanLGH College of Health Sciences (BCHS) Course. Used to assess the academic preparedness of entry level nursing students and to identify those who may need additional support to meet the academic demands of the program. Assess the student's basic cognitive skills in the areas of Math, Reading, English, and Science. Students will need to obtain a 60% in all areas of math. Students who fail to obtain 60% in the identified areas will be required to meet with the Academic Counselor to determine what additional support the student needs.

Self-Assessment Inventory. Provides information of student learning styles, critical thinking skills, professional characteristics, and work habits. Administered concurrently with enrollment in Introduction to Nursing and Healthcare (NURS 101).

Critical Thinking Entrance Assessment. Identifies student level of critical thinking. Administered concurrently with enrollment in Introduction to Nursing and Healthcare (NURS 101).

Fundamentals of Nursing Practice. Administered at the completion of Foundations of Nursing Practice (NURS 202).

Pharmacology for Nursing Practice. Administered at the completion of Pharmacology (NURS 212).

Mental Health Nursing. Administered at the completion of Psychiatric Nursing (NURS 302).

Nursing Care of Children. Administered at the completion of Family Health Nursing (NURS 312).

Maternal-Newborn Nursing Care. Administered mid-way through Family Health Nursing (NURS 312).

Medical-Surgical Nursing. Administered at the completion of Nursing Care III (NURS 311).

Leadership/Management. Administered at the completion of Nursing Management (NURS 401).

Community Health Nursing. Administered at the completion of Community Health Nursing (NURS 402).

Critical Thinking Exit Assessment. Administered at the completion or concurrently with Preparation for Licensure (NURS 412).

Comprehensive Predictor Assessment. Administered during Preparation for Licensure (NURS 412).

A benchmark of ATI proficiency Level 2 has been established for the following exams: Fundamentals of Nursing Practice, Mental Health Nursing, Nursing Care of Children, Maternal-Newborn Nursing Care, Medical-Surgical Nursing, Leadership/Management, and Community Health Nursing. If student

scores below the identified benchmark, remediation activities will be required. The remediation will consist of completing two online practice exams at a 90% or better. The student must complete remediation before progressing to the next semester. Upon completion of remediation, the student is required to take a second proctored assessment test in this area. The second proctored assessment will be administered in the subsequent semester

A benchmark of ATI proficiency Level 1 has been established for the Pharmacology examination. If student scores below the identified benchmark, remediation activities will be required. The remediation will consist of completing two online practice exams at a 90% or better. The student must complete remediation before progressing to the next semester. All students will be required to take a second proctored assessment test in this area. At this time, a Level 2 proficiency must be attained. The second proctored assessment will be administered during Level III practicum.

If the student remains below a Level 2 on the 2<sup>nd</sup> proctored test on all ATI exams, activities to increase performance in the given area must be completed prior to Preparation for Licensure (NURS 412). All remediation must be completed before enrollment in the Preparation for Licensure course.

### **Finals Week Policy**

BryanLGH College of Health Sciences final exams are to be scheduled at the regularly scheduled course time during the final week of the course. Scheduling the final exam at a time other than the regularly scheduled course time must be agreed upon by all concerned (variables to consider include conflicts with other final exams, clinical schedules, ATI exam schedules, room availability, etc.).

For courses in which there are both final papers/projects and a final, it is recommended that final papers and/or projects be due the week prior to final exams to allow students adequate time to prepare for their exams. For courses in which a final paper/project is substituted for a final exam, the paper/project should be due no later than the regularly scheduled course time during the final week of the course.

## **Mandatory and Voluntary Assessment of Student Learning**

The Standing Assessment Committee is responsible for informing all incoming students during New Student Orientation about the Philosophy of Assessment of Student Learning. The orientation will include information on mandatory standardized testing and voluntary assessment activities. Students will be required to sign a written acknowledgement of being informed about the College's mandatory standardized testing. Any student who does not sign the acknowledgement will be placed on registration hold. The student is also given the opportunity to consent to voluntary participation in additional College assessment activities.

All testing must be completed within the designated division guidelines.

The Assessment of Student Learning forms are reviewed and signed by a member of the Standing Assessment Committee.

Signed Assessment of Student Learning forms will be kept in the student's permanent file in the registrar's office.

## GENERAL POLICIES AND PROCEDURES

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### **APA Format**

Consistency in the format used for formal written work is essential for efficiency in typing and interpretation throughout the College of Health Sciences.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author

The most current edition of the American Psychological Association Manual is the authority adopted for use in all publications of the College of Health Sciences, and the accepted format for submission of formal written work by the students. For examples consult the American Psychological Association (APA) Manual.

Any deviation from APA format will be clearly outlined in the individual course syllabi and will apply only to that individual course.

Exceptions to this policy may be made when the course of study leads to a degree or certificate in a field that uses a different style format for its publications. All courses within the course of study need to utilize the same style format.

### **Attendance Policy**

Learning is an interactive process between the student, faculty, and peers; consequently, it is imperative that the student be present in the classroom and clinical area.

Consistent attendance and participation in assigned activities is a critical element in professional development, therefore, students are expected and required to attend and participate in all scheduled experiences. Make-up activities will be determined by faculty in collaboration with students based on the nature of the missed experience, individual student needs and availability of clinical and/or faculty resources.

Students are expected to attend all classes and participate in all planned clinical laboratory experiences. Each student is responsible for the content of all courses.

Absence may jeopardize a student's understanding of course content and may result in a grade reduction or failure of the course. Failure to attend a course does not automatically release a student from financial

obligations associated with that course. Should a student decide to drop a class or withdraw from school the appropriate paperwork must be completed. Paperwork is available from the Office of the Registrar.

### **College Sponsored Absences**

1. A student who serves on College Council committees will be excused to attend meetings.
2. Student organization meetings will be considered on an individual basis. The student must inform the instructor at least one day in advance of the scheduled meeting.
3. Faculty will facilitate attendance at student conferences and conventions. Students may be required to make-up missed experiences.

### **Reporting Absences**

Absences from clinical experiences must be reported to the clinical site and the supervising instructor prior to the start of the clinical experience.

See course guidelines for specific absence reporting protocols for each experience.

When absent from theory or clinical, the student will initiate a conference with the instructor to plan make up for the missed experience.

### **Personal Information Updates**

For clerical and legal reasons, BryanLGH College of Health Sciences and BryanLGH Medical Center need to be informed of name/address/telephone changes. Notification must be made in writing using the Name Change Form or Student Information Change Form. These forms may be obtained from the Office of the Registrar (room 228) or the College Administration Office (room 201). Questions about either form may be directed to the Office of the Registrar. Completed forms must be returned to the Registrar.

### **Classroom Dress Code Policy**

From Students Rights and Responsibilities: "Dress code will be established with student input in conjunction with the College President and faculty, so the highest professional standards are maintained, but also taking into consideration comfort and practicality for the student."

The purpose and goal of a classroom dress code is to reflect a professional, respectful, and scholastic attitude about college dress. Professionalism is an important part of being a health care professional. The dress code must also take into consideration the dress code of the parent organization BryanLGH Medical Center. The patients and community expect that we are competent and professional. One of the ways we demonstrate our professionalism is through our attire and the image it projects.

Students should wear items of clothing that include:

- Clothing that is respectful, clean, appropriate, in good repair, and well fitting
- Shorts when worn must have a minimum 5-inch inseam
- Skirts must be no higher than mid-thigh while sitting
- Women must wear brassieres/t-shirt or camisole
- T-shirts/camisoles must be worn under see through blouses/shirts
- Slips must be worn under see through skirts
- Jeans must be in good repair
- Shoes must be worn at all times
- Caps/hats/bandanas are acceptable except during testing
- Wind pants, cotton athletic type pants, cotton/velour pant suits

Students should NOT wear items of clothing that include:

- Strapless shirts
- Any visible undergarments
- Any article of clothing with vulgar, suggestive, provocative advertising on clothing: e.g. alcohol, tobacco, illegal drugs, and sexual statements
- Clothing that exposes excessive cleavage, bare midriff, hip and bottom
- Short shorts and short skirts
- Sagging jeans/pants
- Any pants that are excessively tight
- Flannel pajama pants, lounge pants, leggings
- Visible piercing with chains, wallet chains, spiked jewelry/accessories of any kind

Tattoos that are deemed offensive (including, but not limited to, drug related, sexually explicit, offensive language, and/or gang related in nature) must be covered at all times

while at school or in school related experiences. The student must be able to comply with the policies of various agencies where clinical experiences are scheduled in order to participate in the required clinical courses of each program.

Failure to comply with classroom dress code may result in the student being asked to change clothing. Students that do not follow established dress code may have further disciplinary action and may be dismissed from BryanLGH College of Health Sciences.

### **Client/Visitor Emergency Medical Treatment Policy (COBRA)**

Students will comply with the Consolidated Omnibus Budget Reconciliation Act/Emergency Medical Treatment and Active Labor Act (COBRA/EMTALA) requirements at all agencies.

### ***Scope Of Student Practice***

Students will *assist* staff with transfer of clients to another facility in accordance with COBRA/EMTALA requirements.

All students will have responsibility and accountability to *identify* persons requiring screening and to *assist* them to resources within the facility to obtain screening. Students must accompany any individual requiring or requesting medical assistance to the emergency department unless a Medical Center employee relieves the student of responsibility in order to accompany the individual themselves.

In the event an individual who appears to need medical screening refuses such screening, the student should immediately seek assistance from agency personnel.

### ***Medical Screening on the BryanLGH Medical Center Campus***

- A. A medical screening examination will be provided at BryanLGH Medical Center to any person presenting themselves anywhere in the BryanLGH Medical Center Campus who is seeking emergency services to determine whether that person has an emergency condition.
  1. Medical screening cannot be deferred to another agency or location, but must be performed at the Medical Center.
  2. Medical screening is not delayed for registration, obtaining of a patient's written consent, insurance inquiry, or other such activities.

3. Medical screening is provided regardless of a patient's insurance plan, ability to pay, race, gender, or health condition.
4. The following patients are always considered emergency medical conditions and must be screened and treated:
  - a. Pregnancy and presence of contractions.
  - b. Severe pain.
  - c. Psychiatric disturbances.
  - d. Symptoms of substance abuse.
  - e. Intoxicated individuals.
  - f. Individuals expressing suicidal or homicidal thoughts or gestures.

### **College Requirements**

Failure to meet the College requirements as listed in the College catalog and Student Handbook may be grounds for dismissal, regardless of clinical/classroom performance. The Student Handbook is issued to all students entering the program. Students are expected to adhere to all policies and procedures outlined in the Student Handbook. All students receive copies of revisions as they occur.

1. It is the student's responsibility to keep the handbook updated with these revisions.
2. Students will follow Medical Center, agency and College policies.
3. Students must complete all general education and courses in the major to graduate.
4. Students must receive a grade of "C" or above in all general education courses. Students must receive a "C+" or above in theory in courses in a major and a "satisfactory" in the clinical components of a course.
5. Students who do not complete the program within the published time frame of 150% of the program length are evaluated on an individual basis to determine appropriate action for program completion.
6. Students will maintain professional conduct at all times. Students may be dismissed at any time in the program when performance based on the faculty's professional judgment is deemed unacceptable, or unsafe.
7. Patterns of unacceptable behavior (e.g. absence, tardiness, and parking violations) within the current semester or

throughout the curriculum may be grounds for dismissal.

8. Any violation of the drug and alcohol policy shall constitute misconduct and may result in disciplinary action up to and including dismissal from the College.
9. Attendance at DIRECTIONS Employee Assistance Program may be required when a student is experiencing personal and/or scholastic problems. Failure to adhere to DIRECTIONS Employee Assistance Program recommendations may result in dismissal from the College.
10. All tuition and fees are due and payable by the end of week five. A student who is delinquent in the payment of tuition and fees may be refused admission to the next course unless special arrangements for payment are made.
11. Arrangements for school financial obligations must be made prior to graduation.

### **Computer Usage Policy**

Students are encouraged to have a home computer with access to high speed internet. There are computers available for use in the computer lab in the Library. In the Student Center, three computers are available to use when the Library is closed. The College uses the web-based ANGEL® Learning Management system for most courses.

### **Computer Use**

1. Computer software is not to be taken from the Library.
2. BryanLGH College of Health Sciences students have priority for use of the computers. Other patrons are permitted to use the computer lab as space allows.
3. Students are required to save their work to a personally owned media device (CD\_R, flash drive, portable hard drive). A program is installed on all student access computers that removes all new files each time the computer is restarted. A restart can happen during the day and will automatically occur each night between 0100 and 0300. Do not depend on saving your work on the computers.
4. Inappropriate use of computer resources will result in disciplinary and/or legal action. Such action may include loss of computer usage privileges.

### **Laptop Computer Use**

The following guidelines have been developed for the utilization of laptop computers belonging to BryanLGH College of Health Sciences.

1. The laptop computers must be checked out and returned to the BryanLGH College of Health Sciences Education Technology Office.
2. Reservations secure use of the laptops. The laptops may be reserved for the following:
  - a. BryanLGH College of Health Sciences Faculty use for academic purposes.
  - b. Faculty approved student use for course/academic purposes.
  - c. Administrator approval for requested use by other hospital departments/employees.
3. If a video projector is to be used in conjunction with a laptop, reserve the projector through the BryanLGH College of Health Sciences Education Technology Office.
4. Students are financially responsible for equipment that is lost or broken while checked out to them.

### **Student Email Usage Policy**

The following guidelines have been developed for the utilization of student email accounts.

1. Students enrolled in a program of study will receive email accounts provided by the College. It is expected that students will check and read email regularly.
2. Email accounts for new students will be activated before classes begin. New students will receive their email account information at new student orientation or electronically, if a distance student.
3. If an email account is used for illegal activities, it will be terminated immediately. Such activities will be investigated and reported to the appropriate authorities.
4. Inappropriate use of email accounts will result in one warning. Upon the need for a second warning, the account will be terminated.
5. Examples of illegal and/or inappropriate activities include, but are not limited to:
  - Emailing of pornographic, sexually explicit, offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment

and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.

- Emailing threats to students, faculty or staff.
- Harassment and intimidation of other students, faculty, or staff.
- Emailing hate literature.
- Sending of chain letters inside or outside the College.
- Soliciting others for commercial ventures, religious or political causes, outside organizations, or other non-College matters.
- Any actions that violate the Student Code and are contrary to the mission and values of the College.
- Libel or slander
- Fraud or misrepresentation
- Academic dishonesty
- Academic integrity violations
- Intentional or negligent distribution of computer viruses.

**The College expressly reserves the right to access, retrieve, read and delete any communication that is created on, received through or sent in the E-Mail system to assure compliance with this or any other College policy.**

6. If a student withdraws and does not intend to return, or is dismissed, their email account will remain active until the end of the month in which they withdrew or were dismissed.
7. If a student withdraws and has a return date, their account will remain active.
8. When students graduate, their email accounts will remain active for life.

### ***Internet Guidelines***

1. The Internet is a tool to be used in a professional manner. Participation in professional chat rooms and/or discussion groups is encouraged. No visitation of inappropriate sites will be tolerated.
2. No downloading programs (games, demos, browsers, etc.) off the Internet. Any software or programs found on the computers as a result of downloading will be deleted. If a situation occurs

where additional software programs are required, students need to submit requests to the librarian for this to be done.

3. Information may be printed from the Internet.
4. Usage and locations visited **will** be tracked.

#### **Wireless Guidelines**

1. Education Technology staff will provide students having wireless devices with the information necessary to connect to the wireless network.
2. The College does not guarantee the performance of the wireless network. Performance is dependent upon network traffic and system loads.
3. The College is not responsible for hardware or software damage to student devices.
4. The College is not responsible for configuring software or ensuring that applications on student devices work.
5. No usage of any file sharing applications on the wireless network is allowed.
6. Internet and email usage guidelines apply to the use of the wireless network.

#### **Background Check Policy**

The clinical programs of BryanLGH College of Health Sciences require students to participate in the care of patients in various healthcare settings. Students accepted into programs with clinical components are required to have a background check.

Students must clear the background check upon enrollment into any BryanLGH College of Health Sciences program with clinical components. Failure to undergo the background check will result in dismissal from the program. If the background check results indicate, the student may be dismissed from the program. Students may appeal the decision and will have the opportunity to present information to dispute the background check.

Students are responsible for all costs associated with the background check. The results of the background check must be made available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of the background check, the program has no responsibility for arranging alternate clinical placements.

If an applicant or student is issued and/or convicted of any criminal offense(s), other than minor traffic violations, subsequent to the date the student has obtained the background check under this policy, the student is required, within three (3) days after such citation/conviction to report, in writing to the Dean of Students, the date, court location and nature of any subsequent criminal citations or convictions. Failure to comply may result in dismissal from the College. This information may then be forwarded to the clinical agency for review and another background check may be required, at the student's expense. The clinical agencies, at their discretion, may elect to deny a student with a newly reported criminal background permission to continue to participate in programs at their site, which would mean that the student would be unable to complete his or her clinical training and would be dismissed from the program.

#### **Drug and Alcohol Policy and Procedure**

In accordance with the U.S. Department of Education Drug Prevention Program Certification, the following policy has been adopted to clearly state the expectations of a drug-free campus.

Students are expected to abide by all federal, state and local laws. Students are responsible for their actions regarding drugs and alcohol.

#### **Alcohol**

Student possession of or consumption of alcohol on the primary College campus, extension of the College campus, or at any College sponsored student event shall constitute misconduct. A College sponsored student event is any gathering that is arranged or endorsed by the College, where students are in attendance. Attendance at any school activity, either curricular or extra-curricular, while under the influence of alcohol, shall constitute misconduct, unless prior permission from BryanLGH College administration has been obtained and the alcohol is sold off campus by a licensed independent vendor via a "cash bar" and only to persons of legal age. Any student or student organization that violates this policy will be subject to disciplinary action up to and including dismissal from the College.

#### **Drugs**

BryanLGH College of Health Sciences denounces and prohibits the consumption, sale, possession, manufacture or distribution of any illegal substance by students, faculty or

staff. Participation by any student or student organization in any of the above activities on the primary College campus, extension of the College campus, or at any College sponsored student event shall constitute misconduct and may result in disciplinary action up to and including dismissal from the College.

### ***Procedure***

If there is reasonable suspicion of alcohol or drug consumption prior to or after reporting to clinical activities, the student will be relieved of their duties. If there is suspicion of drug or alcohol use prior to or while in class, the student may be asked to leave the class.

At the discretion of the Instructor or College Administrator, the student may be taken to the Health Office for evaluation, which may include a blood alcohol or drug screening test.

The student can be placed on academic suspension for the incident. Disciplinary action will be determined by the President of the College and the Committee.

Discipline may include a requirement to attend DIRECTIONS Employee Assistance Program or other chemical dependency treatment program or dismissal. Students may be placed on suspension until the required program is completed.

### ***Chemical Abuse Programs***

Prevention, intervention, and assistance programs are available to students to combat and cope with problems stemming from chemical use and abuse. Students are encouraged to contact the Dean of Students if they themselves or a friend are affected by chemical use or abuse.

### ***Formal Complaints Policy***

A formal complaint about BryanLGH College of Health Sciences must be submitted in writing to the President of the College or appropriate administrator. Any individual may submit a written complaint.

### ***Procedure***

1. The President of the College or his/her representative will review and investigate any written formal complaints received.
2. A written response to the formal complaint will be formulated by the President or his/her representative.
3. The President will maintain a written complaint record including:

number of complaints, type of complaint, written response to the complaint, resolution of the complaint.

4. General information on the nature of complaints on file will be available to any person upon written request.

### ***Graduation Policy***

#### ***Graduation Requirements***

Students must complete the general education and education requirements in the major as described in the Curriculum and Courses section of the college catalog. Students are expected to assume responsibility for understanding the requirements of their program and for seeking appropriate assistance to do so.

Diplomas and transcripts will not be issued to graduates with outstanding financial, testing or exit interview obligations to the College of Health Sciences, until such obligations are met.

#### ***Application for Graduation***

Students must apply for graduation by the posted deadline in the semester PRIOR to the one in which they wish to graduate.

Participation in the ceremony does not obligate the College to confer a degree should the student subsequently fail to meet degree requirements.

Nursing students are asked to submit one wallet sized photograph to the Coordinator of Student Services prior to graduation.

#### ***Graduation Exercises***

Graduation ceremonies are held in May and December. Degree conferral dates are in May, August, and December following the end of the term.

Arrangements regarding date, time, place and program are the responsibility of college administration.

#### ***Graduation Honors***

Graduates with an associate degree will be awarded honors based on cumulative grade point averages as follows:

Highest Distinction	3.87 or above
High Distinction	3.64-3.86
Distinction	3.50-3.63

Graduates with a baccalaureate degree will be awarded honors based on cumulative grade point averages as follows:

Summa cum laude	3.87 or above
Magna cum laude	3.64-3.86
Cum laude	3.50-3.63

### ***Program completions at times other than end of term***

Students who complete all their degree requirements at times other than the end of a semester (i.e. mid-term) will be invited to participate in the next regularly scheduled graduation ceremony and their graduation date will be the next identified degree conferral date. Students wishing to participate in an earlier commencement ceremony may file a petition with the Registrar. Forms are available from the Registrar. Each petition will be reviewed on a case by case basis.

### ***Program completion in August***

There is no August ceremony, therefore students with 6 or less credits needed to complete graduation requirements at the end of the spring semester may participate in the May graduation ceremony provided they:

1. Are registered for the needed courses in the immediately following summer term; and
2. Will complete those needed courses by the end of the summer term as defined by BryanLGH College of Health Sciences. Students will not receive their diploma until all requirements are completed. These students will not be considered for May graduation honors.

Students completing requirements in August will be listed as August graduates in the May graduation program. These students will not be considered for May graduation honors and will receive their diploma and honors when all requirements are completed. Upon completion of program requirements, if criteria have been met for honors, the diploma and transcript will reflect those honors.

### ***Failure to meet program requirements by graduation date***

Students who do not successfully complete program requirements at their expected time will no longer be considered a part of their intended graduation cohort. Upon completion of program requirements the student may reapply for graduation.

### **Licensure**

The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand the requirements for licensure and/or registry.

### **Bachelor of Science in Nursing Program**

Graduates of the Bachelor of Science in Nursing program are eligible to file an application to take the National Council Licensing Examination. Licensing entitles the individual to practice professional nursing as a registered nurse in the state in which the examination was written, and to apply for a license in other states.

Based on the Nebraska Uniform Licensing Law 71-147, the Department of Health-Bureau of Examining Boards may deny licensure to applicants who have been convicted of a misdemeanor or felony; that may be addicted to alcohol or a controlled substance or narcotic drug; or who engage in grossly immoral or dishonorable conduct.

Any student who has a criminal offense other than a minor traffic violation prior to or during enrollment at BryanLGH College of Health Sciences is required to report it to and conference with the Dean of Students.

### **Sonography Programs**

Graduates of the Adult Cardiac Sonography, Vascular Sonography and Diagnostic Medical Sonography programs meet published requirements by the Association of Registered Diagnostic Medical Sonographers (ARDMS). After successfully writing an ultrasound physics and special exam(s), the graduate is credentialed as a Registered Diagnostic Cardiac Sonographer (RDCS) or Registered Vascular Technologist (RVT), respectively. ARDMS policy stipulates that candidates must complete both the physics and the specialty area examination components within five years of each other.

ARDMS may deny, revoke or otherwise take action with regard to the application or certification of an applicant or registrant in the case of the conviction or plea of guilty, or plea of nolo contendere to a crime (felony and/or misdemeanor) which is directly related to public health or the provision of diagnostic medical sonography or vascular technology services.

## **Grievance Policy**

A grievance is a student's formal claim of unfair and/or inequitable treatment regarding an incident, policy, procedure or condition within the College. The processes for resolving a grievance allow all parties to be heard. It is important for students to be aware of these processes should they be involved in a conflict, disagreement, or misunderstanding. The grievance process in its entirety is an internal process and legal counsel is not permitted. Failure to appeal the decision after any of the steps within the specified period of time indicates acceptance of the decision and waives the student's right to further appeal. If a resolution of the grievance is obtained in any given step, the resolution is considered final.

### ***Grievance Process: Phase 1***

The student must initiate Phase 1 of the process no later than the first week of the subsequent term.

- Step 1: The student will discuss the concern with the other involved party and will try to work out a solution. If a resolution is not reached or the student does not wish to confront the other involved party, the student initiates Step 2.
- Step 2: The student will request a meeting with the administrator of the program. The administrator will schedule the meeting to include the student, the administrator and the other involved party. The administrator will notify the student in writing within five working days the outcome of Step 2.
- Step 3: If the student is not satisfied with the outcome in Step 2, within five working days the student will request a meeting with the Dean of Students. The Dean will schedule the meeting to include the student, the other involved party, the administrator and the Dean of Students. The Dean of Students will inform the student of the outcome of Step 3. Within five working days of this communication, the student will inform the Dean of Students if he or she will pursue Phase 2 of the Grievance Process.

### ***Grievance Process: Phase 2***

- Step 1: If the complainant is not satisfied with the outcome of the first phase of the Grievance Process, The Dean of Students will explain the second phase of the Grievance Process.
  - The Dean of Students will advise the student on the application process to have the decision reviewed by the College Judicial Board.
  - The application must be submitted by the student to the Dean of Students within five working days of the last meeting.
  - The application includes a complete account of the student's complaint, including names of the people or course involved, the date and location of the incident or the condition complained of, and the resolution the student is requesting.
  - The Dean of Students will determine the appropriateness and involvement of witnesses. Witnesses may be deemed appropriate for either party.
  - The Dean of Students will arrange the Judicial Board meeting within five working days of receiving the application.
- Step 2: The Judicial Board will be convened by the Dean of Students and will consist of two faculty members, one professional staff member and two students who have been trained in the judicial process.
  - The Dean of Students will serve as the nonvoting chairperson of the Judicial Board.
  - During the hearing process, both parties will be requested to present and both parties will have the opportunity to be heard.
  - Confidentiality will be maintained within the Judicial Board and College Administration.
  - Judicial Board decisions will be made on the criterion of "it is more likely than not."
  - The Judicial Board hearings will be audio taped. Tapes will be the property of and secured by BryanLGH College of Health Sciences.

- The Dean of Students will be the person responsible for the administration of the Student Code of Conduct and the Judicial Board.
- Any changes in the scheduled hearing must be requested in writing to the Dean of Students 24 hours before the appointed hearing time.
- Failure of the complainant to appear at the hearing will nullify the process and the outcome of Phase 1 will stand. Failure of the respondent to appear at the hearing will result in a rescheduled hearing, at which the complainant, respondent and/or a department representative will be present.

Step 3: The Dean of Students will notify in writing all parties involved of the Judicial Board's decision and any associated sanctions. This information will be postmarked within three working days of the hearing.

Step 4: A decision reached by the Judicial Board may be appealed to the President of the College by either the complainant or the respondent. A written appeal must be delivered to the Dean of Students within five working days of receiving the decision. The appeal will be limited to a review of the taped record and supporting evidence of the hearing. Acceptable reasons for appeal are:

- To determine whether the hearing was conducted fairly in light of charges and evidence presented and conformity with prescribed procedures.
- To determine whether the decision reached was based on substantial evidence, that is whether the facts in the case were sufficient to meet the criterion of "it was more likely than not."
- To determine whether the sanctions imposed were appropriate.
- To consider new evidence to alter a decision or other relevant facts not brought out in the hearing, because the student or College personnel appealing did not know

such information at the time of the hearing.

- The decision of the President will be postmarked within ten working days of receiving the taped record and supporting evidence from the hearing. The decision of the President is final.

### **Inclement Weather**

In the event of inclement weather, BryanLGH College of Health Sciences will announce cancellation of classes through text messages, email, college website and local television stations. Students should always use their own judgment when traveling to assure personal safety.

### **Parking Policy and Procedure**

BryanLGH College of Health Sciences follows the BryanLGH Medical Center Parking Policy and Procedure, as outlined.

#### ***Policy – East Campus***

The Health System and both campuses of the Medical Center exist to serve the community. Thus, priority for prime parking locations will be for patients and visitors. Special consideration will be given to the parking requirements for physicians and tenants. Each campus will establish specific designated areas of student parking

BryanLGH assumes no responsibility for damage to or theft of items from vehicles parked on either campus or at any assigned parking lot. Please notify Security (ext. 13997)

if any vehicle will be parked in a Medical Center lot for more than 24 hours. The Medical Center reserves the right to tow improperly parked vehicles if necessary.

#### ***Procedure***

##### 1. Vehicle Registration

###### a. Stickers

- 1) New Students: BryanLGH College of Health Sciences will provide Facilities Management information on any new students. Once that information is received stickers will be printed and delivered to the department.
- 2) Employees/Students/Volunteers: All employees, students and volunteers must have a sticker on their vehicle in order to park on campus. A vehicle without a sticker will result in corrective action.

- 3) Changes: Contact Facilities Management for a new sticker if you have a change in vehicle, loss of sticker, or a sticker that no longer stays on your vehicle.
  - b. Process of Sticker: The sticker must be placed on the outside, driver side, rear window in the lower left hand corner. If the vehicle does not have a permanent rear window (i.e., convertible...) then the label needs to be placed on the lower corner, driver side of the front window. A vehicle without a sticker will result in corrective action.
  - c. The sticker will be scanned by security and your name and student status will appear on the handheld reader.
2. Parking Assignments
- a. Restrictions. With the exception of patients and visitors, all other groups which are provided parking on each campus should not park in patient and visitor lots, restricted areas or on the streets surrounding each campus. Employees and students are restricted from parking in patient/visitor/tenant areas unless the employee/student is off duty and in a patient or visitor status. Reasonable accommodation is available to all disabled drivers.
  - b. Individuals who fail to register their vehicles are denied parking in any BryanLGH controlled parking lots.
    - 1) Available Parking. Parking for employees and students is currently provided on a first come, first serve basis. There are numerous parking stalls available for employees and students. Employee parking lots have been designated and are marked on the attached map of East campus. Reasonable accommodation is available to all handicapped drivers.
  - c. Employee and Student Parking. Employees and students may park in any employee designated area. Available employee parking is listed below:

**East Campus**

- 1) 48<sup>th</sup> Street Garage – 4<sup>th</sup> level and ramp to 4<sup>th</sup> level;
- 2) Surface Parking Lot – just North of 48<sup>th</sup> Street Garage;
- 3) Sumner Street Garage designated area of upper level and ramp;

- 4) Cotner Boulevard Garage - 3<sup>rd</sup> level (roof); ramp to 3<sup>rd</sup> level and designated area of 2<sup>nd</sup> level;
- 5) Surface Parking Lot - just North of the Cotner Boulevard Garage;
- 6) Surface Parking Lot - just North of the BryanLGH College of Health Sciences Building;
- 7) Surface Parking Lot - located east of the Women's and Children's Tower and BryanLGH College of Health Sciences;

**West Campus**

- 1) Parking Garage – Level II, roof and all ramps
3. Parking violations
- a. Parking tickets will be issued for violations of this policy to include:
    - 1) Failure to park in designated lots.
    - 2) Parking in any areas reserved for other groups or designated no parking, such as fire lanes, red-lined curbs, handicapped spaces or visitor and patient parking areas.
    - 3) Parking over a line or taking two stalls.
    - 4) Parking on residential side streets.
    - 5) Failure to have a parking sticker on your vehicle.
    - 6) Failure to have a parking sticker on your vehicle and failure to park in designated lots will result in two tickets.
4. Corrective Action
- a. First Ticket. The first ticket issued will result in a written notice sent to the student and the Dean of Students. This is considered as a verbal coaching with the student as far as corrective action is concerned.
  - b. Second Ticket. The second ticket issued within the same 12-month period as the first ticket will result in a written notice sent to the student and Dean of Students. Security will verify that the student is on duty; if so, a wheel lock will be placed on the car and a \$30.00 fine will be assessed for the wheel lock to be removed. A Student Conference Record needs to be completed by the instructor; this is a first written warning in the corrective action process.
  - c. Third Ticket. The third ticket issued within the same 12-month period of the first two tickets will result in a written

notice sent to the student and Dean of Students. Security will verify that the student is on duty; if so, a wheel lock will be placed on the car and a \$50.00 fine will be assessed for the wheel lock to be removed. A Student Conference Record needs to be completed by the instructor; this is a final written warning. A fourth ticket in this 12-month period will result in immediate dismissal from the College.

- d. Fines. The fine should be paid to the cashier's office along with the witness of a Security officer. If the cashier's office is closed, then fines can be paid to the Security officer directly and a receipt of that transaction will be provided. If the violation is a result of not having a sticker on the vehicle, then security will print a sticker for the individual and place it on the vehicle.
  - e. Definition. The twelve (12) month period as established in this procedure is defined as the elapsed period of time between the date of the first citation and the anniversary date of that same citation twelve (12) months later. All citations will be destroyed as they reach their anniversary date. Action as described above will be taken if, at any time, an individual accumulates the specified number of citations in this twelve (12) month period. Actions taken as a result of these citations will not negate them. They will remain active and will count toward future action, if necessary, in the same time period.
5. Medical Center Security
- a. Responsibility. Medical Center security is responsible for monitoring the parking program and enforcing this procedure. Duties include, but are not limited to the following:
    - 1) Identify and cite students that have parked in restricted areas.
    - 2) Enforce parking regulations as established by this policy.
    - 3) Maintain a current active file on parking citations and initiate corrective action as established herein.

Discretion will be used in all cases prior to having a vehicle wheel-locked. Student ownership and on-duty status verifications are mandatory prior to any action being taken.

### **Privacy Act**

BryanLGH College of Health Sciences abides by the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. Under the provisions of this act, students have specific rights related to their educational records:

- The right to inspect and review the student's records within 21 days of the day the College receives a request for access.
- The right to request the amendment of any educational records that a student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Information which the Act allows the College to release to a third party without the consent of a student (directory information) is limited to the following items:

- student's name, address, telephone listing and electronic mail address
- field of study (major)
- academic class (freshman, sophomore, junior, senior)
- enrollment status (full-time or part-time)
- dates of attendance, graduation
- estimated graduation date
- academic awards and degrees
- participation in officially recognized activities and sports.

Students have the right to withhold the disclosure of this information. Students who wish to restrict the disclosure of this information or who desire additional detailed information regarding student rights outlined in the Family Educational Rights and Privacy Act of 1974 should contact the Registrar.

Rights of access of records accorded to parents of students are transferred to students who are 18 years of age or are attending institutions of post-secondary education

### **Record Retention**

BryanLGH College of Health Sciences maintains a Record Retention Policy in compliance with The Family Educational Rights and Privacy Act (FERPA) and guidelines

established by the American Association of Collegiate Registrars and Admissions Officers. Records are maintained for applicants, enrolled students and graduates.

The Office of the Registrar is responsible for the maintenance of permanent student records. Questions regarding the length of time specific documents are retained should be directed to the Registrar.

### **Refund Policy**

Refunds for Federal aid recipients are issued according to Federal guidelines. For non-Federal aid recipients, the refund of tuition and fees upon withdrawal from the College will be pro-rated for each semester as follows:

### **Tuition Refund Schedule**

<i>Percent of semester rate to be refunded:</i>
100% refund the first week
80% refund the second week
60% refund the third week
40% refund the fourth week
20% refund the fifth week

Refunds for summer sessions or sessions less than a full term will be prorated. The following fees are not refundable: enrollment fee, course materials and laboratory fees, and books purchased through the bookstore.

### **Federal Financial Aid Refund Policy**

Refunds for Federal aid recipients are issued according to Federal guidelines. A student earns Federal aid for the period of time they are enrolled. If a student withdraws before the end of the period, they may have unearned aid that must be returned to the Federal Financial aid program.

### **Religious or Cultural Observances Policy**

BryanLGH College of Health Sciences strives to be sensitive to the religious and cultural beliefs of an increasingly diverse population. If a concern arises regarding a scheduled College or course activity and a particular religious or cultural practice, the student must inform the instructor of the concern well in advance of the scheduled activity. If this concern results in the student being absent from course activities, make-up may be required, as with absences for any other reason, at the discretion of the instructor.

### **Smoking Policy**

BryanLGH Medical Center and BryanLGH College of Health Sciences have a smoke-free environment policy. Smoking is not permitted in the College or on the campus. Students are

expected to adhere strictly to smoking policies at off-site classroom or clinical experiences.

BryanLGH Medical Center has a tobacco free policy at all sites. This includes inside and outside of our buildings, all parking garages, lots and all grounds of our main and ancillary buildings. The procedure applies to all individuals including patients, visitors, employees, volunteers, medical staff members, students and tenants. The one exception will be patients of the Independence Center.

### **Safe Haven Bill Procedure**

In the event a person surrenders custody of a child to an employee of the medical center, it is our policy to accept that child into the hospital's custody until custody can be transferred to law enforcement or the Department of Health and Human Services (DHHS).

Legislative Bill 157 states that no person shall be prosecuted for any crime based solely upon the act of leaving a child in the custody of an employee on duty at the hospital. BryanLGH has received consent from the state for medical screening, evaluation, and treatment as needed until such time the child is released to a state agency. Medical center employees are immune from criminal liability and civil liability for accepting a child. Signs will be posted at emergency and main entrances indicating we are a safe haven for abandoned infants and children.

### **Steps to take**

Contact care management, the nursing administrative supervisor (NAS) and hospital security, upon learning that a person intends to leave his or her child at the medical center.

Ask the person to accompany you and the child to the emergency department.

Inform the person bringing the child that they are not required to answer any questions; however, the following information is requested:

- 1.) Name of child
- 2.) Names of biological parents
- 3.) Information about the child's medical history or significant family history
- 4.) Is the child an American Indian? What tribe?
- 5.) Date of the child's birth
- 6.) Ask person bringing the child if they need medical care

The employee involved with release of the child, care management or the NAS will take the child to the ED for evaluation and treatment needed. Care management or the NAS will notify risk management.

Please refer to the new procedure for all of the details. If you have additional questions, please call Suzan Mulligan, care management, 18996, or Norma Coleman, 18365, risk management.

### **Video Camera Use**

The following guidelines have been developed for the utilization of the BryanLGH College of Health Sciences video camera.

1. The video camera must be checked out and returned to the BryanLGH College of Health Sciences Education Technology Office.
3. The camera can be checked-out based on the following authorization:
  - d. BryanLGH College of Health Sciences Faculty use for academic purposes.
  - e. Faculty approved student use for course/academic purposes.
  - f. Administrator approval for requested use by other hospital departments/employees.
4. Students are financially responsible for equipment that is lost or broken while checked out to them.

### **Video Recording in the Simulation**

**Center** Video recording may be used in the simulation lab during simulated clinical experiences. Recordings may be used during the debriefing period to help students reflect on the actions and activities that occurred during the simulated clinical experience.

This recording will only be viewed by those students who participated in the simulated clinical experience, the instructor(s), and the simulation lab faculty. The video will be stored on a password-protected area of the College's computer system. It may temporarily be placed on Angel but password protected so that only the participants may access it. The videos will be deleted from the computer at the end of each semester.

Under no circumstances will the video be viewed by other people without written consent of the participant(s). The video will not be uploaded to any public viewing site such as Youtube.com. If a faculty member wishes to use portions of a video for educational

purposes or as part of a conference presentation, they will obtain written consent from the participant(s) prior to that use. If a video is going to be used for research purposes, written consent will be obtained. The video may be transferred to a DVD and stored in a locked file cabinet.

### **Tuition Collection and Payment Policy**

#### **Spring and Fall Semesters**

Tuition and fees are billed the third week after the first day of a new semester and are due on Friday of the 5th week of classes

#### **Summer Semester**

Tuition and fees are billed two weeks prior to the beginning of the summer semester for all sessions within the summer semester. Tuition and fees are due the Friday of the first week of the summer semester

Questions regarding tuition billing and collection may be directed to Student Accounts at (402) 481-8357

### **Vacations and Holidays**

1. Vacations are scheduled according to the academic calendar of BryanLGH College of Health Sciences.
1. The BSN curriculum plan for the BryanLGH College of Health Sciences includes a four week practicum in the summers between the 2<sup>nd</sup> and 3<sup>rd</sup> years of the program.

**GENERAL CLINICAL POLICIES**

Clinical Attendance Policy ..... 48

Clinical Evaluation Policy ..... 48

CPR ..... 48

Protected Health Information Policy (HIPAA) ..... 49

## **Clinical Attendance Policy**

### ***Beliefs and Expectations***

The faculty of BryanLGH College of Health Sciences believes that clinical experience is essential to preparing a health care professional who is competent and caring, and that consistent attendance and participation in assigned clinical activities is a critical element in professional development, therefore, students are expected to attend and participate in all scheduled clinical experiences.

The faculty believe that instructors in each course best understand the requirements for adequate clinical experience in that particular area, and that while 100% attendance and participation in assigned clinical experiences is highly desirable and expected, it may not be essential in every case for achievement of course objectives or college goals.

### ***Policy***

1. Students will be required to make-up absences, as the course instructors deem that the experiences missed are necessary for satisfactory achievement of course outcomes and completion of the course.
2. The student must be present enough, in the instructor's opinion, to demonstrate consistency and satisfactory performance during any given course to be considered complete in the course. For example, if a student has missed numerous clinical hours in one course, the instructors may determine that the student has not had enough clinical exposure during the course to be considered complete.
3. Absences will be monitored and recorded. Repeated absences or patterns of absence will be taken to the school specific Admission, Promotion and Graduation committee for appropriate action.
4. Students must be complete in prerequisite courses before advancing to the next level in the curriculum, regardless of total number of hours missed.
5. Instructors will facilitate attendance at such professional activities as student association conventions, student government conferences, and college committee meetings. However, students may be required to make-up missed experiences within the course as deemed necessary by the course instructors.
6. "Make-up" is defined as demonstrating comparable outcome understanding or skill for the content/experience missed.
7. The Academic Dean or Chair of each division reserves the right to assess a make-up fee for make-up experiences.

## **Clinical Evaluation Policy**

The BryanLGH College of Health Sciences Clinical Evaluation System is designed to assist the student in meeting standards necessary to provide quality care. Evaluation is based on individual progress made toward attainment of course objectives.

Evaluation is an ongoing process with the final decision being made at the completion of the course. The role of the instructor in evaluation is to observe and measure the student's performance during the clinical experiences, provide immediate feedback about performance strengths and areas needing improvement and to document summary observations, conclusions and recommendations.

The role of the student in evaluation is to seek out the instructor to observe performance and to provide information regarding client care, to critically review own performance and incorporate instructor feedback into future clinical experiences.

### **CPR**

Students are required to have completed a BLS/CPR for the Health Care Provider course prior to beginning clinical experiences; Students are responsible for maintaining their CPR card throughout the program.

### ***Procedure***

1. Students are to provide proof of course completion at least one month prior to beginning any clinical experience. A copy of the student's card will be maintained.
2. Faculty will note card expiration date when students begin a course. If the BLS/CPR card will expire during the course, faculty will reinforce the requirement to complete a *BLS/CPR for the Health Care Provider Renewal* course before card expiration and the consequences if the card expires.
3. Upon attainment of a new BLS/CPR card, the student will provide proof of being current to designated college personnel. A copy of the card will be maintained.
4. A student will not be allowed to continue clinical experiences until a current BLS/CPR card is obtained. The student will receive a grade of "unsatisfactory on the evaluation form for not meeting program policies and requirements for each week in which the student does not have verification.

Days missed by the student because of a lapse in current status will not be rescheduled or allowed to be made up. This may result in failure of the course.

5. Students can take BLS/CPR for the Health Care Provider courses at an institution that provides American Heart Association or American Red Cross BLS/CPR, the initial BLS/CPR or renewal must be a Health Care Provider Course (examples: BryanLGH, Southeast Community College, American Red Cross, American Heart Association, place of employment)

### **Protected Health Information Policy**

Students will regard all protected health information (PHI) in accordance with the Health Insurance Portability and Accountability Act (HIPAA). This is to include any protected health information encountered while functioning as a student within the college at any facility, site, function or classroom.

Students will remove all client protected health information from papers that have any relation to or association with being a student in the college.

Client PHI may not be removed from the clinical area in any format.

Students may not discuss any aspect of client PHI outside the academic setting.

See course guidelines for application of HIPAA policies to specific projects.

Examples of PHI include:

Names of clients, relatives or household members

Addresses in any subdivision smaller than a state, including zip codes

All elements of dates: birth, admission, discharge, death and ages over 89

Identifying numbers: telephone, fax, email, social security, medical record, account or policy numbers

Students are required to participate in HIPAA training and sign an agreement to comply with HIPAA regulations prior to beginning clinical.

## **Health Professions Clinical Policies**

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### **Clinical Evaluation Policies**

The School of Health Professions Clinical Evaluation System is designed to assist the student in meeting standards necessary to provide quality care. Evaluation is based on individual progress made toward attainment of course objectives.

Evaluation is an ongoing process with the final decision being made at the completion of the course. The role of the instructor/preceptor in evaluation is to observe and measure the student's performance in the clinical setting.

The Weekly Behavior Evaluation is a record indicating the instructor's or preceptor's judgment of student performances in the clinical setting. The form indicates the behaviors which must be met to attain course objectives.

The instructor/preceptor will evaluate student performance on a weekly basis. The instructor/preceptor indicates on the Weekly Behavior Evaluation the student's performance of the behavior for the week as follows:

- E = exceeded expectations
- M = met expectations
- P = partially met expectations
- U = unsatisfactory

***Exceeded expectations:*** Performance exceeded expectations for the course behavior. Activities performed contributed to enhanced learning of self or others and/or patient well-being.

***Met expectations:*** Performance consistently met expectations for the course behavior. Actions contributed positively to learning of self or others and/or patient well-being.

***Partially met expectations:*** Performance met some components of the course behavior, but was incomplete and improvement is necessary for full attainment of the behavior.

***Unsatisfactory:*** Performance did not meet expectations for the course behavior. Corrective action is necessary.

Written feedback from the faculty member must be provided when the student exceeded expectations (E), partially met expectations (P) or was unsatisfactory (U).

- Recommendations for improvement must be documented for (P) or (U).

Written feedback for meeting expectations (M) is not required, but is useful and highly

encouraged.

By evaluating weekly performance, the student and the instructor are able to see patterns of behavior and provide a means of feedback. An interim (midpoint) evaluation will be given.

The student is responsible for reviewing and signing the Weekly Behavior Evaluation on a weekly basis. Students are encouraged to provide a written response to feedback on the student comment portion of the evaluation tool. When a difference of opinion exists between faculty and student regarding performance, a conference should be held and a summary written. Either the student or instructor may initiate the conference.

To satisfactorily complete the course, the student must demonstrate an ability to consistently meet the clinical behaviors. A pattern of partially met expectations and/or unsatisfactory performance will result in probationary status. Failure to demonstrate consistent satisfactory performance will result in unsatisfactory clinical behavior evaluation and failure of the course.

At the end of the course, the instructor will evaluate each student based on attainment of established course objectives and requirements. A final evaluation conference is scheduled for the instructor to review with the student the summative evaluation and the student self-evaluation of strengths and areas for improvement. A final grade of satisfactory (S) or unsatisfactory (U) will be recorded on the evaluation form and on the College transcript.

The faculty of the School of Health Professions have the responsibility and the authority to establish and maintain standards of ethical, personal, and professional conduct for students in the College. If at any time during the educational experience, the faculty's professional judgment is that the student is not providing safe, competent, and ethical care, or acting in a professional manner, the faculty member has the responsibility to remove the student from the setting and document the incident. If the student does not utilize appropriate knowledge and judgment, the faculty is responsible to submit a recommendation to the school specific Admission, Promotion and Graduation Committee for review and appropriate action.

### **Compensatory Time Policy**

A student is not expected to exceed 40 hours per week of scheduled school activities. However, while the need for compensatory time is very rare, there may be an occasional exception to this. For example, 1) accompanying an experienced technologist to a mobile experience; 2) experiencing “on-call” time with an experienced technologist; or 3) attendance at an instructor approved conference or health fair. In the event that any of these experiences, or any other required school activity would result in a total of greater than 40 hours of school activities in any given week, the student will receive an equal amount of compensatory time free of scheduled school activities.

### **Procedure for Receiving Compensatory Time**

In the event that a student is involved in required school activities in excess of 40 hours in any given week, he/she should submit in writing a request for compensatory time from the Clinical Coordinator. The following information is to be included:

1. The type and location of the school activities during that week
2. The name of the instructor/preceptor(s) supervising the activities
3. The number of hours spent on each activity
4. The total number of hours for the week

The request for compensatory time is to be submitted the first school day following the week in which the excess occurred. The Clinical Coordinator and student will mutually determine when the compensatory time is to be taken.

### **Clinical Dress Code**

The Faculty of BryanLGH College of Health Sciences believe it is necessary to address the issue of a dress code for the following reasons: 1) client safety, 2) need for asepsis, and 3) projection of a professional image. It is believed by the Faculty that a professional image is important to convey knowledge, skill and authority of the healthcare provider. You are encouraged to observe the culture in which you work and act and dress accordingly. In consideration of the above, the Faculty have established the following criteria.

#### **Sonography**

During skills lab and clinical time, you are to wear the following:

- The College patch affixed on all college designated white lab coats and scrub tops over the left chest area.

- Slacks and appropriate tops and a white lab coat OR
- Dresses at least knee length and a lab coat OR
- Skirts (at least knee length) and tops and a white lab coat OR
- Navy blue scrubs (no lab coat needed)
- Footwear: no opened-toed shoes are permitted in the clinical settings. Clean leather athletic shoes that are reserved for the clinical setting are ideal.

Keep jewelry at a minimum during the lab and clinical times. Especially limit the bracelets worn, as they have a high risk of being caught in the equipment. Long necklaces would have the potential of also getting caught in equipment and/or swinging into a patient when you are bending over.

Rings: If rings are worn, only one may be worn on each hand. They are to be removed if they jeopardize medical asepsis or patient safety.

#### **All Students**

Name Tag: A name tag must be worn during all school activities.

Body Piercing: Visible body piercing is limited to the ears. One earring in each lower ear lobe is allowed (must be contained within surgical cap in the cath lab setting). Earrings must be plain and not to exceed ¼ inch in size. No hoops are allowed. No rings/studs/hoops may be visible from alternate body piercing sites.

Nails: Length and condition of natural nails will be conducive to safety and effective hand washing. Artificial nails may not be worn. Polish may be worn if it is in a muted color (i.e. natural, beige, light pink). Nail polish will not be chipped, cracked or peeling.

Hair: Hair (including facial hair) must be neat, clean and project a professional appearance. Hair must be confined in a fashion so as not to fall in the face when bent over or within a surgical cap as appropriate.

### **Tattoo Policy**

Tattoos that are deemed offensive (including, but not limited to, drug related, sexually explicit, offensive language, and/or gang related in nature) must be covered at all times while at school or in school related experiences. The student must be able to comply with the policies of various agencies where clinical experiences are scheduled in order to participate in the required clinical courses of each program.

Disputes will be resolved by the Faculty Standing Admission, Promotion and Graduation Committee.

Aftershave, cologne, perfume: Aftershave, cologne, or perfume should not be worn when having direct patient contact.

Personal Hygiene: Good personal hygiene is mandatory at all times. Clothing should be free of the smell of smoke.

Gum chewing is not allowed in the clinical area.

### **Clinical Practice Policy: Sonography**

1. Students will follow standards of current, safe practice and institutional policies at all times.
2. Any new procedure must be discussed with the clinical instructor/preceptor before proceeding.
3. The student is expected to follow the recognized scope of practice for the diagnostic medical sonographer, published by the Society of Diagnostic Medical Sonography (SDMS) under the supervision of their assigned preceptor with the following exceptions:
  - a. Students are not allowed to perform any procedure that requires certification or training beyond entry level; e.g., ACLS, PALS, NALS.
  - b. Students are not allowed to perform venipuncture.
  - c. Students are not allowed to inject any type of contrast medium, including air.
  - d. Students are not allowed to administer local anesthesia of any sort, e.g., Cetacaine spray to the throat for TEE procedures.
4. Instructors and preceptors have the right to limit the student scope of practice based on clinical situation,

hospital policy, and student performance.

### **Employment in Specialty Area**

#### **Purpose**

To establish a policy for students who wish to seek employment in their specialty area while still enrolled as a student.

#### **Policy**

Students wishing to seek employment in their area of specialty may do so according to the following guidelines and limitations.

1. The student must have progressed through the curriculum to such a point that he/she has the knowledge and skills to competently perform, under appropriate supervision of the employer, the duties of the position being sought.
2. Employment may not under any circumstances interfere with, or substitute for, any classroom or clinical schedules or assignments.
3. The student may under no circumstances replace or assume the responsibilities of regular and/or qualified staff during scheduled course activities.
4. Employment in the area of specialty is a matter between the employee and the employer. The College is not a part of, nor does it assume any responsibility for, matters related to the employment of a student while enrolled in the program of study.
5. Employment outside of curricular activities is non-compulsory. The student must receive pay and is subject to standard employee policies.

### **Student Pregnancy and Radiation Safety**

#### **Policy**

#### **Purpose**

The purpose of this policy is to minimize radiation exposure to the developing embryo/fetus of a student who has declared pregnancy and is assigned in or near clinical areas that routinely utilize radiation.

#### **Policy**

Reasonable measures will be taken by clinical affiliate sites and the College of Health Sciences to reduce exposure to radiation for students who have made a written declaration of pregnancy.

## Procedure

1. State regulations require healthcare institutions in which a risk of radiation exposure exists to take reasonable measures to limit the exposure of employees, volunteers and students to radiation. These regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus.
2. The choice to declare pregnancy is completely voluntary. If a student chooses to declare her pregnancy, she must do so in writing on the Declaration of Pregnancy form so that a lower radiation dose limit will apply to the embryo/fetus. If the student chooses not to declare her pregnancy, she and her embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers.
3. A student who has declared pregnancy will be issued a radiation monitor (fetal badge) to be worn at the waist at all times and under the protective apron when an apron is worn. If the student is assigned in an area that requires all employees to wear a radiation monitor, the fetal badge will be in addition to this.
4. The dose of the fetal badge cannot exceed 0.5 rem (5 millisievert) during the entire pregnancy. If the pregnant student has already received a dose exceeding 0.5 rem in the period between conception and the declaration of pregnancy, an additional dose of 0.05 rem (0.5 millisievert) is allowed during the remainder of the pregnancy. In addition the clinical site must make efforts to avoid substantial variation above a uniform monthly dose rate so all the allowed dose does not occur in a short period during the pregnancy.
5. If these limits are exceeded, temporary reassignment of the student or a leave of absence may be necessary. All options will be discussed with the student and reviewed by the Medical Director and the Radiation Safety Officer for a final decision regarding the appropriate actions to be taken.

**BryanLGH College of Health Sciences  
SCHOOL OF HEALTH PROFESSIONS  
CARDIOVASCULAR AND DIAGNOSTIC  
MEDICAL SONOGRAPHY**

**Essential Abilities of Sonographers**

The following are the essential physical, cognitive and behavioral abilities for the student to participate in and successfully complete the sonography programs. These abilities are not conditions of admission. However, they reflect the performance abilities and characteristics necessary for the student to successfully complete program requirements.

The applicant must decide if he/she has any limitations that may restrict or interfere with satisfactory performance of any of the required skills and abilities. It is the responsibility of the applicant to meet the standards outlined below, and to request those accommodations that he/she feels are reasonable and necessary to perform the essential functions. All students must be able to meet the performance requirements to progress in and complete the sonography programs. The applicant should consult with the Dean of Health Professions or Program Instructor to discuss any individual circumstance in which he/she may not be able to meet the essential requirements.

**Physical Strength**

The ability to:

- Lift and carry materials weighing up to 40-50 pounds.
- Push/pull hospital beds; transport patients.
- Lift, transfer and move patients to and from wheelchair, table, stretcher and/or bed.
- Push/pull equipment on wheels weighing up to 400 pounds.
- Stand for up to 50% of a shift (4-5 hours).
- Sit for up to 50% of a shift (4-5 hours).

**Mobility**

The ability to:

- Support and transfer patients safely from bed to wheelchair, and modify patient position in bed.
- Twist and/or turn to move patients and equipment.
- Move in and out of treatment areas; quickly when necessary.
- Respond to emergency situations in a timely manner.
- Reach equipment and parts of patient's

body

- Reach below waist level to manipulate equipment.
- Maintain scanning positions for long and/or repetitious periods.
- Use elevator and/or stairs.

**Psychomotor Skills & Dexterity:**

The ability to:

- Create and interpret visual/spatial relationships including multidimensional relationships and the spatial relationships of anatomic structures to images produced.
- Distinguish textures, degrees of firmness, temperature differences, pulse rate, vibrations and strength.
- Maintain steady arm and hand movement.
- Operate and manipulate equipment.

**Communication**

The ability to:

- Communicate and interpret effectively both verbally and nonverbally (including writing skills).
- Hear and understand patients and staff; assess and monitor patient sounds.
- Interact positively with people from all levels of society, and all ethnic, cultural and religious backgrounds.
- Follow verbal instructions.
- Detect and discriminate between sounds of normal conversation, including through a surgical mask.
- Distinguish a variety of sounds including but not limited to equipment alarms and monitors, Doppler ultrasound, phones, and beepers, overhead paging and heart and blood pressure sounds.
- Write legibly.

**Visual**

The ability to:

- Make accurate observations of patients and environment.
- Read handwritten instructions/orders.
- Read fine print, monitors, and gauges.
- Discriminate color combinations in blacks, grays, and whites, and the color spectrum on both display devices and recorded images (paper and electronic).
- See and discriminate between varieties of equipment visual alarms.
- See and function in dim lighting.

### **Cognitive**

The ability to:

- Apply theory content in the clinical setting.
- Think critically and make appropriate decisions in emergency and non-emergency situations.
- Assimilate pertinent information and report to appropriate healthcare personnel.
- Read and record information accurately.

### **Adaptability:**

The ability to:

- Work accurately and safely under stress.
- Concentrate in distracting situations.
- Adapt quickly to changes in the environment/situation.
- Make timely and appropriate decisions related to seeking supervisory assistance/consultation.
- Respond to feedback appropriately and maturely.
- Follow established policies.

### **Ultrasound Scanning of Volunteer Subjects Policy**

#### **Purpose**

Students gain invaluable experience scanning volunteer subjects, both student and non-student, as part of their educational program in sonography at BryanLGH College of Health Sciences.

The purpose of this policy is to ensure voluntary and prudent use of students or other human subjects for non-clinical ultrasound scanning for educational purposes.

#### **Policy**

Students in any sonography program at the College will be expected to spend time in skills lab scanning human subjects solely for educational purposes during scheduled skills labs, as well as outside of scheduled skills lab hours. Students may scan each other as appropriate. They are afforded the same rights and safeguards as a non-student volunteer subject as described below. This is very valuable and students are encouraged to serve as subjects for their classmates. However, students have the right to elect not to be scanned without any impact to their grade in the course or progression in the program. If a student elects not to be scanned, he/she is responsible for providing a volunteer to be scanned for each scheduled lab.

Volunteer subjects outside of the program are also used to provide students with scanning experience. All subjects must sign a consent form prior to being scanned by the student. The consent form must give a brief explanation of the procedure to be performed and any possible risks. The subject may change his/her mind about this consent at any time before or during the procedure simply by informing the student performing the procedure.

#### **Obstetrical Volunteer Subjects**

In order to be eligible to volunteer for an obstetrical ultrasound procedure for student educational purposes the subject must be beyond the first trimester of the pregnancy and have undergone an anatomical survey obstetrical ultrasound during this pregnancy. In addition the volunteer must inform her primary obstetrical care provider of her intention to participate in the student educational procedure.

The consent form for all volunteers must make clear that the scanning is being done for educational purposes only and there are no guarantees or assurances concerning the accuracy or results of the procedures and no diagnosis will be made. The consent must be signed by the volunteer subject or legal guardian of the subject, or other authorized representative. Parental permission is required for any subject under the age of 19.

No results of the procedure will be given to the volunteer. In the event that the procedure being performed suggests certain findings that may be of clinical importance, the course instructor will review the findings, and if, in the opinion of the instructor, such a situation may exist, the volunteer will be informed and encouraged to discuss it with a physician of his/her choice. If the volunteer wishes to have the course instructor contact the physician regarding the procedure, he/she must sign a Permission to Contact Physician form including the physician's name and address. If the volunteer does not wish to have the physician contacted, he/she will be asked to sign the Refusal of Offer to Contact Physician form. In the event a student volunteer needs a physician referral but does not have a physician, the instructor will encourage the student to contact Employee Health Services who will assist them with a physician referral.

No record or results of the procedure will become a part of any medical record and will not include the name or any other information that may identify the subject unless the subject signs the Permission to Contact Physician form, in which event the name and the results of the findings will be disclosed to the specified physician.

The consent form must include a release of responsibility statement releasing the student, BryanLGH Medical Center and the College and the staffs thereof from any liability or responsibility associated with or related to the performance or outcomes of the procedure.

## **Nursing Clinical Policies**

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### **Clinical Practice Policy - Nursing**

1. Students will follow standards of current, safe practice and institutional policy at all times.
2. Any new procedure or medication route needs to be discussed with the clinical instructor before proceeding.
3. Skills identified on the clinical experience record require instructor supervision until competency to perform the skill independently is determined by Faculty.
4. Students are accountable to perform any skill, procedure or medication route introduced in Foundations at the beginning of Nursing Care I and throughout the program.
5. Students are accountable to perform central line management and medication, blood administration and to take and transcribe prescriptive orders beginning in Nursing Care II.
6. Students are not permitted to perform any procedure that requires training or certification beyond entry level, e.g., CAPD, ACLS, PALS, NALS.
7. Instructors have the right to limit student scope of practice based on clinical situation and student performance.

### **Medications**

1. Each time a medication is given students will follow the 6 Rights: medication, person, route, dose, time and documentation.
2. The following medications must be checked by the clinical instructor at all times before administration: insulin, parenteral anticoagulants, IV narcotics, any IV medication whose primary purpose is to affect blood pressure or cardiac function.
3. Students are not permitted to administer medications that are investigational or that require certification or training beyond entry level. Courses have the right to develop additional requirements and/or limitations.
4. Medication errors
  - a. All medication errors are to be reported to the instructor and co-assigned nurse immediately upon discovery.
  - b. Institutional policy will be followed for reporting errors.

- c. Medication errors will be documented on the Clinical Evaluation Record.

### **Clinical Evaluation Policy - Nursing**

Clinical evaluation is designed to assist students in meeting standards necessary to provide quality care by providing objective, constructive feedback regarding performance. Evaluation is based on individual progress made toward attainment of course outcomes.

The role of the faculty in evaluation is to observe and measure student performance during clinical experiences, provide immediate feedback about performance strengths and areas needing improvement and to document summary observations, conclusions and recommendations.

The role of the student in evaluation is to seek out the faculty to observe performance and to provide information regarding client care, to critically review own performance and incorporate faculty feedback into future clinical experiences.

The Clinical Evaluation Record indicates faculty judgment of student performance in the course. The faculty will evaluate student performance at the end of each week of clinical experience. The faculty will write a brief critique of student performance on the Clinical Evaluation Record. This statement will provide an objective summary of the student's strengths and areas needing improvement in. Descriptions of deficits must be accompanied by the objective number and recommendations regarding how to improve performance. The faculty will indicate the student's performance on the Clinical Evaluation Record as follows:

M = met expectations  
U = unsatisfactory

Met expectations: Performance met expectations for the course objective.

Unsatisfactory: Performance did not meet expectation for the course objective. Corrective action is necessary.

Evaluations must be available for review by students prior to the next clinical experience. Students are expected to review and sign each evaluation prior to their next clinical experience. If a difference of opinion exists between the faculty and student regarding performance, the student is expected to discuss

the issue with the involved faculty in a timely manner.

To satisfactorily complete the course, the student must demonstrate an ability to consistently meet the course outcomes as well as demonstrate a pattern of growth and progression. Based on the nature of the clinical, faculty within a course may determine that some clinical experiences carry more weight in determination of the pattern of growth and progression than others as noted in syllabus. A pattern of unsatisfactory performance will result in warning status. Failure to demonstrate growth and consistent satisfactory performance will result in unsatisfactory course objective evaluation and failure of the course.

Evaluation is an ongoing process with the final decision being made at the completion of the course. At the end of the course, course faculty will evaluate each student based on attainment of course outcomes. A final grade of satisfactory or unsatisfactory will be recorded on the College transcript.

The faculty of the College have the responsibility and the authority to establish and maintain standards of ethical, personal, and professional conduct for students in the College.

Unsafe clinical practice is behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which places the client at risk. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk. (Scanlan, Care, & Gessler, 2001, pg. 25)

If at any time during the educational experience, the faculty's professional judgment is that the student is not providing safe, competent, and ethical care, or acting in a professional manner, the faculty member has the responsibility to remove the student from the setting and document the incident. Based on the incident, disciplinary action up to and including failure of the course and dismissal from the College may result.

### **Student Clinical Dress Code**

Faculty of BryanLGH College of Health Sciences believe that it is necessary to address the issue of a dress code for the following reasons: (1) client safety, (2) need for asepsis, and (3) projection of a professional image. It is believed by the Faculty that a professional image is important to convey knowledge, skill and authority of the nurse. In consideration of the above, the Faculty has established the following criteria:

#### ***Clinical Experience Requiring Uniform***

- White Uniform: Dress, Pants with top. Lab coat optional. Only uniform and lab coat designated by the College may be worn. Includes name tag and College insignia. Length of skirt will be at least mid-knee length. Pant legs must not touch the floor. All clothes must be clean and neatly pressed.
- Hose: Plain white for females. Females if wearing the dress uniform you cannot wear socks over hose. Plain white crew socks must be worn with pants for females and males. Anklet socks are prohibited.
- Name Tag: Shall not be defaced in any manner. School of Nursing conceptual framework pin is allowed. No other pin is allowed on the name tag or holder. Your last name may be covered with clean white tape.
- College Insignia: Insignia is to be sewn on left upper front chest and must be worn on uniform and lab coat.
- Shoes: Clean, all white closed toe shoes with heel strap or closed heel to provide comfort, safety, and support. Canvas or nylon shoes are not permitted.
- T-Shirts/Turtleneck/Mock turtleneck: Clean, plain white t-shirt, turtleneck, or mock turtle neck may be worn under uniform top. Sleeves of short sleeve t-shirt must not show below uniform sleeves. Long sleeve shirts cannot be too big and must be in good repair. Thermal shirts are prohibited.
- Rings: Rings other than engagement/wedding rings are discouraged. They are to be removed if they jeopardize medical asepsis or patient safety.
- Body Piercing: Visible body piercing is limited to the ears. One earring in each lower ear lobe is allowed. Earrings must be plain and not to exceed 1/4 inch in size. No hoops are allowed. No

rings/studs/hoops may be visible from alternate body piercing sites.

- Necklaces and Bracelets: None except medi-alert bands.
- Nails: Length and condition of natural nails will be conducive to safety and effective hand washing. Artificial nails may not be worn. Polish may be worn if it is in a muted color (i.e. natural, beige, light pink). Nail polish will not be chipped, cracked or peeling.
- Hair: Hair (including facial hair) must be neat, clean and project a professional appearance. Hair must be confined in a fashion so as not to fall in the face when bent over. Only barrettes and combs that blend with hair or uniform color are acceptable to hold hair and should be kept to a minimum.
- Tattoos that are deemed offensive (including, but not limited to, drug related, sexually explicit, offensive language, and/or gang related in nature) must be covered at all times while at school or in school related experiences. The student must be able to comply with the policies of various agencies where clinical experiences are schedule in order to participate in the required clinical courses of each program.

Disputes will be resolved by the Undergraduate Studies Committee.

- Aftershave, cologne, perfume: Aftershave, cologne, or perfume should not be worn when having direct patient contact.
- Personal Hygiene: Good personal hygiene is mandatory at all times.

#### ***School Related Experiences Not Requiring Uniform***

- Slacks and tops, dresses, or skirts with lab coat and name tag, and closed toe shoes will be worn while on College business, clinical areas, and skills labs unless stated otherwise in specific Course guidelines. Skirt length must be mid-knee or longer.
- Appearance of students is to project professional image as identified above.

#### ***Charges and Fines for Schedule Adjustments, Rescheduling or Makeup of Course Experiences***

The faculty recognize that life events can interfere with the student attending a clinical experience. Given this understanding, the School of Nursing has identified the appropriateness of providing two clinical misses or clinical schedule changes without a charge beginning with the Summer practicums and running through the Fall and Spring academic semesters. This is not two per course, but two per total clinical experiences during the designated time. This does not excuse the absence in terms of requirements for makeup, but rather provides two non-charged misses or schedule changes in one academic year.

After two absences or requests for change during the academic year, the student will be charged \$50 for each additional clinically related course experience that requires schedule adjustments. This includes student requests, rescheduling of student missed experiences, and makeup of student clinical experiences.

A \$100 fee will be charged to any student who is a no-show or does not call to report an absence for any clinical experience, regardless of the number of absences incurred..

The above charges and fines will relate to clinical experiences within the nursing courses. Clinical experiences include, but are not limited to; direct patient care in a hospital setting, outpatient and community clinical, observations, preceptored/mentored experiences, service learning, class field trips/in-services, skills lab and simulation lab.

Military obligations will not be charged, but the student is expected to communicate needs to faculty upon receiving notice from the military.

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**Campus Security/Crime Prevention**

In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C. Section 1092, BryanLGH College of Health Sciences provides annual crime statistics and policies concerning campus security to currently enrolled students and staff members, and potential applicants for enrollment or employment. BryanLGH College of Health Sciences also provides this information to the United States

Department of Education. Crime Statistics which reflect reportable offenses to campus authorities during the four preceding calendar years are listed in the Campus Crime Statistics table.

***Crime Statistics***  
**Statistics concerning the occurrence on campus from January 1 to December 31, of the following criminal offenses reported to campus security authorities or local police agencies are as follows:**

	2007	2008	2009	2010
Murder (Non-negligent manslaughter)	0	0	0	0
Sex offenses				
Forcible	0	0	0	0
Non-forcible	0	0	0	0
Robbery *	0	0	0	0
Aggravated assault	0	0	0	1
Burglary *	0	0	0	0
Motor vehicle theft	0	0	0	1
Arson	0	0	0	0
Negligent manslaughter	0	0	0	0
Hate crimes	0	0	0	0

\* Occurrences do not include theft.

\* For campus security statistics at other schools, log onto <http://www.ope.ed.gov./security>.

**The number of arrests for the following crimes occurring on campus from January 1 to December 31, are as follows:**

	2007	2008	2009	2010
Liquor law violations	0	0	0	0
Drug abuse violations	0	0	0	0
Weapons possessions	0	0	0	0

## **FBI Definitions of Crime Categories**

**Murder:** The willful (non-negligent) killing of one human being by another. Negligent Manslaughter: The killing of another person through gross negligence.

**Non-Negligent Manslaughter:** The willful, non-negligent killing of a human being by another. As a general rule, any death due to injuries received in a fight, argument, quarrel, assault or commitment of a crime.

**Forcible Sex Offense:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent due to age and mental impairment.

**NonForcible Sex Offense:** Unlawful, nonforcible sexual intercourse consisting of person(s) who are related to each other or who are under statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by a person(s) upon another for the purpose of inflicting severe or aggravated bodily injury.

**Arson:** Any willful or malicious burning or attempting to burn with or without intent to defraud a dwelling, house, public building, motor vehicle, aircraft or personal property of another.

**Burglary:** -The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Liquor Law Incidents:** Prohibits the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Drug Abuse Incidents:** Prohibits the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**Weapons Possessions:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. **Hate Crimes:** Any of the above crimes that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national origin or disability.

## **Campus Security at BryanLGH College of Health Sciences**

The Security Department, located in the basement of BryanLGH Medical Center, is dedicated to the safety and protection of the entire Medical Center/BryanLGH College of Health Sciences campus. Under the Director of Facilities Management, the Medical Center Security Officers provide 24-hour security patrols and services throughout the year. The security of students, faculty, and staff is always one of the primary concerns.

Vehicle registration and parking regulations at BryanLGH Medical Center/BryanLGH College of Health Sciences are enforced by the Medical Center Security Officers. The following policies and procedures have been established:

The Medical Center Security Officers have been authorized by BryanLGH College of Health Sciences to help insure safety, carry out security duties and assist with the enforcement of rules and regulations on the properties of the Medical Center and College. All persons leaving or entering the Medical Center and BryanLGH College of Health Sciences campus may be checked. Any person on Medical Center or College property may be required to show identification to a Security Officer or Medical Center/BryanLGH College of Health Sciences personnel. All problems or incidents involving students on the Medical Center/BryanLGH College of Health Sciences campus will be forwarded to the administration of BryanLGH College of Health Sciences for review and action.

The success of the security staff is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the campus community are expected to support the efforts of the Security Officers in developing and maintaining a safe and secure learning environment. The Security officers strive to provide a safe environment by following the procedures set forth in this policy. If at any time an employee or a student believes that appropriate security procedures are not being followed, or that the Medical Center/BryanLGH College of Health Sciences environment is not safe, please call 18990 to speak to the Director of Facilities Management.

**Community Reporting and Institutional Response**

To achieve a safe and secure campus environment, all members of the campus community are encouraged to immediately report any suspicious or criminal activity observed. To report suspicious or criminal activity, call Security at 13997 inside BryanLGH Medical Center campus or 481-3997 outside campus. Upon receipt of a call, the Security Officer will gather preliminary information from the caller and when appropriate, report to the location of the occurrence. The responding officer will investigate the complaint or concern and complete an occurrence report if appropriate. Reported violations of state or federal laws, Medical Center or BryanLGH College of Health Sciences policy or suspicious activity are documented in reports maintained by Facilities Management.

Depending upon the nature of the incident, Medical Center Security Officers will instigate the appropriate response according to Medical Center/BryanLGH College of Health Sciences policy. If appropriate, the Lincoln Police Department will be called in to assist or resolve the incident.

The Lincoln Police Department and Medical Center Security openly exchange information concerning security and crime related matters and continue to maintain a pro-active stance with respect to the welfare of BryanLGH Medical Center/BryanLGH College of Health Sciences and the Lincoln communities.

**All members of the Medical Center/BryanLGH College of Health Sciences community should memorize the following numbers to report criminal behavior and emergencies:**

	<b>Inside Campus</b>	<b>Outside Campus</b>
<b>East Campus Security..</b>	<b>13997</b>	<b>481-3997</b>
<b>West Campus Security</b>	<b>15802</b>	<b>481-5802</b>
<b>Lincoln Police, Fire, and Rescue..</b>	<b>9-911</b>	<b>911</b>
<b>Non-emergency.....</b>	<b>9-441-6000</b>	<b>441-6000</b>

Telephones are located outside of the classrooms, in the library, in the lounge area and in all offices. Prompt reporting of criminal and/or unacceptable behavior is encouraged. With the cooperation of the

Medical Center/BryanLGH College of Health Sciences community, the Medical Center Security Officers will continue to strive for a campus free from crime.

**Authority of Campus Security Officers**

Medical Center Security Officers are not licensed police officers by the State of Nebraska. They are, however, empowered to make arrests pursuant to Nebraska Statutes covering citizen's arrests. However, in most instances, the Lincoln police will be summoned to the campus should circumstances warrant the arrest of the offender. BryanLGH Medical Center continues to maintain a positive and on-going working relationship with state and local law enforcement agencies to address the impact of criminal behavior.

**Building Security**

The Medical Center/BryanLGH College of Health Sciences facilities are checked and locked at predetermined times by the Medical Center Security Officer. The Medical Center Security Officer rechecks all doors after the scheduled locking times in an attempt to ensure that the doors remain locked.

Beginning at 8:00 p.m. each night you will only be able to enter the College from the Bryan Medical Plaza.

The northwest staircase is only available by prox entry, all students should use the main staircase or elevator to access the third floor.

The Security Officers employ their best efforts in seeing that all appropriate doors are locked and ask that any student or employee noticing an unlocked or propped door, that should have been locked, report the location immediately to BryanLGH Medical Center East Security at 13997.

**Crime Prevention and Incident Reporting**

Crime prevention at BryanLGH Medical Center/BryanLGH College of Health Sciences is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own security and the security of others.

When serious crimes are reported, as defined by the Crime Awareness and Campus Security Act of 1990, the Dean of

Students will distribute notices to inform the students and employees that an incident has taken place and how future incidents of a similar nature might be prevented. These notices are posted on course bulletin boards, in classrooms, and in the library.

**Sexual Assault**

BryanLGH Medical Center/BryanLGH College of Health Sciences recognizes incidents of rape, acquaintance rape, and other sex offenses as violations of individual rights and dignity that will not be tolerated. Sexual violence is not only an act of violence, aggression, and coercion against a single individual, but it is also an attack on a central value important to the College. Victims of sex offenses are encouraged to report the incident to the Lincoln Police and Medical Center Security or a College official.

Victims of sexual offense should report the offense to the Lincoln Police Department and Medical Center Security or the Dean of Students so the appropriate care can be given to the student. Students have the option to notify the proper law enforcement authorities, including on-campus and local police, and will be assisted by Medical Center/BryanLGH College of Health Sciences authorities in notifying such authorities, if the student so chooses. Victims should be taken to the hospital and not bathe, douche, change clothes, clean up or in any other way destroy possible evidence; obtain a medical examination for possible criminal prosecution; obtain a medical examination for the treatment of injuries, sexually transmitted diseases, and pregnancy; and call a friend, family member, or a sexual assault crisis center for support. Reporting the offense does not mean that criminal charges must be filed. All victims are encouraged to file criminal charges with the Lincoln Police Department, but the filing of the charges is an individual choice. However, by reporting the offense right away, you may make it easier for you or someone else to press charges in the future.

If the accused is a student, an administrative hearing on the incident may be held. The Dean of Students will be contacted to determine the appropriateness of the situation for a hearing. If a hearing is held, normal administrative or other hearing procedures will be followed. During

the hearing the accuser and the accused are entitled to the same opportunities to have others present. Following the final decision in an administrative hearing, the accuser and the accused shall be informed of the outcome alleging a sexual offense. Perpetrators of rape, acquaintance rape, or other sex offenses will be subject to strict disciplinary action by the Medical Center/BryanLGH College of Health Sciences, up to and including discharge or expulsion. If the accused is an employee of the Medical Center/BryanLGH College of Health Sciences, proceedings will be coordinated with the President of BryanLGH College of Health Sciences and the Director of Human Resources to determine the appropriate action.

As a result of the traumatic nature of sexual assault, survivors are strongly encouraged to seek support and counseling. Listed below are counseling services available free of charge to victims of sexual assault:

- DIRECTIONS Employee Assistance Program.....434-2900
- Rape/Spouse Abuse Crisis Center.....475-7273

BryanLGH Medical Center/BryanLGH College of Health Sciences will support any sexual assault victim by working with the College personnel, providing transportation to the hospital, and by providing alternative classes if reasonably available to avoid contact with the accused. If you would like more information concerning the options available for victims of sexual violence, contact the Dean of Students.

**Harassment**

Harassment is a form of unlawful discrimination. BryanLGH College of Health Sciences is committed to creating and maintaining an environment in which all members of BryanLGH College of Health Sciences are treated with respect and dignity, and are free from verbal or physical harassment. Faculty, students, and staff are responsible for maintaining an educational and working environment that is congruent with the mission, vision, purpose and goals of the College.

Verbal or physical harassment of any member of the College is a violation of College policy. Appropriate disciplinary

action will be taken against any person found to have violated the policy.

### **Reporting Harassment/Discrimination**

BryanLGH College of Health Sciences believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he/she has been the subject of discrimination or harassment should report the incident to a member of the college's professional staff or the Dean of Students.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination and is a violation of federal and state laws. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct by an individual is used as a basis for employment or academic advancement.
- submission to or rejection of such conduct by an individual is used as a basis for academic decision affecting such individuals.
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Actions that can constitute sexual harassment may include:

- the conditioning of employment benefits or participation in a class based on obtaining sexual favors
- engaging in conduct of sexual nature which creates an intimidating, hostile, or offensive academic or work environment; this can include sexually oriented jokes, offensive physical contact, obscene messages and gestures, etc.
- punishing or threatening to punish a subordinate for refusal to comply with sexual demands.

Victims of sexual harassment often feel guilty. Such feelings are normal and do not mean the victim is at fault. People do not invite sexual harassment by their behavior and/or dress. As with rape, sexual

harassment is not a sexually motivated act. It is an assertion of hostility and/or power expressed in a sexual manner. Sexual harassment is not the victim's fault in any way.

Sexual harassment is distinguished from voluntary sexual relationships by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature. Such behavior constitutes an offense which may lead to disciplinary action by BryanLGH Medical Center/BryanLGH College of Health Sciences.

Inquiries about sexual harassment need not begin with a formal complaint; nor do they necessarily result in a complaint. Inquiries can be made without disclosing specific details such as names and places. Inquiries are appropriate whether harassment has just begun or you have already made efforts to resolve the problem yourself. Any activity perceived as sexual harassment should be reported to the Dean of Students or any college administrator.

### **Safety Transportation**

Medical Center Security will be available to escort individuals to/from the Medical Center or BryanLGH College of Health Sciences to/from their vehicle when requested. Assistance will also be provided in jump starting vehicles and inflating tires.

### **Sex Offender Registry**

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires certain classes of sex offenders to register with local law enforcement officials. Registry information regarding Level 3 (high risk) offenders is published in local newspapers and is also available to the public at <http://www.nsp.state.ne.us> on the Nebraska State Patrol's website.

The Act also requires certain institutions, including colleges and universities, to monitor the presence of Level 2 (moderate risk) sex offenders at their facilities. College officials will routinely receive information regarding moderate risk sex offenders residing in Lancaster County. This information is not available to the public, and will be shared with designated staff responsible for monitoring activities on campus.

### **Clery Act Reporting**

In accordance with the Clery Act, crime reporting requirements and crime logs are available in the Office of the Coordinator of Student Services.

All crimes reported to Medical Center security that occur on Medical Center/BryanLGH College of Health Sciences property are contained in the crime statistics. The College does not have off-campus student organizations recognized by the institution as student organizations with off-campus housing facilities.

Should a crime occur on Medical Center or College property that is handled by local law enforcement authorities, a copy of the initial report will be forwarded to the Director of Facilities Management for a follow-up investigation. Crimes reported in this manner will also be included in the crime statistics as presented.

### **Alcohol and Drug Policies**

BryanLGH College of Health Sciences chooses to be free of alcohol and other drugs. We do so out of the conviction that this policy 1) promotes a caring environment; 2) enhances the atmosphere for study, learning, growth, work, and wellness; 3) supports members of the community affected by or concerned with the abuse of alcohol and other drugs; and 4) respects the rights of those who choose not to use alcohol or other drugs.

Students are expected to abide by all federal, state and local laws. Students are responsible for their actions regarding drugs and alcohol.

### **Access to Off-Campus Clinical Experiences**

BryanLGH College of Health Sciences utilizes many off-campus facilities for academic work. All students must adhere to the policies of safety and security for the institution at which they are assigned. It is strongly encouraged that students familiarize themselves with each separate facility and to discuss with their instructors any issues regarding safety and security at a particular site.

### **Safety Tips**

The following safety tips are provided to help reduce the potential for crime:

- Always keep your car, house, apartment, or room locked. Keeping doors open for even short periods of time could affect your personal safety or result in theft or vandalism of your belongings.
- Keep valuables out of sight. If in your house/room, lock them in a safe place. If in car, lock them in your trunk.
- Do not leave purses, books, or backpacks unattended in classrooms, lounges, or in the library. Lockers are available at the College for student use. Contact the College Office to make arrangements to have a locker assigned to you.
- Do not walk, run, or jog alone. This is especially important at night and early in the morning when it is dark and there are few people around.
- Use sidewalks whenever possible and stay in well traveled and well lighted areas.
- Walk with a purpose. This will show you are confident and are not likely to be an easy victim.
- Let someone know where you are and when you plan to return. If you are missed, someone can look for you.

### **Weapons/Firearms**

The possession of firearms, weapons or fireworks on campus is prohibited. Weapons are identified as bows and arrows, crossbows, knives with blades over four inches (not including kitchen knives), switch blades, swords, ammunition or martial arts equipment.

Possession of any of these items on campus may result in immediate dismissal from the College.

## **Tornado Plan – EC.A.24**

### **Definitions**

*Tornado Watch* – Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.

*Tornado Warning* – Issued when a tornado has actually been sighted in the area or indicated by radar. At this time, the Civil Defense warning sirens are sounded, and the media broadcasts the emergency messages. A tornado warning usually lasts for thirty minutes or less.

### ***Tornado Watch (announced every 60 minutes while watch is in effect):***

- **Review** Procedure #EC.A.24 and review your department's safe areas. Areas may change due to construction, or for other reasons, so be sure to factor that in when discussing where the safe areas are. Relatively safe areas, in ascending level of protection, include:
  - Windowless rooms (e.g., restrooms)
  - Stairwells without windows
  - Interior windowless rooms (e.g., rooms without windows)
  - Surgery
  - Cafeteria
  - Basement (best)
- **Close** drapes, clear corridors, and plug critical equipment into emergency outlets.
- Patient care areas (inpatient, outpatient and diagnostic) **complete** Form #502, *Patient Fire/Tornado/Evacuation Sheet* (obtain from Distribution, online in electronic "Policies and Procedures," or print out from Invision) to determine level of protection required for patients.
- **Pre-instruct** patients and visitors of our procedures and where safe areas are located.

### ***Tornado Warning – when a warning is issued the Command Center is opened.***

- **Follow through** with movement of patients to safe areas according to Form #502, *Patient Fire/Tornado/Evacuation Sheet*.
- **Close** doors.
- **Do not** use elevators.
- Patient care providers protect patients and then **seek shelter**.
- All other personnel **move to** a safe area immediately.

- **Please DO NOT** call the switchboard during this time except for emergencies.

All Clear – **wait in the safe area until you hear the "All Clear" announced overhead. After returning to your work area, be sure all patients are accounted for.**

**YOUR SAFE AREAS ARE: Interior rooms without windows**

### **Dr. Red (Fire Emergency) – EC.A.35**

If you see smoke, smell something burning, or see fire, initiate the fire plan (**R-A-C-E**)

**R – Remove** those in immediate danger.

**A – Alarm**

- Activate the nearest **fire pull** station.
- **Call "6"** (off sites call 9-9-1-1) and give:
  - Exact location of fire (room number and building)
  - Your name, and
  - Type of fire (if known).

**C – Contain** the fire by closing all doors and windows.

**E – Extinguish**, if possible, by initiating

**P-A-S-S:**

- **Pull** the pin by twisting and pulling (do not have thumb on upper handle or pin will not come out)
- **Aim** at the base of the fire (if you hit the fire it is apt to come back on you and cause burns)
- **Squeeze** the handle, and
- **Sweep** back and forth in an upward direction to suffocate the fire.

**E – OR Evacuate** if fire or smoke is discovered:

- Evacuation should be as follows:
  - First, evacuate the area of the fire, side by side adjoining rooms, rooms above and below.
  - If necessary to leave the area, evacuate horizontally away from the fire through the cross-corridor fire doors, then wait for instructions.
  - Finally, vertical evacuation only if instructed to do so, unless in immediate danger of life.
- Inpatient, outpatient, and diagnostic care areas complete Form #502, *Patient Fire/Tornado/Evacuation Sheet* (obtain from Distribution, online in electronic "Policies and Procedures," or print out from Invision).
- Do not use elevators.
- Do not run.

- Follow the evacuation routes and plans outlined in the unit specific fire plan.

### **Medical Center Evacuation – EC.A.31**

- Decision will be made by Senior Administration or the Administrative Supervisor to totally evacuate the hospital. They will notify the 9-1-1 Communication Center that we have a major medical emergency or interruption of service and to activate the citywide disaster plan. Ambulances, fire, police, and Lincoln-Lancaster County Emergency Management will report to the scene and alert other area hospitals.
- The Administrative Supervisor will establish the Command Center – Phone 18666 East and 15914 West.
- Upon notification of need for evacuation, complete Form #502, *Patient Fire/Tornado Evacuation Sheet* (obtain from Distribution or online), and fax or run a copy to the Command Center.
- Clinical Directors of Nursing/charge nurses will coordinate evacuation efforts for their areas of responsibility.

Patients may be evacuated to other unaffected areas of the Medical Center, other health care facilities, or local schools, as appropriate.

### **Code Adam (Child Abduction) – EC.A.26**

Protection of children is a pro-active responsibility for everyone in the facility, not just hospital security. All health care facility personnel should be alert to any unusual behavior they encounter from individuals, such as the following:

- Repeated visiting "just to see" or "hold" the infants.
- Close questioning about health care facility procedures layout of the floor, such as:
  - "When is feeding time?"
  - "When are the infants taken to the mothers?"
  - "Where are the emergency exits?"
  - "Where do the stair towers lead?"
  - "How late are visitors allowed on the floor?"
- Taking uniforms or other means of hospital identification.
- Controversy or conflicts related to infant/child custodial rights.
- Carrying large packages off the maternity unit (e.g. gym bags),

particularly if the person carrying the bag is "cradling" or "talking" to it.

- Recognizing that a disturbance in another area of the hospital can be a diversion to facilitate a child abduction (e.g., fire in a closet near the nursery or loud, threatening argument in the waiting area).

### ***If an abduction occurs or is suspected:***

- **Notify** the Operator (by dialing "6") to announce a "Code Adam" and give the following:
  - Age range – infant, toddler, child
  - Location child is missing from
- **DO NOT** allow people into the abduction area until security arrives.
- **DO NOT** allow anyone to leave the area until security arrives.

### ***If a "Code Adam" is announced, do the following:***

- Immediately **secure all exits** in your work area (see area-specific information found in Procedure #EC.A.26).
- **DO NOT** allow anyone to leave until they are searched or it is obvious they are not involved.
- **Be assertive** about this and search anyone that could have a child of the stated age, even if it is another employee.
- **Explain** we are searching for a child and that this is normal procedure for this type of event.
- As appropriate for the age range **search** bag, sack, box, parcel or if wearing loose fitting clothing.
- If a suspicious person is encountered **detain**, if possible, and notify the Command Center (15914 at West or 18666 at East) or Security through the operator (**DO NOT** try to apprehend).
- **Call** the Command Center once you have searched your area to let them know your area is clear.

### **Amber Alert**

#### ***If an Amber Alert is announced over the radio or TV:***

- Telecommunications will alert the Administrative Supervisor and Security.
- Listen to description.
- Report to Security if anybody fitting the description is seen in the vicinity of the medical center.

## **Code Yellow (Bomb Threat) – EC.A.25**

### ***If You Receive A Telephone Bomb Threat:***

- Do not hang up.
- Indicate to someone else to dial “6” (off sites call 9-9-1-1).
- Remain calm. Remember most phone call bomb threats are hoaxes.
- Try to prolong the conversation and get as much information as possible.
- Ask questions listed above.
- Make notations of what you hear by pulling the checklist at right out of the cover and writing directly on it (replacements can be obtained from Printing Services).
- Note what you hear.
  - Are there background noises, such as music, voices, or cars?
  - How does the caller's voice sound? Any accent? What sex? What age? Any unusual words or phrases?
  - Does the caller seem to know about the medical center? How is the bomb location described? Does the caller use a person's name? Does the caller give his/her name?
- If not already called in, dial “6” (9-9-1-1 at off sites) after hanging up and report the bomb threat.
- Complete the bomb threat checklist found in the sleeve on the right.
- Person receiving the call reports to the Command Center to relay the information noted on the checklist. Off sites would give the information to the police or fire when they arrive.
- Notify your supervisor immediately if it has not already been done.
- Hospital operators will announce: **“Attention, Attention: Code Yellow, Code Yellow, Code Yellow”**

### ***When Bomb Threat Is Not A Phone Call:***

- If a suspicious item or note is found, **DO NOT TOUCH** and notify Administrative Supervisor.
- Administrative Supervisor will notify Security about the suspicious item.
- **DO NOT** leave suspicious items unattended until Security arrives.

### ***What To Do When “CODE YELLOW” Is Announced:***

- Immediately search your area because you are most familiar with it. Search in three tiers
  - First – search floor to knees
  - Second – search knees to head
  - Third – search head to ceiling
- Let your supervisor know results of your search and the supervisor will let Command Center know your area is “all clear.”
- Once a room has been inspected, place a Post-It® note on the door to the room.
- If directed to evacuate your area, refer to Procedures #EC.A.25, EC.A.31, and your area evacuation procedure.

### ***Suspect or Confirmed Bioterrorism Event***

- Refer to Procedure # EC.A.32.
- Contact the Administrative Supervisor by paging 71-2620 at East and 71-1163 at West.

### ***Questions to Ask if a Bomb Threat Received***

Greater than 90% of phone calls such as this are hoaxes, and the perpetrator is looking for attention. Asking them these questions gives them that attention and gives us valuable information. **Please remain calm and ask the following questions (pull out the checklist at the right and record the information on it):**

1. Where is the bomb located?
2. When will the bomb go off?
3. What kind of bomb is it?
4. Why did you place the bomb here?
5. What is your name?
6. What is your telephone number?

While asking the above questions, keep the following in mind:

1. Listen for background noises (make notations on checklist)
2. Note distinguishing characteristics (make notations on checklist)
3. Note if caller seems familiar with building (make notations on checklist)

After hanging up, dial “6” (9-911 if off site) if it has not already been done. Report to the Command Center to give information received.

## **CODE SILVER (ARMED INTRUDER) – EC.A.82**

### **To Implement –**

Code Silver will be implemented when a person or persons enter our building or grounds armed with a firearm with the intent to do harm or threatening to do harm to those present. .

- If an armed intruder enters our building the first response will be to protect as many of our patients, visitors and staff as possible. At the same time we will summon help from internal and external resources.
- Your personal response may need to be made in a hurry. Difficult decisions will need to be acted on quickly. Make the best response decisions you can and try to limit the harm inflicted on yourself and those around you.

### **Notification by observing person/employee**

- Make the best decision you can as to order of notifications
- Call “6” (if in a hospital building or a building attached to the hospital)
- Call 9-911 (Medical Center) or 911 if not connected to the switch board
- Notify your supervisor
- Provide this information:
  - The 911 Call say; “This is BryanLGH Medical Center (give location; Facility plus area) we have an armed intruder in the building, gunshots (not) fired.”
  - The “6” Call say; “Code Silver, we have an armed intruder in the building (provide area), gunshots (not) fired.”
  - If possible provide a description of the person(s) and their location

### **Announcement**

- The Telecommunications Operator will announce three times: **“Code Silver” and the location.**

**Personal Response**, follow this as a guide; your response may vary depending on the circumstances.

- Remember ADD, it may add to your chances for survival
  - A – Avoid, the goal is to completely stay away from the armed intruder
    - Do NOT respond to the area of the armed intruder
    - Leave the armed intruders area
    - Help visitors and patients to safe areas
    - Leave the building if possible, unless involved in patient care
  - D – Deny Access, the goal is to keep the armed intruder moving and not finding victims

- Move into a room with a locked door
- Lock your door, turn off lights, make no noise
- Barricade doors, make entry as difficult as possible
- Patient care areas;
  - Block or lock entry doors, including stairwells
  - Close patient doors
  - Stay out of hallways as much as possible
  - If possible place one person in each occupied patient room, close door and block it with everything available
    - Do not come out until the all clear is announced.
- D – Defend, the goal is to survive a face to face encounter with an armed intruder
  - If you can not avoid or deny access, you may have few options, and may include:
    - Play dead among the other victims
    - Fight back, this is very dangerous and may be your last option
  - Use anything handy as a weapon (fire extinguisher, piece of a file cabinet, pen, letter opener, stapler etc.)
    - Follow their directions and do not look the intruder in the eyes
- Make your decision based on what you think is best for the circumstances you are in.
- At this point we can only provide suggestions, you will need to do what you think is best

### **Personal Response to police**

- The police may not know who is the armed intruder so be prepared to be treated as a suspect until things are sorted out
  - Raise your hands
  - Do not brandish weapons when encountering police or exiting the building
  - Ensure that you do not appear to be a threat
  - Follow directions
  - Provide as much information as possible

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## **Academic Advisement**

BryanLGH College of Health Sciences offers academic advising to all students from new student registration until graduation.

### **Objectives**

1. To assist students in meeting educational and professional goals.
2. To assist students in solving academic problems.
3. To direct students to appropriate resources for solving academic, professional, and personal problems.
4. To promote student retention in the College.

### **Academics Advisor**

1. The academic advisor assists the student in developing an academic plan for registration and sequencing of prerequisite and general education courses.
2. An initial meeting with the admissions advisor should occur after acceptance into the program. The student is expected to meet with the academic advisor prior to registering for classes each semester.

### **Major Advisor**

Upon enrollment in the College, students are assigned a major advisor in their program of study. The major advisor monitors the student's academic progress and serves as a referral source for non-academic concerns. Contact may be initiated by either the student or the advisor. Students are encouraged to maintain frequent contact with their advisors to explore options and seek clarification as they set and achieve academic goals.

### **Student Success Center**

The Student Success Center is comprised of six divisions, Academic Counseling, Professional Development, Financial Aid Services, Student Services, Health and Wellness, and Campus Culture.



Academic Counseling supports academic success. They provide support to students to improve academic standing, early intervention to improve academic outcomes and increase

student involvement in the learning process by facilitating a peer tutor program.

Professional Development enhances the skills students need to be successful in college and beyond. They provide support to students to promote personal and professional success, increase student involvement in the college experience by promoting involvement in professional activities, act as liaison for student referrals and information to internal and external resources, collaborate with faculty on student issues and initiate and evaluate a student mentoring program to enhance both college relationships and professionalism of students.

Financial Aid Services provides information and direction to students wanting financial aid resources to attend BryanLGH College of Health Sciences. They provide counsel to all students in exploring funding methods and resources to best meet their college expenses, recognize and honor the responsibility to deliver funds in a timely and equitable manner, identify new methods of financial assistance delivery, while continuously improving the processes, work collaboratively with all areas of the College to consistently uphold a high standard of honesty, integrity and a commitment to student service.

Student Services provides opportunities for students to develop personally, professionally and socially through active engagement in community service, student organizations and student life. They provide educational, cultural, wellness, social and recreational programs for students, assistance to students and student organizations to interact more effectively with one another and with the college community, promote self-governing opportunities and provide access to decision making activities for students and provide efficient administrative services for student retention, orientation, activities and counseling.

Health and Wellness Services provides support and guidance for the members of the college community in regard to health and wellness. They plan, develop, implement and evaluate health promotion activities, and health screening activities with a focus on health promotion and injury/illness prevention. Health and Wellness Services is also a liaison to student health services. The objective of the student health program is to provide adequate health supervision and service that best serves the interests of both the students and the

College. Emphasis is placed on positive health attitudes and increasing awareness of the students' attitudes regarding their health. Prior to enrollment, the student submits a health history and validation of required immunizations.

The Campus Culture at BryanLGH College of Health Sciences cultivates an inclusive and responsive college climate underscored with fairness and equality, provide a safe and stimulating learning environment., welcome and celebrate the diversity of the campus community, provide support and services which are inclusive and accessible to all students, provide opportunities for students, faculty, and staff to interact with one another in formal and informal settings in order to establish a campus culture that facilitates student engagement and interaction, increase diversity related knowledge and cultural competence among college constituents through programs and services.

Students are required to follow the policies in the Student Handbook when using the Student Health Services for illnesses and health needs. Each student is required to show proof of health insurance coverage. Coverage must be maintained throughout enrollment at the College.

Student services are provided to distance students by electronic means.

### **Campus Facilities**

The BryanLGH College of Health Sciences is located on the BryanLGH Medical Center East site. The campus educational setting includes classrooms, conference rooms, a skills laboratory, a computer laboratory and library facilities, as well as offices for faculty and staff.

The Testing Center is available for makeup exams and semi private room testing by appointment only. The Center is staffed by Volunteers from the BryanLGH Medical Center Volunteer Resources Department.

The skills laboratory is located within the educational complex and is equipped with hospital beds, bedside stands, sinks, a variety of equipment and mannequins for practicing psychomotor skills. The skills laboratory simulates a full range and complexity of care. A state-of-the-art human patient simulator uses sophisticated computer technology to provide real time, interactive experiences in response to interventions.

The College also utilizes space at BryanLGH Medical Center's West campus, located three miles west of the College. This location is home to the College's Natural Science Laboratory, faculty offices, classrooms for Natural Science instruction, and small group work. The Natural Science Laboratory is the permanent home to the plastinated human body specimens. These plastinated cadavers offer an important advancement in educating graduate and undergraduate students.

The Center for Excellence in Clinical Simulation is also located on West campus, in a Eleven room patient care area and is home to nine human patient simulators. The Center provides sophisticated technological learning experiences to students. The Center offers the most realistic setting possible to enhance learning and improve quality health care.

Staff, faculty, and students have access to free shuttle service that runs every thirty minutes between BryanLGH East and West.

The library at BryanLGH College of Health Sciences is a teaching-learning center for students, faculty and medical center staff. The library's purpose is to facilitate continuing study, research and the improvement and enrichment of instruction. The library contains books, periodicals, computer and audiovisual software and hardware, models, charts and other instructional aids. Material not available at the BryanLGH College of Health Sciences library can be loaned from other libraries. This service is available for all students.

The library also maintains a site for distance education students. The website addresses the unique needs of our online students. The site aims to ensure that online students have the same access to resources and sources as our on-campus students.

Each classroom contains state of the art technology, including a computer, LCD projector, document camera and projectable white board/wall. Distance education technology is available in one classroom, and a mobile cart provides distance capabilities in various locations.

### **Counseling Service**

#### ***DIRECTIONS Employee Assistance Program (EAP)***

1. Through the DIRECTIONS Employee Assistance Program, personal and educational counseling is available to

students. The counseling service seeks to help students examine their feelings and attitudes with a professionally trained counselor.

2. The student may initiate an appointment with DIRECTIONS EAP at any time.
3. The professional development counselor may recommend or mandate an appointment with DIRECTIONS EAP as indicated.
4. Distance students will be referred to local DIRECTIONS EAP offices.
5. DIRECTIONS EAP is located at:  
4915 Old Cheney  
Lincoln, NE  
402/434/2900

### **Cultural Opportunities**

Students are encouraged to take advantage of cultural opportunities. Cities offer attractions in music, fine arts, sports events, museums and programs at local colleges and universities.

### **Financial Aid**

Students applying for financial aid must file a Free Application for Federal Student Aid (FAFSA). This application may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The BryanLGH College of Health Sciences federal school code is 006399.

Students should apply for a Personal Identification Number (PIN) prior to completing the FAFSA. The PIN serves as the electronic signature when completing your application online. Students who are dependents also should encourage a parent to apply for a PIN. You can apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov)

Students who fulfill the necessary qualification may be considered for loan and grant assistance. A student must be in good academic standing and be enrolled for a minimum of six credit hours per semester to be eligible to receive aid.

### **Types of Financial Aid**

BryanLGH College of Health Sciences offers a variety of financial aid opportunities to students. Types of aid available include: subsidized Federal Direct loans, unsubsidized Federal Direct loans, Federal Direct PLUS loans, Federal Direct Grad PLUS, Pell Grants, State Grants, work study and college based grants, scholarships and private loans.

### **Scholarships**

Students who wish to receive BryanLGH

Foundation scholarships should complete their FAFSA and the online scholarship application form at [www.bryanlghcollege.edu/go/admissions/financial-aid](http://www.bryanlghcollege.edu/go/admissions/financial-aid). The online scholarship application is available annually March 1-31.

### **Veterans' Information**

The College is approved by the Nebraska State Department of Education for veterans and other persons eligible for Veterans Administration benefits. Prospective students should inquire at a Veterans Administration Office for information on benefits.

### **Contact Information**

Financial Aid Office, BryanLGH College of Health Sciences, 5035 Everett Lincoln, NE 68506-1398  
Phone: (402) 481-8984 or  
800-742-7844, extension 18984  
E-mail: [financial-aid@bryanlghcollege.edu](mailto:financial-aid@bryanlghcollege.edu)

### **Food Services**

Students may use the BryanLGH Medical Center cafeterias for meals. A meal discount is available to students wearing their student name tags. The Medical Center cafeteria operates on a cash basis. Cafeteria times are posted. Vending areas are open in the Medical Center and College of Health Sciences 24 hours a day.

### **LifePointe**

7501 S. 27th St., Lincoln, NE 68512; 402-481-6300 Consider LifePointe an awakening. An opportunity to expand your health horizons to their full potential — wellness in mind and body, recovery from illness and injury and the ability to improve your life no matter what health challenges you face.

This medically-based approach to health and wellness provides personal guidance, counseling and training that empowers you to be your best. Services include:

- Comprehensive Medical, Wellness and Urgent Care Center
- Spa and Massage
- Warm Water Therapy Pool, Lap and Open Swim, Water Aerobics
- Fitness, Aerobic Activities and Strength Training
- Health and Wellness Assessment
- Teaching Kitchen
- Medical Experts in Therapy, Nutrition, Fitness, Stress Management, Smoking Cessation and More

### **LifePointe Student Discount Policy**

1. All current students registered for classes at BryanLGH College of Health Sciences are eligible for a subsidized membership at LifePointe.
2. Students must show their nametag or student id when signing up for a membership at LifePointe.
3. No other offers will be accepted when using a student membership discount.
4. There will be no enrollment fee assessed to the Student.
5. The student will need to pay their portion of the membership by Electronic Fund Transfer (EFT) or with a credit card.
6. LifePointe will bill the student a monthly fee plus tax.
7. The BryanLGH College of Health Sciences reserves the right to cancel to this membership program at anytime.

### **Library Policies**

#### **Library Purpose**

The College library has a dual purpose:

1. To assemble, maintain, and organize books, periodicals, audiovisual, and computer materials which afford the student opportunities to gain a comprehensive knowledge of the science of nursing & health professions.
2. To aid the student in acquisition of information literacy skills

#### **Circulation**

The lending period for books is three weeks for students and 12 weeks for faculty and staff.

##### **A. Reserve Books**

Books held in the reference collection (reference) do not circulate. Special privileges may be allowed as deemed acceptable by the Director of library services.

##### **B. Videos**

VHS, DVDs, CD-ROMS, and computer software do not circulate. Special considerations will be made if deemed appropriate by the Director of library services. Audiovisuals can only be checked out by faculty for in class use.

##### **C. Journals**

Journals do not circulate

Daily overdue fine rates:

- \$0.10 per day/per item that the material is overdue on regular collection items.

- \$1.00 per day/per item on reserve materials.

The library will allow a grace amount up to \$5.00. If a patron accumulates fines over \$5.00 their library account may be blocked until the debt is settled.

#### **General Rules**

1. Students and faculty are to check out all materials borrowed from the Library.
2. Reasonable quiet is requested at all times. Each person using the Library will appreciate a place which can be utilized for concentration and uninterrupted study.
3. No food or beverages are permitted in the computer room.

#### **Hours**

The Library is open from 0730-2000 Monday, Tuesday, Wednesday and Thursday; 0730-1600 Fridays and 1300-1800 Sundays. Seasonal changes are posted in advance.

#### **Check Out Policies**

##### **Books**

1. Books not on reserve may be checked out for three weeks.
  - a. Ask a librarian for assistance in checking out books.
2. Reserve books with multiple copies may be checked out overnight. Single copies of reserve books may not be checked out. Restrictions may apply.
  - a. The checkout process for reserve material is the same as for non-reserve material.

##### **Journals**

Journal articles are to be photocopied rather than checked out. Exceptions may be made in special circumstances. See a librarian if this is the case.

##### **Return Books And Journals**

All books and journals are to be returned at the circulation desk. When the resource center is closed, materials to be returned can be placed in the book drop outside the library door.

##### **Reserve Materials**

1. All books containing required readings for a course are on reserve and frequently used reference books.
2. Students may request permission from the Librarian to check out books for

extended periods as needed for special projects.

### ***Responsibilities***

Borrowers will be assessed for any loss or damage occurring to Library material checked out in their name at the discretion of the librarian.

### ***Photocopy Machine***

The library photocopy machine is to be used primarily for the duplication of journal articles.

1. In order to comply with copyright law, only single copies of journal articles are to be made.
2. All library patrons may operate the machine.
4. Any problems are to be reported to the librarian.

### **Lost and Found**

Students should check in the College Administration office 201 (481-3801) for lost and found items at the College. Lost and Found at the Medical Center is located in Facilities Management at 481-8971.

### **Malpractice & Liability Insurance**

Students are covered under a malpractice and public liability insurance policy paid for by BryanLGH Medical Center. This covers the student during assigned clinical experiences or on official Medical Center business.

### **Skills Laboratory Policies**

#### **Objectives:**

To provide a place for simulated learning experiences enabling students to acquire and practice new skills, refine skills, and increase proficiency in skills. To provide specialized equipment necessary for the completion of health assessments on assigned patient populations.

#### **Skills Lab Guidelines for students:**

1. The skills lab schedule will be posted outside the skills lab doors (rooms 207 and 209). Specific courses have pre-scheduled hours. You may utilize the skills labs and equipment whenever there is no other activity scheduled in the lab. The skills labs hours are the same as the College.

2. The skills lab hours are:  
0800-1600 Monday-Friday.  
Evening and weekend hours are the same as the Library Hours.

The Skills labs will be unlocked from 0800-1600 Monday-Friday.  
The Skills Labs will be locked in the evenings and on the weekends.

Students who need access to practice in the Nursing Skills Labs (207 & 209) should check into the Library, sign in on the sign-in sheet and have Library staff unlock the door.

When students are finished practicing in the lab, return to the library and Library staff will perform a walk through prior to leaving.

3. All students are encouraged to use the skills lab to practice procedures independently or under the guidance of an instructor.

4. Students are encouraged to use lab equipment within the skills lab. If equipment will be used outside of the lab, it must be checked out. Items checked out must be returned by 0800 the next school day unless other arrangements are made.

5. Students are financially responsible for equipment that is not returned, lost or broken while checked out to them. Skills lab equipment that is not returned by the due back date will be assessed a late fine of \$1.00 per day per item. Equipment that is broken or not returned by the end of the course is subject to the replacement cost of the item plus a \$10.00 processing fine. Student will be billed for this fine.

6. Students are responsible for leaving the skills lab neat and clean. Students are not to access supplies in the cupboards or those designated for a specific purpose. Lab supplies that students have been issued should be brought with them to use. If special equipment is needed, contact the skills lab coordinator to get it for you.

#### **Checking Out Skills Lab Equipment:**

1. Skills lab equipment that is in the library can be signed out to students by the skills lab coordinator or a librarian.
2. Equipment checked out must be returned by 0800 the next scheduled school day. Make other arrangements, in advance, if you need the item for a longer period of time.

3. If there is no library assigned number for an item, the skills lab coordinator will check the item out to students.

4. If you need to extend the check in due date, please contact the skills lab instructor or librarian prior to the overdue date. Late fees will apply unless this is done.

#### **Checking In Skills Lab Equipment:**

1. Equipment is to be returned to the library circulation desk or to the skills lab coordinator unless other arrangements are made. Late fees, if applicable, are payable when equipment is returned.

#### **Student Activities**

All class or student body projects must be cleared through the Coordinator of Student Services before final plans can be made. All activities should be planned well enough in advance so that advertising and other special arrangements can be made. College and Medical Center administration permission must be obtained before any activities are planned that would involve the Medical Center.

#### **Student Center**

The Lee and Betty Schroeder Student Center is an open and inviting area offering students a comfortable lounge, a spacious study location, lockers, and a vending area equipped with microwave ovens and refrigerators.

#### **Students with Disabilities**

Students with disabilities are eligible for admission to BryanLGH College of Health Sciences if they meet the admission criteria identified in the Admission and Admission Policies sections of the catalog. The College is committed to providing an environment conducive to learning for all students, including students with disabilities who have been admitted to the College.

The College complies with federal regulations under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and recognizes that it is required to provide reasonable accommodations that afford an equal opportunity for qualified students with disabilities. The College believes that achieving reasonable accommodations for a student with a disability is a shared responsibility between the student, faculty and staff. The College recognizes that it is not required to lower its standards or fundamentally alter the nature of the program provided.

Qualified students requiring reasonable accommodations to successfully complete the program of study are encouraged to notify the College of those accommodations in writing as early as possible to prevent delays in admission or progression through the program.

#### **Student Employment/Job Fairs**

Students may view open positions and apply to BryanLGH Medical Center online at [www.bryanlghjobs.com](http://www.bryanlghjobs.com) or Job Line 1-800-256-6041. The College hosts a job fair in the fall and spring each academic year. Professionals from health care organizations and the military are invited. Students are encouraged to attend to learn about job opportunities.

#### **Student Health Policy and Health Services**

1. The objective of the student health program is to encourage health promotion and illness prevention. The College provides limited health services through BryanLGH Medical Center, Employee Health, which is located on the East and West campuses. Student Health Services are available to students Monday through Friday, 0730 to 1600. Students are encouraged to call (402)481-8622 for appointments. In addition, Nurse Practitioner Services are available by appointment for acute illness or urgent care.

#### 2. Student Policies

##### A. Health History:

1) Upon acceptance to the college, **prior** to enrollment, the student is required to submit a completed 'Health History Form' and documentation of required immunizations or immunity.

2) Mandatory annual tuberculosis screening for students will be coordinated by the college after enrollment and annually thereafter when enrolled in clinical courses.

##### B. Medical expenses

1) All students are required to be covered by health and hospitalization insurance. The name of the insurance carrier and the identification numbers of the student are to be kept current with the Registrar.

2) Injuries incurred on the medical center campus or assigned educational experiences off campus will be handled through an incident report through Employee Health Services. Students are responsible for

any costs.

- 3) Student exposure to blood and or body fluids incurred on the medical center campus or assigned educational experiences off campus need to be reported immediately to Employee Health Services. After Employee Health Services hours, the Nursing Administrative Supervisor must be notified.
- 4) Students coming into the School with any known physical conditions are to be responsible for their medications and treatments resulting from these conditions.
- 5) Medications, referrals, treatments, diagnostic tests or other special services, etc., will be at the student's own expense.

#### C. Illness/Injury

- 1) When a student has a health condition that will require follow-up, a referral will be made to a primary physician at the student's expense.
- 2) When calling the Student Health Services, give your name, student status, and clinical area when appropriate.
- 3) Reporting Absence Procedure: See Student Handbook "Attendance Policy."
- 4) If a student is cleared through the Student Health Services to return to duty, but does not feel able to work, the clinical instructor may send him/her off duty.
- 5) School administration reserves the right to specify provisions for return to course activities following an illness or injury. The student may be asked to provide a physician's release in writing to the appropriate Course Instructor prior to returning to course activities.

#### D. Hospitalization

- 1) If hospitalization is necessary for a health condition, hospitalization is to be arranged by the student's primary physician or by referral to a primary physician through the Emergency Department physician.
- 2) Following dismissal from the hospital, and before returning to course activities, the student must provide a physician's release, in writing, to the appropriate Course Instructor.

#### **Student Housing**

Although no living accommodations are available through BryanLGH College of Health Sciences, housing may be available on other campuses in Lincoln. Students must make

their own arrangements for housing and are responsible for all costs involved.

#### **Student Identification Badge**

An identification badge is issued to all BryanLGH College of Health Sciences students. This badge provides identification and/or access to patient care areas, skills lab, check out privileges from the library, and meal discount at Medical Center café/cafeteria.

There is a replacement charge for lost identification badges. Badges are to be returned to the Office of the Registrar upon graduation, withdrawal, or dismissal.

#### **Student Information Services**

The College Newsletter is published monthly, through the Office of Coordinator of Student Services. The publication is available to all students and college personnel and is published on the college website. Official college information, items of special interest, and a calendar of events are included in each issue.

Student Information bulletin boards are located in the Lee and Betty Schroeder Student Center. The bulletin boards are made available to students to gain pertinent information.

Academic and financial information, student organizations, employment opportunities, and student – to – student information is posted. It is the students' responsibility to check the bulletin boards regularly.

Anyone wishing to post information must bring it to the office of the Coordinator of Student Services. Material may only be posted on bulletin boards. No discriminatory or inappropriate material will be posted. All postings must be dated and will be removed after expired or 30 days.

#### **BryanLGH College of Health Sciences Student Government Association**

The BryanLGH College of Health Sciences Student Government Association (SGA) is the voice of students and serves as a communication link between students and the college community. SGA works toward building a positive campus environment.

#### **Student Organizations**

##### **Action For Students -AFS**

This organization promotes social and community service. Members actively participate in community outreach programs. Being a member will enhance your life

personally and professionally. There are no membership dues.

### ***BryanLGH Student Nurses' Association (BSNA).***

Nursing students are encouraged to join BryanLGH Student Nurses' Association (BSNA). Upon payment of dues to BSNA, students become members of the Nebraska Student Nurses' Association and the National Student Nurses' Association. Dues are the responsibility of the student. Membership and participation in the activities of the organizations are an important part of the development of the professional nurse. Students are encouraged to join in committee work and to hold an office in school, state and national organizations.

### ***American Red Cross***

Participation in American Red Cross activities is offered through the Lincoln Red Cross Chapter. Students may be involved in a variety of projects. Upon completion of 20 hours of volunteer service and RN licensure, the student receives a Red Cross pin.

### ***Caring with Christ***

This organization is open to all students and its mission is to disciple our classmates, faculty and clients we care for, minister to those in need, Rejoice in the gifts of the day, prayerfully support one another, incorporate the word of the Lord into our daily lives.

### ***Health Promotion Organization***

The Health Promotion Organization (HPO) offers student activities such as intramural sports and volunteer opportunities for local walks and the Lincoln Marathon. Information for these activities are communicated by email, the student newsletter and/or posted in the student center. College logo wear are sold for funding raising activities.

### ***Social/Recreational Activities***

College sponsored activities are planned by the students with the assistance of faculty advisors.

### ***Textbooks***

Students are responsible for purchasing their textbooks. Textbooks are available for purchase online from the BryanLGH College of Health Sciences Bookstore. Link is available from the on College website

### ***Transcripts and Records Request Policy***

Requests for copies of transcripts must be received in writing and must include name, dates of attendance, date of birth, Social

Security number, current daytime phone number, and the signature of the student or former student. The Request and Authorization to Release Record Information form is available from the Office of Records and Registration or on the College's web site. The request must include the signature of the student and be submitted via hard copy or fax.

Official copies of transcripts will be released only to designated educational institutions or organizations. These copies must be sent directly to the requesting institution or organization and cannot be released to students, former students, or parents of students.

Official copies bear the Registrar's signature and the College seal and are printed on special paper. Unofficial copies may be released directly to students or former students and will be stamped, "Issued to the student at his/her request." The fee for transcripts, either official or unofficial, is \$5 each. The fee is waived for current students. Transcripts will be sent within two days of receipt of request and payment. Students may also print unofficial copies of transcripts from SONISWeb.

Transcripts will not be issued to students or former students who have a hold on their account. Holds are issued for reasons such as unmet financial or other obligations to the College.

Academic records from other institutions will not be released by BryanLGH College of Health Sciences.

Requests for copies of other records including health records, diplomas, and enrollment verification must also be received in writing; however, copies of these documents may be faxed or issued directly to students. Health records may also be printed by students from SONISWeb.

### ***Release of Reference Information Policy***

Faculty and staff of BryanLGH College of Health Sciences may provide written reference information to students upon written request. Students must fill out the Letter of Reference Authorization Form and turn it in to the Office of Records and Registration for processing. The request must include the signature of the student and be submitted via hard copy or fax. Faculty and staff will receive a copy of the completed form and the original request form will be kept in the student's file.

## **Travel Policy**

The purpose of this policy is to promote the health and safety of students by establishing travel guidelines.

It is the intent of the College to promote safety and to encourage students to engage in professional and safe conduct when traveling to and from college sponsored extracurricular activities and events. For purposes of this policy, an activity or event is organized and sponsored by the College when it has been planned, funded, and properly approved by the appropriate college official (s).

This policy applies only to travel that has been planned, funded, and approved by the appropriate College personnel, and is outside Lancaster County. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the College whenever travel is College-related.

Students traveling to and from College organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow mode-specific safety precautions. In addition to following the federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the College.

At no time will the College authorize and/or pay for students to rent a vehicle to attend a College sponsored event, attend a conference or any other activity planned by a student organization.

At a minimum, these rules must include provisions concerning:

- **Use of Seat Belts and Other Safety Devices.** Seat belts and other safety devices must be used at all times.
- **Passenger Capacity.** Seating in personal vehicle must comply with the manufactures recommended safety capacity or federal or state law whichever is lowest.
- **Privately Owned Vehicle.** Students who travel to and from activities or events covered under this policy using privately owned vehicles are required to follow the safe travel rules approved by the College and applicable by state law.

Students who drive their personal vehicle must complete a Student Liability Waiver Form. The driver and all passengers must wear seatbelts at all times.

- **Approved Drivers.** Cannot have a major or capitol violation on their driving record, no more than one at fault accident of any type in the last three (3) years, and no more than two (2) moving violations during the last three (3) years.
- **Car Insurance.** Students must carry car insurance as required by Nebraska State law.
- **Valid Drivers License:** Students must have a valid driver's license.
- **Fatigue and Time of Travel.** Students who travel to and from events and activities covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization sponsor.
- **Air and other modes of Commercial Transportation.** Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions. The College will not cover the cost of any overweight baggage.
- **International Travel:** Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations.
- **Drugs and Alcohol:** Please refer to the drugs and alcohol procedure in the Student Handbook. Students are responsible for their behavior at all times on and off campus.

- **Weapons/Firearms:** Please refer to the weapons/firearms policy in the Student Handbook.
  - **Travel Authorization.** Authorized student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from their faculty sponsor and the Coordinator of Student Services at least one (1) day prior to in-state events or activity and seven (7) days prior for out-state events or activity. When the College provides the transportation, students traveling to events must return by the same mode of transportation unless authorized to do otherwise by the appropriate college official. Students less than eighteen (18) years of age are not authorized to return in any other mode of transportation than the one provided, unless approved by faculty sponsors.
- b. Statement of Understanding Regarding Student Travel at any College Sponsored Activity form
  - c. Student Liability Waiver
  - d. Approved driver form (if driving personal vehicle)
  - e. Travel Guidelines and expectations for student organizations

**Uniforms**

Uniforms are required for selected clinical experiences. Please contact The Uniform Connection, Inc. at:

5740 Old Cheney Rd., Ste. 1  
 Lincoln, NE 68516  
 402-420-6568

**PROCEDURES**

The following procedures are established to implement the student travel rules.

1. Student organization’s sponsors are responsible for verifying that students are aware of these rules and for ensuring compliance with the procedures. Students who fail to comply with these rules and the procedures herein are subject to disciplinary action, up to and including suspension. Student organizations that violate this policy and the procedures herein also are subject to disciplinary action, up to and including suspension. Student Organization sponsors who fail to comply with these rules and the procedures herein are subject to a written reprimand.
2. All trips require a completed Student Organization Travel Itinerary form be completed by the student and submitted by the organization’s faculty sponsor to the Coordinator of Student Services a minimum of seven (7) days prior to the trip. This includes all travel that involves student organizations.
3. Each student traveling is required to submit to the Coordinator of Student Services, the following:
  - a. Student Organization Travel form

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 B.S.N. -University of Nebraska Medical Center  
 M.S. -University of Nebraska  
 M.S.N - University of Nebraska Medical Center  
 Doctoral Study -University of Nebraska  
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 C.N.E. – Certified Nurse Educator

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M.S.N. - Andrews University

## Academic Calendar

<b>Fall Semester</b>	<b>2011-2012</b>
First Meeting of Classes	8.22.2011
Labor Day Recess	9.5.2011
Final Day for Partial Refund	9.23.2011
Tuition Due	9.23.2011
Fall Break	10.17-18.2011
Registration for Spring Opens	10.24.2011
Thanksgiving Recess	11.23-25.2011
Final Examinations	12.12-16.2011
Final Day of Fall Semester	12.16.2011
Graduation	12.17.2011
<b>Spring Semester</b>	
First Meeting of Classes	1.9.2012
Martin Luther King Day	12.16.2012
Final Day for Partial Refund	2.10.2012
Tuition Due	2.10.2012
Spring Break	3.19-23.2012
Registration for Summer and Fall Opens	3.26.2012
Final Examinations	4.30-5.4.2012
Final Day of Semester	5.4.2012
Graduation	5.5.2012
<b>Summer Semester</b>	
First Meeting of Classes	Refer to individual course schedule
Memorial Day Recess	5.28.2012
Independence Day Recess	7.4.2012
Final Examinations	Refer to individual course schedule
Final Day of Summer Session	Refer to individual course schedule

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