ALVERNO COLLEGE | JOANN MCGRATH SCHOOL OF NURSING & HEALTH PROFESSIONS

Undergraduate Nursing Student (2017 Curriculum) (Prelicensure and RN-BSN) Handbook, Policies and Procedures

2020 - 2021

ALVERNO COLLEGE | JOANN MCGRATH SCHOOL OF NURSING & HEALTH PROFESSIONS

Welcome!

Welcome to the Alverno College JoAnn McGrath School of Nursing and Health Professions! This program began in 1932 and is fully accredited. Since we began, our focus has been on advancing the learner's nursing abilities in teaching and clinical practice. As a learner in this curriculum, you are at the heart of the Undergraduate Nursing Program and your learning is central to all of our activities.

Faculty of the JoAnn McGrath School of Nursing and Health Professions and the Advising Department have developed this handbook over time to assist you in understanding your role as a student interested in studying nursing at Alverno College. It includes academic information concerning the nursing courses, the organizational structure of the School and the Undergraduate Nursing Program -specific policies and procedures that complement the general college policies and other important information that you will need as you pursue your nursing education. This handbook is a resource that is to be used in conjunction with the ***Alverno Student Handbook***.

At Alverno, you are expected to be a self-directed learner. In your study of professional nursing you will find the ***Nursing Student Handbook*** and the ***Alverno Student Handbook*** are valuable resources for essential information needed to progress through the program. We ask that you use the information in the handbook throughout your time in the program**.** The most recent edition of the handbook is available online, **since all policies and procedures can change at any time in order to best meet the needs of the students, the college, and the health care community**. Your advisor and instructors in the JoAnn McGrath School of Nursing and Health Professions are additional resources to help you achieve your desired goal of graduation with a professional nursing degree.

As you develop in your role as a professional nurse in a challenging and rewarding career, you will become more aware of the symbols of the profession represented in your nursing pin. The Alverno nursing pin, which you will be eligible to receive upon graduation, was adopted in 1967. It is pictured at the top of this page. The interlocking rings represent the person-to-person relationship in nursing and the special relationship between you – the nurse – and the client – the recipient of your care and concern. The ability of all persons to love and care is reflected in the red flame. The gold flame represents the knowledge of the sciences and humanities characteristic of the baccalaureate prepared professional nurse. Finally, the mountain depicts Mount Alverno; a mountain to be found everywhere when one chooses to gain a perspective on one's life. Alverno is a special place for such a climb.

Welcome to learning about professional nursing and the Alverno College JoAnn McGrath School of Nursing and Health Professions community!

For the faculty and students of the JoAnn McGrath School of Nursing and Health Professions,

Patricia Varga

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I. THE UNDERGRADUATE NURSING PROGRAM

MISSION OF ALVERNO COLLEGE

Alverno College prepares women for lives of personal and professional distinction and meaningful engagement with the world.

Alverno extends this mission by offering graduate and adult programs to women and men.

Inspired by its Catholic, Franciscan and liberal arts heritage, the College intentionally creates an inclusive community that engages students in active and collaborative learning and fosters academic excellence.

MISSION OF THE UNDERGRADUATE NURSING PROGRAM OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The Undergraduate Nursing Program of the JoAnn McGrath School of Nursing and Health Professions at Alverno College's mission is to prepare proficient, devoted nursing professionals who are grounded in science to promote the well being of diverse populations in global communities. Our essential focus is to design student-learning opportunities to guide the education of unique individuals, highlighting personal and professional development of practitioners who are prepared for leadership and life-long learning.

VISION OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The vision of the JoAnn McGrath School of Nursing and Health Professions Nursing Program is to develop professionals with global influence through innovative education.

PURPOSES OF THE UNDERGRADUATE NURSING PROGRAM OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The purposes of the Undergraduate Nursing Program of the School provide direction for the JoAnn McGrath School of Nursing and Health Professions as well as a means of evaluating the level of attainment of its goals at any given time. The purposes are consistent with those of Alverno College, namely, creating a community of learning, creating a curriculum, creating ties to the community, and creating relationships with higher education.

PHILOSOPHY OF NURSING EDUCATION

The Alverno College JoAnn McGrath School of Nursing and Health Professions believes the focus of our work is the learner's personal and professional development. We prepare a nursing professional who is compassionate, ethical, proactive, proficient, and dedicated to lifelong learning in our diverse and ever-changing global communities.

An ability-based curriculum underlies the art and science of nursing education. Founded on the liberal arts, the curriculum integrates human connection, science, and technology to promote health and intervene holistically to human responses. Through innovative learning experiences, we assist the learner to cultivate, apply, and transfer comprehensive knowledge, skills and abilities that lead to reflective nursing practice.

Alverno faculty and staff believe education goes beyond knowing to being able to do what one knows. Sensitive to unique learning needs, nursing faculty commit to performance-based, multidisciplinary educational practice including public criteria, feedback, and self-assessment. Developmental and varied experiences contribute to learning and increasing professional competence.

The teaching/learning process is a collaborative partnership among learners, educators, health care systems, and the broader community. Educators and learners are mutually responsible to take ownership of, and actively engage in, learning experiences. Curricula continually evolve to incorporate current theory, research, science, standards, and evidence–based practices.

As accomplished educators, learners, researchers, practitioners, and socialized professionals, Alverno faculty serve as role models of lifelong learning. Our goal is to promote a process of teaching and learning that provides guidance to students in the development of career goals and advancement of nursing practice.

UNDERGRADUATE NURSING CURRICULUM OVERVIEW

All Students

Within the nursing courses, you develop skill or ability in social interaction, problem solving, and valuing in decision-making at the advanced levels of those abilities as well as the other Alverno abilities. Both clinical experiences and class content are designed to assist you, the learner, to apply abilities with individuals, families, and groups across the developmental span and in a variety of health care settings.

Clinical practice necessitates that you care for a variety of individuals in various settings. These practice experiences are designed so that you have diverse experiences in meeting the health care needs of individuals, families and communities in contemporary society. For prelicensure students, clinical nursing experiences occur in the JoAnn McGrath School of Nursing and Health Professions Center for Clinical Education (CCE), acute care, extended care and community health settings beginning in the second year of the curriculum. For RN-BSN students, clinical experiences occur in the CCE and the community. You are expected to provide nursing care that reflects the principles outlined in the most current edition of the American Nurses Association's (ANA) *Nursing: Scope and Standards of Practice, Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application*, and *Guide to Nursing's Social Policy Statement: Understanding the Profession from Social Contract to Social Covenant* and the American Association of the Colleges of Nursing's *(AACN) Essentials of College and University Education for Professional Nursing*.

Within the context of the JoAnn McGrath School of Nursing and Health Professions Undergraduate Nursing Program's mission, the faculty has developed outcomes for you to achieve in the baccalaureate program in nursing that are derived from Alverno's institutional outcomes, the ANA's *Nursing: Scope and Standards of Practice*, ANA's *Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application* and *Guide to Nursing's Social Policy Statement: Understanding the Profession from Social Contract to Social Covenant* and the American Association of the Colleges of Nursing's *(AACN) Essentials of College and University Education for Professional Nursing*. Faculty members use these documents to underpin the development of the curriculum and to structure clinical practice experiences and judgments.

The outcomes of the curriculum are:

- Applies leadership concepts and skills grounded in professional standards to support innovation and adaptation in evolving healthcare systems.
- Integrates theories and evidence based practice using multiple ways of thinking to promote, restore, and maintain optimum health of diverse individuals, families, communities, systems, and global populations.
- Integrates a global perspective with an understanding of self and others within the shared environment to promote health and well-being.
- Promotes a culture of quality, safety, and inclusiveness through mindful practice of continuous quality improvement.
- Communicates and collaborates effectively and professionally using a variety of modes.

Alverno's nursing curriculum is designed to meet the complex demands of health care and is, therefore, rigorous. It requires your investment of time, energy, and commitment. While designed for full time study, we realize that your many responsibilities may make part-time study more feasible. We urge you to consider your plan carefully and to choose the course of study that will lead to your greatest success. For many students, part-time study is the best strategy for optimal success as it allows for the in-depth study and integration of the theories and abilities you need to become the professional competent nurse you and we desire you to be. Please discuss your specific situation with your Advisor. Whichever plan you choose, your faculty and the Alverno staff are here to support you**.**

ADVISING PROGRAM

Prelicensure Students

A major goal of advising at Alverno College is to assist you to become a self-directed learner in your professional studies. Prelicensure students will be working with two individuals who will serve as advisors to you throughout your program of studies. They will provide academic information, assist with planning your program of studies and act as a counselor or referral agent for other concerns. It is important that you take advantage of this valuable resource that is available to you.

All prelicensure students will initially be assigned to and work with a **professional advisor** who will discuss the academic program of nursing studies and assist you with planning for your course of studies. Along with the orientation program planned for new students, your advisor will help you become familiar with the Alverno learning process.

When you begin your intermediate nursing courses, you will be transferred to a **nursing faculty advisor**. Faculty advisors have offices in Christopher Hall. A schedule identifying weekly office hours is posted on the advisor's office door or can be obtained from the Nursing Office (Room 218A). If you are not able to reach your advisor, a message can be left:

1. By phone or e-mail
2. With the Nursing Office Academic Administrative Assistant
3. In the mailboxes in Christopher Hall or in the basement of Founders Hall

In the message, please identify yourself and the nature of your inquiry. Indicate a phone number where you can be reached, or an e-mail address, and a schedule of times you are available. Your advisor will contact you.

It is recommended that you meet with your advisor during regularly scheduled periods of the semester. To efficiently complete these tasks, come prepared to discuss any issues, problems, or concerns. Advisors may request a meeting with you to discuss your progress in response to mid-semester progress reports or being placed on altered student status. Remember that your advisor's role is to guide you in your academic nursing program and serve as a mentor in your adjustment to the professional nursing role.

Required meetings with your Advisor

- When assigned to your Faculty advisor;
- When you are returning from an Interrupted Program of Studies or Student-on-Leave status;
- When you have questions about your sequence of studies or special requests, e.g., prerequisites;
- When you have a special academic status such as probation or probation-with-warning; and
- **If you have a #25 hold,** you must meet with your advisor prior to registering on line (IOL).

RN-BSN Students

All RN-BSN students will be assigned to and work with a **faculty advisor** who will discuss the academic program of nursing studies and assist you with planning for your course of studies. Along with the orientation program planned for new students, your advisor will help you become familiar with the Alverno learning process. Your advisor will inform you of the processes for when and how to contact her.

ASSESSMENT FOR PRIOR LEARNING

Prelicensure Students

For prelicensure students, awarding of prior learning credit for nursing courses is based on a person's knowledge and demonstration of knowledge of theory and critical thinking appropriate to the nursing profession. Most likely, this will come from credit-bearing courses completed successfully in other academic institutions. Any student interested in transferring credits from other academic institutions should contact a member of Academic Advising who will advise you on how to submit your request to the Undergraduate Nursing Admission and Advancement Committee (UGNAA). The UGNAA Committee will determine your eligibility for transfer credit.

For more information, or to arrange an appointment with an admissions Advisor to further review your individual situation, call Academic Advising at 414-382-6029 or email nursingadvising@alverno.edu.

RN-BSN Students

RN-BSN students are awarded 70 credits upon admission for work completed in an associate degree or diploma nursing program. The only course in the Alverno RN-BSN program that may be met through transfer credits is Probability and Statistics if the previous course meets criteria and has been taken in the last five years.

CERTIFIED NURSING ASSISTANT PROGRAM

Prelicensure Students

The Wisconsin Department of Health Services will approve student nurses to sit for the Certified Nursing Assistant (CNA) examination after it completes a review of the student's courses. The JoAnn McGrath School of Nursing and Health Professions will assist students with the application process by completing Form F-62696 through the Nursing Office. In order to have gained the knowledge and meet the requirements of the CNA examination, students must have successfully completed an acute care (hospital) clinical course.

CENTER FOR CLINICAL EDUCATION (CCE)

All Students

The Center for Clinical Education (CCE) is located on the first floor in Alexia Hall (AX 108). The CCE includes both the Clinical Simulation Center (CSC) and Clinical Learning Center (CLC). The CCE incorporates the equipment and resources needed to learn clinical nursing therapeutic interventions. Clinical sessions, simulated clinical assessments, psychomotor skill validations, and physical assessment practice sessions for students are conducted in this area.

Equipment and supplies needed to learn and practice psychomotor skills, interactive and computer equipment for student and faculty use, along with instructional materials related to specific nursing skills, theory, and physical assessments are all located within the CCE.

The CLC is generally open during the academic year from 9:00 a.m. – 5:00 p.m., Mondays, Wednesdays, and Fridays; 9:00 a.m. – 9:00 p.m. on Tuesdays and Thursdays; 9:00 a.m. – 5:00 p.m. on Saturdays of Weekend College (WEC). The CLC may close earlier than the posted times if students have not indicated that they will be using it. You will be given information about this in your courses. Times for RN-BSN students will be established as needed.

The CCE is staffed with persons who supervise student activity during the times it is open. BSN-prepared Registered Nurse (RN) Monitors are available at selected times to oversee practice sessions, assess student validation sessions, and assist in student learning activities as identified.

Please see the information in Section II for the policies and procedures related to the CCE.

COMMUNICATION AND PARTICIPATION

As you know, your personal and professional development is the central mission of everyone at Alverno. To assure this, the College has also identified purposes that include creating a community of learning and a curriculum. Your communication about your perspectives on your learning and your meaningful participation in activities that relate to the program's policies and governance are essential if Alverno is to achieve its purposes. Opportunities for participation and communication include:

- Attending meetings;
- Providing feedback to your course instructors and the Director of the Undergraduate Nursing Programs;
- Volunteering to represent your peers on committees;
- Completing course, faculty, and program evaluations;
- Making presentations about the curriculum; and
- Being a part of recruitment activities.

HONORS PROCESS AT ALVERNO COLLEGE

All Students

Every student has the potential to receive Honors at graduation because of the foundational belief of the faculty that "*Scholarship is not an end in itself, but is an integral part of the total life experience*" (Alverno College Honors Committee). Alverno does not have an Honors program as such. You may not fill out an application to apply for Honors nor may you take special courses or do additional projects, etc., other than what is required of everyone who is a student at this institution. What the faculty has put in place is a **process** of recognizing student performance that consistently exceeds criteria and reflects scholarly and service excellence as defined by the faculty.

The criteria for Honors are centered around two broad categories – scholarly work within the major and support areas of study, and application of that scholarship in the service of others. The excellence of scholarly work and the service application of that work are noted in the demonstration of several key characteristics. These include: independence, integration, mastery, habituality, resilience, commitment, creativity, enthusiasm, influence, and awareness.

Honors is not something that one can complete in the context of a single course, project or activity. Rather, it is a process that one engages in with each and every learning activity, with each and every opportunity to put that learning to work in service to self and others.

The process of selecting honors graduates begins early each semester when the Academic Affairs Office requests nominations of students from the academic departments. The major area of study recommends students.

In the JoAnn McGrath School of Nursing and Health Professions, nursing students who have failed a course are not considered for Honors' nomination. However, any nursing student who has passed all courses successfully is reviewed for evidence of scholarly and service excellence that demonstrates the Honors characteristics. If there is sufficient evidence of academic excellence and service, a statement of nomination, which cites specific evidence of how the student has met the criteria for graduation with Honors, is completed by faculty. This written statement is sent to the Honors Committee for review and decision. The Honors Committee notifies the Vice President for Academic Affairs that it recommends that the student's diploma be awarded with Honors.

"Scholarship is not an end in itself, but is an integral part of the total life experience" (Alverno College Honors Committee). If you believe in the truth of that statement (as your faculty does) then you will realize that in no small way, each and every diploma that is awarded to a woman graduating from this institution is indeed awarded with honor and recognition of a job well done.

If you have further questions about the Honors process, contact your Nursing Advisor.

LIBERAL ARTS COURSES

Prelicensure Students
Before graduation, all Alverno students complete the general education requirements in the liberal arts.

REQUIREMENTS FOR PRELICENSURE STUDENTS DECLARING A NURSING MAJOR

A student who meets the admission criteria of the JoAnn McGrath School of Nursing and Health Professions is listed as Undeclared Nursing (UNN) and will become a declared nursing major (N) after she successfully completes AC 120 or 121 or 122 or 123 or 124, QL 156, CM 125, FSS/LA series, SC 119 plus lab, SC 120 plus lab, CH 213 plus lab, BI 231 plus lab, PSY 110, FSS 125/LA 230, N 120 and N 125 or N 126, and AC 205.

REQUIREMENTS FOR CURRENT WEEKDAY STUDENTS WHO WISH TO CHANGE THEIR MAJOR TO NURSING

Current students should request to change their major to nursing by meeting with a professional Advisor.

REQUIREMENTS FOR STUDENTS ENTERING THE RN-BSN PROGRAM

1. Unencumbered RN license
2. Graduation from an accredited ADN or diploma nursing program

STUDENT RESPONSIBILITIES

All Students
Your Alverno email is an official way the college uses to communicate with you. This includes all instructor communication. You are expected to read your Alverno email regularly. All official communications from the College and/or the School of Nursing and Health Professions will come through email.

You are expected to consistently demonstrate behavior reflective of professional nursing behaviors in all contexts, at the College and in public environments.

You will be responsible for arranging the necessary transportation for the clinical experiences in health care agencies and the community. Evening or weekend experiences may be required in some of the clinical rotations.

You are responsible to know and follow the *Undergraduate Nursing Student Handbook, Policies and Procedures*. You will sign a form acknowledging your accountability.

It is important for you to continually monitor your progression through the nursing program of studies. All nursing courses have prerequisites and are organized in the developmental order in which they are to be taken. Prerequisites for courses can be found in IOL and in Appendix A of this handbook.

TUITION

Tuition for students who are Nursing majors (N) is published each year and can be found on the Alverno College website at https://www.alverno.edu/academics/resourcesforstudents/businessoffice/tuition/index.php. Nursing tuition is charged for any term (Summer/Fall/Spring) following a students' official acceptance as a Nursing major (N). If you are a Nursing major (N) and are not taking any Nursing (N) courses, you will still be charged Nursing tuition.

WRITING STYLE

All Students
APA format is the expected writing style for all nursing course written work. *The Publication Manual of the American Psychological Association* can be purchased as a reference text.

II. POLICIES AND PROCEDURES

This section of the handbook outlines specific policies of the JoAnn McGrath School of Nursing and Health Professions. The purpose of these policies is to establish professional standards that govern your progression in the Undergraduate Nursing Program. Therefore, academic policies and procedures of the JoAnn McGrath School of Nursing and Health Professions may differ from the general college policies. Requirements and responsibilities for clinical experiences and placements are also identified. Health care agencies used for clinical placement may have policies that differ from Alverno's. Nursing faculty will identify these differences at the time of your orientation to the agency.

If you wish to have a nursing policy waived, you must submit a written petition to the Undergraduate Nursing Admission and Advancement Committee providing rationale for your request. Decisions of the committee are final. Assistance with the procedures is available from your nursing advisor, clinical instructor and members of the Undergraduate Nursing Admission and Advancement Committee (see General Information, section III).

Failure to comply with policies and procedures may result in warning or dismissal.

ABSENCES FROM COURSES

POLICY:

When you enroll in a course, you are accountable for all course requirements.

Attendance is required in all classes and clinicals. Faculty expect you to attend classes on time. Consistent lateness may be considered an absence. Active participation in discussion, laboratory work, and clinical practice is also required. Missing class or clinical time may jeopardize your ability to meet course outcomes.

When circumstances involve a classroom or clinical absence, **you are responsible to communicate directly with the instructor prior to the scheduled beginning of the theory session or clinical practice. If your absence is related to a death, you may be required to provide a copy of the death notice.**

If your attendance has not been regular, you demonstrate consistent tardiness, you have missed the first class meeting and/or clinical orientation, or you have not met the expectations regarding communication, faculty may decide that you are ineligible to continue attending a course.

If you choose to drop the course, it is your responsibility to 'officially drop' the course by contacting the Registrar's Office and your instructor. You are always encouraged to communicate with your advisor if you are considering dropping a course.

You and clinical faculty have the professional responsibility to determine appropriate action when health problems are present which jeopardize the safety of the client or yourself. A statement of health status from your health care provider may be required to continue in the course.

PROCEDURE:

1. When circumstances involve a classroom or clinical absence, you are responsible to notify the appropriate person prior to the scheduled beginning of the session. Specific directions for notification are identified in the course syllabus; these are the requirements you must follow.
2. If you are absent for a period of time from any scheduled class or clinical experience, your faculty will review your progress in the course based on a demonstration of course outcomes. If your absence is jeopardizing your continuance in the course, you will be notified in writing. Your faculty is also responsible to notify you about whether you may continue to attend classroom sessions and whether there are requirements that you must meet to demonstrate the behaviors you were not able to meet because of your absence. Your faculty may send recommendations for progression to the Undergraduate Nursing Admission and Advancement Committee.
3. Any expenses incurred in fulfilling this policy are your responsibility.

ACADEMIC MISCONDUCT: PLAGIARISM AND MISREPRESENTATION OF AUTHORSHIP

ALVERNO ALL COLLEGE POLICY

(Reprinted from *Building a community of learners: A community guide and student handbook*.)

POLICY:

Throughout your studies at Alverno College, you are exposed to a variety of learning styles. In some classes faculty require students to complete assignments in small group work sessions, while in other cases they may require you to complete work on an independent and individual basis. Both experiences can be stimulating and rewarding. However, when submitting work for your courses, you need to remember that you have a personal responsibility to complete work in accordance with the instruction of your teacher and sound academic principles. This means standing behind your work as a contributing member of a team when collaborative work is required. It also means standing behind your work as the individual who thought it through and carried it out when independent work is required.

When you are required to consult with professionals outside the College or undertake research in order to gather information necessary for the completion of an assignment, you need to make reference to the resources used. Whenever you refer to secondary sources, whether for direct quotation or paraphrasing, you must supply clear documentation within generally accepted academic standards. In other words, when you use another's thoughts in the exact words or with some words changed around, the source must be indicated.

Work required to be completed independently does not meet the above requirements if it is more the work of someone else than that of the person who claims it. To claim work that is essentially someone else's constitutes misrepresentation. Failure to document sources of information constitutes plagiarism. When such cases come to the attention of faculty, a department or school, faculty committee will review the situation and make a recommendation to the department or school, regarding the necessity of disciplinary action. After the committee reviews the situation, they may recommend to the Committee on the Status of Students that the student receive an unsatisfactory in the course for which the work was required, an assignment of a new equivalent assessment, dismissal from the College, or other disciplinary action.

The following additional policies will be applicable to all nursing majors:

In your role as a professional nursing student, personal integrity and accountability are expected when caring for clients in clinical agencies and the community and when completing assignments and assessments for nursing courses. Failure to demonstrate personal integrity and accountability will be considered misrepresentation.

Reporting care/treatment of a client as given, when in fact it had not been given, or failure to report a known situation that could affect client outcomes will be constituted as a serious personal integrity issue. Similarly, reporting attendance at assigned course experiences, volunteer work, and/or community/agency observations, when in fact attendance did not occur, will also be constituted as a serious personal integrity issue. Immediate investigation will be initiated which could result in dismissal from the nursing program.

PROCEDURE:

1. The Undergraduate Admission and Advancement Committee will conduct a review process concerning issues involving compromised personal integrity. After an investigation of the situation and individual's behaviors, the Committee will make recommendations concerning disciplinary action to the Dean of the School.
2. The Dean will review the Committee's decisions and make a final determination. Decisions of the Dean are final.

CLINICAL EVENT/ERROR/NEAR MISS REPORTING

POLICY:

The Alverno College JoAnn McGrath School of Nursing and Health Professions is committed to fostering the development of professional nursing students in providing safe, quality health care. The Alverno College professional nursing student will be exposed to a variety of clinical practice areas, including but not limited to hospital and community settings. In clinical courses, all faculty require students to provide direct care to clients. At any time in the client care process, potential and actual errors can occur. Reporting of these errors is fundamental to error prevention. In 2000, the Institute of Medicine (IOM) released a report *To Err is Human: Building a safer health system* suggesting that preventable adverse events in the hospital were the leading cause of death in the United States. Since then, health care systems and secondary education facilities have become committed to preventing errors. The IOM report emphasized the importance of error reporting by using systems to "provide information that leads to improved safety." Reporting of a potential error (near-miss), which is an error intercepted prior to reaching the client is as important as reporting actual errors that have reached the client. Reporting of near misses can provide valuable information for reducing errors. Analysis of near-miss and error reporting data can lead to an understanding of gaps in the system that may eventually cause client harm.

As an Alverno College professional nursing student, you will participate in near miss and error identification and reporting in an effort to ensure safe and quality care is being provided to clients. This data will be used in the quality improvement process to identify the root cause of the incident. As patterns emerge from the data analysis, potential Undergraduate Nursing Program and/or clinical agency changes will be pursued in an effort to ensure the Alverno College JoAnn McGrath School of Nursing and Health Professions students are providing safe, quality client care. In the event that a clinical error was deemed to be intentional or negligent by the professional nursing student, further disciplinary action will occur based on the *Professional Behavior Policy*.

References

Institute of Medicine. (2000). *To err is human: building a safer health system*. Washington, DC: National Academy Press.

Near-Miss Procedure:

1. Identification of a near miss. This can be by faculty, the professional nursing student, or clinical agency staff.
2. The clinical faculty will meet individually with the professional nursing student involved in the near miss to gather situational data.
3. The clinical faculty will notify the clinical course coordinator of near misses, as appropriate.
4. The clinical faculty will complete a "Near-Miss Report" and submit to the Director of Undergraduate Nursing Programs in hard copy or electronic form within 24 hours of the incident.
5. A data analysis on all clinical error and near-miss events will be conducted.
    a. Trending reports will be generated per semester.
    b. Recommendations for quality improvement initiatives will be generated and proposed to the appropriate decision making body.

Adverse Event/Error Procedure:

1. Identification of an adverse event/error. This can be by the faculty, the professional nursing student, or clinical agency staff.
2. The clinical faculty member should be notified immediately of all adverse events.
3. The clinical nursing faculty will meet individually with the professional nursing student involved in the adverse event to gather situational data.
4. The clinical faculty will intervene in the clinical situation to minimize harm to the client.
5. The clinical faculty will notify appropriate clinical agency staff and follow organizational procedure based on the organizational policy.
6. The clinical faculty will notify the clinical course coordinator of any adverse event/error.
7. The clinical nursing faculty will complete an "Adverse Event/Error Report" in hard copy or electronically within 24 hours of the adverse event/error incident.
8. All "Adverse Event/Error Reports" will be routed simultaneously by the clinical faculty to the Director of Undergraduate Nursing Programs.
    a. The Director of Undergraduate Nursing Programs will determine if any individual action must occur involving the clinical faculty and/or professional nursing student.
9. The Director of Undergraduate Nursing Programs will perform data analysis on all clinical error and near miss events.
    a. Trending reports will be generated per semester.
    b. Recommendations for quality improvement initiatives will be generated and proposed to the appropriate decision making body.

CENTER FOR CLINICAL EDUCATION (CCE)

The CCE is a resource for study, practice, and demonstration of professional behaviors as identified in course outcomes. Therefore, you are expected to demonstrate responsible behaviors especially when participating in performance demonstrations and psychomotor skill validations. You will be expected to be prompt when completing skill validation appointments and required demonstration and/or practice sessions. Further description of expectations, resources, and guidelines for behaviors are provided to you in selected courses.

POLICY:

Attendance at all practice or validation activities for which you have signed up is expected. If you are unable to attend the session, you may cancel your appointment in the online scheduling system if it is more than 12 hours in advance. For cancellations less than 12 hours in advance you will need to call the CLC. Patterns of frequent "no show/no cancellation" or "less than 12-hours notification of cancellation" will be tracked by your instructor.

Non-professional behaviors will be reported to your course instructor via a Behavior Incident Form. Course faculty will hold a meeting to discuss the incident and create a Contract for Future Behavior with the student. Failure to follow the terms of the contract or to demonstrate responsible professional behaviors may result in loss of access to the CCE and jeopardize your success in the program. A copy of the Behavior Incident may be sent to the Dean.

Children who are not part of a validation demonstration **ARE NOT** allowed in the CCE at **any** time.

PROCEDURES:

1. **Sign Up for Activities and Cancellation**: Appointments for skill validations are to be scheduled through the online scheduling system. Students are expected to have completed the required practice in advance of the validation appointment. You may cancel your own appointment, however if you are cancelling the day of an appointment, you must call the CLC. Reports of your "no show/no cancellation" or "less than 12-hour notification" of cancellation" will be reported to your faculty.

2. **Behavior Incident Form:** Reports of your unprofessional behavior will be reported to your faculty and the manager of the CCE. A copy will be placed in your file.

ALVERNO COLLEGE
JoAnn McGrath School of Nursing and Health Professions – Clinical Learning Center

Student Behavior Incident Report Form

Student Name:_____ Date:_____

Course Student Enrolled In:

Description of Behaviors:

Those Involved:

Effect of Behaviors:

Actions Taken:

Sample

_____
Signature and Role of Person Reporting Behaviors / Date

cc: Faculty, CCE Manager, Student File

3. Food and covered beverages are allowed in the lobby area of the CLC and the CSC debriefing rooms only.

4. **Others in the CCE:** The CCE is available for Alverno College Nursing Student use ***ONLY***. It is not available for other students or children. You will need to make child care arrangements when working and/or practicing in the CCE.

5. **Use of equipment outside of the CCE**: Supplies (such as public health bags) may be signed out of the CLC **at the request of your clinical instructor.** All other equipment is to be used in the CCE and only in the CCE unless the CCE Manager has given you specific permission to remove it. You will be asked to sign out the equipment if you have been given permission to remove it.

CONFIDENTIALITY

POLICY:

The 1996 Health Insurance Portability and Accountability Act (HIPAA) requires that patients have the right to control who will see their protected, identifiable health information. Only the patient and those individuals who the patient has authorized have access to their information. Penalties for violating HIPAA can include civil or criminal penalties, with fines up to $250,000 and 10 years imprisonment. All students must comply with HIPAA requirements, whether in course-related or work-related/other settings.

PROCEDURE:

1. You will learn about these laws in course work.
2. As you are oriented to agencies, you will learn about the agency's enactment of HIPAA; you are expected to fulfill the requirements.

PRELICENSURE COURSE SEQUENCE ENROLLMENT

POLICY:
You must comply with the prerequisites of your courses as indicated in IOL and in Appendix A of this handbook. Selected courses not completed concurrently must be taken in a specific sequence and usually completed within one year of each other.

CPR CERTIFICATION

POLICY:
Current **certification for CPR (cardiopulmonary resuscitation) for health care providers** is required for all students entering clinical nursing courses. Certification may **only** be obtained through the American Heart Association (BLS for Healthcare Providers). CPR certification from other vendors or in other categories will not be accepted. On-line re-certifications through the American Heart Association with a practice / performance component are the only acceptable on-line option for CPR. Certification must be current at the start of the semester and not expire at any point during the semester. Recertification through the American Heart Association is required biannually (every two years).

Failure to provide current CPR certification documentation by the due date will result in a hold on your registration. Once documentation of current certification is obtained, the hold will be removed, and the student will be allowed to register for the courses.

PROCEDURE:
1. If you are unable to meet the CPR renewal date, you must contact the Clinical Liaison, explaining your plan to become certified.
2. Any expenses incurred in fulfilling this policy are your responsibility.
3. Contact the American Heart Association directly to determine dates, times and locations for
4. CPR Certification Courses: **American Heart Association**:
   https://shopcpr.heart.org/courses/bls
   or phone 1-877-AHA-4CPR

GRADUATION PREPARATION

PRELICENSURE STUDENTS
From the beginning of your program of studies you have been moving toward graduation and a challenging lifetime career. Preparing for graduation can be a very exciting and rewarding time.

POLICY:
To be eligible for graduation all required courses (or their equivalent) must be successfully completed.

Ability requirements for graduation include 40 ability level units:
- 32 units (levels 1-4 of all 8 abilities)
- 8 units at the advanced level.

PROCEDURE:
1. Prior to graduation you will submit an application to take the licensing examination for professional nurses (NCLEX-RN). All graduates of schools of nursing must pass the examination to become a registered nurse. The purpose of the exam is to safeguard the public and assure that each licensed nurse is minimally competent to

practice nursing. Established fees are submitted with the application for the examination. Application forms are available online. Information on how to access it and the requirements will be distributed when you are enrolled in your last semester. If you are planning to take the exam in another state, information will be shared on how to contact the Board of Nursing in the state where you plan to take the exam. Nursing faculty will assist you in filling out the application. If you intend to work, you will also need to submit a fee for a temporary permit to practice as a graduate nurse (GN) prior to taking the examination.

2. The NCLEX-RN examination is given year-round at designated testing centers. Upon successful completion of the examination, you will be licensed to practice as a registered nurse (RN). This license will need to be renewed on a biennial basis.

3. Students graduating at the completion of the final nursing courses should plan for special expenses associated with graduation and preparation for licensure.

HEALTH REQUIREMENTS

The delivery of nursing care occurs in multiple environments that could have high health risks. Therefore, a health status that contributes to a safe environment for the client and students is the minimal expectation of the JoAnn McGrath School of Nursing and Health Professions at Alverno College. The following health requirements were determined in collaboration with the clinical agencies with which the JoAnn McGrath School of Nursing and Health Professions contracts for clinical practice.

The JoAnn McGrath School of Nursing and Health Professions strongly recommends that you carry health insurance to cover any unforeseen incidents. If you are not already covered, you may wish to explore coverage available through the College. Student Affairs has this information. Should you decide not to carry health insurance coverage, you will be required to sign a waiver.

POLICY:

It is your responsibility to submit accurate and timely health information to CastleBranch.com as part of AC 205 or the first course of entry into the Nursing or RN-BSN curriculum. Students will receive specific directions on how to upload information. Failure to comply with the student health policies will result in exclusion from clinical sites, being dropped from the course, or a hold on your registration for the next semester.

When health problems/behaviors are present that jeopardize the safety of client or yourself, you and/or instructor have the professional responsibility to determine appropriate actions. An updated statement of health status from your health care provider is required with any change in your health status.

Immunizations

Current immunizations are required according to the guidelines of the Center for Disease Control in Atlanta and the Wisconsin Division of Health and Social Services.

Submit valid documentation for the following to CastleBranch.com.

1. Physical Examination Student Health Record form.
2. Positive rubella (German measles) titer or proof of immunization after the age of 12 months.
3. Immunity to rubeola (measles) titer or proof of immunization.
4. Immunity to mumps if you were born after 1957, titer or proof of immunization.
5. Immunity to varicella (chicken pox) titer or proof of immunization.
6. The Hepatitis B vaccine series must be started before entering N220/225 and completed before moving on to N300 level nursing courses. Proof of an Influenza vaccine or documentation of medical or religious exemption provided annually each fall.
7. Documentation of the results of the annual TB testing: Two-step testing with a TB skin test or a TB blood test, QuantiFERON TB Gold Test must be provided.

* Students with an initial TB positive skin test must follow up as recommended by their healthcare provider. Documentation of treatment recommendations will be required. Those students with a history of a positive TB test must annually complete the Questionnaire for Evaluation of Signs and Symptoms of TB in Nursing Students form. Individuals with symptoms of TB will be referred to their healthcare provider and documentation regarding recommended treatment will be required. (See Annual Questionnaire form.)

8. Proof of up-to-date Tdap and/or Td.

Additional health requirements including immunizations may be required for clinical practice in selected health care agencies.

PROCEDURES:

1. Your history and physical examination may be done by a physician, physician assistant or registered nurse practitioner and must be completed while you are enrolled at Alverno. The health data, submitted to the JoAnn McGrath School of Nursing and Health Professions via CastleBranch.com, will be kept confidential and separate from your academic record. We recommend that you keep copies of the records you submit.
2. If you were born prior to 1957, you may present a positive titer or proof of one immunization for rubeola (Measles). If you were born after 1957, you may present:
    a. a positive rubeola titer or
    b. evidence of two doses of live measles vaccine, one of which must be dated after 1980.
3. If you have not received measles vaccine previously, you may obtain one dose of vaccine immediately and a second dose no sooner than 4 weeks later.
4. If you were born after 1957, you may present any of the following as documentation related to mumps:
    a. positive mumps titer
    b. evidence of physician diagnosed mumps, or
    c. proof of immunization after the age of 1 year.
5. If you need recent documentation of rubella and rubeola immunity to meet health requirements, use of the combined measles, mumps, rubella (MMR) vaccine is recommended.
6. If you are pregnant and you live with or have frequent contact with someone who is immuno-compromised, consult the patient's health care provider regarding the safety of certain immunizations, should you need them.
7. The protocol for the Hepatitis B vaccine series is 2 doses given intramuscularly 4 weeks apart and the third dose 5 months after the second dose.
8. Human Immunodeficiency Virus (HIV) – All students are expected to follow CDC's "Standard Precautions" in all client contacts. You are introduced to Standard Precautions during your first clinical nursing course and these concepts are reinforced in each subsequent clinical course.
9. If you are exposed to blood or body fluids from a HIV positive client, you must follow the agency's policy and procedures, as well as those of the JoAnn McGrath School of Nursing and Health Professions. In collaboration with your instructor, you will also complete an incident report to be filed at Alverno College.
10. If you are unable to comply with any of the stated health requirements, please contact the Clinical Liaison in writing to determine a course of action.

DRUG SCREEN POLICY AND PROCEDURE

POLICY:

The purposes of the JoAnn McGrath School of Nursing and Health Professions Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the profession's zero tolerance position related to illicit use of substances. You must abide by the drug screen policies of each health care agency in which you are assigned for clinical practicums, therefore the most stringent of those policies will be the expectation for all students.

You will submit authorization allowing the laboratory designated by CastleBranch.com, the company selected to oversee drug testing for the JoAnn McGrath School of Nursing and Health Professions, to collect and test a urine specimen for the presence of illicit drugs and verify the results through CastleBranch.com. Initial screening will occur when you enter the major or the first nursing course for transfer and RN-BSN students. Random screening may be required at any time. In addition, you may be subject to testing per agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential with only the JoAnn McGrath School of Nursing and Health Professions administration notified.

Failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in your not being allowed to meet course outcomes for clinical practicums, and therefore, removal from the Undergraduate Nursing Program since these behaviors violate professional standards.

If you test positive for one or more illicit drugs, you may not continue in clinical practicums and, therefore, cannot meet the academic outcomes for clinical courses. If you test positive due to a prescribed drug, you must follow the directions given by CastleBranch.com for documenting that the drug is prescribed. All test results will be communicated to the JoAnn McGrath School of Nursing and Health Professions administration and shall remain confidential.

PROCEDURE:

1. You will be notified by the JoAnn McGrath School of Nursing and Health Professions in advance of the deadline for the initial screening.
2. You will be sent the directions for establishing your account with CastleBranch.com. Once the account is established, you will receive an email from CastleBranch.com directing them how and where to set up an appointment for testing.
3. The fee for testing will be added as a course fee on the your tuition bill.
4. You must provide photo proof of identification upon arriving at the specimen collection site.
5. CastleBranch.com will report results to JoAnn McGrath School of Nursing and Health Professions administration. Results are also available to you.
6. If the results are negative, no further action is required.
7. If the results are positive, you and the JoAnn McGrath School of Nursing and Health Professions administration will be notified and you will not be allowed to attend clinical practicums. You will be asked to meet with JoAnn McGrath School of Nursing and Health Professions administration for information on next steps.
    a. If the positive result is due to the use of illicit drugs, you are not allowed to attend clinical practicums. Not attending practicums means you cannot meet course requirements, so you would be removed from the program. You may be eligible to retest and apply for readmission to nursing if the positive result was with the initial screening.
    b. If the results are positive and the result of a prescribed medication, you must follow the procedures outlined by CastleBranch.com for documenting your prescription use of the drug. The decision whether you can attend clinical practicum will come from the clinical agency.

NURSING STUDENT CAREGIVER BACKGROUND CHECKS

POLICY:

Congruent with current Wisconsin state law and statues, the Alverno College JoAnn McGrath School of Nursing and Health Professions requires that you complete a disclosure statement and submit to a Caregiver Background check prior to admission in courses with clinical placements. Under law, clinical agencies must prohibit placement of a student in their clinical environment if the student's background check reveals criminal records cited as **restrictions or "bars"** to employment or educational experiences in health care environments. Clinical agencies can also prohibit placement based on their own criteria regarding criminal background information. The existence of a criminal record does not automatically preclude admission to clinical placement environments. However, each criminal record will be reviewed as to its relationship to the listing of crimes that do constitute restrictions or bars. Criminal backgrounds may also be an issue for eventual licensure and/or employment as a nurse in health care settings.

CAREGIVER BACKGROUND PROCEDURE:

1. At your entry into the nursing or RN-BSN curriculum, you will complete disclosure statements and submit the forms for the Wisconsin Caregiver Background check through CastleBranch.com.
2. If you have lived in another state or have moved to Wisconsin in the past 3 years, a check of your background in the state(s) you live or have lived in will need to be done.
3. If you have a record of criminal charges, you will be asked to prepare a letter to accompany copies of the charges that the JoAnn McGrath School of Nursing and Health Professions must send to requesting clinical agencies. The letter needs to explain the circumstances of the charges and whether there were/are extenuating conditions that would mediate our understanding of the situation and suggest that your history is no longer a liability. The letter is to be sent to the Dean of the JoAnn McGrath School of Nursing and Health Professions within 2 weeks of receiving the request from the Dean.
4. All information regarding background checks will be kept strictly confidential and will be reviewed by the Dean of the JoAnn McGrath School of Nursing and Health Professions. You will be contacted and informed of criminal records of concern and will be advised accordingly. Clinical sites may also request additional information.
5. On a yearly basis following the completion of an initial background check, you will be asked to sign a disclaimer that no new charges have been leveled against you in the past year. New background checks must be completed every 4 years.

INCOMPLETE, WITHDRAWAL AND UNSUCCESSFUL PERFORMANCE

POLICY:

All prerequisites must be completed prior to entry into nursing courses.

The JoAnn McGrath School of Nursing and Health Professions is committed to assuring all graduates of the program are competent and safe beginning practitioners. Maintaining a high standard of student performance is necessary to progress through this rigorous nursing curriculum. That means that nursing students must commit to studying and successfully passing the required courses. This can be done either part time or full time, but successfully passing courses is critically important.

A student will be dismissed from the Nursing Major if unsuccessful (U or UW) in a combination of two (2) 300-level or higher natural science and/or 200-level or higher nursing courses.

If you are concurrently registered for a theory course and its companion clinical course and drop the theory course, you must also drop the clinical course. Concurrent enrollment or prior completion of the related theory course is required to continue in the clinical course.

PROCEDURE:

1. The academic calendar identifies the "last day to drop a course." To drop a course, you must do so in writing through the Registrar's Office. A drop form is available on the Registrar's Office webpage under Forms or in the Registrar's Office. The student can also email the drop to registrar@alverno.edu. Failure to contact the Registrar's Office will result in receiving a U/UW in the course.
2. If you have been dismissed from the Undergraduate Nursing Program, you may petition the Undergraduate Nursing Admissions and Advancement (UGAA) Committee for readmission to the nursing major. The Undergraduate Nursing Admission and Advancement Committee will review the petition and make a determination about whether the petition will be granted. Consult with the Advising Office for specific criteria.
3. Costs incurred by fulfilling requirements are your responsibility.

INTERRUPTED PROGRAM OF STUDIES

POLICY:

If you return to the nursing program after a leave of absence of one semester or more from the nursing curriculum, you must submit a written letter of intent and request to re-enter nursing courses to the Undergraduate Nursing Admission and Advancement Committee. The Committee will review the request and determine whether you may re-enter the program and, if yes, based upon what conditions. The number of semesters on leave will be taken into consideration when determining requirements for satisfactory return to the program.

PROCEDURE:

1. You must submit a written letter of intent and request to re-enter nursing to the Undergraduate Nursing Admission and Advancement Committee as soon as possible but no later than one month prior to the beginning of the semester you are re-entering.
2. The Undergraduate Nursing Admissions and Advancement Committee will review your petition and record to determine a response to your request.
3. If you are permitted to re-enter the Nursing curriculum, the Committee may require a demonstration of knowledge and abilities to show readiness to continue in the program.
4. All fees/tuition incurred by the learning prescription are your responsibility.
5. Satisfactory completion of each area is needed on the first attempt. Failure to do so would be an indication that additional practice is needed and would be taken into consideration by the Undergraduate Nursing Admission and Advancement Committee when determining best placement back into the nursing program, including the potential to repeat the last previously successful clinical course.
6. If you were out on leave prior to N435 semester, you are required to be in a group internship with Alverno faculty.

If you have a *leave of absence of one semester,* the following steps will be followed:

1. You will be assigned a set number of required practice hours in the CLC reviewing your health assessment and clinical skills (N225).
2. Validations are completed with CLC monitor or N225 faculty.
3. You are assigned one to three health system validations to satisfactorily complete from the following list: respiratory, cardiac, neurological, abdominal, or HEENT.
4. You are assigned one to four clinical skills validations to satisfactorily complete from the following list: CVC line dressing change, trach care, IV start, foley catheter insertion, straight catheterization with specimen collection, or wound care
5. You will complete one to three of the following medication administration validations: oral, subQ, IM prefilled, IM reconstitution, IV push.
6. You must satisfactorily complete one on-campus clinical simulation appropriate to the area in the program to which you are returning. This simulation will always include that you accurately complete an oral temperature, apical pulse, blood pressure and respiratory rate. You are encouraged to review the vital signs validation requirements in the CLC prior to completing the simulation.
7. You will be provided the outcomes of the simulation beforehand.
8. If you are returning in the nursing program having completed N225, you will complete a simulation that accurately represents N225 so that you demonstrate readiness for N325.
9. If you are returning in the nursing program having completed N325, you will complete a simulation that accurately represents N325 so that you demonstrate readiness for N345.
10. If you are returning in the nursing program having completed N345, you will complete a simulation that accurately represents N345 so that you demonstrate readiness for N425.
11. If you are returning in the nursing program having completed N425, you will complete a simulation that accurately represents N425 so that you demonstrate readiness for N435.

If you had a *leave of absence of two or more semesters*, the following steps will be followed:

1. You will be assigned a set number of required practice hours in the CLC reviewing your health assessment and clinical skills (N225).
2. You will be assigned three health system validations to satisfactorily complete from the following list: respiratory, cardiac, neurological, abdominal, or HEENT. You may be required to complete an integrated physical exam (IPE) to meet this criterion.
3. You will be assigned two to four clinical skills validations to satisfactorily complete from the following list: CVC line dressing change, trach care, IV start, foley catheter insertion, straight catheterization with specimen collection, or wound care
4. You will complete two to three of the following medication administration validations: oral, subQ, IM prefilled, IM reconstitution, IV push
5. You must satisfactorily complete one on-campus clinical simulation appropriate to the area in the program they are returning. This simulation will always include that you accurately completing an oral temperature, apical pulse, blood pressure and respiratory rate. You are encouraged to review the vital signs validation requirements in the CLC prior to completing the simulation.

    a. You will be provided the outcomes of the simulation beforehand.

    b. If you are returning in the nursing program having completed N225, you will complete a simulation that accurately represents N225 so that you demonstrate readiness for N325.

    c. If you are returning in the nursing program having completed N325, you will complete a simulation that accurately represents N325 so that you demonstrate readiness for N345.

    d. If you are returning in the nursing program having completed N345, you will complete a simulation that accurately represents N345 so that you demonstrate readiness for N425.

    e. If you are returning in the nursing program having completed N425, you will complete a simulation that accurately represents N425 so that you demonstrate readiness for N435.

MEDICATION CALCULATION

PRELICENSURE STUDENTS

Accurate calculation of medication dosages is critical to providing safe, therapeutic nursing care.

POLICY:

You are expected to correctly use mathematical skills as you work with course content and functions in your professional nursing student role. To determine your ability to accurately calculate medication dosages, you will take a written medication calculation assessment in clinical courses. The performance requirement is 100 % for all nursing students. You will not be allowed to participate in the clinical environment or pass medications until you have successfully completed the medication calculation assessment. A pattern of failure on the medication calculation assessment may place you at risk for not meeting course outcomes.

If you earn less than 100% on the second assessment, you will be referred by the instructor and must enroll in a course to help you gain math proficiency in terms of medication management.

PROCEDURE:

1. Course instructors will provide you with information about the requirements for the medication calculation assessment in the specified courses.
2. If you are not successful at 100% initially, you will have one opportunity to retake the assessment.
3. If you are unsuccessful on the second assessment, you will be required to complete additional learning experiences and may be required to enroll in and complete a 0-credit or 1-credit medication calculation course.
4. Costs incurred by fulfilling these requirements are your responsibility.

OFF CAMPUS COURSES

POLICY:

Courses required in the Nursing sequence may be taken at another institution of higher learning **ONLY** if prior approval has been obtained. Courses that are approved to be taken off-campus must duplicate approximate credit hours and course content of an Alverno course and you must be able to earn necessary validations without affecting your anticipated graduation date.

PROCEDURE:

1. Consult with your advisor if you are considering requesting permission to take a course off-campus.
2. Before submitting a permit to request taking a course off-campus, explore how this request may affect your program of studies at Alverno. The following activities will help you in making your decision to request taking a course off campus.
    a. Obtain a course description and syllabus from the institution offering the course to compare credit hours and course content.
    b. Answer these questions:
        i. Does the course offer the same credit hours as the Alverno course?
        ii. Does the course teach the same content and offer the same laboratory experiences?
        iii. What validations does the Alverno course include?
        iv. Where can I earn these validations if I take the course at another institution?
        v. Is the course being offered at Alverno for the semester of the request? It is always preferred that you take courses at Alverno if possible.
3. If you find that the credit hours and course content duplicate the Alverno course, you may earn necessary validations, and your anticipated graduation date will not be affected, complete the Permit to Take Courses Elsewhere Form with your advisor. The electronic form is located on the Registrar's Office website.
4. Submit the Permit to Take Courses Elsewhere Form on Registrar's page and a copy of the course description including the name, number, and credit hours and course syllabus of the course you want to take. This form must be submitted to the Undergraduate Nursing Admission and Advancement Committee at least 1 month before the first day of the Alverno registration period.
5. You will be notified by e-mail whether your request has been approved.

PROFESSIONAL BEHAVIOR

POLICY:

Professional behavior is required. Failure to demonstrate professional behavior may result in dismissal from the learning environment. Professional conduct includes:

1. Through your actions, demonstrating awareness that the classroom or clinical environment is a learning environment;
2. Taking actions that are consistent with American Nurses Association's (ANA) *Nursing: Scope and Standards of Practice, Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application*, and *Guide to Nursing's Social Policy Statement: Understanding the Profession from Social Contract to Social Covenant* and the American Association of the Colleges of Nursing's *(AACN) Essentials of College and University Education for Professional Nursing*, and the Wisconsin State Statutes;
3. Exhibiting respect to peers, instructors, and others in the environment through your actions and language;
4. Attending **all** learning experiences regularly on time;
5. Coming to the learning environment prepared to participate in learning activities or to provide patient care;
6. Following the Absence from Courses policy and procedures included in this *Nursing Student Handbook, Policies, and Procedures;*
7. Maintaining professional appearance as described in the *Undergraduate Nursing Student Handbook, Policies, and Procedures;*
8. Abiding by HIPAA regulations; and

9. Initiating procedures only after receiving instructor approval in clinical environments.

PROCEDURE:

1. Faculty members describe specific course expectations in the syllabus, course materials, and course announcements that complement the foundational expectations described in the policy.
2. The clinical instructor determines the circumstances under which you are no longer eligible to attend a clinical site. The instructor will inform you of the decision and document the circumstances of the decision for placement in your file.

PROFESSIONAL LIABILITY INSURANCE

POLICY:

All persons are liable for their own negligence that results in injury to another person or property. As a practicing nursing student, you are in a position of being held liable for your actions and judgments when working with clients. Commissions and omissions in judgments and actions that are the expected duties and responsibilities of a practicing nursing student can result in litigation.

When you are enrolled in the nursing major, you are required to carry professional liability protection each semester you are enrolled. As a requirement of our clinical agencies, Alverno has procured a professional liability insurance policy. Each nursing student is part of this coverage. This coverage will protect you and Alverno any time you are involved with a client or group of clients within the defined role of a student nurse. This policy does not cover the individual outside of the nursing student role at Alverno College.

PROCEDURE:

1. The Business Office will add the insurance cost to the total tuition bill each semester of enrollment as is required by our policy.
2. It is strongly recommended that you purchase a professional liability insurance policy after graduation regardless of the setting in which you will be practicing.

RESPONSIBILITY FOR CONTENTS OF
Undergraduate Nursing Student Handbook, Policies, and Procedures

POLICY:

Each Alverno Nursing student is responsible to secure and maintain current knowledge of the Alverno College *Undergraduate Nursing Student Handbook, Policies, and Procedure.*

Information and policies are subject to change without prior notification.

PROCEDURE:

1. Each year, the *Nursing Student Handbook, Policies, and Procedures* will be reviewed and revised if necessary and uploaded on the Alverno website, www.alverno.edu
2. Upon entry into the nursing major (in AC 205), each student is accountable to read the *Handbook* and sign a form acknowledging responsibility for its contents.

STUDENT CLINICAL UNIFORM AND EQUIPMENT

Prelicensure Students

POLICY:

The official Alverno nursing uniform with the Alverno patch, are required for clinical practice settings. If you choose to purchase other items than the approved designated uniform pieces, you may incur added expense, as they will not be allowed to be worn in the clinical setting. For your safety and the safety of others, your uniform, including shoes should be clean and in good repair.

All uniforms, scrub jackets, and shirts must be purchased at Galls (see procedure for address).

An Alverno photo ID is to be worn with the uniform.

You are expected to maintain a professional appearance that is respectful of clients and facilitates the safety of the client and yourself in all clinical settings. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. Pants should be hemmed so they do not touch the floor.
- Socks must be worn at all times. Color should match either shoes or pants.
- Shoes are to be all **white, black, or red** without decoration and used **EXCLUSIVELY** for clinical practice. "Croc type" (without holes) shoes may be worn. If the shoe requires shoelaces, they must match the shoes. Simple jewelry, including a maximum of one small post earring per ear, may be worn. No other facial or body jewelry is acceptable and may pose a danger in some environments.
- Light makeup, no fragrances.
- Hair of a naturally occurring color and a hairstyle that is clean, neat and off the shoulders.
- Trimmed fingernails without nail polish, tips, acrylic nails, etc.
- Refrain from gum chewing during clinical practice and **smoking while going to clinical and during clinical practice. Third hand smoke poses a danger to our patients.**
- Limit visible body art.

You may be dismissed from the clinical environment for violations of the uniform policy. Absence from the clinical environment may jeopardize your ability to be successful in the course.

You are required to furnish basic medical equipment necessary for client care that you purchase through local medical supply stores or the A Store. Mark your equipment with your name. Check course syllabus to determine equipment needed for your course.

PROCEDURE:

1. **Purchase your uniform from Galls**: located at 500 East Oak St, Oak Creek, WI 53154. The phone is: 414-762-7300. No substitutions are permitted without permission from the Undergraduate Admission and Advancement Committee.
2. An optional **long sleeve black tee shirt** may be worn under your red top. The Alverno patch must be worn with the uniform and during client care. **Galls** will sew on your patch for you. They can also hem pants if needed.
3. Students who are pregnant should consult with their clinical instructor regarding uniform.
4. The cost of the photo ID will be charged as a course fee.
5. Plunging necklines; spaghetti strap tops; short skirts or dresses, and exposure of the breasts, abdomen, and buttocks are not acceptable in professional contexts.
6. Earrings may not be larger than a dime and no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable.
7. Tattoos must be covered when possible.

STUDENT CONFLICT RESOLUTION

The JoAnn McGrath School of Nursing and Health Professions' student conflict resolution procedure exists to assist undergraduate nursing students in the resolution of academic and college related concerns. This procedure is congruent with the Conflict Resolution Policy of Alverno College.

The JoAnn McGrath School of Nursing and Health Professions fully supports and upholds the statements in *Building a Community of Learners:* A *Community Guide and Student Handbook* describing "Student Rights and Responsibilities, Complaint and Conflict Procedures and the Student Conduct Process" as approved by the Quality of Campus Life Committee. *The Complaint and Conflict Procedures* from this material follows.

Complaint and Conflict Procedures

All persons are expected to communicate in positive ways to resolve issues and conflicts. Communication and constructive controversy promote increased learning in a collaborative culture. They encourage better problem solving, creativity and involvement because they influence individuals to view problems and issues from different perspectives and to rethink their response. Constructive controversy is most productive in an atmosphere where individuals

- make every attempt to first resolve conflicts with the person(s) involved
- value different viewpoints and remain open to be influenced by new ideas and information
- focus the controversy on ideas and determining the best direction or decision
- are open to be influenced by new ideas and information
- reflect on one's actions, thoughts and the reaction of others
- communicate information accurately and clarify miscommunication
- recognize and communicate feelings as they relate to the issues being discussed

Procedures for Dealing with Conflict Related to Course Work and Campus Life

The following procedures are designed to assist individuals who believe their rights have been violated. Generally, complaints are handled within each functional area. The student should ordinarily attempt to resolve the matter by making an informal complaint with the person involved and if dissatisfied with the outcome, appeal the issue through the department director.

1. If the student has a justifiable basis for not going directly to the person involved, a student may make a formal complaint without having made an informal complaint. For more information, contact the Dean of Students.
2. If unsure about how to deal with the situation or if assistance is needed in how to proceed, contact a member of the Student Affairs Staff to get assistance. See Complaint and Conflict Procedures Chart in *Building a Community of Learners:* A *Community Guide and Student Handbook.*

	RELATED TO COURSE WORK	**RELATED TO CAMPUS LIFE**
	STEP 1--IDENTIFY THE ISSUE OR CONCERN	
INFORMAL COMPLAINT	When a complaint, disagreement or conflict happens with a student or faculty member within a course, organize your thoughts. • Review the syllabi, assignments and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (Advisor, friend, staff member or mentor) to help clarify the issue.	When a complaint, disagreement or conflict happens with a student or staff member, organize your thoughts. • Review the Student Handbook, and other resource materials to clarify the issue and list facts. • Decide what is and is not known and what does and does not support your thoughts. • Consult resource persons (Advisor, friend, staff member or mentor) to help clarify the issue.

	STEP 2 -- TALK WITH THE PERSON INVOLVED If the student has a justifiable basis for not going directly to the person involved, make a formal complaint.	
	• Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution.	• Describe the issue. Discuss, advocate and challenge ideas, not the person. • Restate ideas that are not clear and ask for clarification or examples. Listen even if you don't agree. • Look at the issue from both perspectives. • Brainstorm possible responses to the issue/problem. • Take notes or draw a picture of the information presented. • Synthesize the best advice and reason to create a resolution.
Formal Complaint and Conflict Resolution Process Students, who believe that a member of the Alverno community has violated their rights, may make a formal complaint if a response from the person involved that is not satisfactory to the student or if the student has a justifiable basis for not going directly to the person involved.		

	STEP 3 -- IF THE CONFLICT OR ISSUE IS NOT RESOLVED, TAKE THE FOLLOWING ACTION	
FORMAL COMPLAINT	• *If not resolved,* write a letter to the JoAnn McGrath School of Nursing and Health Professions Director of Undergraduate Nursing Program. Describe the conflict/concern and include documentation. The Director of the Undergraduate Nursing Programs determines the next step/outcome and informs you. • *If not resolved,* write a letter to the JoAnn McGrath School of Nursing and Health Professions Dean. Describe the conflict/concern and include documentation. The Dean determines the next step/outcome and informs you. • *If not resolved,* write a letter to the Vice President for Academic Affairs. Describe the conflict/concern and include documentation. The decision of the Vice President for Academic Affairs will be final.	• Complete a *Formal Complaint* and submit it to the Dean of Students. • A copy of the *Formal Complaint* will be given to the individual charged, the immediate supervisor and the student making the complaint. • The immediate supervisor will inquire into the facts of the complaint and discuss the matter individually with the student and the person involved in the complaint. • If appropriate, this administrator may ask the student and the person involved in the complaint to meet together with the administrator in an effort to resolve the complaint. • The Dean of Students will follow-up with the student and the administrator to see if the issue has been resolved. • *If not resolved,* the Dean of Students or the Vice President for Academic Affairs will make a decision about the issue. Their decision is final.

Alverno expects that all members of our academic community act in ways that contribute to a supportive academic environment. You are expected to use your skills in communication, social interaction, and problem solving in positive ways to resolve conflicts with peers, with faculty, or with staff members. You are also accountable for your academic progress using feedback and assessments of your instructors and attempting to resolve conflicts with persons involved.

There may be times when you disagree with various policies or actions taken by a department, individual faculty, or staff member. There may also be times when you wish to share your opinion in a formal way with the JoAnn McGrath School of Nursing and Health Professions, individual faculty, or staff member. The following procedures have been established to assist you in resolving problems or sharing viewpoints that may arise:

1. Clarify and describe what is actually your concern or viewpoint and consult any appropriate source materials, such as syllabi or handbooks, to ensure that the issue is clearly identified.

2. Approach the person (instructor, advisor, staff member, or peer) most directly involved with the concern and discuss your concern using any necessary documents (assignments, assessments, memos, handbook references, syllabi, etc.). If you cannot resolve the conflict **after talking to the person involved**, then pursue the following steps:

If the conflict is course related: Contact your nursing faculty advisor and make an appointment to discuss the concern with her. She will assist you in following division procedures for conflict resolution. Write a letter to the Director of Undergraduate Nursing Programs. Carefully describe your conflict, being sure to support it with appropriate documentation. The Director of Undergraduate Nursing Programs will follow the school procedures related to the concern. These may include having you meet first with the Director of Undergraduate Nursing Programs and then with the Dean of the School if necessary. The Dean of the JoAnn McGrath School of Nursing and Health Professions will review the concern.

Procedures for Dealing with Conflict Related to Course Work and Campus Life
Decisions of the Dean are final in the JoAnn McGrath School of Nursing and Health Professions. Students should consult the Alverno College Student Handbook for further college level processes for concerns that remain unresolved following the Dean's review and decision.

If the issue is one of academic policy scheduling or procedures:
Contact your nursing faculty advisor and follow the procedure above.

If the issue is one of your academic progression:
Contact your nursing faculty advisor. She will assist you in processing your concern through the Undergraduate Nursing Admission and Advancement Committee of the JoAnn McGrath School of Nursing and Health Professions. She will also assist you in following the Nursing Program procedures for conflict resolution cited above, if necessary.

If the issue is a viewpoint, opinion, or concern related to the JoAnn McGrath School of Nursing and Health Professions:
Clarify and describe your opinion, viewpoint, issue, concern and/or request by writing to the Dean of the JoAnn McGrath School of Nursing and Health Professions. Provide supporting documentation, if appropriate. As with any conflict, the conflict resolution procedures cited above are also available to you.

If your conflict is related to a situation outside the classroom or school:
Submit a written description of the circumstances to the Dean of the JoAnn McGrath School of Nursing and Health Professions and to the Dean of Students in the college. After an interview with those involved, the Dean of Students may convene a committee to deal with the issue.

SUCCESSFUL PROGRESSION IN THE NURSING PROGRAM

POLICY:

Successful progression in the nursing program is based on meeting course outcomes as outlined in each nursing course syllabus and requires a pattern of effective demonstration of abilities in clinical practice, criterion-referenced projects,

performance assessments, and objective assessment. If there is an identified pattern of difficulty in meeting these requirements, strategies to strengthen necessary abilities may be required before you are allowed to progress in the program, documented in an individualized learning agreement. You are responsible to fulfill the requirements of the learning agreement.

PROCEDURE:

1. All requirements for success in a course are outlined in each nursing course syllabi.
2. If you are experiencing difficulty meeting course outcomes, your instructor may file a Mid-Semester Progress Report. You will be asked to self assess your learning practices in order to collaborate with your instructor to develop a learning agreement that identifies how to improve your performance and the timeline for meeting expectations. You are responsible to fulfill the requirements of the learning agreement.
3. Prelicensure Students: Because you will be required to successfully complete the National Council Licensing Examination for Registered Nurses (NCLEX-RN) objective test to practice nursing, you will be provided with multiple learning and assessment experiences involving computerized multiple-choice objective testing. Because you are expected to demonstrate mastery of the major nursing concepts in courses, you will need to achieve the number of points equal to 80% of the total possible points on objective assessments.

TESTING ENVIRONMENT

I. Purpose

The purposes for the Testing Security Policy are to provide: (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure security of all aspects of the testing process. This policy is not limited to academic cheating on tests, but encompasses all aspects of classroom, clinical, and online learning environments.

II. Supportive Information

1. The JoAnn McGrath School of Nursing and Health Professions expects high standards of conduct from its students. Cheating of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero on a test, failing the course, and/or dismissal from the nursing program. Scholastic dishonesty is clearly discussed in the Alverno College Students' Rights and Responsibilities, as is academic honesty in the Nursing Program Student Handbook. Additionally, students are expected to be aware of the Nursing Program's Policy on Social Networking in the Student Handbook.
2. The Wisconsin Board of Nursing (BON) may deny initial licensure to anyone who demonstrates a lack of good professional character as evidenced by a single incident or an integral pattern of personal, academic or occupational behaviors that are not consistent with standards of nursing practice (BON, Chapter N7).
3. The use of technology is often a method used for academic cheating. Examples include but are not limited to cell phones, smart watches, portable media devices, cameras, audio or video recording, and social media networks. Any form of cheating is unacceptable, will not be tolerated, and may result in dismissal from the undergraduate nursing program.
4. It is important that faculty communicate with students on exactly what constitutes academic dishonesty and what is expected of the students.

III. In the Testing Environment

1. You are required to have your user name and password memorized. You may not bring a piece of paper with this information to the assessment.
2. You will be required to leave all your personal belongings in designated area as determined by the proctor, which will be a minimum of three feet away from the test taker.
    a. Personal belongings include, but are not limited to: electronic devices (cell/mobile/smart phones, tablets, pagers, smart/fit watches, or other electronic/Bluetooth-enabled devices), backpack, purse, pencil case, any large jewelry or other accessories, non-smart watches, food or drink, water bottles, gum/candy, lip balm, coats, hats/scarves (other than those worn for religious purposes), gloves, medical aids/devices, any educational, test preparation or study materials.

3. You may take an optional break during the assessment. All personal items accessed during breaks may be re-inspected by the proctor. You are encouraged to use the facilities prior to the start of the assessment to minimize distractions and maximize available testing time. Once you have been checked-in by the test proctor, you must make the proctor aware if you need to leave.
    a. The following items are not able to be accessed during a break: any educational, test preparation or study materials, electronic devices or peers.
    b. You will demonstrate to the proctor that your electronic devices are stowed prior to leaving the room.
4. The test proctor will provide each you with one piece of scratch paper. You will write your name and computer number in the upper right corner. If you need a second piece of paper, you will ask the proctor.

The proctor has no control over noise made by others. Earplugs are available upon request.

IV. What are possible scenarios of cheating?

1. During an exam, a student goes to the bathroom and looks at some notes that have been previously hidden in order to find answers.
2. A student writes some notes or memory prompts on her arm, hand or a piece of paper before going into an exam and uses these to help answer some questions.
3. A student is having difficulty writing a paper or care plan. She uses the work of a friend to write her paper with permission of the friend (collusion).
4. A student is having difficulty understanding the content and concepts in a class prior to a test. She asks a classmate who took the test in an earlier section what to study.
5. A student has just finished a test. In an effort to help her friends, the student describes specific content and concepts on the test.
6. A student says that she doesn't remember the specific questions on a test from a previous semester, but does remember most of the answers and will post them on a social media network for her classmates who are struggling with a rigorous course.
7. A student finds an internet site relevant to her class or clinical assignment and copies portions of it into her own work, changing very little of it.
8. A student uses test questions, papers, and/or care plans handed down from previous semesters to complete her assignments.
9. When asked by the instructor, a student says she knew that cheating was going on during a test and test review but did not want to get her peers in trouble.
10. A student brings an audio recorder to a test review with the instructor. The instructor discusses in detail the rationales for the correct and incorrect test responses. The student shares this information with other students in writing, verbally, or makes a copy of the audio for students in a subsequent testing period or semester.
11. A student takes a picture of an exam question during class without the instructor's knowledge.
12. A student consistently misses the regularly scheduled tests in hopes of obtaining information from classmates about test content and/or concepts for the make-up test.
13. A student reports that she received an electronic study guide of the content and concepts from a classmate that looked like questions from a test, but didn't use it because it looked "strange." The student reported that she had heard "through the grapevine" that test questions from a previous test was circulating among students." The student did not report the strange appearance of the study guide to the instructor until after the cheating was identified.

V. Student Responsibilities

1. You are required to have your user name and password memorized prior to an assessment.
2. You will wear your Alverno College name badge to each assessment.
3. Have no personal belongings (i.e. books, papers, keys, phones, phones, smart watches, electronic devices) at a testing computer station.
4. Do not write on the provided scratch paper before the test begins.
5. Raise your hand to ask a question. A proctor will come to you. There will be no other talking during the test. You are not allowed to communicate with anyone except the test proctor.

6. Do not remove any test materials, documents, or other material with any test information from the room after taking the test. Scratch paper will be turned in to the instructor or proctor before leaving the testing room.
7. Do not give help to other students or receive help from any student during a test either verbally or nonverbally.
8. Do not give any test information to other students between testing times and after testing times.
9. You will not engage in any cheating activities, including but not limited to those scenarios listed in Section IV above.

VI. Professor/Proctor Responsibilities

I. Security measures will begin at assessment construction.
II. Assessments will not be left unattended on the professor's desk or left open on computer screens when students enter the office. Computer content should be minimized to avoid breach of assessment questions.
III. All assessments will be maintained in the instructor's locked office and in a locked cabinet.
IV. Assessment security will continue once the assessment has been generated online. Verification of receiving the test results online should be confirmed by the professor/proctor at the time of the assessment.
V. Make-up assessments will not be the same as the missed assessment. Make-up assessments may include essay, short answer, multiple choice and alternate item format questions.

References

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TIMELY WORK COMPLETION

POLICY:

You are expected to submit assignments, **supporting documents, and your self assessments** according to the course due dates so that you may receive feedback identifying strengths and areas to continue to develop within a course. Non-submission of assignments according to course timelines may only occur if there has been prior negotiation for extension of the due date. Because we believe that the curriculum and each course is developmentally sequenced, assignments and assessments must be up-to-date at midsemester. A pattern of continued lateness with assignments may result in being unsuccessful in the course.

PROCEDURE:

1. Courses within the curriculum are developmentally sequenced. Therefore, each nursing course syllabus will outline specific due dates for assignments and assessments that will facilitate development of course-related knowledge and abilities over time.
2. If you have not completed all assignments and assessments required by mid-semester, your instructor will file a Mid-Semester Progress Report.
3. Costs incurred by fulfilling these requirements are your responsibility.

III. GENERAL INFORMATION

This section of the handbook identifies the structure and functions of the JoAnn McGrath School of Nursing and Health Professions as related to its responsibilities to you as a student in the nursing program. Committee functions, the advising program and student nursing organizations are highlighted with specific identification of associated faculty responsibilities.

ORGANIZATIONAL STRUCTURE OF THE JOANN MCGRATH SCHOOL OF NURSING AND HEALTH PROFESSIONS

The organizational structure of the JoAnn McGrath School of Nursing and Health Professions provides the framework for the work of the department in the accomplishment of the goals and objectives of the College and the School.

The Dean of the JoAnn McGrath School of Nursing and Health Professions is responsible for the administration of the School and reports directly to the Vice President for Academic Affairs of the College. The Undergraduate Nursing Program Director is responsible for all undergraduate nursing programs and reports to the Dean. Faculty members assume multiple roles and responsibilities to support and assure the effectiveness of the JoAnn McGrath School of Nursing and Health Professions.

The Undergraduate Nursing Admission and Advancement Committee is responsible for decision-making regarding admittance and progression in the nursing curriculum. Communications for that committee should be sent to Nursing.AdmissionAndAdvancement@alverno.edu.

STUDENT REPRESENTATION

Introduction

The faculty of the JoAnn McGrath School of Nursing and Health Professions are consistently concerned about your experiences, perceptions, ideas, and viewpoints as a student in this nursing curriculum. Therefore, we create mechanisms for you to provide input to the JoAnn McGrath School of Nursing and Health Professions Dean, faculty, and/or committees. The purposes of the mechanisms are to provide for exchange of information and ideas related to the continuous evaluation of the Nursing curriculum.

POLICY:

The Alverno JoAnn McGrath School of Nursing and Health Professions shall provide mechanisms for you to provide input and to receive feedback related to the input.

PROCEDURES:

1. Each semester, you will receive information about ways to provide input at the beginning of the semester. Mechanisms may include electronic communications, face-to-face meetings, committee participation, and/or written communications.
2. On a regular basis, you will be asked if the communication approaches are meeting your needs.

ALVERNO COLLEGE STUDENT NURSES' ASSOCIATION (ACSNA)

The Alverno College Student Nurses' Association is a constituent of the Wisconsin Student Nurses' Association (WSNA) and the National Student Nurses' Association (NSNA). At Alverno, this organization represents all students majoring in nursing. The organization has elected officers, a nursing faculty advisor and is an officially registered organization on the Alverno College campus.

Mission
To organize, represent and mentor nursing students to promote the development of skills that students will need as members of the nursing profession, and to address issues that affect nursing students.

Vision
As a collaborative organization, ACSNA acts as a student advocate in order to advance engagement in the profession of nursing.

The purpose of ACSNA is to provide programs representative of fundamental and current professional interest and concerns and to aid in the development of the student as a whole to help her define her professional role and her responsibility for the health care of the people in all areas of life.

Within ACSNA, there are currently three sister groups: the Black Student Nurses Association (BSNA), the Hispanic Student Nurses Association (HNA), and the Alverno Asian Student Nurses Association (AASNA). Membership in the sister groups is open to any and all nursing students who are members of ACSNA.

The mission of AASNA is to strengthen, educate, and empower individuals of the Asian community for making healthful and lifelong changes for a greater future. The mission of BSNA is to empower, enhance, educate, and serve African American community through advocacy and health promotional activities, and to foster the leadership skills of student nurses and aid in the development of professional abilities. The mission of HNA is to recruit and provide an environment of growth and professional development for nursing students who are interested in leading, educating, and improving the quality of healthcare in the Hispanic community.

There is a membership fee that entitles the student to membership in the local organization (ACSNA). In addition, to maintain active membership in ACSNA, the student must participate in **at least one meeting and one event or two events per semester.** To maintain active membership in HNA, AASNA, and/or BSNA, the student must participate in one activity each semester per organization she is a member of in addition to her ACSNA requirements. Active members will have all privileges of membership. They include, but are not limited to: having voting privileges in ACSNA elections, any discount available to members, eligible to serve in the WSNA House of Delegates (provided ACSNA member is also a WSNA member in good standing), eligible to serve as an executive officer in ACSNA and eligible to become an active committee member and participant.

There is an additional fee for membership to the WSNA and the NSNA. Benefits of joining the WSNA and NSNA include ***Imprint***, the national magazine published by and for student nurses, discounted rate for annual WSNA conference fee, and there are many scholarship opportunities available to these students.

IV. Columbia College of Nursing Student Policies

Alverno College and Ascension Health entered into a partnership agreement in 2020 that resulted in Alverno College acquiring the Columbia of Nursing (CCON). All parties agreed that students who were already in the CCON nursing program would operate under the student handbook and policies and procedures from CCON until they completed the program. Those policies and procedures may differ from those of the Alverno College program. The CCON handbook, including all policies and procedures, can be found in Appendix B. Any processes or decisions made about student status as described in the CCON handbook will be made by a committee comprised of former CCON faculty who are now Alverno faculty and Alverno faculty members. Ultimately, any decisions made are the responsibility of the Dean of the JoAnn McGrath School of Nursing and Health Professions.

These are student policies that will affect only CCON students. CCON students will have distinct graduation requirements, grade point average calculations, residency requirements, and their transcripts and diplomas will reflect that they attended CCON for part or most of their college experience. These policies are temporary and will expire when CCON students are taught out.

Alverno students who came from CCON have access to all resources and services at Alverno.

Appendix A

Alverno BSN Program Course Prerequisites

Course	Prerequisites
N 120: *Intro to Nursing Profession*	AN students: AC 124 completed or concurrent UND students: AC 122 completed UNN students: AC 120 or AC 121 completed or concurrent
N 125: *Concepts of Health and Wellness*	AN: AC 124 completed UND students: AC 122 completed UNN students: AC 120 OR AC 121 completed or concurrent All: N 120 and QL 122 completed
N 126: *Professional Nursing Practice: Essentials* **Note: This course is for Summer Accelerated Entry students only.**	AC 123 completed CM 120 completed CM 125 completed QL 122 completed SC 119+L completed SC 120+L completed BI 231+L completed PSY 110 completed Note: This course is for Summer Accelerated Entry students only.
AC 205: *Admission to the Nursing Major*	Completed: Nursing Diagnostic Assessment (AC 120 OR AC 121 OR AC 122 OR AC 123 OR AC 124) Completed or concurrent: Foundations of Chemistry + Lab (SC 119+L) Foundations of Biology + Lab (SC 120+L) Chemistry of BioOrganic Molecules + Lab (CH 213+L) Anatomy and Physiology + Lab (BI 231+L) Lifespan Development (PSY 110) First Year Seminar or Liberal Learning for Transfer Students (FSS 125 or LA 230) Communication Seminar 1 (CM 120) Communication Seminar 2 (CM 125) Quantitative Literacy in the Modern World (QL 122) Mathematical Connections (QL 156) Intro to Nursing Profession (N 120) AND Concepts of Health/Wellness (N 125) OR Nursing Foundations (N 126)

N 220: *Pharmacology: Nursing Connections*	Completed: Nursing Diagnostic Assessment (AC 120 OR AC 121 OR AC 122 OR AC 123 OR AC 124) Foundations of Chemistry + Lab (SC 119+L) Foundations of Biology + Lab (SC 120+L) Chemistry of BioOrganic Molecules + Lab (CH 213+L) Anatomy and Physiology + Lab (BI 231+L) Lifespan Development (PSY 110) First Year Seminar or Liberal Learning for Transfer Students (FSS 125 or LA 230) Communication Seminar 1 (CM 120) Communication Seminar 2 (CM 125) Quantitative Literacy in the Modern World (QL 122) Mathematical Connections (QL 156) Intro to Nursing Profession (N 120) AND Concepts of Health/Wellness (N 125) OR Nursing Foundations (N 126) Admission to Nursing Major (AC 205) Completed or concurrent: Physiological Mechanisms of Disease (BI 338) Microbiology + Lab (BI 251 + Lab) Health Assessment and Clinical Skills + Practicum (N 225 + N 225P)
N 225: *Health Assessment and Clinical Skills*	Completed: Nursing Diagnostic Assessment (AC 120 OR AC 121 OR AC 122 OR AC 123 OR AC 124) Foundations of Chemistry + Lab (SC 119+L) Foundations of Biology + Lab (SC 120+L) Chemistry of BioOrganic Molecules + Lab (CH 213+L) Anatomy and Physiology + Lab (BI 231+L) Lifespan Development (PSY 110) First Year Seminar or Liberal Learning for Transfer Students (FSS 125 or LA 230) Communication Seminar 1 (CM 120) Communication Seminar 2 (CM 125) Quantitative Literacy in the Modern World (QL 122) Mathematical Connections (QL 156) Intro to Nursing Profession (N 120) AND Concepts of Health/Wellness (N 125) OR Nursing Foundations (N 126)

	Admission to Nursing Major (AC 205) Note: N 225 and N 225P must be taken concurrently. Register for N 399 concurrently
N 225P: *Health Assessment and Clinical Skills Practicum*	Completed: Nursing Diagnostic Assessment (AC 120 OR AC 121 OR AC 122 OR AC 123 OR AC 124) Foundations of Chemistry + Lab (SC 119+L) Foundations of Biology + Lab (SC 120+L) Chemistry of BioOrganic Molecules + Lab (CH 213+L) Anatomy and Physiology + Lab (BI 231+L) Lifespan Development (PSY 110) First Year Seminar or Liberal Learning for Transfer Students (FSS 125 or LA 230) Communication Seminar 1 (CM 120) Communication Seminar 2 (CM 125) Quantitative Literacy in the Modern World (QL 122) Mathematical Connections (QL 156) Intro to Nursing Profession (N 120) AND Concepts of Health/Wellness (N 125) OR Nursing Foundations (N 126) Admission to Nursing Major (AC 205) Note: N 225 and N 225P must be taken concurrently. This course is off campus. No other classes are allowed the morning you are registered to take this class.
N 320: *Theories of Holistic Nursing Management A*	N 220, N 225, N 225P, BI 251, and BI 338 completed PSY 250 completed or concurrent Note: 8 week course
N 321: *Theories of Holistic Nursing Management B*	N 220, N 225, N 225P, BI 251, and BI 338 completed PSY 250 completed or concurrent Note: 8 week course
N 325: *Clinical Nursing Practice 1*	N 220, N225, N 225P, BI 251, and BI 338 completed N 320, N 321 or N 330, and PSY 250 completed or concurrent Note: Students need to sign up for one 3 hour session each week in addition to the scheduled full clinical day. Information regarding these

	hours of clinical will be provided at your first class.
N 330: *Theories of Holistic Nursing Management C*	N 220, N 225, N 225P, BI 251, and BI 338 completed PSY 250 completed or concurrent Note: 8 week course
N 335: *Nursing Management of Aging Adults*	N 220, N 225, N 225P, BI 251, BI 338, N 325, PSY 250 completed AND at least one of the following: N 320, N 321, or N 330 completed Note: 8 week course
N 340: *Nursing Management: Women and Children*	N 220, N 225, N 225P, BI 251, and BI 338 completed PSY 250 completed or concurrent
N 345: *Clinical Nursing Practice 2*	N 325 completed N 320, N 321 or N 330, and PSY 250 completed or concurrent Note: Students need to sign up for one 3 hour session each week in addition to the scheduled full clinical day. Information regarding these hours of clinical will be provided at your first class.
N 400: *Nursing Care: Complex Clients*	N 320, N 321, N 330, N 325, N 335, and BSC 257 completed N 340 and N 345 completed or concurrent
N 420: *Nursing in Complex Communities*	N 320, N 321, N 325, N 330, N 335, N 340, N 345, and BSC 257 completed
N 425: *Advanced Nursing Science Application I*	N 320, N 321, N 325, N 330, N 335, N 340, N 345 and BSC 257 completed N 420 completed or concurrent
N 435: *Advanced Nursing Science Application 2 (internship)*	N 400, N 420, N 425 completed N 445 and N 440 completed or concurrent Note: N 435 and N 440 must be taken concurrently
N 440: *Transition to Professional Nursing Roles*	N 400, N 420, N 425 completed N 435 concurrent N 445 completed or concurrent Note: N 435 and N 440 must be taken concurrently
N 445: *Advanced Nursing Leadership and Policy*	N 400, N 420 and N 425 completed N 435 and N 440 completed or concurrent
N 430: *Nursing Health Seminar Series (elective)*	Analysis L2 completed or concurrent

Appendix B

UNDERGRADUATE STUDENT HANDBOOK: POLICIES & PROCEDURES

2020-2021

COLUMBIA
COLLEGE OF NURSING

4425 NORTH PORT WASHINGTON ROAD
GLENDALE, WI 53212

MISSION FOR COLUMBIA COLLEGE OF NURSING

Columbia College of Nursing is committed to preparing exemplary, compassionate, professional nurses who are rooted in providing socially just, holistic, and evidence-based practice. These qualities will serve to sustain and improve the health of individuals, families, and communities.

VISION STATEMENT OF COLUMBIA COLLEGE OF NURSING

Columbia College of Nursing will excel in providing individualized transformative nursing education that serves diverse individuals, families, and communities across the lifespan, based on principles of life-long learning, leadership, professionalism, academic and clinical excellence, and social responsibility.

CORE VALUES OF COLUMBIA COLLEGE OF NURSING

In keeping with the core values of Ascension Health, Columbia College of Nursing embraces the principles of service, reverence, integrity, wisdom, creativity, and dedication. In addition, Columbia College of Nursing supports these core values by a commitment to excellence in education, scholarship, service, and implementation of evidenced based-practice.

Adopted by Strategic Planning Committee: Updated 2009, 2013, 2017

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COLUMBIA COLLEGE OF NURSING, INC.

TITLE
Academic Appeals/Petition

POLICIES AND PROCEDURES

Date Issued: 05/84
Date Revised: 08/04
Last Reviewed: 08/07, 08/08, 07/09, 08/10, 08/11, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

The Academic Standards Committee (ASC) of Columbia College of Nursing, Inc., acts as the appeal body of questions related to academic policy, probationary decisions, exemptions, etc., for nursing courses and progression in the nursing program. An ASC petition form, available from the Academic Advising Office, must be completed and returned to the Academic Advising Office to initiate the appeal process. The petition should carefully explain the nature of the request and include the advisor's recommendation and signature. All appeal decisions by the Academic Standards Committee are final.

Columbia College of Nursing (CCON), Inc., is an academic community dedicated to the intellectual, social, and ethical development of each of its members. As members of this community of faculty and students, we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the vision and mission of CCON. All students and faculty members are expected to demonstrate integrity in academic pursuits. Acts that involve any attempt to deceive, to present another's ideas as one's own, or to enhance one's performance evaluation through dishonest means violate the integrity of both the student and College.

Academic dishonesty, in any form, compromises the essential values (altruism, autonomy, dignity, integrity, and social justice) of the CCON community. Therefore, any act found to be indicative of academic dishonesty will be interpreted as a serious breach of CCON's technical standards. Expectations for behaviors consistent with academic honesty and integrity include, but are not limited to:

<u>Cheating</u>

I. Students are responsible for their own research, preparation, and final product of all portions of an assignment or examination.
II. Students enrolled in a course may not ask another individual to share examination content or complete an examination, quiz, paper, or any other performance evaluation exercise for them.
III. Students may not use any means of assistance, prohibited or considered inappropriate to the nature of the task, for assignments or examinations (e.g., tutors, computer technicians, phones, calculators, microcomputers, notes, etc.).
IV. Students may not submit the same work for more than one course without the written permission of each instructor for each course. This permission must be obtained prior to the deadline for submission of either course assignment and submitted to the Associate Dean of Academic Affairs.

<u>Plagiarism</u>

I. Students must respect the contributions of others by documenting the source of ideas, charts, figures, graphs, images, quotations, etc., in all assignments, regardless of form (*i.e., written, graphic, impressionistic*).
II. Students may not copy from a source without providing proper citation.

<u>Interference</u>

I. Students may never cause harm to another individual's scholastic accomplishments (e.g., physical damage, theft, or monopolizing reference materials or computer sources).

Misrepresentation

I. Students may not fabricate or falsify any information in relation to class attendance, academic coursework or academic responsibilities (e.g., falsification of clinical hours or clinical preceptor's signature or remarks).

Abetting

I. Students may not aid another student in any form of dishonest act.

Clinical Violations

I. Students must comply with codes of conduct, including but not limited to: the *American Nurses' Association Code of Ethics for Nurses with Interpretive Statements* and the *National Student Nurses' Association Code of Ethics*; the Healthcare Insurance Portability and Accountability Act of 1996 [HIPAA]; Chapter N7, *Rules of Conduct*, of the Wisconsin Administrative Code; and the Columbia College of Nursing *Code of Conduct*
II. In the clinical setting a student may perform only those techniques or procedures for which the student has demonstrated competence in a laboratory setting.
III. Students may not falsify client records (e.g., recording in paperwork or on client charts nursing care that has not been delivered, vital sign data that has not been collected, or medications that have not been administered). Students may access patients' electronic health record (EHR) on the clinical unit only.

PROCEDURE FOR VIOLATIONS OF ACADEMIC INTEGRITY

A faculty member is required to identify behavior indicative of academic dishonesty in any academic environment, including, but not limited to classroom, campus laboratory, or clinical settings. A student who demonstrates behavior indicative of academic dishonesty will be subject to administrative review.

Faculty members and students are expected to be familiar with the policy on Academic Integrity. The policy must be enforced in each course. If a faculty member identifies student behaviors consistent with academic dishonesty, the faculty member will confront the action. Specifically,

I. The faculty member will attempt to meet with the student to present and discuss the allegation within three (3) business days of the identification of the suspected behavior(s). The form, "Documentation of Concern," will be completed. The Chair of the Academic Standards Committee (ASC) will serve as an observer to the session and provide a written summary of the discussion that took place. If indicated, other members of the faculty or administrative team may be asked to participate in this meeting.

II. The faculty member will require that the student submit a written statement providing an explanation for the behavior. The deadline for submission of the statement will be determined during the meeting of the student, faculty member, and ASC Chair.

III. Upon review of the written statement, and with consideration given to the meeting with the student, faculty member, and ASC Chair, the faculty member and ASC Chair will determine the appropriate disciplinary action to be taken, if any.

IV. Disciplinary action, if taken, may include:
   A. A written warning characterizing the behavior. This statement will be filed in the student's academic file;
   B. Requiring the student repeat the assignment;
   C. Lowering the grade for the work submitted a minimum of one letter grade;
   D. Giving a zero/no credit for the assignment/project; or
   E. Issuing a fail (F) or unsatisfactory (UP) grade for the student for the course.

V. Within three (3) business days, the faculty member will inform the student, by telephone and in writing, of the decision.

VI. The faculty member will prepare a final report documenting the administrative review process. This report will be co-signed by the ASC Chair. The final report will be filed in the Academic Dishonesty file housed in the President/Dean's office.

VII. Any appeal regarding an administrative review and its disciplinary action must be made in writing to the President/Dean of the College of Nursing within five (5) business days of the communication of the decision. The President/Dean will convene an *ad hoc* judiciary committee, composed of disinterested parties (faculty members, staff, and students) to review the identified behaviors and the disciplinary action. This ad hoc judiciary committee then will make a recommendation to the President/Dean regarding the appeal.

VIII. The President/Dean's decision will be binding.

DOCUMENTATION OF CONCERN[1]
RELATED TO ISSUES OF ACADEMIC INTEGRITY

_____ _____
STUDENT DATE OF STUDENT CONTACT

_____ _____
COURSE NAME, NUMBER & SECTION REFERRED BY

_____

REASON FOR CONCERN:
_____ Attempt to use unauthorized materials/information on an exam or assignment
_____ Falsification or invention of data related to:
    _____ Practicum experience
    _____ Research or laboratory findings
    _____ Bibliographic reference
_____ Representation of another's work as the student's own without proper citation
    _____ Using another person's actual words
    _____ Appropriating another person's ideas, theories, images or designs
    _____ Borrowing facts, statistics or illustrative materials
_____ Theft or monopolization of course materials/information/equipment
_____ Other _____

DESCRIPTION OF ACTION TAKEN:
_____ Warning
_____ Lower assignment grade
_____ Lower course grade
_____ Redo assignment
_____ Zero or failing grade for assignment
_____ Zero on failing grade for course
_____ Referral for consultation with Chair, Academic Standards Committee

COMMENTS
_____
_____
_____

FACULTY MEMBER'S SIGNATURE STUDENT'S SIGNATURE

_____ _____

_____ _____
Date Date

[1] Completed Documentation of Concern forms will be located in a Confidential File in the Dean's Office, and forms will be destroyed upon student's graduation.

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Academic Probation

Date Issued: 10/11
Date Revised: 06/13, 11/14, 08/18
Last Reviewed: 10/14, 08/15, 08/16, 08/17, 08/18, 07/19

When a student is unsuccessful in a nursing course, or when the Columbia College of Nursing (CCON) cumulative grade point average (GPA) is below 2.00 on a 4.00 scale, the Academic Standards Committee may place the student on Academic Probation. A student on probation will have an altered curriculum plan which will extend the student's graduation date.

Students on probation are required to meet with an Academic Advisor in order to complete an Academic Success Plan. As stipulated in the Academic Success Plan, students must regularly meet with their professors to establish a learning contract and discuss progress toward meeting course outcomes.

As there will likely be a change in the student's financial aid eligibility, the student is required to meet with the Director of Financial Aid. It should be noted that academic probation is separate from financial aid probation, for the purposes of financial aid. Please refer to the Satisfactory Academic Progress (SAP) policy outlined in this handbook and in the catalog for requirements.

A student is generally not permitted to remain on probation more than two consecutive semesters, and therefore, the student may be subject to dismissal from the Nursing Program.

In order to graduate, the student must have a CCON cumulative GPA of 2.00 or greater and meet all degree requirements. The cumulative GPA is based on all credits earned at Columbia College of Nursing.

Students admitted to Columbia College of Nursing will be eligible for enrollment in clinical and non-clinical courses for which they are qualified. Upon entering Columbia College of Nursing, students must complete all required nursing courses in the nursing major at Columbia College of Nursing. Students must register for clinical courses by July 1 for Fall semester and by December 1 for Spring semester, in order to ensure clinical placement. Registration after these dates will not guarantee a clinical placement and may delay the student's progression in the Nursing Program.

Minimum Cumulative Grade Point Average (GPA) Requirement:
The cumulative GPA is based on all credits earned at Columbia College of Nursing. All students are expected to maintain a minimum of a 3.00 GPA on a 4.00 scale. Any student whose GPA is less than 2.00 will be subject to academic action, following review by the Academic Standards Committee.

The Academic Standards Committee will evaluate academic progress of students in the Nursing Program at the end of each grading period. Satisfactory progress is contingent upon completing appropriate course prerequisites and satisfying all requirements.

Minimum Grade Requirement in Nursing Courses:
A minimum grade of "C" or better is required in all nursing courses. A grade of "SP" (Satisfactory Progress) is required in all nursing practicum courses. A letter grade of "F", or "UP" (Unsatisfactory Progress) in nursing courses will require the course to be repeated before progressing to the next nursing course, or in the case of Senior II courses, before graduation.

Repeat Policy for Nursing Courses:
If a student must repeat a course in the nursing major, it must be repeated at Columbia College of Nursing and the course may only be repeated once.

A student receiving a "F," or "UP" in two nursing courses will be dismissed from the Nursing Program. If repeating a nursing course, the student may be required to complete ancillary learning experiences that validate the requisite theoretical knowledge base and/or clinical competency.

Grading and Quality Points

Grades given for academic achievement are interpreted as follows:

Grade	Quality Points	Numerical Equivalents
A	4.00	93.0-100.0
AB	3.50	89.0-92.99
B	3.00	85.0-88.99
BC	2.50	82.0-84.99
C	2.00	78.0-81.99
F	0	Below 77.99
SP	Satisfactory Progress	
UP	Unsatisfactory Progress	
I	Incomplete	
AU	Audit	
W	Withdrawn	
NR	Not Reported	

Calculating a GPA

A semester GPA is calculated by adding together the quality points earned for one's grade in each course multiplied by the number of credit hours each course is worth, with the total points then divided by the total number of credit hours completed that semester. Pass/Fail courses are not considered when calculating the GPA.

Incompletes

A grade of Incomplete may only be given for reasons of health or serious emergencies. The grade of Incomplete is not granted for neglected work. If all requirements of a course are not completed by the final grading period, and there has not been a serious extenuating circumstance, and/or arrangements have not been made with the instructor to receive an Incomplete, the student will be graded on the work completed by the end of the grading period.

When an Incomplete grade is granted, outstanding work for the course in question must be completed before beginning subsequent courses. A Course Completion Agreement Form, signed by the student and faculty member must be filed with the Registrar's Office at Columbia College of Nursing. It serves as a formal record detailing the incomplete work and the student's awareness of her/his obligation to successfully complete remaining coursework. At the identified time, the student will receive the grade that her/his work merits. If no work is submitted, the Incomplete grade will be changed to an "F" (or, in the case of a clinical course an "UP").

Non-consecutive Clinical Courses

Students typically are enrolled in one or more clinical courses each of the four semesters in the CCON curriculum. After successfully completing the first clinical course (NUR 331: Novice Nurse Apprentice in Practice), it is expected that the student will be in a clinical course each of the remaining semesters. In the event that a student is not enrolled in a clinical course during a semester, the student will be required to successfully demonstrate a prescribed set of clinical skills prior to the next clinical course. Nursing is a practice discipline and when there is a significant gap in clinical practice, there is a potential decrease in clinical competence.

A mandatory review and skill demonstration session will be arranged by the Lab Coordinator and will be scheduled within two weeks of the beginning of the semester in which the student is enrolled in a clinical course. The student will be notified of the date at least 6 weeks in advance of the session. The student is responsible for submitting the skill validation paperwork to the advisor. The Advisor will communicate the student's completion of this mandatory skill demonstration session to the clinical course faculty and the student will be allowed to begin clinical course activities.

Students who are not successful in the mandatory skill re-validation must participate in faculty-led re-mediation. Students will be required to pay for the additional faculty coaching and skill validation. Students must successfully demonstrate skill validation prior to starting the clinical course. Students who continue to be unsuccessful in skill validation may be dismissed from the program.

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Academic Standards
Petition Procedure

Date Issued: 05/01
Date Revised: 07/09; 04/13
Date Reviewed: 08/07, 08/08, 08/10, 08/11, 06/12, 04/13, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

In Executive Session, the Academic Standards Committee of CCON, Inc., receives and acts on all petitions of students pertaining to the academic requirements of the program. **The Academic Standards Committee does not receive or act on appeals disputing a grade earned in a nursing course.**

I. **Focus of Appeals**: Petitions considered by the Committee are limited to those that address decisions made pursuant to academic policies of the Program, as described in the CCON Catalog. Examples of such petitions include, but are not limited to:
   A. Dismissal for unsatisfactory academic achievement.
   B. Restrictions placed on progression in the nursing program.
   C. Requests for exemptions/modifications of curricular requirements.
   D. Admission to the Nursing Program, when admission has been denied.
   E. Re-admission to the Nursing Program, following dismissal or suspension.

II. **Procedure**: The student who wishes to petition the Academic Standards Committee is responsible for following the procedure below.
   A. The appeal is initiated in a timely fashion. For example, if an applicant is appealing an admission requirement, the appeal decision must be made prior to New Student Orientation. If an appeal relates to a student's dismissal from the program, the appeal must be initiated during the dismissal semester.
   B. Before initiating a petition, the student should discuss his/her particular situation with his/her advisor.
   C. A CCON *Academic Standards Petition* form should be obtained from the Office of Academic Affairs at CCON, and it should be completed by the student. The following information *must* be included on the petition form or within an accompanying letter:
      1. Precise grounds on which the petition is based.
      2. Circumstances associated with the need for the petition.
      3. Arguments supporting the appeal.
      4. Descriptions of remedial actions to be taken to improve the student's academic performance.
   D. Request to appear before the committee during the time in which the petition will be considered (*Optional – See II. G., below*). The student may not bring anyone with him/her for the meeting.
   E. The student must meet with his/her advisor and obtain the Advisor's Academic Standards Petition Procedure **recommendation** and **signature** on the form *prior to* submission.

F. Petitions *must* be submitted to the Academic Advising Office at Columbia at least seven (7) working days before the scheduled meeting. The meeting schedule for the Academic Standards Committee may be obtained from the Office of Academic Affairs at CCON.
G. If the student wishes to attend the meeting at which his/her petition will be considered, the student *must* notify the Chair of Academic Standards Committee at Columbia ***at least*** 48 hours prior to the scheduled meeting.

III. **Decision:** In Executive Session, the Academic Standards Committee has the authority to decide the student's petition. The Committee has the responsibility to:
A. Review all data relevant to the situation.
B. Hear the student's oral argument, if the student chooses to be present. If present, the student is excused before Committee deliberations commence.
C. Act on the petition and explain the action and reasons for it through written correspondence.
D. Make stipulations (binding) and recommendations (non-binding) that may be placed on the student regarding any petition that is granted.
E. Notify the student, in writing, within five (5) working days of the decision.
F. Maintain written record of the petition and action of the Academic Standards Committee in the student's file and in the Executive Session minutes of ASC.

IV. The Associate Dean of Academic Affairs will provide written notification to the student and address subsequent student questions concerning the petition.

V. All decisions of the committee with respect to the appeal are final.

Columbia College of Nursing
Academic Standards Petition Form

NAME_____
ID NUMBER _____
ADDRESS_____
CITY, STATE, ZIP _____

Students seeking an exception to academic policies and requirements for admission, progression and graduation must follow the *Academic Petition Procedure.* The Academic Standards Committee does not receive or act on appeals for grades earned in nursing courses.

Please attach a typed letter that addresses the grounds on which the petition is based; circumstances associated with the need for the petition; argument supporting the appeal; and descriptions of remedial actions to be taken to improve the student's academic performance.

I am requesting that:

Student's Signature _____Date _____

Final Action of the Committee:

☐ Approved request ☐ Not approved

Signature _____ Date _____

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Accompanying Patients
Off Clinical Sites

Date Issued: 05/84
Date Revised: 07/09
Last Reviewed: 08/07, 08/08, 08/10, 08/11, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

Students may accompany patients off clinical units/institutional grounds, only if these patients have authorization or meet the criteria to leave the unit/grounds without a staff person.

If patients are not authorized or do not meet the criteria to leave the unit without supervision, students may not accompany patients off clinical units. Students may accompany these patients off the unit/institutional grounds if accompanied by a staff person.

Students must consult the instructor and receive permission to accompany the client/patient.

Students may not accompany a client/patient in an ambulance or helicopter, nor may a student drive a client/patient in private vehicles.

Schools that provide financial aid are required to address the following key points. In addition, they need to be distributed in writing to students and employees:

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drug and alcohol by students and employees on the property or as part of any of the institutions activities
2. Description of applicable legal sanctions under state, local, and federal law
3. Description of health risks
4. Description of available counseling, treatment, rehabilitation, or re-entry programs, and
5. Clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions.

Alcohol and Drug Policy and Sanctions

Faculty, staff, and administration of Columbia College of Nursing, Inc. (CCON), are committed to maintaining an alcohol and drug-free environment, in which the safety and well-being of its community members are of utmost importance. CCON strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual, and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, the CCON policies regarding the use and consumption of alcoholic beverages and controlled substances by students, student groups, employees, and other facility users must be strictly adhered to by students, staff, faculty, and administration.

This policy will be distributed in writing to new students and employees during orientation and annually each August.

This policy is reviewed by administration on an annual basis to determine its effectiveness by:

- The number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities which have been reported to campus officials.
- The number and type of sanctions that are imposed.
- Ensuring sanctions are consistently enforced.

CCON may implement changes, if needed, based on the annual review.

The abuse of alcohol or the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at the College or at College-sponsored activities. The controlled substances prohibited in the College include, but are not limited to, marijuana, cocaine, heroin, narcotics, or other drugs not prescribed by a licensed physician for the treatment of a current medical disorder. Employees must abide by this policy as a condition of employment, and students must abide by this policy as a condition of enrollment.

College Sanctions

Violation of this College policy, which includes unlawful conduct, will be subject to corrective action, up to and including suspension or termination for all classifications of employees and dismissal for students, depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all individuals, unless an individual's actions necessitate immediate and decisive disciplinary measures, including suspension or termination.

Corrective action normally will be administered in accordance with the sanctions in the Standards of Conduct for students and in the following order for employees:

I. Verbal warning - any available drug or alcohol counseling, rehabilitation, and employee assistance programs

II. Written warning

III. Final written warning or suspension

IV. Suspension or termination with due process

In the event that an individual is convicted under a criminal drug or alcohol statute for conduct in the workplace, academic or clinical setting, the employee or student must report the conviction to the President/Dean or Associate Dean of Academic Affairs, no later than five (5) calendar days after the conviction. An individual so convicted may be subject to immediate termination or suspension, or dismissal from the Nursing Program.

CCON recognizes its responsibility to maintain and support civil laws, and therefore, the College administration will cooperate fully with law enforcement agencies by providing information and assisting in the prosecution of illegal use, possession, distribution, and sale of illegal drugs.

A. Sanctions
    1. Violations of this policy may result in sanctions. If a student or employee displays conduct on campus or at a College-recognized event that results in criminal prosecution, the College may sanction the individual according to College disciplinary procedures, regardless of the action taken by government authorities. The College reserves the right to involve civil authorities at any time it deems appropriate.

    2. When use of alcohol is irresponsible or illegal, the College must take appropriate disciplinary action. Sanctions will not necessarily be limited to those listed in the

Standards of Conduct, the Undergraduate Student Handbook: Policies and Procedures, particularly in the case of additional violations of College policy.

B. Federal Student Aid Penalties for Drug Convictions

According to the Higher Education Act of 1965, as amended (HEA), a student who is convicted under any Federal or State law for any offense involving the possession or sale of illegal drugs, during a period of enrollment for which the student was receiving federal aid, (including grant, loan, or work assistance), suspends their eligibility to receive Title IV aid, during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Possession of a Controlled Substance		
Ineligibility Period	First Offense	1 year
	Second Offense	2 years
	Third Offense	Indefinite
Sale of a Controlled Substance		
Ineligibility Period	First Offense	2 years
	Second Offense	Indefinite

A student who has lost eligibility for financial aid based on the possession or sale of a controlled substance may regain eligibility before the above stated ineligibility period if:

1. The student successfully completes a drug rehabilitation program that;
    a. Includes at least two unannounced drug tests; and
    b. Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
        i. Is administered or recognized by a Federal, State, or local government agency or court;
        ii. Has received or is qualified to receive payment directly or indirectly from a Federal – or State – licensed insurance company; or
        iii. Is administered or recognized by a Federal – or State – licensed hospital, health clinic or medical doctor.

For more information regarding federal student aid eligibility please visit: https://studentaid.ed.gov/sa/eligibility/criminal-convictions

C. Legal Sanctions

Federal

The Federal government revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce or eliminate the discretion that federal judges may use in sentencing offenders of federal drug statues. Under these current guidelines, courts can sentence a person up to two year of imprisonment and a $100,000 fine for unlawful possession of a controlled substance such as marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. For the possession of 5 grams of cocaine base, a federal judge is obligated to sentence a person to at least 5 and up to 20 years of imprisonment.

Wisconsin

Local laws are consistent with state laws.

The Laws of Wisconsin prohibit drug possession and delivery through Uniform Controlled Substance Act, and mandate stiff penalties of up to 30 years in prison and include fines of up to $1,000,000. Penalties vary according to amount of drug confiscated, type of drug found, number of previous offenses, and whether the individual intended to manufacture the drug, sell, or use the drug. See Wis. Stat Uniformed Controlled Substance Act, Ch. 961.

Wisconsin law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person (WI Statute, Alcoholic Beverages, Ch. 125). Driving under the influence of alcohol or other drugs also is illegal. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one's driver's license.

Health Risks

The use of illegal drugs and alcohol abuse can dull senses, impair coordination, memory, and judgment. Taken over a long period of time or in large quantities, alcohol can damage the liver and cause permanent brain damage, even death. Effects for selected substances are as follows:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening.

Amphetamines, Methamphetamines (Speed, Crystal, etc.)
Physical effects include increased alertness, increased heart rate and blood pressure; insomnia and loss of appetite. Mental effects include a sense of well-being, high energy, competence and power.

Cocaine (Coke, Snow, Big C, Crack, etc.)
Physical effects include increased heart rate and blood pressure, blood vessel constriction, increased respiratory rate, dilated pupils, and exaggerated movement. Mental effects include intense euphoria and strong feelings of energy and alertness. User appears confident, in command, may be agitated, anxious and unhappy.

Ecstasy (MDMA, X, XTC, E, etc.)
Physical effects include increased heart rate and blood pressure, loss of appetite, tense muscles, nausea, blurred vision, rapid eye movement, faintness, and chills/sweats. Mental effects include a sense of empathy, openness, caring, increased awareness of touch and sound; possible paranoia, confusion, depression, and severe anxiety.

Hallucinogens (PCP, LSD, Mescaline, Mushrooms, etc.)
Physical effects include slowed perception of time, slowed body movement, dulled senses, dizziness, weakness, nausea, and drowsiness. Mental effects include vivid distortion of senses ranging from extreme excitement to absolute terror; can cause illusions and hallucinations.

Marijuana (Cannabis, Weed, Ganja, Grass, etc.)
Physical effects include increased heart rate, lowered blood pressure, and limited control of movement. Mental effects are distorted perceptions of reality.

Narcotics (Heroin, Oxycodone, etc.)
Physical effects include euphoria, drowsiness, respiratory depression, sleep, and nausea. Mental effects include rapid increase in pleasure, numbness, lack of pain, euphoria; anxiety and depression can occur after use.

Further information is available at http://www.justice.gov/dea/druginfo/factsheets.shtml.

Counseling and Treatment Resources

A variety of counseling services and treatment centers are available throughout the Milwaukee area for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty and staff should utilize Columbia-St. Mary's Employee Assistance services. Students should avail themselves of the following referral sources to identify the services or programs which most closely meet their specific needs.

Alcohol/Drug Abuse Community Referral Agencies

Addiction Resource Council	262-524-7921	Cocaine Anonymous	414-445-5433
Alcoholics Anonymous	414-771-9119	Ozaukee Council, Inc.	262-375-1110
Milwaukee Council on Alcoholism and Drug Dependence (Impact)			414-256-4808

COLUMBIA COLLEGE OF NURSING INC.

TITLE
Assessment Testing and Remediation: HESI-NCLEX-RN Preparation

POLICIES AND PROCEDURES

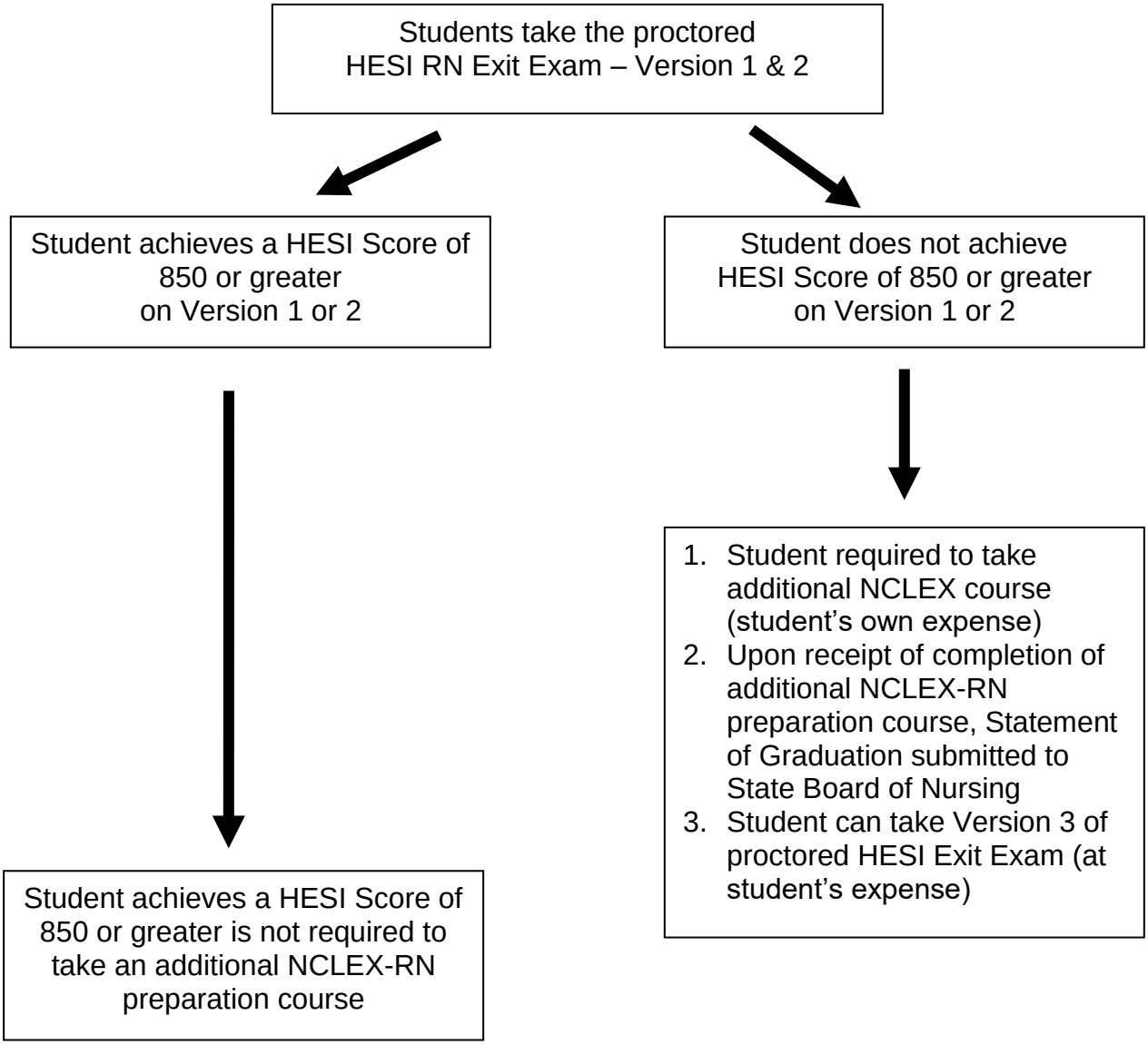
Date Issued: 01/07
Date Revised: 07/09, 08/10, 10/10, 08/11, 01/12, 08/12, 01/18, 08/18
Last Reviewed: 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

I. Columbia College of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN® examination. Participation in the Elsevier HESI Assessment Testing and Remediation incorporates the use of the RN exit exams to assess and assist students in preparing for the NCLEX-RN® exam. Completion of the Elsevier HESI RN exit exam is required in the NUR456 course.

II. Faculty in NUR456 Transition to Professional Nursing Practice course will assign completion dates for the RN Exit Exams. Students must take Version 1 and 2 of the RN Exit Exam. Students who are unable to achieve a HESI Score of 850 or greater on Version 1 or 2 will be required to complete an additional NCLEX-RN® Preparation Course prior to submission of their Statement of Graduation to the State Board of Nursing. This additional NCLEX-RN® Preparation Course will be completed at the student's own expense. Upon receipt of evidence of completion of the additional NCLEX-RN® Preparation Course, the Statement of Graduation will be submitted to the State Board of Nursing.

III. Completion of the designated HESI examination(s) is a mandatory course requirement. Poor performance on the proctored assessment may adversely affect a student's grade.

Algorithm for HESI RN Exit Examinations



Nursing is a practice profession, involving assessment and care of human beings. As such, the faculty believe that all laboratory and clinical hours allotted to courses contribute meaningfully to enabling students to meet course objectives and become competent practitioners in the delivery of nursing care. Students are required to attend all scheduled laboratory and clinical hours. The College, therefore, reserves the right to require a student to repeat all or any part of a course. This decision will be based upon the opinion of the course faculty, indicating that the time that the student has been absent from the laboratory or clinical sites compromises the student's ability to demonstrate completion of course objectives and required competencies which may jeopardize a student's ability to successfully complete the course.

Laboratory and/or clinical absence must be made-up and will be dependent upon faculty and clinical site availability. It should be understood that the student is responsible for any costs incurred in repeating the course and/or making up lost time. If a student has more than one clinical absence, the student will be charged $400 per additional missed clinical day for full-day clinical courses, and $250 per additional missed clinical day for half-day clinical courses. Students may be administratively withdrawn from the course for three or more missed clinical days. Laboratory and/or clinical absence must be made-up and will be dependent upon faculty and clinical site availability. If the student has more than two lab absences, the student will be charged $100 per additional missed session of NUR321 lab and $200 per additional missed session of NUR331 lab. Students may be administratively withdrawn from the course for four or more missed lab sessions.

Students in the BSN Completion Program are expected to attend all scheduled clinical hours, arrive on time, and stay for the duration. Missed clinical hours may result in the student being administratively withdrawn from the course and receiving a failing grade or Unsatisfactory Performance (UP). Students who are allowed to continue in the course must make up the time missed, based on the availability of the clinical preceptor. It should be understood that the student is responsible for any costs incurred in repeating the course and/or making up lost time.

Change in Health Status:

Students who are not able to fully participate in clinical based on a change in health status, may not be in the clinical setting until the health status returns to baseline. Students who experience an illness or injury preventing them from fully participating in clinical must notify their clinical instructor.

Evaluation of student ability to safely continue in clinical will be made on an individual basis. This includes conditions requiring medical or surgical management resulting in prolonged absences or limitations on physical activity. Some examples may include, but

are not limited to, casts or braces on the leg or foot or arm. Students with leg casts or braces will be evaluated based upon their ability to provide safe patient care. Cast or braces on the arm will not be allowed because of student's inability to properly wash their hands.

Prior to returning to clinical, the student will need to have their healthcare provider complete the *Health Condition Certification Form* certifying that the student is able to fulfill all responsibilities with no activity limitations and, that in so doing, the student is not endangering him/herself, fellow students, faculty, and/or clients/patients.

Change in Criminal Background status:

Prior to their next scheduled clinical day, students are required to notify the Associate Dean of Academic Affairs of any changes in their criminal background checks. Based on the nature of the recent offense, each student will be assessed for their ability to be in clinical environments.

PROCEDURE:

1. When circumstances involve a clinical absence, **the student is responsible to notify the appropriate person prior to the scheduled beginning of the session.** Specific directions for notification are identified in the course syllabus.
2. Faculty will notify the Associate Dean of Academic Affairs in the case of illness or injury requiring prolonged absences.
3. If students are absent from any scheduled clinical experience, course faculty will review each student's progress in the course based on a demonstration of course outcomes. If the absence pattern is jeopardizing student's continuance in the course, the student will receive a Performance Alert.
4. For those unable to attend due to illness or injury, upon returning to clinical, a student must submit the *Health Condition Certification Form* completed by their health care provider certifying that the student is able to fulfill all responsibilities and, that in so doing, the student is not endangering him/herself, fellow students, faculty, and/or clients/patients.
5. Any expenses incurred in fulfilling this policy are the student's responsibility.

COLUMBIA COLLEGE OF NURSING, INC.

TITLE
Attendance: Theory and Discussion

POLICIES AND PROCEDURES

Date Issued: 03/12
Date Revised: 08/12; 04/13, 01/17, 01/18
Last Reviewed: 04/13, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

Nursing is a complex profession requiring deep learning of scientific concepts, application of ethical decision making, and problem solving in unique contexts. This learning process requires commitment of both faculty and students to be fully engaged in classroom and discussion courses. Therefore, class attendance is essential and mandatory in theory and discussion courses. Missing class may jeopardize student ability to meet course outcomes. Persistent patterns of absence without sufficient communication with course faculty may result in a recommendation that the course be dropped.

Attendance will be taken during each class period and will be periodically recorded in Sonisweb. Students must follow faculty directions for assuring attendance is confirmed at each class session. Faculty may initiate a Performance Alert for students who have an unexcused absence from class. Students are strongly encouraged to discuss any class absence with course faculty.

PROCEDURE:

1. When circumstances involve a classroom absence, **the student is responsible to notify the appropriate person prior to the scheduled beginning of the session.** Specific directions for notification are identified in the course syllabus.
2. For theory classes that meet once a week, students who are absent from more than two classes will receive a 1% deduction from the final course grade for each additional absence. For classes that meet twice a week, students who are absent more than three classes will receive a 1% deduction from the final course grade for each additional absence. For discussion courses, all absences will affect the student's final course grade.
3. If students are absent from any scheduled class experience, course faculty will review each student's progress in the course based on a demonstration of course outcomes. If the absence pattern is jeopardizing student's continuance in the course, the student will receive a Performance Alert.
3. Faculty will notify the Associate Dean of Academic Affairs in the case of student illness or injury requiring prolonged absences.
4. Per the discretion of course faculty and the Associate Dean of Academic Affairs, for those unable to attend due to illness or injury, upon returning to class, the student must submit the *Health Condition Certification Form* completed by their healthcare provider certifying that the student is able to fulfill all responsibilities and, that in so doing, the student is not endangering him/herself, fellow students, and/or faculty.
5. Any expenses incurred in fulfilling this policy are the student's responsibility.
6. Students in online courses must participate in the course weekly, or in accordance with participation expectations identified in the course syllabus. If a student is not able to meet expected course participation standards, the student should notify the faculty as far in advance as possible. The course faculty will determine if the student's absence from participating in the online course will jeopardize the student's potential to be successful in the course. An extended lapse of participation in an online course may result in the student receiving an unsuccessful grade in the course.

Columbia College of Nursing (CCON) is a community composed of students, faculty, and staff of different genders, religious affiliations, ethnic and socioeconomic backgrounds, and sexual orientation. CCON defines civility as showing respect for others and exercising non-judgmental behaviors that contribute toward a positive learning and working environment. Civility is characterized by being aware of and learning to understand and consider the differences among participants of the College. All members of CCON are expected to behave with civility, respecting both differences and commonalities. The College will not tolerate offensive, inappropriate, bullying, or other severe actions directed toward another person, group, or class of persons at any time (on campus, at any clinical facility, attending any College event, or through email, telephone, etc.).

Civility Commitment

In keeping with a commitment to creating and sustaining a culture of civility at CCON, the following behaviors are central to our core values and exemplify civility:

1. Protect and respect for the rights and privacy of others
2. Exhibit tolerance for different opinions, values, and beliefs
3. Prevent harassment
4. Demonstrate concern for others
5. Foster the self-worth of all individuals
6. Communicate in a polite and honest manner, in both face-to-face and electronic environments
7. Be open to learn from differences in people, ideas, and opinions

All members of the CCON community are expected to do their best to be a positive contributor and support a culture of civility.

Civility Pledge

The following statement is based upon the first of nine provisions in the Code of Ethics for Nurses (American Nurses Association, 2015). As a member of the CCON community:

"I will, in all professional relationships, practice with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems" (p. 1).

How to Report Acts of Intolerance or Incivility

CCON promotes efforts to foster an institutional climate that is free of intolerance and hostility. You may report acts of incivility or intolerance to any campus official, faculty, or staff. In case of an actual emergency, call 911.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements.* Retrieved from http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html

COLUMBIA COLLEGE OF NURSING, INC.	**TITLE** Class Cancellation Due to Inclement Weather	
POLICIES AND PROCEDURES	Date Issued: Date Revised: Last Reviewed:	09/22/92 08/04, 07/09, 08/11, 08/12, 05/13 08/07, 08/08, 08/10, 06/12, 05/13, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19
	Page 1 of 1	

Columbia College of Nursing, Inc. may close and cancel classes for inclement weather. Based upon the wide geographic area for faculty members and students, alike, safety of travel is a central consideration.

Guidelines

I. The College does not expect faculty or students to take undue risks during these times. If the President/Dean determines that weather conditions may be unsafe for faculty and students to travel to CCON, WTMJ television station will be notified and all classes will be cancelled for the day. Please check http://www.tmj4.com/closings or WTMJ television (channel 4) for cancellation announcements. If weather conditions are judged by an individual faculty member or student to be such that travel would be a risk to one's safety, the following procedure should be followed.

Student

I. Unless you see the announcement on television or on the website, assume that classes will be held that day. Please do not call the College to ask if classes have been cancelled.

II. If you determine that you are unable to attend class because of risk to your safety, call your faculty and inform them that you will be absent because of weather or driving conditions.

Faculty

I. If a faculty member decides to cancel the class because of conditions:
   A. He/she is to call or e-mail the students to inform them of the cancellation.
   B. He/she is to notify the Office of Academic Affairs.
   Most commonly, faculty members will communicate class cancellation over the Internet. If the faculty member is unable to travel safely, a class will be cancelled by three (3) hours prior to the start of class.

II. Neither faculty members nor students should drive when conditions are unsafe.

COLUMBIA COLLEGE OF NURSING, INC.	**TITLE** Clinical Cancellation Due to Inclement Weather	
POLICIES AND PROCEDURES	Date Issued:	12/83
	Date Revised:	12/95; 08/08, 07/09, 08/11
	Last Reviewed:	08/08, 08/10, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19
	Page 1 of 1	

Since hospitals and other health care agencies continue to operate during heavy snowfall and icy conditions, faculty and students are expected to maintain their clinical schedules. However, the College does not expect faculty or students to take undue risks during these times. If weather conditions are judged to be unsafe for faculty and students to travel to clinical sites by the President/Dean, WTMJ television station will be notified and all courses, including clinical, will be cancelled for the day. Please check WTMJ television (channel 4) or http://www.tmj4.com/closings for cancellation announcements. If weather conditions are judged by an individual faculty member or student to be such that travel would be a risk to one's safety, the following procedure should be followed.

Student

I. Unless you see the announcement on television or on the website, assume that there will be clinical that day. Please do not call the College or clinical site to ask if clinical has been cancelled.

II. If you determine that you are unable to attend clinical because of risk to your safety, call the clinical instructor and inform them that you will be absent because of weather or driving conditions. Make-up time for absences is required (See "Attendance: Clinical and Laboratory" policy).

Faculty

I. If a faculty member decides to cancel the clinical experience because of conditions.
   A. He/she is to call the clinical site to inform them that clinical has been cancelled.
   B. He/she is to call the students to inform them of the cancellation.
   C. He/she is to notify the Office of Academic Affairs.

II. Time will not have to be made up for one clinical experience cancelled by College administration and/or faculty. Greater than one clinical cancellation in a course may impede students' ability to meet course objectives. More than one clinical cancellation in a course will need to be made up.

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Clinical: Background Check

Date Issued: 08/00
Date Revised: 07/09
Last Reviewed: 08/07, 08/08, 08/10, 08/11, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

The Wisconsin Caregiver Background Check Law requires that all health care workers complete the Background Information Disclosure Form (HFS64). Although not all criminal offenses mandate denial of admission to the Program, certain offenses will not allow or will severely restrict placement in clinical settings. Since a large part of the Program is contingent upon clinical experience, the ability to complete the program could be in jeopardy. Students will be required to complete the disclosure form upon admittance to the CCON program. More specifically:

I. Students without a completed background check will not be allowed to participate in clinical activities.

II. It is the responsibility of the student to inform the President/Dean or Associate Dean of Academic Affairs about any situations that could potentially affect participation in clinical. Failure to comply with this requirement could involve suspension and/or dismissal from the Program.

All students must be in good health and able to carry out the functions of a professional nurse (See Technical Standards for Admission to/Progression in the Nursing Program policy). Beginning with the first clinical nursing course (NUR 331) in the junior year, the student must:

I. Complete an admission physical examination as directed by the College. Procedure for examination will be provided by the College, prior to the start of the first clinical nursing course (NUR 331).

II. Complete an Immunization Record

Immunization records are required of all students at the time of admission physical examination. Required immunizations include:

A. Documentation of rubella (German measles) immunity is required of students. If no documentation is provided, an immunity screen will be drawn to determine serologic immunity. Documentation consists of a record of having received two (2) doses of each vaccine on or after the first birthday, or record of laboratory evidence of immunity. Non-immune students will be given the MMR immunization.

B. Documentation of mumps immunity is required of students. If no documentation is provided, a mumps immunity screen will be drawn to determine serologic immunity. Documentation consists of a record of having received two (2) doses of live vaccine on or after the first birthday, or record of laboratory evidence of immunity. Non-immune students will be given the MMR immunization.

C. Documentation of rubeola (measles) immunity is required for students born during or after 1957. If no documentation is provided, a rubeola immunity screen will be drawn to determine serologic immunity. Documentation consists of a record of having received two (2) doses of live vaccine on or after the first birthday, or a record of laboratory evidence of immunity. Non-immune students will be given the MMR immunization.

D. Documentation of one time does of tetanus, diphtheria and pertussis vaccine, and then a tetanus booster is required every 10 years.

E. Varicella (Chicken Pox) immunity will be assessed at the admission physical examination. Students who have not had two (2) doses of the vaccine (4 weeks apart) will be tested for serologic immunity through a Varicella screen. Non-immune students are required to be vaccinated to take part in clinical.

F. Because of the nature of nursing and risk for exposure to blood or body fluids, students will be offered Hepatitis B immunizations. Students who refuse the vaccine are required to sign a declination form, which will be filed in their student health record. Students who initially decline may request the vaccine at a later date while enrolled in the CCON Program.

G. Seasonal flu vaccinations will be required of all students who wish to participate in clinical experiences. Students must provide medical documentation of an annual influenza vaccination. Annual influenza vaccination is the most effective method for preventing influenza virus infection and its complications. Routine influenza vaccination is recommended for all persons aged ≥ 6 months that do not have contraindications to vaccination. Students who decline due to medical or religious reasons must submit valid documentation. Valid documentation includes completion of the *Request for Medical Exemption from Influenza Vaccination form* by the student's primary care physician.

III. Undergo Tuberculin Skin Testing

All students must undergo a two-step tuberculin skin test (TST) (PPD intermediate strength) upon admission to the program. Students with a documented zero (0) mm induration TST within the past 12 months only need one additional TST done within 90 days of starting the program. A QuantiFERON®TB Gold test completed in the past 12 months is also accepted. Subsequently, students need a TST or QuantiFERON®TB Gold test annually. Students with a previous history of a positive tuberculin skin test must submit a chest x-ray completed within the year preceding clinical courses, and they must complete a yearly Signs and Symptoms of Tuberculosis Form.

IV. Complete the Background Information Disclosure Form

There may be additional tests required by specific agencies in which students have clinical experiences. Students will be notified by the College when additional tests are requested by these agencies.

V. Undergo a Drug Screen

All students will undergo a 10-panel urine drug screen prior to final acceptance into the Program. A drug screen may be required at other times throughout the Program. Students with a positive drug screen may be subject to rejection of their application or dismissal from the Nursing Program. Students with a positive drug screen will not be allowed to participate in clinical.

VI. Submit Annual Health Status Declaration

All students will be required to submit the *Student Affirmation Form* biannually. This declaration is an acknowledgement by the student that to the best of their knowledge their health status is unchanged.

VII. Report Any Medical Conditions Requiring Immediate Student Clinical Restrictions

Students are required to notify their clinical instructor and the Associate Dean of Academic Affairs of any sudden health changes or injuries, prior to their next scheduled clinical day. Evaluation of student ability to safely continue in clinical will be made on an individual basis. Some examples may include, but are not limited to, casts or braces on the leg or foot or arm. Students with leg casts or braces will be evaluated based upon their ability to provide safe patient care. Cast or braces on the arm will not be allowed because of student's inability to properly wash their hands.

Documentation of these requirements must be on file with the Academic Affairs Office at CCON, Inc. Failure to satisfy these requirements will jeopardize student participation in clinical course work. Any condition that may potentially impair a student's ability to carry out his or her responsibilities in the clinical setting must be reported to their clinical instructor and the Associate Dean of Academic Affairs. The student will need to have their healthcare provider complete the *Health Condition Certification Form* certifying that the student is able to fulfill all responsibilities and, that in so doing, the student is not endangering him/herself, fellow students, faculty, and/or clients/patients.

Reporting of Illness

A student who is unable to report for clinical should follow the procedures of that institution, as described by the instructor for the unit.

A student who becomes ill on the clinical unit or appears to have a condition that might be communicable or infectious should be sent to Occupational Health Services at their clinical site for evaluation, or seek prompt medical care if at a community site. When indicated, laboratory studies may be completed, and the student may be required to remain off the clinical unit, pending those laboratory results.

The instructor must be notified each day the student is absent due to illness, unless the length of absence from the clinical assignment has previously been specified on a health condition certification form.

Care of injuries sustained while on the clinical sites at CSM

I. Report to instructor immediately.

II. During business hours, contact Associate Health and Wellness. After hours, contact the Hospital Administrative Representative.

III. Complete an Occupational Incident Report with your faculty member.

Care of injuries sustained while on the clinical site at other agencies

I. Report to instructor immediately.

II. Instructor will determine appropriate course of action.

Management of a Student Blood or Body Fluid Exposure – Steps

I. Provide Immediate Care to the Exposed Site
   - A. Wash wound or cut with anti-microbial soap
   - B. Rinse mouth with water
   - C. Irrigate eyes with normal saline or water

II. Notify instructor immediately

III. Evaluate the exposure
   Did the incident cause someone else's blood or body fluid to enter the student's body? Body fluids considered potentially infectious are blood, body fluids containing visible blood, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, breast milk, semen, and vaginal secretions.

Feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus are not considered potentially infectious unless they contain blood.

A. **If yes**, call facility contact immediately
B. **If no**, this is not a blood or body fluid exposure. Do not continue.

IV. Determine the HIV status of the source person
Do you know who the source person is?

If yes, the Human Immunodeficiency Virus (HIV) status of the source person will need to be determined as soon as possible. An HIV test performed within the last 30 days is acceptable. If that is not available, the source person's informed consent for HIV testing needs to be obtained. Telephone consent is not acceptable. The source person will not be charged for this testing. **Do not discharge the source person until his/her lab work is drawn.** If the source person refuses testing, see the facility's Blood or Body Fluid Exposure policy for next steps.

A. After consent is obtained, notify the Laboratory of the need for a STAT blood draw for the Rapid HIV test using the facility's order form for source person lab. Additional test for HIV, Hepatitis B and Hepatitis C should also be ordered.
B. The facility contact will notify the student of the Rapid HIV results.
C. If rapid HIV result is negative, continue to Step 5.
D. If the source person's HIV test is positive, the student will be counseled regarding possible post exposure prophylaxis (PEP), and referred to the Emergency Department (ED). Cost of the ED visit, and medications dispensed, will be the student's responsibility. If PEP is ordered, the student will need to have baseline laboratory testing, including a pregnancy test (if indicated), before the medication is started.

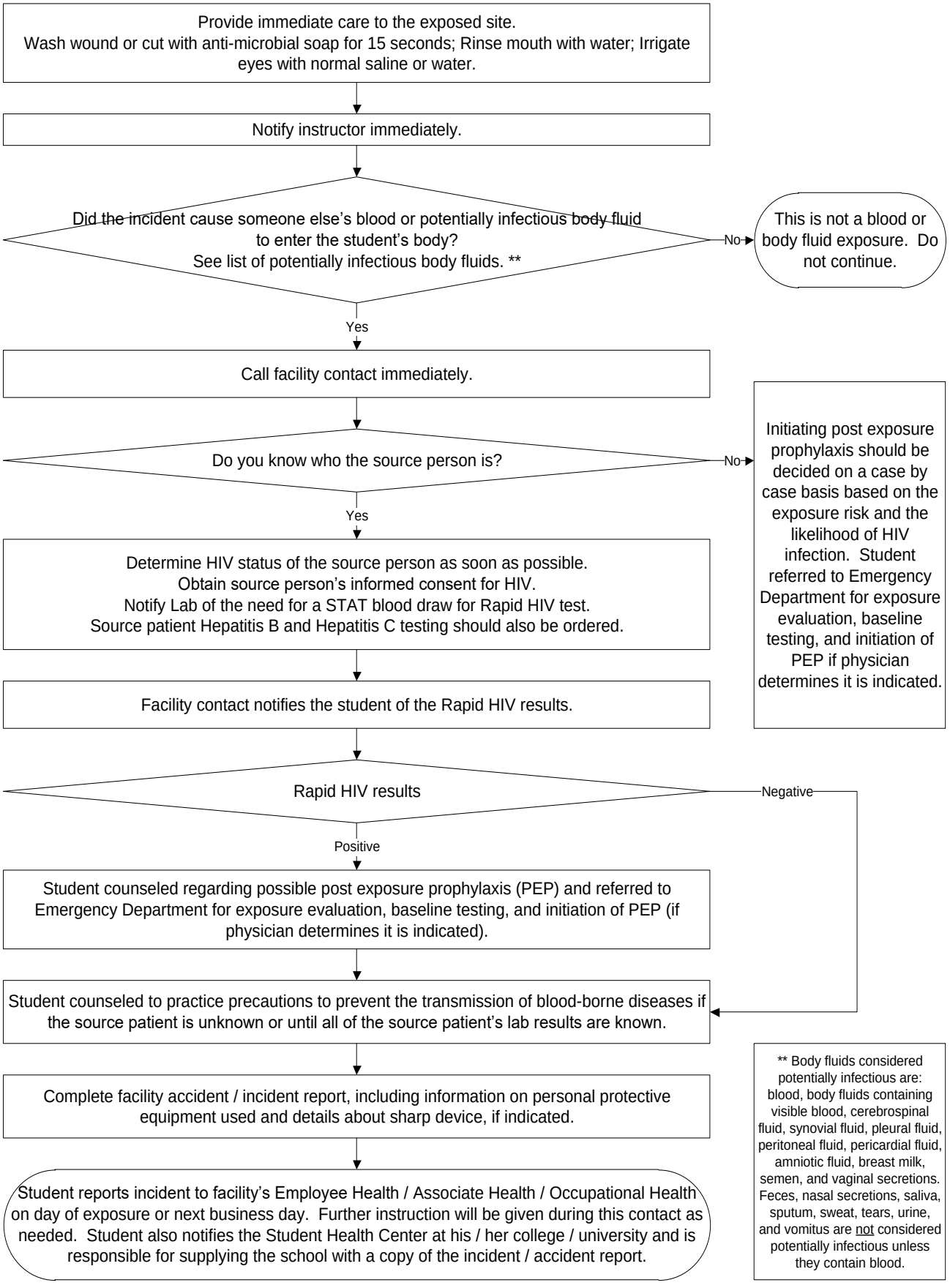
If no (the source person is unknown), initiating post exposure prophylaxis should be decided on a case by case basis based on the exposure risk and likelihood of HIV infection.

V. Post exposure counseling
The student should practice precautions to prevent the transmission of blood-borne diseases if the source person is unknown or until all of the source person's results are known:
A. Refrain from blood, plasma, semen, tissue, or organ donation;
B. Abstain from or use measures to prevent HIV transmission and/or pregnancy during sexual intercourse; avoid any unprotected sexual practices;
C. Females who are breast feeding infants should be aware of the risk of HIV transmission through breast milk, and discontinuation of breast feeding should be considered, especially for high risk exposures;
D. Toothbrushes, razors, and other implements subject to contamination with blood should not be shared;
E. Minor injuries (i.e., cuts, scrapes) should be cleaned promptly with soap and water to decrease risk of infection, cover injury until healed;
F. Use diluted (1:10) solution of household bleach to kill both the hepatitis and HIV virus on non-porous surfaces (i.e., bathroom counters, etc.) contaminated with your blood.

VI. Complete Facility Accident / Incident Report
The student is to complete a facility accident / incident report per the facility policy. The following information may be included on the report.
A. Type of sharp device and brand name
B. Purpose sharps device was used for
C. Does the device have a safety mechanism and was it activated at the time of exposure?
D. Was the object that produced the puncture / laceration contaminated? If yes, with what?
E. PPE worn when exposure occurred such as eye protection, mask, PFR95 / N95 respirator, gloves, double gloves, gown, none
F. Name of person holding the sharps device when exposure occurred

VII. Post Exposure Baseline, Follow-up Testing, and Further Instruction for Known or Unknown Sources
A. It is the student's responsibility to notify the Associate Dean of Academic Affairs of the exposure, and provide a copy of the accident/incident report.
B. Cost of the student's medical monitoring and follow-up testing, if needed, is the student's responsibility.
C. If indicated, Employee Health / Associate Health / Occupational Health will record incident on facility's OSHA log.

Management of A Student Blood or Body Fluid Exposure



COLUMBIA
COLLEGE OF NURSING

4425 North Port Washington Road Glendale, Wisconsin 53212 Phone: (414) 326-2330 Fax: (414) 326-2331
www.ccon.edu

Student Affirmation Form:
Criminal Background Check and Health Status

I confirm that the following is true (check boxes):

☐ I have not been arrested or charged with any crime since the date of my previous background check.

☐ I have not been and/or I am not being investigated by any governmental agency for any act or offense.

I understand that it is my responsibility to disclose any arrest, charges of any crime, or any investigation by any government agency for any act or offense, to Columbia College of Nursing (CCON). These incidences must be reported as soon as possible, but no later than the next day I am expected to attend classes or clinical. I must inform CCON within 7 days of any conviction of a crime that occurs during my enrollment. I understand that I may be required to repeat a criminal background check, as appropriate.

☐ I have not experienced any changes in my health or well-being that would affect my ability to participate in clinical, classroom, or other learning activities.

I acknowledge that it is my responsibility to disclose any changes in my health status that may potentially impair my ability to fulfill my responsibilities in the classroom or clinical setting to CCON. I understand that I may be required to obtain documentation from my healthcare provider on the Health Condition Certification form.

I acknowledge that if I fail to abide by any of the items detailed above, CCON has the right to immediately terminate my participation in clinical and/or classroom activities, and they may pursue other appropriate remedial and/or disciplinary measures, as appropriate.

By signing below, I certify that I have read and understand the above.

_____ _____
Signature of Student Date

_____
Printed Name of Student

COLUMBIA
COLLEGE OF NURSING

4425 North Port Washington Road Glendale, Wisconsin 53212 Phone: (414) 326-2330 Fax: (414) 326-2331
www.ccon.edu

HEALTH CONDITION CERTIFICATION FORM

I am aware that my patient, _____, is a student enrolled in
(Student Name)

the Columbia College of Nursing Program. I certify that he/she is under treatment for

_____.

Further, I am aware that this individual is involved in direct patient care for up to 20 hours per week, and he/she has additional hours in the classroom setting.

I certify that, to the best of my knowledge, this student's medical/mental health condition/treatment will not affect and/or limit his/her ability to perform safely in the classroom and/or clinical setting in any way, nor does such participation compromise the student's own physical/mental health. ***This student may return to the following activities without restrictions:***

Clinical _____
Physician or Nurse Practitioner Signature

Laboratory _____
Physician or Nurse Practitioner Signature

Classroom _____
Physician or Nurse Practitioner Signature

_____ _____
Name of Physician or Certified Nurse Practitioner Date
(Please print or type)

_____
Address

_____
City State Zip Code

_____
Telephone

Revised February, 2012

Columbia College of Nursing
Signs and Symptoms of Tuberculosis Form

TO THE EXAMINING PHYSICIAN:
Please complete the following form. The information will be used to provide baseline data if care is required at Student Health Services, as well as ensuring that the student can meet the Technical Standards of the Nursing Program.

Name of Student _____ Male____ Female____

D.O.B. _____

The student is required to submit a yearly tuberculin skin test report to the College. Students with a previous history of a positive tuberculin skin test must submit a chest x-ray taken within the year preceding clinical courses. Additionally the student must submit this form on a yearly basis to ensure annual review of the signs and symptoms of Tuberculosis.

TB skin test positive since: (date if known) _____
Date chest X-ray administered: _____

Do you have any of these signs and symptoms of Tuberculosis?

1. Productive cough (3 weeks +)	Yes	No
2. Persistent unexplained weight loss	Yes	No
3. Night sweats	Yes	No
4. Loss of appetite	Yes	No
5. Persistent low grade fever	Yes	No
6. Swollen glands, usually in the neck	Yes	No
7. Coughing up blood	Yes	No
8. Shortness of breath	Yes	No
9. Fatigue, weakness, malaise	Yes	No
10. Chest pain	Yes	No
11. Exposed to a known case of TB	Yes	No

Comments: _____
_____
_____
_____

Signature of Examiner: _____ Date: _____
(Nurse Practitioner, Physician's Assistant, Physician)

Print name: _____

STUDENT HEALTH AND COMMUNICABLE DISEASE RECORD

The information you are being asked to provide is being requested for two purposes: 1) to assist in evaluating your physical and mental capacity to perform student functions; and 2) to ascertain whether you are free from communicable disease.

The information you provide will be maintained in your school health record and is **confidential**, unless authorization to disclose the information has been completed.

Completion of this record is the student's responsibility before arriving for physical examination through Columbia St. Mary's CorporateWorx Department. Please ensure that the Healthcare Practitioner completes and signs the Statement at the end of the form. Bring the completed form to the Columbia College of Nursing Administrative offices upon completion.

Name: _____ Date of Birth: _____

Home Address: _____ Sex: Female ☐ Male ☐

City: _____ State: _____ Social Security Number: _____

Zip Code: _____ Phone (Cell): _____ Phone (Home): _____

PERSONAL HISTORY
(To be Completed by Student)

Allergies

Drug(s): _____ Reaction(s): _____

Food: _____ Reaction(s): _____

Environmental: _____ Reaction(s): _____

Medications

Please list all nonprescription (over-the-counter) medications that you regularly use, including vitamins, herbal supplements, laxatives, aspirins, and weight-reducing aids:

Please list all prescription medicines that you are currently taking:

Hospitalizations / Surgeries / Childbirth Within the Last Five Years

Year	Reason(s)

Please Indicate if you have been Immunized for or have had the Following Communicable Diseases:					
Communicable Disease	**History Of Disease**		**Immunization Dates**		
Bacille Calmette-Guerin (BCG) Vaccine					
Hepatitis A	Yes ☐	No ☐	#1:	#2:	
Hepatitis B	Yes ☐	No ☐	#1:	#2:	#3:
Hepatitis Non-specific	Yes ☐	No ☐			
MMR (Measles, Mumps, Rubella Vaccine)					
Measles	Yes ☐	No ☐			
Mumps	Yes ☐	No ☐			
Rubella (German Measles)	Yes ☐	No ☐			
Polio	Yes ☐	No ☐			
Tetanus Diphtheria Vaccine (Td)					
Tetanus Diphtheria Pertussis Vaccine (Tdap)					
Tetanus	Yes ☐	No ☐			
Diphtheria	Yes ☐	No ☐			
Pertussis (Whooping Cough)	Yes ☐	No ☐			
Tuberculosis	Yes ☐	No ☐			
Varicella (Chicken Pox) / Shingles	Yes ☐	No ☐	#1:	#2:	
Other:					

Date of Last TB Skin Test: _____

Have you had or do you now have: (Please comment on "yes" answers as needed.)					
	Yes	**No**		**Yes**	**No**
Heart / Blood			**Musculoskeletal**		
High Blood Pressure	☐	☐	Neck Pain / Neck Injury	☐	☐
Low Blood Pressure	☐	☐	Back Pain / Back Injury	☐	☐
Stroke	☐	☐	Spine or Joint Surgery	☐	☐
Heart Attack	☐	☐	Inability to Lift / Lifting Restrictions	☐	☐
Comments:			Dislocation of Any Joint	☐	☐
			Bone, Joint, or Other Deformity	☐	☐
Respiratory / Lungs			Fractured / Broken Bones	☐	☐
Breathing Problems	☐	☐	Joints That "Lock" or Give Out	☐	☐
Coughed Up Blood	☐	☐	Swollen / Painful Joint(s)	☐	☐
Cough Over 2-Weeks Duration	☐	☐	Arthritis	☐	☐
Night Sweats	☐	☐	Fibromyalgia	☐	☐
Tuberculosis	☐	☐	Tendonitis	☐	☐
Positive TB Skin Test	☐	☐	Bursitis	☐	☐
Year:	☐	☐	Carpal Tunnel Syndrome	☐	☐
Date of Chest X-ray:			Hernia	☐	☐
INH Treatment?	☐	☐	Need Use of a Mobility Aid (i.e., walker, cane, wheelchair, scooter)	☐	☐
Comments:			***Comments***:		
Head			**Nerve / Muscle**		
Head Injury	☐	☐	Muscular Dystrophy	☐	☐
Dizziness / Fainting	☐	☐	Parkinson's Disease	☐	☐
Headaches, Frequent or Severe	☐	☐	Paralysis	☐	☐
Comments:			Multiple Sclerosis	☐	☐
			Unusual Weakness	☐	☐
Skin			Numbness / Tingling	☐	☐
Skin Problems	☐	☐	Seizures / Epilepsy	☐	☐
Comments:			***Comments:***		

	Yes	No		Yes	No
Eyes / Ears / Nose / Throat			**Gastrointestinal**		
Wear Glasses	☐	☐	Stomach or Bowel Problems	☐	☐
Contacts (type):	☐	☐	***Comments:***		
Vision: Nearsighted	☐	☐			
Farsighted	☐	☐	**Immune System**		
Eye Problems	☐	☐	Lymph Gland Swelling	☐	☐
Hearing Problems	☐	☐	Lupus	☐	☐
Hearing Aid	☐	☐	Organ Transplant	☐	☐
Comments:			Immunocompromised	☐	☐
			Comments:		
Mental Health					
Anxiety / Panic Attacks	☐	☐	**Other Health Problems**		
Depression	☐	☐	Cancer:	☐	☐
Eating Disorder	☐	☐	Chemotherapy	☐	☐
Alcohol / Substance Abuse	☐	☐	Radiation	☐	☐
Other:	☐	☐	Diabetes	☐	☐
Comments:			***Comments:***		
Any other physical or psychological problem(s) not listed above:					

Have you lived or traveled outside of the United States for longer than a month? Yes ☐ No ☐ If yes, when and where?

Have you had an injury to the eye involving metallic fragments, an implanted device placed (i.e., aneurysm clips, cochlear implants, pace maker, spinal cord stimulator, etc.), an injury by a metallic object (i.e., bullet, BB, shrapnel, etc.), or any other implanted metallic object? Yes ☐ No ☐ If yes, please comment:

Do you have any permanent physical, mental, or learning disabilities? Yes ☐ No ☐ If yes, what are they?

Do you have any physical, mental, or learning limitations which will require accommodation in order to allow you to perform the volunteer job duties? Yes ☐ No ☐ If so, please explain, describing any accommodation you are requesting:

I hereby declare that all statements included in this Health and Communicable Disease Record are true and correct to the best of my knowledge.

Signature of Student **Date**

Signature of Parent or Guardian, if minor **Date**

PARENTAL / GUARDIAN CONSENT FOR STUDENTS UNDER 18 YEARS OF AGE

I give permission for my son/daughter to have tuberculosis screening, which may include a chest x-ray; lab work to confirm immunity to Rubella (German Measles), Mumps, Rubeola (Measles), Hepatitis B, and Varicella (Chicken Pox).

Signature of Parent or Guardian **Date**

HEALTHCARE PRACTITIONER STATEMENT

☐ **I verify that I have completed a full health history and physical exam.**

☐ **This patient is free of clinically apparent communicable disease and current with his/her immunizations.**

As a student, this person will be assigned to provide direct patient care including patient transfers.

This student may provide patient care:

- ☐ **Without restrictions.**
- ☐ **With the following restrictions:** _____

_____

- ☐ **May not participate in clinical experience at this time.**

Physician, Nurse Practitioner, or Physician Assistant's name (Please print.) Street Address

City, State, Zip Telephone

Signature of Physician, Nurse Practitioner, or Physician Assistant **Date**

Additional requirements for clinical courses

I. Current CPR certification: Healthcare Provider (American Heart Association)

II. Copy of R.N. License (if applicable)

Documentation of these requirements must be on file with the Academic Affairs Office at CCON, Inc. Failure to satisfy these requirements will jeopardize student eligibility to participate in clinical course work.

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Consensual Intimate Relationship

Date Issued: 05/13
Date Revised:
Last Reviewed: 08/14, 08/15, 08/16, 08/17
08/18, 07/19

Consistent with Columbia St. Mary's core values of respect and integrity, Columbia College of Nursing is committed to creating and sustaining positive learning and work environments. Consensual intimate relationships involving mutually consenting adults produce a conflict of interest such as when one of the parties is responsible for evaluating student performance or making employment decisions. The potential for abuse of power is ever-present and negatively affects academic and work environments. The relationship may be viewed in different ways by each of the parties and circumstances change. Conduct that was previously welcome may become unwelcome or others perceive biased decisions because of the relationship. Charges of sexual harassment may develop even though both parties initially consented to the relationship. For the personal protection of members of the CCON community, relationships in which power differentials are present (i.e. faculty-student, staff-student, supervisor-staff) are discouraged.

Consensual intimate relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must inform their supervisor about the relationship in a timely manner. These problematic relationships include, but are not limited to, those between faculty and students; administrators who provide direct supervision of employees and supervised employee; and administrators who provide direct supervision of faculty and supervised faculty. Reporting the relationship may result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. Failure to report such relationships to a supervisor as required can result in disciplinary action for an employee.

In accordance with the U.S. Copyright Act of 1976 and all subsequent amendments, Columbia College of Nursing faculty, staff, and students are expected to act responsibly in the use of copyrighted works and in decision making regarding fair use. These works include print and electronic documents, software, databases, multimedia and audio visual materials, photographs, music, and other types of creative works covered by federal copyright laws. Unauthorized distribution of copyright works including peer-to-peer file sharing may lead to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17 United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to 250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

College Policies for Violating Copyright

Persons thought to be in violation of copyright law through peer-to-peer file sharing or illegal downloading while using Columbia College of Nursing computers and network may be subject to disciplinary action which may include suspension or termination of authorization of use of CCON computers, systems, and network. Columbia College of Nursing may utilize software developed to determine the violations of plagiarism. Disciplinary action for students will be administered in accordance with the sanctions in the Standards of Conduct.

Legal Alternatives

To identify legal alternatives of downloading copyrighted materials, please visit the EDUCAUSE Legal Sources of Online Content page at www.educause.edu/legalcontent.

COLUMBIA COLLEGE OF NURSING, INC	**TITLE** CPR	
POLICIES AND PROCEDURES	Date Issued: Date Revised: Last Reviewed:	12/84 01/03, 07/09, 08/10 08/07, 08/08, 08/11, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19
	Page 1 of 1	

Nursing students may encounter a patient in cardiopulmonary arrest at any time during his/her education. To avoid having the student make a decision he/she may not be qualified to make without an instructor present, the faculty has approved the following policy:

In the event of a cardiopulmonary arrest, all nursing students should initiate a crisis call and begin cardiopulmonary resuscitation (CPR) on any patient who does not have a written "No CPR/do not resuscitate" order. The student will continue CPR until more qualified personnel arrive. Students will always function within the confines of each clinical facility's policies.

Emergency Occurring at the College of Nursing

When a medical emergency occurs at the College of Nursing, individuals should dial 911 immediately and report the nature of the emergency. After calling 911 make sure to dial 0 and notify the switchboard that you have called 911 and the location and description of the emergency.

Columbia College of Nursing is committed to providing equal access to academically qualified students with disabilities. The Associate Dean for Academic Affairs addresses the needs of otherwise qualified students with recognized learning disabilities. Students with disabilities have access to tools and resources that provide them with an opportunity to demonstrate mastery of course content. Columbia College of Nursing does not however, offer a specialized curriculum for persons with disabilities, nor specialized disability advisors. Requested accommodations must be reasonable, and students should not assume that accommodations provided in high school or other institutions will be provided at Columbia College of Nursing. Available services will vary depending upon the nature of the disability.

I. Objectives

A. Assist students with documentation protocol
B. Establish appropriate accommodations with students and disseminate this information to appropriate College personnel
C. Serve as a support source for students with disabilities regarding topics such as academic strategies and successful communication
D. Provide assistance to College personnel as they accommodate otherwise qualified students with disabilities in the College's courses, programs, and activities
E. Maintain records on disabled students' disabilities and accommodations in a confidential manner

II. Accommodations Request Process

There are several steps to receiving accommodations for a disability at the College. These steps include providing documentation of the disability, establishing appropriate accommodations, and communicating about accommodations. Students must allow at least 4 weeks for accommodation requests.

III. Documentation

In order to be eligible for reasonable accommodations from the College, the student must provide current (within the past three years), relevant and comprehensive documentation of the disability and the disability's impact on the student's participation in a course, program, or activity. Additionally, the student must complete the Accommodation Request Form. The provided documentation will be reviewed by the Associate Dean of Academic Affairs and must meet the following criteria:

A. Diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis
B. Description of the diagnostic criteria and or diagnostic test used
C. Description of the current functional impact of the disability
D. Treatments, medications, assistive devices/services currently prescribed or in use
E. Description of the expected progression or stability of the impact of the disability over time should be included
F. Credentials of the diagnosing professional(s)

Should documentation from the student be inadequate or incomplete, the College reserves the right to require additional documentation. The College reserves the right to deny accommodation until all of the necessary documentation is received. Final determination of appropriate accommodations will be determined in accordance with the mandates of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as well as court and Department of Education/Office of Civil Rights rulings related to these two laws. Documentation of a disability does not guarantee accommodations and services.

IV. Establishing Accommodations

After the College receives all necessary documentation, the Associate Dean of Academic Affairs will review the materials for accommodations. The review of all student accommodation requests will include consideration of the following:

- Is the student who seeks accommodation otherwise qualified to participate in the course, program, or activity?
- Did the student request accommodation from the College and provide documentation as outlined above?
- Is the requested accommodation relevant and reasonable to the documented disability?
- Will the requested accommodation fundamentally alter the affected course, program, or activity?

Next, the Associate Dean of Academic Affairs will identify the reasonable accommodations available in a conference with the student and, when appropriate, in collaboration with faculty members. During that meeting, the student and Associate Dean of Academic Affairs will establish the student's accommodation plan. The accommodation plan, however, may be revised at any point during the student's course of study at the College. Necessary changes may be related to the nature of the student's disability and/or as a result of additional professional documentation that may be provided. It is the student's responsibility to keep the Associate Dean of Academic Affairs informed of any additional information and/or changes relating to his/her disability that will impact the current accommodation plan.

V. Communicating about Accommodations

After the accommodation plan has been established, the student is responsible for delivering the accommodation letter to College personnel with the Accommodation Plan form**.** All students are encouraged to maintain open communication in conjunction with

the accommodations letter with course instructors, advisors, and administrators facilitating programs regarding accommodations. Such dialogue might include exchanging contact information in the case of a necessary absence, details about how technology might enhance the learning experience, which side of the room it is best for the student to sit in, etc. This dialogue should always be within the student's comfort range. Students with disabilities also are encouraged to review the rights and responsibilities section of this document. Students experiencing difficulty in establishing accommodations and/or receiving them after the accommodation plan has been established and letters distributed should contact the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will work with the student and any appropriate parties to seek resolution to such a situation. Students may utilize the Appeal Procedure outlined in this document.

VI. Appealing an Accommodation Request

Otherwise qualified students who request accommodation, according to the College's published procedures for a documented disability, and who believe that reasonable accommodation(s) has been denied, may submit a written appeal of the denial to the President/Dean. The written appeal must be submitted within ten (10) school days of the alleged denial and identify the following: the date the accommodation(s) request in question was made, identification of the student's disability, the accommodation(s) sought, and copies of the Accommodation Request and Accommodation Plan forms verifying the current accommodation plan.

The student also must attach any additional documentation regarding the disability that the President/Dean should review. Within ten (10) school days of his/her review, the President/Dean will inform the student as to whether the proper accommodation procedures have been followed. During the course of the appeal process, and if all preliminary procedures to request accommodations have been followed by the student, the College will continue to provide the reasonable accommodation(s) offered at the accommodation conference with the student and outlined in the Accommodation Plan form. The decision of the President/Dean of Columbia College of Nursing will be considered final. The student's filing of an appeal according to this procedure does not mean that the student gives up his/her right to pursue other appeal processes through outside regulatory agencies.

<u>Rights and Responsibilities Relating to Students with Disabilities</u>

I. College personnel maintain the following rights and responsibilities:

A. Establish and maintain the academic and technical standards for the courses, programs, and activities offered, and evaluate students using those standards
B. Evaluate students on the basis of their abilities, not disabilities
C. Provide reasonable accommodations for otherwise qualified students with disabilities in courses, programs or activities offered by the College
D. Maintain the confidentiality of student records, except where permitted or required by law
E. Request students to identify a disability and request accommodation in a timely manner
F. Confirm a student's disability status by requesting and receiving current, relevant documentation to support a request for accommodation

G. Deny a request for accommodation if the student fails to provide the requested documentation, or if the documentation establishes that the accommodation is not warranted
H. Determine the appropriate standards for construction and maintenance of its facilities
I. Select reasonable accommodations to be provided from among equally effective accommodations.
J. Refuse unreasonable accommodations, service requests, and/or facility-related barrier removal requests that pose a threat to health and safety and/or fundamentally alter a course, program, or activity of the College

II. Otherwise qualified students with disabilities have the following rights and responsibilities:

A. Meet the academic and technical standards for the courses, programs and activities in which they wish to participate.
B. Provide timely notice to the Associate Dean of Academic Affairs when an accommodation is needed
C. Provide documentation of one's disability and the impact of the disability on the student's participation in a course, program or activity.
D. Follow all required College procedures to obtain reasonable accommodations form the College.
E. Participate full or equally in the College's courses, programs or activities with reasonable accommodations.
F. Expect confidentiality with regard to records, including those related to disability.

Upon enrollment, Columbia College of Nursing expects that each student will continue to demonstrate that they are otherwise qualified by meeting or exceeding the academic standards set by the institution whether or not accommodations have been requested and/or utilized.

Accommodations and Services provided by Columbia College of Nursing

Depending on the nature of the disability, students at Columbia College of Nursing have access to tools and resources designed to be supportive and promote the development of self-advocacy skills while maintaining fundamental academic integrity and standards. Services include, academic accommodations, such as preferential seating in class, taped lectures, volunteer note-takers, textbooks in alternative formats, enlargements of syllabus and class handouts. Test and quiz accommodations may include readers, scribes, extended time, calculator, and computers.

Confidentiality and Disclosure of Disability Information

Disability information, like any other confidential medical record, does not become part of a student's permanent educational record. Disability information is generally housed in the Associate Dean of Academic Affairs or in the Registrar's Office. Copies of disability documentation can only be provided with a written release signed and dated by the student. Students who request services based on the reasonable accommodation plan developed with the Associate Dean of Academic Affairs acknowledge that some level of disclosure to certain faculty and/or staff may be necessary in order to provide requested accommodations. Students are under no obligation to disclose a disability, unless an accommodation is being requested.

Columbia College of Nursing
Disability Accommodation Request Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Current email: _____

_____

What is your primary disability?

_____

_____

_____

_____

_____

What special disability accommodations are you requesting?

_____

_____

_____

_____

I understand that submission of this form including documentation submitted does not guarantee the accommodation(s) requested. I agree to work with the Associate Dean to determine appropriate and reasonable accommodations(s) for my academic performance at Columbia College of Nursing.

Signature: _____ Date: _____

The purpose of this policy is to promote a professional appearance that fosters positive perceptions of the students, the College and the nursing profession, and promotes safety for the student in the work setting. Students enrolled in the Nursing Program are expected to wear the required uniform for most clinical/laboratory experiences. Some variation may be necessary depending upon the specific requirements of the clinical agency to which the student is assigned.

It should be understood however, that students are representatives of their College, their program, and their profession and, as such, their appearance and conduct should be above reproach.

Each student will comply with this policy when in clinical, simulation, and laboratory settings, or when representing the College in any way. It is the discretion of Administration/Faculty to determine compliance of the dress code.

I. General Appearance/Grooming

A. Jewelry - must be simple and unobtrusive. Special attention must be paid to personal and patient safety. In clinical settings, jewelry is limited to simple flat rings, wedding or engagement rings, simple short neck chains, 1 pair of simple small earrings.
B. Body piercings other than 1 pair of small earrings are not to be visible in clinical and simulation. If the piercing cannot be removed it must be covered.
C. Tattoos - that consist of nudity or profanity, and/or are racially or ethnically offensive in nature, or otherwise do not project a positive image, are distracting to learning or maintenance of a professional image are not allowed and therefore must be covered so it is not visible. Administration/faculty will exercise their discretion as to whether or not certain tattoos must be covered.
D. Make-up must be conservative and contribute to a professional appearance.
E. Hair and beards are expected to be clean, neat, and well groomed. Hair, including facial hair, should be worn in such a way as to not interfere with the performance of any duty. Extreme hairstyles or unnatural coloring of the hair is not appropriate.
F. Good hygiene is fundamental. Proper precaution will be taken to avoid odors related to foods, fragrances, smoking, or lack of deodorant.
G. Fingernails are to be clean and neatly trimmed. Nails are to be short (no longer than ¼ inch) and nail polish, if worn, will be a muted color and not chipped or cracked.
H. Artificial nails, including all types of overlays, may not be worn by anyone providing direct patient care. This directive is in compliance with infection control policies at various healthcare agencies.
I. Chewing gum is not permitted in clinical settings or when representing the College at community or professional events.

J. Head coverings are generally unacceptable unless worn for religious, medical, or safety reasons. Headbands must be no more than 1 inch wide. Headbands worn in clinical must be solid and only black, burgundy, or white in color.

II. All clothing

A Must be clean, neat, wrinkle-free, and in good repair.
B. Must have appropriate fit and be opaque enough to not reveal undergarments.
C. Must be loose enough to allow for necessary movement. No excessively tight clothing is permitted.
D. Prominent/colored logos, advertising or similar graphics are not acceptable, unless they are promoting CCON.
E. Any clothing that has offensive language should not be worn.

III. CCON Campus - East Lake Office Center Dress Code

A. Name tags (CCON photo ID badge) will be worn at all times with picture visible and facing outward; displayed at the lapel or chest level in clear view. College ID badge (from Security) must be worn when representing the College at outside events. No pins, stickers or modifications to the CCON photo ID badge are permitted.
B. Students will be professional in appearance, attitude, and conduct.
C. All clothing and footwear will be neat, clean, in good condition and meet other standards described in this policy.
D. Any facial jewelry, other than earrings, should be removed, if possible, during class hours. Tattoos that are offensive in any way should be covered.
E. No low cut, halter/tank tops, spaghetti straps, novelty or tube tops, or tops that bare the stomach, are permitted at any time. Necklines should be conservative, providing full coverage and not expose the chest when leaning forward.
F. No shorts, skirts or dresses that expose buttocks are permitted at any time.
G. Skirts and dresses must be of a modest length.

IV. The Official Columbia College of Nursing Undergraduate student uniform is as follows. The Official Columbia College of Nursing Uniform must be worn for the clinical practicum and clinical simulation.

A. Uniform top and pants *(students entering clinical beginning Fall 2015)
   1. Official CCON scrub top – must be long enough to cover the midsection while bending and twisting.
   2. Official CCON scrub pants – must be hemmed so that they will not touch the floor.
   3. Only White or Black solid color, hoodless, short or long sleeve shirt may be worn underneath scrub tops.

B. Shoes/Footwear/Socks
   1. Shoes must be leather and closed toe - only shoes without holes on the top are permitted. This is in accordance with OSHA Standards.
   2. Shoe color must be mostly White or Black.
   3. Shoe guidelines must be followed at all times while in clinical or when representing the College.
   4. Shoes must be clean and in good condition.
   5. Heel height must be safe and reasonable for the job being performed.
   6. Socks (black or white) must be worn with shoes

C. Hair
   1. Hair longer than shoulder length must be neatly pulled back off of the face and shoulders and secured to prevent the hair from falling forward during patient care.
   2. Must present a conservative/professional image
   3. Other guidelines as in General Appearance section above.

D. Required Accessories for the CCON Uniform and Clinical/Simulation
   1. Name tags (CCON photo ID badge) will be worn at all times; displayed at the lapel or chest level in clear view at all times while in clinical and/or while on the CCON campus.
   2. Watch with a second hand.
   3. Stethoscope with bell and diaphragm features.
   4. Bandage scissors
   5. Penlight

E. Required Dress while in the Clinical Learning Lab or in Clinical Preparation
   1. Clinical Preparation - White lab coat with CCON patch sewn on left shoulder over business casual/professional attire, or the official CCON uniform is required to be worn, when students are in patient/client care areas for clinical preparation.
   2. Clinical Learning Lab - White lab coat with CCON patch sewn on left shoulder over street clothes, or the official CCON uniform is required to be worn. Shoes worn in the hospital/clinical environment are not to be worn in the Clinical Learning Lab. Other guidelines as in General Appearance section above apply.

V. The official Columbia College of Nursing BSN Completion student attire is as follows. The attire must be worn in the clinical practicum.

A. Students are required to wear a white lab coat over business attire or scrubs per the dress code policy of the clinical agency.

B. Lab coat
   1. Appropriately fitted white lab coat.
   2. Official CCON patch must be sewn on the left sleeve of the coat (no visible pins or clips).

C. Shoes/Footwear/Socks
   1. Shoes must be leather and closed toe-only shoes without holes on top are permitted.
      This is in accordance with OSHA standards.
   2. Shoe color must be mostly White or Black.
   3. Shoe guidelines must be followed at all times while in clinical or when representing
      the College.
   4. Shoes must be clean and in good condition.
   5. Heel height must be safe and reasonable for the job being performed.
   6. Socks (black or white) must be worn with shoes

D. Hair
   1. Hair longer than shoulder length must be neatly pulled back off of the face and shoulders and secured to prevent the hair from falling forward during patient care.
   2. Must present a conservative/professional image
   3. Other guidelines as in General Appearance section above.

COLUMBIA COLLEGE OF NURSING, INC.

TITLE
Emergency: Locating a Student

POLICIES AND PROCEDURES

Date Issued: 03/91
Date Revised: 08/03, 07/09, 08/10, 08/11
Last Reviewed: 08/07, 08/08, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

In order to ensure the accurate and timely notification and delivery of emergency messages to students, the following procedures should be implemented.

Messages received by Columbia College of Nursing Reception Desk

I. During business hours:
   A. Reception desk receives call and message
   B. Receptionist or designee locates student and relays message
   C. If the receptionist/designee is initially unable to locate student by telephone, a message will be emailed to the student on their CCON Outlook account
   D. Repeated attempts will be made to reach the student

Grade Point and Grade Point Average (GPA)

The 4.00 grading system is used, under which a student earns grade points according to the following schedule: for each hour of A, 4; A/B, 3.5; B, 3; B/C, 2.5; C, 2. No grade points of course credits are awarded for a grade of F. All courses attempted for a letter grade are included in computing the grade point average.

The grade point average is the ratio between academic grade points and academic credit hours; that is, the quotient obtained by dividing the total number of academic grade points earned by the total number of academic hours attempted. For example, a program of 16 academic hours in which 48 grade points were earned will yield a grade point average of 3.00, or an average of B.

Grade, Quality Points, and Numerical Equivalent

The grades given for academic achievement are interpreted as follows:

Grade		Quality Points	Numerical Equivalent
A	Superior	4.00	93.0-100
AB	Between A and B	3.50	89.0-92.99
B	Above Average	3.00	85.0-88.99
BC	Between B and C	2.50	82.0-84.99
C	Average	2.00	78.0-81.99
F	Failing	0	Below 77.99
SP	Satisfactory Progress		
UP	Unsatisfactory Progress		
I	Incomplete		
AU	Audit		
W	Withdrawn		
NR	Not Recorded		

Computation of Grades

In the courses listed below, at least 90% of the grade will be based on performance on exams and quizzes. Up to 10% of the grade may be determined using other criteria identified by the instructor. These courses include:

NUR 320 Foundations of Nursing Practice
NUR 322 Altered Health Processes
NUR 350 Nursing Care of the Adult I
NUR 354 Pharmacology and Nursing Implications
NUR 430 Nursing Care of the Adult II
NUR 432 Nursing Care of Children and Families
NUR 433 Nursing Care of the Childbearing Family

Examination grades will be computed to the one one-hundredth decimal point in all courses. Final grades will be computed to the one one-hundredth decimal point in all courses as well. There will be no further “rounding” of grades.

Incompletes

In order to receive a grade of Incomplete, the student must initiate the request by submitting a properly completed form to the instructor. If the instructor agrees to the request, the completed form (Course Completion Form) is submitted to the Registrar at the time grades are reported.

The grade of Incomplete only may be given for reasons of health or serious emergencies. The grade of Incomplete is not granted for neglected work. If a student has not completed all requirements of a course by the final grading period and has no serious extenuating circumstances, and/or has not has not made arrangements with the instructor to receive an Incomplete, the student will be graded on the basis of work completed by the end of the grading period. When an Incomplete grade is granted for a nursing course, outstanding work for the course in question must be completed before the start of subsequent nursing courses. At that time, the student will receive the grade that her/his work merits. If no work has been submitted, the Incomplete grade will be changed to an F (or, in the case of a clinical course, Unsatisfactory Progress). A Course Completion Agreement Form, signed by the student and faculty member, must be filed with the Registrar in the Academic Affairs office at CCON as a formal record detailing the incomplete work and the student's awareness of her/his obligation to successfully complete the remaining course work.

Any student who has a concern that is considered to be a significant and reasonable grievance affecting the student's status in the nursing program is asked to make such an objection known to the involved pertinent individual, group, or committee. If this action does not result in student satisfaction, the situation should be discussed with the Course Coordinator or Classroom Instructor. If this course of action does not provide student satisfaction, the situation should be discussed with the Associate Dean of Academic Affairs.

If all previous routes have failed to resolve the situation, the student may request that the grievance be heard by the Student Grievance Committee, according to the following Grievance Procedure:

An example of an issue on which a student may request a hearing is the student's status being affected by discriminatory practice(s) by a staff or faculty member.

Grievance Procedures

I. Purpose
   A. Upon request of a student enrolled in the CCON, following this procedure provides review of an issue the student believes to be a significant and reasonable issue that adversely affects his/her academic standing in the College.
   B. To act as a formal fact-finding committee when a student academic complaint is filed.
   C. To advise and recommend specific actions and policy review to the President/Dean of Columbia College of Nursing.
   D. To hear grievances associated with perceived violations of the College's Affirmative Action policy.
   E. To review concerns that CCON is in violation of the U.S. Department of Education's Program Integrity Rule.

<u>Student Grievance Committee</u>

I. Membership
   A. The committee shall be chaired and convened by the Assistant Dean.
   B. The committee membership shall be formed by one constituent, not associated with the issue from each of the following Committees:
      1. One faculty member appointed by the Undergraduate Curriculum Committee
      2. One faculty member appointed by the Graduate Curriculum Committee
      3. One faculty member appointed by the Academic Standards Committee

II. Bylaws
   A. A quorum will consist of the entire Committee as previously defined.
   B. Any grievance must be filed in writing to the Associate Dean of Business Affairs and reviewed by the committee at least five (5) days before any action is taken. The committee may choose to proceed with the process, refer the complaint back for clarification, or decide that the grievance, as stated, is not a reasonable and significant nature. If the grievance is judged unreasonable or not significant in nature, no action will be taken.
   C. The chairperson will determine a hearing date within five (5) working days of receiving the complaint. The hearing will be scheduled and all involved parties will be notified, no later than ten (10) working days after receipt of the complaint. This timeframe may be extended by a mutual agreement.
   D. If the complaint is referred back for clarification, the hearing date will be set as in "C," upon resubmission of the complaint.
   E. The committee reserves the right to review whatever evidence is presented and file a report, based upon that evidence.
   F. Any investigation will initiate a formal fact-finding process, with the following procedures:
      1. Service of notice of the grievance and hearing, at least fourteen (14) days prior to the hearing.
      2. All parties involved have the right to know the names of the parties filing the grievances, and they will have access to any documents relevant to the complaint.
      3. All parties involved have a right to be heard by all persons presenting evidence.
      4. All parties have the right to provide their own counsel, to offer witnesses, and to confront and cross-examine witnesses.
      5. A tape recording may be made of the hearing, and all concerned parties will have access to said recording.
      6. Any findings of misconduct must be based upon a clear preponderance of evidence.
      7. Findings of fact, conclusions, and recommendations must be based only on the hearing record.
      8. The hearing will be closed, unless otherwise agreed to by all involved parties.
   G. A report of findings, conclusions, and recommendations of the committee will be promptly filed with the President/Dean. No actions can be taken by the committee. The committee is not a decision-making body, but an advisory group charged with the task of fact-finding and offering recommendations to the President/Dean. The decision of the President/Dean is final.
   H. Following the conclusions of the committee and the President/Dean, the student involved cannot further grieve concerning the same complaint, unless new evidence is presented.

CCON seeks to resolve all student concerns in a timely and effective manner and it is expected that students will fully utilize any/all of the CCON administrative procedures to address concerns and/or complaints first and foremost. In addition, and pursuant to the U.S. Department of Education's Program Integrity Rule, an individual may file a complaint against CCON alleging a violation of one or more of the following categories:

1. Alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising;

2. Alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and
3. Complaints relating to the quality of education or other State or accreditation requirements.

Any individual who reasonably believes that a violation of one or more of the Program Integrity rules has occurred and he or she believes that these administrative procedures have not adequately addressed concerns identified under the Program Integrity Rules, the following independent procedures are provided:

1. The Division of Trade and Consumer Protection of the Wisconsin Department of Agriculture, Trade and Consumer Protection (the "Division") is prepared to receive and review student consumer complaints regarding alleged fraudulent or abusive practices by a college or university in the delivery of postsecondary academic programs and activities, including, for example, fraud or false advertising. Complaints may be filed with the Division in written or electronic form by accessing the following link: http://datcp.wi.gov/Consumer/Consumer_Complaints/index.aspx.

2. The Office of the Attorney General for the State of Wisconsin is authorized to investigate and prosecute violations of State consumer laws, including laws relating to deceptive advertising, credit, charitable solicitations, telecommunications, telemarketing and sales. The Office cooperates with other States, the Federal Trade Commission and other federal agencies in addressing national consumer protection issues. Further, the Wisconsin Department of Justice Office of Consumer protection litigates cases that are referred to the Department by other States agencies. Complaints may be filed with the Wisconsin Department of Justice Office of Consumer Protection at the following link: https://www.doj.state.wi.us/dls/consumer-protection/how-file-consumer-complaint.

3. The Higher Learning Commission ("HLC") is an independent body responsible for the accreditation of programs offered by Columbia College of Nursing. HLC relies on constant contact with CCON to ensure quality higher learning. Accredited institutions are required to submit progress reports, monitoring reports, contingency reports, and annual reports, as well as to participate in focus visits. Each year, HLC receives a number of complaints from students or other parties. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, HLC will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with Higher Learning Commission at the following link: https://www.hlcommission.org/Student-Resources/complaints.html.

4. The US Department of Education Inspector General's Office is responsible for all Title IV Regulations that support federal funding to students. CCON must comply with all individual student reporting and annual reporting requirements. Complaints may be filed at: http://www2.ed.gov/about/offices/list/oig/hotline.html or by calling 1-800-647-8733.

5. The Wisconsin Board of Nursing is involved in the evaluation and approval of institutional programs, or in the granting of professional certification or licensure and may also be contacted. Complaints may be filed with the Board of Nursing at the following link: https://dsps.wi.gov/Pages/SelfService/FileAComplaint.aspx

Harassment of College employees (or any other person performing services for us) is a violation of College policy.

Columbia College of Nursing, Inc. (CCON) does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, sexual orientation, national origin, disability or veteran's status in administration of their educational, admission, financial aid, athletic, and other College policies and programs, nor in the employment of their faculty and staff.

CCON seeks to provide an environment that is free from intimidation and harassment, based on any of these characteristics, and CCON specifically prohibits such intimidation and harassment.

I. Intimidation and harassment can arise from a broad range of physical or verbal behavior (by students, employees, or by non-employees, such as customers or outside contractors) that can include, but is not limited to, the following:
   A. Physical or mental abuse
   B. Racial, ethnic or religious insults or slurs
   C. Unwelcome sexual advances or touching
   D. Sexual comments, jokes, stories or innuendoes
   E. Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation or termination
   F. Display of sexually explicit or otherwise offensive posters, calendars, or materials
   G. Referring to another employee as a girl, hunk, doll, babe, or honey
   H. Making sexual gestures with hands or body movements
   I. Intentionally standing close or brushing up against another employee
   J. Inappropriately staring at another employee or touching his or her clothing, hair, or body
   K. Whistling at another employee
   L. Asking personal questions about another employee's sexual life
   M. Repeatedly asking out an employee who has stated that he or she is not interested

II. These activities are offensive and are inappropriate in the College.

This issue is serious, not just for CCON, but also for each individual. An employee or manager may be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under state or federal law.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating, or offensive environment are specifically prohibited by CCON.

Any employee who engages in such harassment, or retaliates against another employee or student because the employee or student made a report of harassment or participated in an investigation of a claim of harassment, is subject to immediate discipline, up to and including discharge from the College. It is everyone's responsibility to ensure that these prohibited activities do not occur.

Anyone in the College who believes that he or she has been the subject of prohibited harassment should report the matter immediately to his or her manager or the President/Dean, or to one of the following persons in the Human Resources Department: Manager, Human Resource Operations; or the Employee Relations Representative. Any such reports will be investigated promptly and be kept confidential within the bounds of our investigation and the law.

This policy reinforces CCON's tradition of developing and maintaining a professional environment comprised of people who respect one another and who believe in CCON's high ideals. It is the responsibility of all employees, students, and visitors of the College to uphold that tradition.

COLUMBIA COLLEGE OF NURSING, INC.	**TITLE** Health Services	
POLICIES AND PROCEDURES	Date Issued: Date Revised: Last Reviewed: Page 1 of 1	06/87 11/01, 08/02, 08/03 07/09, 08/10, 08/12, 04/13, 08/18 08/07, 08/08, 06/12, 04/13, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

Students are responsible for costs of health care treatment related to injury or illness while in the classroom, laboratory, clinical site, or any situation when functioning as student of Columbia College of Nursing. In the event of an emergency, students will be taken to the nearest emergency department. The costs associated with such treatment are the responsibility of the student, including any necessary medical monitoring and follow-up testing and treatment. It is recommended that students enroll in a health insurance plan. If needed, students are encouraged to view available plans at www.healthcare.gov.

Leave of Absence / Intent to Re-enroll

Students enrolled in a semester may apply for a leave of absence for either their current enrolled semester or the next consecutive semester and process a leave of absence form with the Academic Advisor. A leave of absence is not granted to a student transferring to another university. Students who did not formally apply for a leave of absence are eligible to complete the Intent to Re-enroll Form in the Academic Advisor Office if the student did not attend another university during the absence period or have an active probation status at CCON. Any balances due to CCON at the time of the leave of absence request must be paid in full by the re-entry date.

Leave of Absence Required Documentation

Students are required to complete the Leave of Absence Form. Columbia College of Nursing requires that students provide a clear, concise explanation about why they require the leave of absence, and indicate that there is a reasonable expectation that they will return to CCON within the allowed re-entry timeframe. For anticipated absences, leave of absence paperwork must be submitted prior to the last date of class attendance. Leave of absences may be granted for extenuating circumstances, but decisions will be made on a case-by-case basis.

If extraordinary extenuating circumstances prevent a student from providing the required documentation prior to the last date of attendance, CCON would grant an extension to submit the paperwork, no more than 30 calendar days from the last date of attendance. Acceptable extraordinary extenuating circumstances would include, but are not limited to, medical emergencies, family crisis, automobile accidents, and natural disasters. Appropriate documentation substantiating the extenuating circumstances will be required.

Length and Number of Approved Leaves of Absence

Students are granted a leave of absence for one semester. Students may seek permission to extend the leave of absence for an additional semester. Leave of absence start date is equal to the student's last day of attendance. The days between the last date of attendance and the projected re-entry date are used to determine the amount of time for the leave.

Completion of Coursework upon Return to CCON

Students are permitted to complete the coursework they began prior to the leave of absence, provided they return before or by the approved re-entry date. In some instances, students may be required to resume coursework at the start of the subsequent semester. If a student returns

to CCON prior to the approved re-entry date, the leave of absence will be shortened, based upon the student's early return date.

Financial Aid Implications of the Leave of Absence

A student who takes an approved or unapproved leave of absence is considered to have withdrawn from the school for purposes of federal financial aid. The student's enrollment status will be reported as not enrolled as of the last date of attendance to the National Student Loan Data System (NSLDS). This action will impact the student's grace period for repayment of Title IV and private loans. Exhaustion of some or all of the federal direct loans grace period may occur. When the student returns from a leave of absence and is re-enrolled in coursework, the Registrar's office will update the student status in NSLDS from withdrawn to enrolled.

Failure to Return From Leave of Absence

If the student fails to return to CCON by the required re-entry date, the leave of absence is invalidated, and the student will be treated as if he/she withdrew from the College, retroactive to the first date that the student began the Leave of Absence.

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Maternity: Leave of Absence

Date Issued:	10/88
Date Revised:	07/99, 07/09, 04/13
Last Reviewed:	08/07, 08/08, 08/10, 08/12, 04/13, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

To request a maternity leave of absence, the student must:

I. Complete a Notification of Pregnancy Form and return it to the Academic Advising Office as soon as there is verification of pregnancy.

II. Upon receipt of the Notification of Pregnancy Form, the student will receive the Maternity Certification Form. The student then asks the physician, certified nurse midwife, or certified nurse practitioner to complete the certificate on which he/she will state the work status of the student and will indicate the date she should cease her student activities.

III. The student submits the signed Maternity Certificate to the Academic Advisor.

IV. The Academic Advisor contacts each course faculty member to begin the planning for student absence from learning activities.

V. Students are responsible for communicating with course faculty to prepare for the maternity leave of absence.

VI. In order to return after a maternity leave of absence, the student must present a signed Return from Maternity Leave Certificate Form specifying the scope of her student activities related to classroom, laboratory and clinical settings. This form is submitted to the Academic Advisor in order to receive authorization to return to student activities.

VII. The Academic Advisor will direct the student regarding reinstatement in student activities.

COLUMBIA
COLLEGE OF NURSING

TO: Office of the Dean, Columbia College of Nursing

FROM: _____
NURSING STUDENT

RE: NOTIFICATION OF PREGNANCY

I am notifying the Columbia College of Nursing, Inc., that I am pregnant, but I would like to continue my academic course work.

My expected date of delivery is _____.

Accordingly, I hereby notify you that I do not desire to continue beyond:

_____, because of my pregnancy.

I hereby authorize my personal physician to release all information that is relevant to my condition to the Associate Dean of Academic Affairs.

My health care provider's name, address and telephone number are:

_____
Name

_____
Address

_____
City State Zip

_____
Telephone

_____
Student Signature

_____
Date

COLUMBIA
COLLEGE OF NURSING

MATERNITY CERTIFICATE

_____, Student Nurse, is pregnant and under your care. We will need medical clearance for her to continue working in the clinical area.

Please answer all of the questions below and return this form to us in the enclosed stamped, self-addressed envelope.

If your patient's condition should change in the next few months, whereby continuing to work as a student nurse would adversely affect her or the baby, we ask that you cooperate in notifying us immediately. Thank you.

_____ _____
Date Associate Dean Academic Affairs

1. Do you approve of your patient continuing to work as a student nurse during her pregnancy? This may include up to 9 hours of direct patient care per week.

   ☐ Yes ☐ No

2. Approximately what date do you anticipate that she should discontinue working in the clinical area because of her pregnancy?

   _____ Month _____ Day _____ Year

3. What is the expected date of delivery?

   _____ Month _____ Day _____ Year

4. What is the expected date of return?

   _____ Month _____ Day _____ Year

5. Comments/Directives:

_____ _____
Signature of Attending Physician Date
Certified Nurse Midwife
Certified Nurse Practitioner

Return from Maternity Leave Certificate

I am aware that my patient, _____, is a student enrolled in
(Student Name)

the Columbia College of Nursing (CCON) Program. I certify that she has been on maternity

leave since her delivery on _____.

Further, I am aware that upon returning to CCON, this individual may be involved in direct patient care for up to 20 hours per week, and she has additional hours in the classroom setting.

I certify that, to the best of my knowledge, this student's medical/mental health condition/treatment will not affect and/or limit her ability to perform safely in the classroom and/or clinical setting in any way, nor does such participation compromise the student's own physical/mental health.

This student may return to the following activities without restrictions:

Clinical: _____
Physician or Nurse Practitioner Signature

Laboratory: _____
Physician or Nurse Practitioner Signature

Classroom: _____
Physician or Nurse Practitioner Signature

_____ _____
Name of Physician or Certified Nurse Practitioner *Date*
(Please print or type)

_____
Address

_____
City State Zip Code

_____
Telephone

April 2013

COLUMBIA COLLEGE OF NURSING, INC.

POLICIES AND PROCEDURES

TITLE
Medication Calculation Proficiency

Date Issued: 09/14
Last Revised: 5/15, 10/19
Reviewed: 08/15, 08/16, 08/17, 08/18, 07/19

Accurate calculation of medication dosages is critical to providing safe, therapeutic nursing care. Students are expected to correctly use mathematical skills when preparing for and providing patient care. To determine students' medication calculation ability, medication calculation assessments are administered during the Junior 1 semester and in NUR 351, NUR 431, and NUR 453. Medication calculation assessments are administered and proctored by course faculty prior to or during clinical orientation.

The performance requirement is 100% for all nursing students. If 100% is not achieved on the second attempt, students may have 1 more chance. Performance Alerts are initiated for students who are unable to achieve 100% on the second attempt of the medication calculation assessment.

Different versions of medication calculation assessments may be administered for repeated attempts. These attempts should be completed by the end of the 2nd week of classes. If at the end of the 2nd week, the student has not achieved 100%, the student will not be allowed to administer medications in the clinical setting until they have successfully completed the medication calculation assessment. Delay in medication administration may jeopardize a student's ability to successfully meet course requirements.

Faculty will advise students who are unsuccessful in the first attempt of the medication calculation assessment to review and practice calculation formulas in the medication calculation textbook, and they may seek faculty assistance with course faculty or faculty staffing the Student Enrichment Center (SEC).

Columbia College of Nursing (CCON) will require identity verification for students enrolled in online courses to ensure compliance with the Higher Education Opportunity Act (2008). A mandatory in-person orientation will be required for all students starting in the program, and student photo identification will be verified at this time. At the time of orientation, students will be introduced to CCON's learning management system (Canvas) and examination software (Exam Soft). Students will receive user IDs and passwords to log into Canvas and Exam Soft. Students are responsible for maintaining their user IDs and passwords.

Identity Verification for Exam Takers

Examinations at CCON will be administered via Exam Soft using a computerized-testing format. Exam Soft has browser lock-down software to prevent students from printing, copying, screen sharing, and accessing the internet. Students will have dedicated user IDs and passwords to sign into the software. In addition, each examination will have a unique password in which the faculty member will email to the students prior to taking the examination.

Student Responsibility

Columbia College of Nursing prohibits any form of cheating, plagiarism, interference, misrepresentation, and abetting. Further details maybe found in the Academic Honesty and Integrity policy and the Standards of Conduct and Disciplinary Procedures –Students policy. In addition, students will sign a Code of Conduct form when entering the program and at the beginning of each clinical rotation. Failure to read and comply with the Code of Conduct does not exempt students from being responsible.

Faculty Responsibility

Faculty teaching online courses will be responsible to ensure students are complying with the identity verification procedures. In addition, faculty will protect the privacy of students' accounts by not sharing individuals' user IDs and passwords with other faculty without appropriate authorization. Faculty are encouraged to design online courses with a variety of teaching modalities that support academic integrity. Any changes in students' behavior such as changes in writing styles, a shift in academic performance, or different language used in discussion boards should be promptly addressed.

A course faculty member submits a Performance Alert to indicate concern about a student's ability to meet course expectations. A Performance Alert is issued in order to help the student with the support needed to be successful in the course. In addition to meeting with course faculty, students who receive Performance Alerts may be required to meet with the CCON Academic Advisor, either in-person, by telephone, or via online conferencing.

Theory & Lab Performance

Faculty for theory & lab courses should submit a Performance Alert when students are having difficulty in a course (academically or professionally), in order to communicate concerns with the student and his or her Academic Advisor. The Performance Alert process will help the student determine strategies for success and connect the student with available support services.

Clinical Performance

Faculty in clinical courses will initiate a Clinical Performance Alert for concerns such as clinical competence or professional behavior. A Clinical Performance Alert is established to clearly define the concerns and provide recommendations and/or strategies that will help support student success. The faculty will identify a timeline for the student to meet the established expectations and/or goals, and delineate consequences if the expectations and/or goals are not met. Overall, the Clinical Performance Alert is designed to guide the student to be successful in meeting the established clinical course objectives.

COLUMBIA
COLLEGE OF NURSING

PERFORMANCE ALERT
(Theory & Lab)

A Performance Alert should be completed in order to communicate concerns and assess the student's needs. The purpose is to help connect the student with the appropriate support services available, ultimately aiding in his or her success. *Students are required to meet with the course faculty* and *a CCON Academic Advisor.*

FACULTY: Please fill out top portion, email to the student, and 'CC' the Academic Advisor (ross.beattie@ascension.org). ☐ Please check here if you would like the Academic Advisor to follow-up with the student and email the Advisor with recommendations for key points to discuss.

STUDENT: _____ **DATE:** _____

COURSE: _____ **FACULTY:** _____
Has the student met with you about this concern? ☐ Yes ☐ No If yes, date:_____

REASON FOR REFERRAL:
☐ Attendance
☐ Participation
☐ Professional conduct
☐ Performance (Test scores and assignments)
☐ Other (please explain)

DETAILS REGARDING CONCERN:

FACULTY RECOMMENDATION(S)/STRATEGIES TO BE SUCCESSFUL:

ACADEMIC SUCCESS PLAN (For Academic Advisor and student use)

MY ACADEMIC OBSTACLES:

MY STRENGTHS:

TO ENSURE MY ACADEMIC SUCCESS I WILL:

If needed, I will attend a follow up appointment with my Academic Advisor on: _____

Student Signature: _____ *Advisor Signature:*_____ *Date:* _____
(as applicable)

Reviewed by ASC 10/5/17 *For office use only:* Advisor notification to student via CCON email _____

COLUMBIA
COLLEGE OF NURSING

PERFORMANCE ALERT
(Clinical)

A Clinical Performance Alert should be initiated by the faculty when an issue arises that poses a concern regarding the ability of the student to be successful in the course. The Clinical Performance Alert is established to clearly define the concerns and provide recommendations and/or strategies that will help support the student.

FACULTY: Please fill out top portion, email to the student, and 'CC' the Academic Advisor (ross.beattie@ascension.org). ☐ Please check here if you would like the Academic Advisor to follow-up with the student and email the Advisor with recommendations for key points to discuss.

STUDENT: _____ **DATE:** _____

COURSE: _____ **FACULTY:** _____

Details Regarding Concern(s):

Faculty recommendation(s)/strategies to be successful:

Expectations and/or Goal(s):

1.
2.
3.

Timeline to meet the goal(s):

Consequence(s) if the goal(s) is/are not met:

By signing below I agree that:

- ❑ I have read the above contract and understand the expectations and consequences.
- ❑ I am required to schedule a meeting with an Academic Advisor for follow-up.
- ❑ I will discuss anything in this agreement or in the course objectives that is unclear to me, with appropriate faculty and/or staff.
- ❑ The terms and conditions are clearly described regarding eligibility to progress.
- ❑ I must meet all other course requirements.

_____

Student Signature *Date*

_____

Faculty Signature *Date*

_____

Advisor Signature (after review with student) *Date*

Faculty to provide original, signed form to CCON Academic Advisor

Reviewed by ASC 1/4/17

COLUMBIA
COLLEGE OF NURSING

PERFORMANCE ALERT
(Clinical)
Follow-Up

Faculty should use the Clinical Performance Alert Follow-Up form to document the progress of the student towards meeting the goals established.

STUDENT: _____ **DATE:** _____

COURSE: _____ **FACULTY:** _____

FACULTY: Please fill out top portion, email to the student, and 'CC' the Academic Advisor (ross.beattie@ascension.org). ☐ Please check here if you would like the Academic Advisor to follow-up student with the student and email the Advisor with recommendations for key points to discuss.

Progress of concern(s) addressed (Be as thorough as possible, including any strategies the student may have used):

Any new concern(s) identified?

Please list the previous or new goal(s) established, status of the goal, and timeline to meet the goal(s).

GOAL	STATUS	TIMELINE TO MEET GOAL
1.	☐ INITIATED ☐ IN PROGRESS ☐ MET	
2.	☐ INITIATED ☐ IN PROGRESS ☐ MET	
3.	☐ INITIATED ☐ IN PROGRESS ☐ MET	
4.	☐ INITIATED ☐ IN PROGRESS ☐ MET	

Consequence(s) if the goals are not met:

By signing below I agree that:

- ❑ I have read the above and understand the expectations and consequences.
- ❑ I will discuss anything in this agreement or in the course objectives that is unclear to me, with appropriate faculty and/or staff.
- ❑ The terms and conditions are clearly described regarding eligibility to progress.

_____

Student Signature *Date*

_____

Faculty Signature *Date*

Reviewed by ASC 1/4/17

Columbia College of Nursing, Inc. requires all employees and students to wear the approved photo identification badge while on Ascension Columbia-St. Mary's property and/or during clinical experiences. Appropriate identification also is required for other authorized persons while on CCON property.

I. This identification system will assist in providing visual identification, enhance security efforts, and authorize access to building/parking facilities.
   A. This badge identifies each employee as a member of the College staff and each student as being enrolled in the nursing program. Other types or forms of identification shall not be permitted.
   B. Identification badges must be worn above the lapel or chest level in clear view at all times while on campus or in and Ascension CSM or clinical facility. Stickers, buttons or other such items not authorized that deface the badge or cover or obscure the photo may not be attached to identification badge.
   C. The student or employee picture, name and title and/or department name must be visible and facing forward at all times.
   D. One identification bade will be issued to all new students during the start of the nursing program.
   E. The identification badge identifies each student as being actively enrolled in Columbia College of Nursing and provides access to the building and areas in the Academic Suite.

II. Obtaining Photo Identification Badges—Student
   A. Nursing students will have photos taken in the first semester of their junior year, or when they transfer into the Program.
   B. A *Photo ID Request Form* will be sent to students for completion prior to new student orientation.
   C. Information on the identification badge shall include the student's first and last initial and program affiliation (e.g., Nursing Student)

III. Obtaining Temporary Identification--Vendors
   A. All vendors are required to check in with the Receptionist of the CCON, prior to initiating a sales visit. The receptionist will contact Columbia-St. Mary's Hospital's Purchasing Office to provide the individual's name and company he/she represents.

IV. Replacement of Photo Identification Badge
   A. Lost or stolen
      1. All lost or stolen identification badges must be reported to the Security Department immediately and are replaced at a cost of $15 to the card holder.
      2. Stolen identification badges will be documented on a *Security Incident Report.*
      3. Stolen identification badges that were taken as part of a criminal act (auto theft, purse snatching, robbery, etc.) and reported to law enforcement will be replaced at.

no charge, if a law enforcement report number is provided to the Security Department

4. The Security Department will disable the card for ten (10) calendar days and then delete the card number form the MATRIX and CCure access systems.

B. Change in student name or position
   1. A student who has a change to their name or role and needs to be issued an update name badge should contact the Associate Dean of Academic Affairs, who will email security with a request to issue a new badge.
   2. The student then completes a *Photo ID Request Form.* Replacement identification using the same identification number is then produced at no cost to the requestor. The previous badge must be returned to the Security Department upon receiving the replacement. If the identification badge is not returned, the requestor will be charged the $15 replacement fee.

C. Routine Replacement
   1. Identification badges that become worn, damaged, or inoperable through normal use will be replaced at no cost to the requestor. The worn, damaged, or inoperable identification badge must be returned to the Security Department upon receiving the replacement. If the identification badge is not returned, the requestor will be charged the $15 replacement fee.
   2. Identification badges that become worn, damaged, or inoperable through misuse or damage from a washer and/or dryer will be replaced at a cost of $15 to the requestor.

V. Termination of Employment/Services at Columbia College of Nursing, Inc. employees, volunteers and others; completion of Nursing Program.
   A. Upon graduation from or leaving the Columbia College of Nursing program, students must submit their photo ID badge to the Office of the Registrar. It is the responsibility of the area manager and Registrar to collect photo identification badges upon termination of employment/service or upon completion of the Nursing Program. Notification of termination of employment or completion of the program and return of the badges are to be done immediately to the Security Department.

VI. Non-Compliance
   A. Persons failing to comply with the current photo identification policy will be subject to disciplinary action up, to and including termination or dismissal from the program.
   B. Students will not be released to sit for the NCLEX-RN examinations until ID badges have been submitted.

General Policy:

Portfolios are collections of student work completed throughout the nursing curriculum. Materials in the portfolio are prescribed and represent students' work from a variety of courses each semester. Portfolio documents are reviewed by members of the faculty for evidence of student learning related to the program's mission, vision, and goals, as well as appropriate level of objectives.

Purpose:

The documents in the Portfolio represent student accomplishments and progression of work throughout the nursing curriculum. The materials document the student nurse's competencies and accomplishments as they relate to the nursing program's mission, vision, and overall goals, as well as level objectives throughout the curriculum.

Students also may utilize their Portfolios for job placement or as proof of achievement in the course, if they so desire.

Procedure for Maintenance of Portfolios:

1. Assignments appropriate for portfolios will be identified and determined by the Undergraduate (UGC) and Graduate Curriculum Committee (GCC).
    a. Any changes to the list of assignments for portfolio review will be approved by the appropriate committee.
2. Syllabi for courses with portfolio assignments will provide policy and procedures information for students. Syllabus statement: (to be included in syllabus under course policies)

    Portfolios assignments are collections of student work completed throughout the nursing curriculum. Materials in the portfolio are prescribed and represent students' work from a variety of courses each semester. Portfolio documents are reviewed by members of the faculty for evidence of student learning related to the program's mission, vision, and goals, as well as appropriate level objectives.
    The ---------- assignment of this course will be submitted to your portfolio for possible review and analysis; your name will not be linked with the assignment.
    a. The Coordinator of the Assessment and Evaluation (A&E) Committee will ensure that this statement is in course syllabi with portfolio assignments.
3. Faculty teaching in the courses from which documents will be included in the Portfolio, will submit documents from all students in their class to the Portfolio file.
    a. Documents (pdf format) submitted will be ungraded copies of original documents.
    b. Hard copy documents will be scanned if necessary
4. To ensure portfolio integrity, any changes made to assignments included in the portfolio must be discussed with the A&E Coordinator. The A&E Coordinator will direct the individual to the appropriate person or committee for further discussion.
5. A designated administrative support staff person will maintain the students' individual Portfolios

   a. The designated support staff person will ensure that Portfolio files are complete.
6. The Chairperson of the Assessment and Evaluation Committee will have ultimate responsibility for oversight of the Portfolio policy, process, and maintenance.

Content to be included:

Junior I a. Philosophy Paper (NUR325) b. Data Mining Assignment (NUR322) c. Nursing Care Plan (NUR331)	**Junior II** a. Research Critique (NUR 357) b. One Path Map (NUR 351) c. One Care Plan (NUR 351)
Senior I a. One Path Map (NUR 431) b. One Care Map (NUR 431) c. Social Determinants of Health (NUR 451)	**Senior II** a. Philosophy Paper (NUR 455) b. Change Management Paper (NUR 450 [Leadership]) c. Evidences (NUR 453)

Portfolio audit review process:

1. Portfolio reviews will be completed at minimum every other year
2. When portfolio reviews are scheduled, 15% of student Portfolios will be randomly selected for review
   a. SPSS will be used to generate a random numbers table
3. Documents will be reviewed based upon criteria determined by program mission, vision, and goals, as well as each semester's level outcomes.
   a. Two reviewers will evaluate each Portfolio, and inter-rater reliability will be established (must achieve at least 80%)
   b. All faculty will be assigned as evaluators to at least one level of the curriculum, and evaluation of Portfolios will be equally distributed.
   c. Grading Rubrics will be provided by course faculty
4. Data from the evaluations at each level will be reported to the Assessment and Evaluation Committee
   a. Data will be submitted during the second month of the following semester
   b. Analyses and recommendations will be made, based upon submitted data

I. In compliance with Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act (Clery Act), information about Columbia College of Nursing's campus security procedures and crime statistics is made available to student and to employees on an annual basis, and upon request, to any applicant for employment or enrollment. Columbia College of Nursing is committed to provide a safe and secure environment for all members of the campus community. Information on campus crime is available from the office of the Associate Dean and is published annually.

II. In accordance with requirements for Colleges and Universities that participate in federal financial aid programs, Columbia College of Nursing will disclose upon written request to alleged victims of any crime of violence or a non-forcible sex offense, the results of any College disciplinary proceedings against a student who is the alleged perpetrator of such an offense. If the alleged victim is deceased, the College will provide the information to the next of kin of the alleged victim, upon written request. The written request must be submitted to the Office of the President/Dean.

III. Campus Safety

A. Campus security services are provided in the evening by JBM Patrol & Protection Security, 414-465-9581 or 414-465-9623 (Dispatch Office: 414-647-1291). The East Lake Towers front desk staff are available to help address non-emergency security concerns.
    i. Security contact information is located throughout the campus.
    ii. **In case of an emergency call 911 and include your location.**

B. The entry doors to the building are locked in the evenings from 6:00 pm-5:45 am, Monday evening through Friday morning. The entry doors to the building are continuously locked from 6:00 pm-5:45 am, Friday evening through Monday morning. Students may access the building via the North entrance via their ID badge, using the swipe device.

C. Safety Tips

Columbia College of Nursing is committed to the safety of students on our campus and in clinical agencies. An important aspect of staying safe is being smart and aware of your surroundings. These are some safety tips that you should follow here on campus, at your clinical sites, and anywhere you will be:

1. Share your schedule with parents and a network of close friends, creating a buddy system. Give telephone numbers of those in your network to your parents and friends.
2. Stick to well-lighted and busy areas
3. Close doors behind you, don't prop doors open

4. If you have to work or study in an isolated lab or practice room, tell someone where you will be! Better yet, have someone come with you.
5. Don't walk alone, especially if it is dark
6. Walk to your car with someone you know and trust, especially when it is dark, or request security escort.
7. Have your car key in hand, and ready to put in the lock, as you're walking toward your car.
8. Look into your backseat before getting into your car.
9. Always keep your car doors locked.
10. Don't sit in your car in the parking lot talking on your phone, etc.
11. Be aware of your surroundings.

Federal and state regulations require institutions establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of the receipt of financial aid under Federal Title IV and HEA programs. The criteria specified within this policy will outline how students can maintain SAP towards earning a degree, and the consequences if progress is not achieved. SAP will be monitored each semester, or payment period, by the Director of Financial Aid. All enrollment semesters must be considered in the determination of SAP, as well as enrolled semesters for which the student did not receive financial aid.

Quantitative Standards

Maximum Timeframe
Students are not eligible for financial aid for any credits that are attempted in excess of 150% of the standard credit load. Transfer credit hours accepted towards the student's program are included in the maximum timeframe calculation for attempted and completed credit hours, to calculate a student's 150% maximum timeframe. Withdrawals (W), unsatisfactory progress (UP), incompletes (I), failures (F), and course repeats will be counted as courses attempted and count toward the maximum timeframe. At the point when it is apparent that a student will not be able to complete the degree program in the required maximum timeframe, the student will be notified that they are no longer eligible for financial aid and be dismissed from the program. In addition, students who have completed the course requirements for a degree but have not been conferred the degree, are ineligible for further financial aid.

Minimum Standards for Bachelor of Science in Nursing Program:

Enrollment Start	Program	Published Length	150% Credit Limit
Fall 2016 or later	Bachelor of Science in Nursing	**120** (60 core credits and 60 CCON Nursing credits)	180 credits

Minimum Standards for Bachelor of Science in Nursing Completion Program:

Enrollment Start	Program	Published Length	150% Credit Limit
Summer 2018 or late	Bachelor of Science in Nursing Completion	**120** (60 core credits and 60 CCON Nursing credits)	180 credits

Minimum Rate of Successful Course Completion (Pace)
Students must also earn at least 67% of the credits that they attempt.
SAP is checked at the end of each semester, or payment period.

Per Semester Example:

Credits Attempted	Minimum Necessary Credits Earned*
12	8
16	11

All credit-bearing courses are calculated into credits attempted for financial aid purposes. Successful completion of credits (credits earned) is defined as a grade of A, AB, B, BC, C, or SP. Any other grade is not considered successful completion. Audit (AU) courses and no credit courses are not evaluated in the review of SAP. Unsatisfctory progress (UP) are counted as credits attempted. Withdrawal (W) and incompletes (I) are not included in the pace calculation. Incompletes (I) must be cleared up before the student can begin subsequent courses. See the incompletes section found in the grading and quality points policy for further guidance.

Qualitative Standards

Minimum Grade Point Average
Students must maintain an acceptable cumulative grade point average (GPA) throughout the duration of their program. The minimum acceptable cumulative GPA is 2.00. A student's GPA is checked at the end of each semester, or payment period. A student's cumulative GPA is calculated using only those credits and grades earned at CCON.

The GPA is computed by multiplying the credit hours for each course by the quality points earned for each grade received; the quality points for all courses recorded are totaled and this number is divided by the total number of semester credits graded. All courses are included in this computation except those in which a grade of "W" (withdrawal) is received. If a course is retaken, all attempts of each course are included in the GPA calculation. Grades of "F," "I" (incomplete), "UP" (unsatisfactory Progress), or "AU" (audit) are not counted as earned credits.

Nursing Program Requirements
A nursing course may be repeated only once. If a student must repeat a course in the nursing major, it must be repeated at Columbia College of Nursing. A student receiving a "F," or "UP" in two nursing courses will be dismissed from the Nursing Program. If repeating a nursing course, the student may be required to complete ancillary learning experiences that validate the requisite theoretical knowledge base and/or clinical competency. See academic progression policy for more information.

Failure to Meet Satisfactory Academic Progress Standards

Qualitative and Quantitative
Financial Aid Warning
Any student not meeting the minimum standards will be put on Financial Aid Warning and have one additional semester, or payment period, to regain Satisfactory Academic Progress. Financial Aid Warning status is monitored by the Registrar and Financial Aid Office. The student will be notified of this status in writing. Students are eligible for financial aid during their semester of Financial Aid Warning status.

Dismissal
If a student fails to meet Satisfactory Academic Progress standards at the end of the Financial Aid Warning semester, the student is ineligible for financial aid and will be dismissed from CCON, unless he or she successfully appeals the determination. The student will be notified of this in writing.

Appeal Process
If a student is required to appeal, the student may petition for reconsideration of eligibility for Title IV aid, HEA program assistance, and reinstatement at CCON. An appeal for reinstatement requires a completed Satisfactory Academic Progress Appeal Form be submitted to the Financial Aid Office within 15 days from the start of classes for the semester. The petition must explain the circumstances that caused the unsatisfactory academic progress and what has changed in the student's situation to overcome these obstacles. The student is also required to submit supporting documentation. The bases for which a student may file an appeal are; the death of a relative, an injury or illness of the student, or other mitigating or extenuating circumstances. The student will be notified in writing of the outcome of the appeal.

Reinstatement: Financial Aid Probation
If a student's appeal is approved by the committee then the first semester, or payment period, back the student will be placed on Academic Probation. Academic Probation includes an academic plan, signed by the Academic Advisor or Associate Dean of Academic Affairs, outlining a strategy for how the student plans to achieve SAP, in order to meet graduation requirements. Students are considered to be in probationary status while adhering to the approved academic plan, until the student is able to regain SAP standards. Failure to meet SAP standards, or meet the conditions of the academic plan, in the subsequent payment period, results in the student being dismissed from CCON. The student has the option again to petition to appeal if mitigating circumstances exist. However, the same circumstances will not grant a second appeal. Unless specified in the academic plan, a student on probationary status may receive Title IV, HEA funds.

Columbia College of Nursing recognizes that sexual assault is a serious offense and will not be tolerated. Sexual assault is any kind of sexual physical contact that involves force or any form of coercion or intimidation. Allegations of sexual assault will be reported to the appropriate law enforcement agency.

Reporting Sexual Assault

Any student or person who feels they are a victim of sexual assault should get to a safe place and report the crime immediately by calling 911. If the incident occurs on the Columbia College of Nursing campus, you should call the Glendale Police Department at 911(Emergency) or 414-962-4610 (Non-Emergency). In addition, you should notify one of the following CCON Administrators (listed below) or other CCON personnel to report the incident and seek assistance. If you are uncomfortable with calling the police, CCON personnel can assist you, or there is a 24-hour sexual assault crisis line you can call at 414-219-5555.

CCON Administrators

Christina Italiano
Associate Dean of
Business Affairs
414-326-2306

Heather Vartanian
President and Dean
414-326-2333

The victim should be sure to preserve as much evidence of the crime as possible. Do not shower, change clothes, or wash away any evidence. Although difficult, following these instructions will allow law enforcement authorities to gather as much physical evidence from your person as possible. These actions can aid in the arrest and conviction of the perpetrator.

College Sanctions

Alleged sex offenders on the College premises will be subject to the Student Code of Conduct and disciplinary action. College imposed sanctions or discipline may range from suspension to expulsion, and these actions do not relieve the accused perpetrator of possible criminal or civil liabilities from outside the College. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both parties shall be informed of the outcome of the proceedings.

Academic Accommodations

After an alleged incident of sexual assault, the College will assist a student victim with changes in her/his academic schedule, if desired and if possible.

Sexual Assault Victim Information

The following organizations can be contacted for help if you are the victim of sexual assault.

Aurora Sinai Medical Center
945 N. 12th. St.
Milwaukee, WI 53233
(414) 219-5555

Columbia St. Mary's Hospital Milwaukee
2301 N. Lake Dr.
Milwaukee, WI 53211
(414) 291-1000

Columbia St. Mary's Hospital Ozaukee
13111 N. Port Washington Rd.
Mequon, WI 53097
(262) 243-7300

Sexual Assault Prevention

Columbia College of Nursing does not offer specific training in preventing sexual assault, but does offer the following guidelines:

Risk Reduction

- Park/walk in well-lighted areas.
- Don't walk alone, especially if it is dark.
- Carry a cellphone.
- Trust your instincts-if the situation feels uncomfortable, leave immediately.
- Stay sober and be aware of date-rape drugs. Don't leave your drink unattended.
- Be cautious when inviting someone into your home or going to someone else's home.
- Share your schedule with parents and a network of close friends, creating a buddy system. Give telephone numbers of those in your network to your parents and friends.
- Close doors behind you. Don't prop doors open.
- If you have to work or study in an isolated lab or practice room, tell someone where you will be! Better yet, have someone come with you.

Sex Offender Information

Sex offender information in the State of Wisconsin is available through the Department of Corrections. Information on registered sex offenders since 1995 in Wisconsin can be accessed at http://offender.doc.state.wi.us/public/home.jsp.

Current Status: *Active* **PolicyStat ID:** *3321985*

Effective:	*08/1976*
Approved:	*02/2017*
Last Revised:	*02/2017*
Expiration:	*02/2020*
Owner:	*Eric Andersen: Human Resources Partner*
Department:	*Human Resources*
References:	
Applicability:	*Columbia St. Mary's Hospital Milwaukee* *Columbia St. Mary's Hospital Ozaukee* *Sacred Heart Rehabilitation Institute*

Columbia St. Mary's
A Passion for Patient Care

Smoke-Free

POLICY STATEMENT

It is the policy of Columbia St. Mary's (CSM) to provide a smoke-free environment.

COPY

SCOPE

This policy applies to all persons on the premises of all CSM properties at all times, including associates, students, agency and contract staff, volunteers, patients, medical staff members and visitors. This policy covers any tobacco product, electronic delivery device, smokeless, or chewing tobacco.

PURPOSE

CSM is committed to providing a healthy environment for our patients, physicians, visitors and associates. Due to the acknowledged hazards arising from exposure to environmental tobacco smoke it shall be the policy of CSM to provide a smoke free environment for all.

DEFINITIONS

Columbia St. Mary's Premises: is defined as all property owned, leased, or otherwise operated by Columbia St. Mary's, including walks, grounds, parking lots, entrances, and exits.

CROSS-REFERENCE

- CSM Dress Code Policy
- CSM Corrective Action Policy

PROCESS

1. There will be no use of tobacco products within the premises of any Columbia St. Mary's facilities or grounds (including parking lots) **at any time.**
2. There will be no smoking in any Columbia St. Mary's company vehicle or any personal vehicle on hospital property at any time.

3. Associates who smoke should ensure that they to do not report for work smelling of smoke.
4. Breaks
    A. Paid breaks must be taken on CSM premises only. (See definition of CSM premises)
    B. Smoking is not allowed during paid lunch breaks taken on CSM premises.
    C. Associates who smoke are not entitled to longer paid or unpaid breaks (lunches, dinners, etc.) or extra time to use tobacco than are associates who do not smoke.
5. Associates will be informed of this policy:
    A. During the interview process.
    B. As part of the new associate orientation process.
    C. During any periodic review.
6. Associate assistance for smoking cessation:
    A. The Associate Health and Wellness Department will assist associates who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
7. Monitoring and Enforcement:
    A. It shall be the responsibility of all staff members to assist in monitoring and enforcement of this policy.
    B. Department Leadership or Chief of Staff will be notified and are expected to implement appropriate action(s) as necessary to eliminate the incidence of policy violations when identified.
    C. Any associated found smoking inside any CSM building will be subject to immediate termination
    D. Any other associate violations of this policy will be addressed through the CSM Corrective Action Process.
    E. If business or residential neighbors of CSM complain of loitering, tobacco using or smoking associates, appropriate disciplinary action will be taken to discourage this practice.
8. Visitors
    A. Visitors will be courteously asked to refrain from tobacco use while on CSM property.
    B. Visitors will be informed via signage.
9. Inpatients:
    A. Patients will not be allowed to leave the Nursing Unit to smoke.
    B. Physicians will not be allowed to write an order for a patient to smoke.
    C. For patients who insist upon leaving to smoke, Nursing will contact the attending M.D. for an order for a nicotine patch or consideration of a discharge order.
    D. Patients will be informed of the hospital policy on admission and whenever possible prior to admission.
10. Outpatients:
    A. Patients will not be allowed to smoke and will be courteously asked to extinguish their cigarettes.
    B. If patients are not willing to extinguish their cigarettes, the Department manager or another member of the CSM Management Team should be notified.

COPY

11. Behavioral Health Patients:
    A. No exceptions will be made for patients receiving inpatient or outpatient behavioral medicine services.
    B. Patients who are not able to abide by this policy may be discharged from treatment as is clinically safe and appropriate to do so.
12. Medical Exceptions
    A. Per The Joint Commission Standards. There will be no medical exceptions allowed for smoking in the building for:
        1. Any hospital based outpatients
        2. All children or youth.

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Gloria Rawski: Policy/Clinical Database Coordinator	02/2017
	Eric Andersen: Human Resources Partner	02/2017

COPY

CCON faculty and staff acknowledge that social media has become a common form of communication. While there are many positive aspects to the use of social media, there are also some possible serious unintended negative consequences. Students are expected to take personal responsibility to protect the privacy of patients, faculty, staff, and other students; show respect for diversity; and show behavior consistent with professional standards.

CCON does not routinely monitor online communities, however, pictures and information brought to the attention of the College describing or documenting behavior considered to be in violation of College policy, on campus or off campus at a College sponsored event, will be subject to further investigation. Any College policies found to be in violation that are documented as a result of the investigation will result in appropriate disciplinary action, up to and including dismissal from the nursing program.

The following guidelines apply whether students are posting to their own sites or commenting on other sites.

1. Follow all applicable healthcare organization policies related to privacy and personal conduct (i.e. Columbia St. Mary's Rules for Personal Conduct (http://contribute.columbia-stmarys.org/HR/documents/AssociateHandbook2012.pdf). For example, students must comply with the federal law (HIPAA) and NOT post any "protected health information (PHI)".

2. Permission to post textual, audio or visual information related to CCON activities may be granted by the Dean or a designee.

3. No unauthorized textual, audio-recording or visual posting of clinical settings, clinical learning lab, simulation, patients, faculty, students, or CCON-related activities or materials is allowed.

4. No unauthorized textual, audio-recording or visual posting during or following a CSM-related incident or emergency.

5. To avoid having social networking interfere with learning activities, students must refrain from engaging in social networking when in classroom and clinical settings.

6. If students identify their affiliation with CCON, the posting must be honest, respectful and professional; and consistent with CCON Standards of Conduct and Disciplinary Procedures policy.

Policy violations include but are not limited to:

1. Breach of confidentiality

2. Disparaging remarks about faculty, staff or students

3. Disparaging remarks about patients, patient family members, or other healthcare professionals.

4. Posting pictures of patients, patient family members, body parts, or employees or visitors at healthcare facilities

Those who become aware of a potential violation of this policy have a responsibility to report concerns to Columbia College of Nursing faculty and/or staff. Concerns will be treated confidentially. The “Hearing” process identified in the CCON Standards of Conduct and Disciplinary Actions Procedures – Students policy applies to this Social Media Use policy.

A student enrolling in the CCON assumes responsibility to conduct oneself in a manner compatible with CCON's functions as an educational institution. The following is a partial listing of misconduct for which students are subject to disciplinary action:

I. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.

II. Forgery, alteration, or misuse of College documents, records, or identification.

III. Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other CCON activities, including public service functions, or of other authorized activities on CCON premises.

IV. Physical abuse of any person on College controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person.

V. Theft of or damage to property of CCON or of a member of the College community or College visitor.

VI. Unauthorized entry to or use of CCON facilities.

VII. Violation of CCON policies or of CCON regulations concerning the registration of student organizations, or the time, place and manner of public expression.

VIII. Use, possession, or distribution of drugs or alcohol, except as expressly permitted by law.

IX. Disorderly conduct or lewd, indecent, or obscene conduct or expression on CCON-controlled property or at CCON-sponsored or supervised functions.

X. Failure to comply with directions of CCON officials, acting in the performance of their duties.

XII. Violation of rules or regulations of CCON or any clinical sites associated with the CCON Nursing Program.

XIII. Conduct that adversely affects the student's suitability as a member of CCON.

XIV. Violation of security procedures, such as transferring an ID badge.

XV. Inappropriate use of computer resources, technology infringement, such as peer-to-peer file sharing or illegal downloading. Students may access patients' electronic health record on the clinical unit only.

Students may be asked to withdraw from the program for reasons other than related to academic or disciplinary issues, such as inappropriate or unprofessional conduct.

I. Failure to notify the President/Dean about any legal problems that may prohibit a clinical experience (as per the Wisconsin Caregivers Background Check Law).

II. Misappropriation of money and resources of student groups.

Sanctions

The following sanctions may be imposed. Disciplinary action is not limited to these sanctions, and combinations or variations of these sanctions may be imposed, depending upon the circumstances:

I. Censure
   A. Written reprimand for violation of specified regulation.

II. Probation
   A. Exclusive from participation in privileges or extracurricular CCON activities, as set forth in the notice of probation for a specified period of time.
   B. If a student, while on probation, violates any of the terms set forth in the notice of probation or violates the Standards of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal, or expulsion.

III. Suspension
   A. Exclusion from classes, exclusion from other privileges or activities, or exclusion from the campus, as set forth in the notice of suspension, for a definite period of time.
   B. Reinstatement dependent upon providing evidence of observance of the terms set forth in the notice of suspension, during the period of suspension.
   C. While on suspension, if a student violates any of the terms set forth in the notice of suspension or violates the Standards of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further disciplinary action, up to an including dismissal or expulsion.

IV. Dismissal
   A. Termination of student status for an indefinite period. The student may be readmitted to CCON, with the specific written approval of the President/Dean.

V. Expulsion
   A. Permanent termination of student status without possibility of readmission.

Authority of the President/Dean

I. Whenever the President/Dean determines that there is a need for discipline, he/she may impose sanctions as set forth in the foregoing section entitled "Sanctions." The President/Dean shall deliver a letter to the student, personally or by registered or certified mail, stating the general nature of the reasons for the discipline and a statement of the discipline imposed.

II. The disciplinary functions of the President/Dean may be delegated to individuals who are members of the staff of CCON, such as, Associate Dean of Academic Affairs or the Associate Dean. All references in these procedures to the President/Dean shall include such designees.

Hearings

I. A student who has undergone disciplinary action may request a hearing, pursuant to this section. A student requesting a hearing must make a request for said hearing, within 10 days of receipt of the letter outlining the disciplinary action. This request must be in writing and addressed to the President/Dean of CCON.

II. All hearings will be held before the Academic Standards Committee. This Committee is an Advisory Committee, composed of faculty, staff, and administration. A member may recuse him/herself from hearing a case, in the event that he/she believes a conflict of interest exists. If this situation occurs, a reappointment will be made by the Chair of the Academic Standards Committee.

III. Hearings will be held as soon as reasonably possible, after the President/Dean receives and reviews the student's written request for a hearing.

IV. The student may be accompanied by one advisor of his/her choice, who may act on his/her behalf. If the student requests that a lawyer serve in this capacity, the student must provide written notice of the name and office address of the lawyer to the President/Dean, at least three (3) days prior to the time set for the hearing. Attorney fees will be the responsibility of the student.

V. Hearings before the Committee are not open to the public. The Committee may decide to close the hearing to anyone other than the persons conducting the hearing, the student charged, the President/Dean, a single advisor to each of them, the person designated to record or transcribe the hearing and witnesses, while they are presenting testimony.

VI. The Committee shall make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence. The Committee may eject or exclude anyone who refuses to be orderly at the hearing. The Committee may question witnesses.

VII. The hearing should not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence should be admitted, if it is relevant and the sort of evidence that responsible persons are accustomed to considering in the conduct of serious affairs. This evidence will be considered, regardless of the existence of any common law or statutory rule which might make admission of such evidence inadmissible, with objection, in a civil lawsuit. The Committee may take official notice of generally accepted technical or scientific matter relating to the issues under consideration, as well as any facts that may be judicially noticed by the courts of this state.

VIII. Both the student charged or his/her advisor, and the President/Dean or his/her advisor, should be allowed to present evidence in the form of documents or testimony and to question witnesses presented by the other party.

IX. The President/Dean shall present his/her evidence first. Then, the student will present his/her evidence. Following those presentations, each party may be given an opportunity for appropriate rebuttal. Each party may present opening and closing statements, with the President/Dean going first. The President/Dean may present an appropriate rebuttal closing argument.

X. CCON may make, at its discretion, a stenographic record and/or audio recording of the hearing. The student charged, upon request and at his/her own expense, may have a copy of the stenographic record, or under supervision may make a copy of such audio recording. No audio recording by the student charged, or other persons in the hearing, will be permitted.

XI. The Committee may announce its decision orally at the conclusion of the hearing or issue a written decision. Regardless of the manner in which the decision is announced, written notification of the action taken by the Committee should be delivered to the student as soon as possible, following the presentation of evidence.

XII. The issue for the Committee is whether the President/Dean had a reasonable basis for the disciplinary action imposed upon the student. The Committee shall not conduct a *de novo* review of the President/Dean's/CEO's decision.

XIII. If the student does not appear at the hearing, and a satisfactory explanation for his/her absence is not provided, or should the student leave the hearing before its conclusion, the hearing shall proceed without the student’s presence.

XIV. All decisions made by the Committee, procedural and substantive, must be adopted by a majority of the Committee and shall be final and binding upon the student and CCON.

XV. Departures from the disciplinary procedures may be warranted in certain circumstances, and they are permissible if no substantial prejudice results to the student.

Nursing students are citizens, as well as members, of an academic community.

Personal Rights

I. Students will be allowed to exercise their lawful rights granted by the United States and Wisconsin Constitutions.

II. Under no circumstances should a student be barred from admission to this Program on the basis of race, creed, color, gender, sexual orientation, age, or marital status. All qualifications for admission to Columbia College of Nursing (CCON) shall be made known in advance to persons applying.

III. Disciplinary proceedings only should be instituted for violations of standards of conduct published in advance, through such means as a Student Handbook, Curriculum Catalog, or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations.

IV. Students only should be required to participate in activities specifically or directly related to the academic and clinical requirements of CCON, and they shall not be required to join any organization(s).

Democratic Rights

Students, as individuals, provide a variety of backgrounds and interests to the academic community.

I. Students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means, as long as they do not disrupt the regular and essential operations of CCON. If College advisors are required, each organization is free to choose its own advisor. Institutional recognition should not be withheld or withdrawn, solely because of the ability of a student organization to secure an advisor.

II. The student body should have a clearly defined means to participate in the formulation and application of institutional policies affecting academic and student affairs.

III. Students should be allowed to invite and hear any person of their own choosing, thereby taking the responsibility of furthering their education. It should be made clear to the academic community and the larger community that sponsoring guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or CCON.

Academic Rights

Instructors in classrooms, clinical areas, and conferences should encourage free discussion, inquiry, and expression of ideas within the code of conduct. Academic and clinical performance of the student shall be evaluated without consideration of unrelated matters.

I. Students are free to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of performance established for each course in which they are enrolled.

II. Students have protection through orderly procedures against a biased academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

III. CCON should carefully consider and incorporate into policy all information that will be a part of a student's permanent educational record, as well as conditions of this disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are maintained in separate files, and the conditions of access to each of these records are set forth in explicit policy statements. Transcripts of academic records contain only information about academic status.

IV. The student shall have the right to have a responsible voice in the determination of his/her curriculum. The student shall have voting representation in his/her curriculum, provided a student agrees to serve on the Curriculum Committee.

V. Information about student views, beliefs, and political associations, which instructors may acquire in the course of their work, should be considered confidential and not be considered in performance evaluations.

VI. If the student believes there are alleged failures by the College to comply with the requirements of Family Education Rights and Privacy Act (FERPA), they have the right to file a complaint with the U.S. Department of Education.

STUDENT RECORDS

POLICIES AND PROCEDURES

for

Columbia College of Nursing, Inc.

(This model meets the requirements of Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974.)

DEFINITIONS

For the purposes of this policy, Columbia College of Nursing (CCON), Inc., has used the following definitions of terms:

I. Student: Any person who attends or has attended CCON

II. Education records: Any record (handwritten, printed, video or audiotaped, filmed, or other recording) maintained by CCON or an agent of the College that is directly related to a student, except:
   A. A personal record kept by a staff member that is kept in the sole possession of the maker of the record, provided it is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
   B. An employment record of an individual whose employment is not contingent upon the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
   C. Records maintained by Ascension Columbia-St. Mary's Security Unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by CCON.
   D. Records maintained by the Student Health Physician and/or Employee Health Clinic if the records are used only for treatment of a student and made available only to those persons providing the treatment.
   E. Alumni records that contain information about a student after he or she is no longer in attendance at CCON and that are not of an academic nature.

ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students have the right to:

I. Inspect and review their educational records.
II. Seek to amend incorrect education records.
III. Have some control over the disclosure of information from their educational records.

In addition, students have a right to file a complaint with the Department of Education, if they believe one of their primary rights have been violated.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students will be notified of their FERPA* rights annually by publication in the Student Handbook.

Upon request to the appropriate administrator, students may inspect and review their education record.

Students must submit a precise written request to the appropriate College administrator, identifying the record or records he or she wishes to inspect. If the request is for a record being kept in a course the student is currently enrolled in, the student should request the record from the Course Coordinator.

An appropriate person will make the needed arrangements for access to the record(s) as promptly as possible. The student will be notified of the time and place in which the records may be inspected. Access must be provided in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

* FERPA = Family Educational Rights and Privacy Act

RIGHT OF COLLEGE TO REFUSE ACCESS

CCON reserves the right to refuse to permit a student to inspect the following records:

I. The financial statement of the student's parents.

II. Letters and statements of recommendation for which the student has waived his or her right of access, or those documents placed in files before January 1, 1975.

III. Records associated with a denied application to attend CCON.

IV. Records excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

CCON reserves the right to deny transcripts or copies of records not required to be made available by the FERPA, in any of the following situations:

I. The student lives within commuting distance of Columbia College of Nursing and can, therefore, inspect the records on site.

II. The student has an outstanding financial obligation to a partner College or CCON.

III. There is an unresolved disciplinary action against the student.

IV. The request to supply copies of any document not produced by CCON, i.e., high school and non-CCON College transcripts.

FEES FOR COPIES OF RECORDS

The current per page fee for copying, plus any postage incurred will be assessed.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the College maintains, their locations, and their custodians.

Types	Location	Custodian
Admissions Records Students from Joint Program- Mount Mary University	Admissions Office Mount Mary University Notre Dame Hall 2900 N. Menomonee River Parkway Milwaukee, WI 53222	Registrar
Students from Columbia College of Nursing Program	Registrar's Office Columbia College of Nursing 4425 N. Port Washington Road Glendale, WI 53212-1082	Registrar
Cumulative Academic Records		
Students from Carroll-Columbia Program (1987-2005)	Registrar's Office Carrol University 100 N. East Ave Waukesha, WI 53186	Registrar
Students from Joint Program- Mount Mary University	Registrar's Office Mount Mary University Notre Dame Hall 2900 N. Menomonee River Parkway Milwaukee, WI 53222	Registrar
Students from Columbia College of Nursing Program	Registrar's Office Columbia College of Nursing 4425 N. Port Washington Road Glendale, WI 53212-1082	Registrar
Former students from Columbia Hospital School of Nursing diploma program (1901-1985)	Registrar's Office Columbia College of Nursing 4425 North Port Washington Road Glendale , WI 53212-1082	Registrar
	Health Records	
Clinical Health Requirements	CastleBranch electronic data management system	Associate Dean of Academic Affairs

Health History Reports Students from Joint Program-Mount Mary University	Health Services Office Mount Mary College 2900 N. Menomonee River Parkway Milwaukee, WI 53222	Health Office Personnel
Financial Records (Tuition and Financial Aid) Students from Joint Program-Mount Mary University	Office of Student Financial Aid Rm 139 Notre Dame Hall Mount Mary University 2900 N. Menomonee River Parkway Milwaukee, WI 53222	Student Accounts Manager
Students from Columbia College of Nursing Program	Financial Aid Office Academic Affairs Office Columbia College of Nursing 4425 N. Port Washington Road Glendale, WI 53212-1082	Financial Aid Director Associate Dean of Business Affairs
Disciplinary Records	Academic Affairs Office Columbia College of Nursing 4425 North Port Washington Road Glendale, WI 53212-1082	President/Dean
Occasional Records Student education records not included in the types or listed above such as copies of correspondence in offices not listed	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review	College administrative staff person who maintains such occasional system records
Alumni Records	Office of the President/Dean Columbia College of Nursing, Inc. 4425 North Port Washington Road Glendale, WI 53212-1082	Associate Dean of Business Affairs

DISCLOSURE OF EDUCATIONAL RECORDS

Columbia College of Nursing, Inc. will disclose information from a student's records only with the written consent of the student, except:

I. To school officials who have a legitimate educational interest in the records.
   A. A school official is:
      1. A person employed by the College in an administrative, supervisory, academic or research, or support staff position
      2. A person elected to the Board of Trustees of Columbia College of Nursing, Inc.
      3. A person employed by or under contract to CCON to perform a special task, such as an attorney or auditor.

B. A school official has a legitimate educational interest, if the official is:
   1. Performing a task that is specified in his or her position description, or by a contract agreement
   2. Performing a task related to a student's education
   3. Performing a task related to the discipline of a student
   4. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid

II. To officials of another school that a student seeks or intends to enroll. (Note: the College will make a reasonable attempt to notify the student of the transfer.)

III. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

IV. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

V. If required by a state law requiring disclosure, that was adopted before November 19, 1974.

VI. To organizations conducting certain studies for or on behalf of CCON.

VII. To accrediting organizations, in order to carry out their functions.

VIII. To parents of an eligible student who claim the student as a dependent for income tax purposes.

VII. To comply with a judicial order or a lawfully issued subpoena.

VIII. To appropriate parties in a health or safety emergency.

IX. When the disclosure is to the alleged victim of any crime involving the use, attempted use, or threat of physical force. However, only the results of a disciplinary proceeding conducted by the College against the alleged perpetrator of the crime with regard to the crime will be disclosed.

RECORD OF REQUESTS FOR DISCLOSURE

Columbia College of Nursing, Inc. will maintain a record of all requests for and/or disclosure of information from a student's academic educational records. The record will indicate the name of the party making the request, any additional party to whom the record may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

DIRECTORY INFORMATION

Columbia College of Nursing, Inc. designates the following items as Directory Information:

I. Student name, address, telephone number, cellular telephone number, email

II. Dates of attendance

III. Class

IV. Previous institution(s) attended

V. Major field of study

VI. Awards

VII. Honors (includes Deans List)

VIII. Degree(s) conferred (including dates)

IX. Past and present participation in officially recognized activities

X. Physical factors

XI. Photographs

XII. Date and place of birth

The College may disclose any of those items without prior written consent, unless the student has completed and signed the Request to Opt Out of Directory Information form and submitted this form to the appropriate administrator by October 1 for students admitted in the Fall and February 15 for students admitted in the Spring. A new form for non-disclosure must be completed each academic term.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records amended that they believe are inaccurate, misleading, or in violation of their privacy rights. The following steps are included in the procedures for the correction of records:

I. A student must ask the Associate Dean of Academic Affairs of CCON to amend a record and submit this request in writing. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights.

II. CCON may or may not comply with the request. If a decision is made not to comply with the request, CCON will notify the student in writing of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

III. Upon request, CCON will arrange for a hearing, and notify the student of the date, place, and time of the hearing. This notification will occur at least five days prior to the hearing date.

IV. The hearing will be conducted by a hearing officer who is a disinterested party. However, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request

to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

V. CCON will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

VI. If CCON decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

VII. The statement will be maintained as part of the student's education record, as long as the contested portion is maintained. If CCON discloses the contested portion of the record, it also must disclose the statement.

VIII. If CCON decides that the information is inaccurate, misleading, or in violation of the student's rights of privacy, it will amend any record and notify the student, in writing, that the record has been amended.

COLUMBIA COLLEGE OF NURSING, INC.	**TITLE** Student Representation on College Committees
POLICIES AND PROCEDURES	Date Issued: 08/87 Date Revised: 11/01, 08/09 Last Reviewed: 08/07, 08/08, 8/10, 08/11, 06/12, 08/14, 08/15, 08/16, 08/17, 08/18, 07/19

All students of Columbia College of Nursing, Inc. are eligible to serve on College committees, in accordance with the bylaws of the CCON governance document.

Selection Process

I. Nominees must hold satisfactory academic standing.

II. Appointment of representatives shall occur within the **first three (3) weeks of the fall semester**.

Student Role

I. Prepare for and participate in committee discussion and activities.

II. Present committee work to respective student groups.

III. Solicit feedback from respective student groups and present this to the committee.

Final acceptance to Columbia College of Nursing is contingent upon the applicant's ability to meet essential requirements to meet program outcomes and ensure the health and safety of patients, peers, faculty, and other healthcare providers. The applicant must be able to engage in a variety of complex and specific experiences that are necessary in the acquisition and practice of essential nursing skills and functions.

The applicant must initially meet these requirements to gain admission and is required to continue to meet them throughout their participation in the nursing program. Essential requirements consist of a combination of physical abilities and motor skills, sensory abilities, interpersonal and communication skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism. Though Columbia College of Nursing may modify certain course requirements to provide a person with disabilities an equivalent opportunity to achieve success equal to that of a person without disabilities, there are no substitutes for the following essential skills.

Physical Abilities and Motor Skills

The applicant/student must have sufficient physical abilities and motor function so that he or she can engage in movements required to provide general care and treatment to patients in all healthcare settings. For example, for the safety and protection of individuals, the applicant must be able to perform basic life support, including cardiopulmonary resuscitation (CPR), and function physically in an emergency situation. They must have the ability, within reasonable limits, to safely assist patients in moving, for example, from a chair to a bed or from a wheelchair to a commode. The applicant/student must have the ability to perform essential tasks that require fine motor skills to pick up objects with hands and grasp small objects. In addition, an applicant/student accepted into the program at Columbia College of Nursing is required to undergo and meet satisfactory requirements of a physical examination, drug screen, and occupational skills evaluation within the Columbia-St. Mary's system.

Sensory Abilities

The applicant/student must have sufficient visual acuity to see details near and at a distance and be able to accurately differentiate among the full spectrum of colors. Auditory acuity is required to accurately assess and protect the health and safety of individual patients and perform appropriate professional nursing functions. Sight and hearing are essential in communicating accurately, effectively, and performing most essential nursing functions.

Communication and Interpersonal Skills

The applicant/student must be able to communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Communication includes the ability to express thoughts and ideas clearly to express or exchange information to conduct an

appropriate health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.

Effective oral and written communication are vital, and the applicant/student must be able to process and communicate information on the patient's status accurately and in a timely manner to other members of the healthcare team.

Cognitive Abilities

The applicant/student must be able to measure, calculate reason, analyze, integrate, and synthesize in the classroom and various clinical settings. They must be able to effectively gather information to assess and evaluate individuals, groups, and community situations, and act in a timely manner using critical thinking through their ability to quickly read and comprehend extensive written material.

Behavioral and Emotional Sensitivity

An applicant/student must possess the emotional health necessary to fully use his or her cognitive abilities and exercise good judgment to carry out all responsibilities in the completion of professional nursing functions. In addition, maintenance of mature, sensitive and effective relationships with patients, students, faculty, staff, and other professions under all circumstances is essential.

The applicant must have the emotional stability to function appropriately under stress and be able to adapt to change. It is vital that the applicant/student develop awareness of his or her values, attitudes, beliefs, emotions, and experiences and how they may influence his/her perceptions and relationships with others. The applicant/student must be willing to examine and change behaviors when they interfere with relationships with others, in order to function effectively and collaboratively in diverse academic and working environments.

Professional Conduct

The applicant/student must be able to engage in the practice of nursing in an ethical and professional manner, based upon the professional code of ethics and professional standards. The applicant/student must possess characteristics that include empathy, integrity, honesty, responsibility, and tolerance. Applicants/students must be able to engage in the delivery of healthcare in all settings and be able to provide care to all patient populations, including but not limited to children, adolescents, adults, persons with developmental disabilities, medically compromised patients, and vulnerable populations.

Drug Screen and Criminal Background Checks

The applicant/student is required to complete a drug screening and criminal background check. The drug screen will be completed during the physical examination and occupational skills evaluation, and it may be required at other times throughout the program.

The applicant must understand that final admission is dependent upon meeting all technical standards, results of the physical and occupational skills examination, a negative drug screen, and criminal background check.

Columbia College of Nursing reserves the right to reject the application of a candidate related to a positive drug screen and/or background check or remove a student from the program if the College determines that the results of the criminal background check or drug screen demonstrate that the candidate/student does not exhibit behavior and social attributes

consistent with the College's Technical Standards. Any convictions of a crime that occur during the student's enrollment must be reported within seven (7) days.

Columbia College of Nursing (CCON), Inc. holds ***integrity*** to be one of its cardinal principles. CCON supports the belief that the work students produce is their own. The faculty and administration of CCON enforce procedures that govern suspected violations of plagiarism.

CCON assumes that students are submitting their own work and building behavior patterns of integrity that meet the standards of a professional nurse. From experience, the faculty and administration of CCON also know that students can be tempted to enhance performance beyond the rules governing the evaluation activity. To protect the work of students who apply themselves to their studies and follow the rules, CCON has authorized the following test-taking procedures:

I. Students must complete all course examinations including the final exam.

II. Students are expected to take examinations on the scheduled date or timeframe.

    a. Any deviation from this expectation must be approved by the course faculty.
    b. Faculty approval to take the examination on a date other than the scheduled date or timeframe is not automatic. Students must ask permission and faculty decide whether or not to grant permission.
    c. Students who are ill on the day or timeframe of the scheduled examination must provide a health provider's excuse before the make-up exam is administered.
    d. Students who are absent due to unusual extenuating circumstances may be asked to provide proof.
    e. For in-person course, make-up examinations will be proctored.
    f. Make-up examinations may contain different items or differ in format from the original examination.

III. Final examination dates are published in all syllabi and are not negotiable.

In-person courses:

IV. Exams must be taken using ExamSoft® software on designated CCON computers, unless prohibited by extenuating circumstances.

V. Locations of seating may be randomized just prior to each test.

VI. There may be multiple forms of the examination.

VII. Only designated materials are allowed to be kept on the test-taking table or desk. All other materials must be placed in an area designated by faculty. The following items are NOT allowed to be kept for student use during test-taking.

A. Personal computers, electronic tablets, graphing calculators, mobile telephones
B. Food and beverages

VIII. Students who require medications, tissues, etc., during a testing period must check with the proctor prior to the test.

IX. No hats or caps may be worn.

X. Silence is to be maintained.

XI. Students must remain in their seats and raise a hand if assistance is needed.

XII. Students must seek permission from the proctor prior to leaving the room during the testing period.

XIII. Faculty will not answer questions about exam items during the testing session. Students need to make an appointment with course faculty outside of the classroom to review the examination.

Online courses:

I. Students in online courses taking exams and quizzes via ExamSoft® may choose to use a personal computer, or computers on the CCON campus. Students who choose to use their personal computers are responsible for successfully downloading the ExamSoft® software to their computers prior to the start of the exam, and have a reliable internet connection. Students who choose to download ExamSoft® on their personal computers assume all typical risks when downloading software on their devices and should ensure that their devices meet the software/hardware requirements set forth by ExamSoft®.
II. If students have technical difficulties when taking an exam or quiz using ExamSoft® on their personal computers, they should immediately contact the course faculty. They should also discuss unresolved technical issues related to Examsoft® with the Learning Resources Coordinator prior to working with third party information technology support. The Learning Resources Coordinator will review the problem and contact ExamSoft® for further assistance, as appropriate.
III. Unless specifically delineated as acceptable by course faculty, students taking online exams and quizzes must do so individually without assistance of other individuals, online websites, or printed resources.

Any student whose circumstances require withdrawal from a course or the Nursing Program must submit a withdrawal form to the Registrar/Academic Advising Office. Students are required to meet with the Associate Dean for Academic Affairs at CCON and the Financial Aid Office, before the withdrawal will be completed. Students admitted to CCON, who have begun nursing courses, may request a leave of absence. Please see the CCON Leave of Absence Policy for more information.

Withdrawing from a Course

Each student is responsible, academically and financially, for courses in which he/she is enrolled. Students may choose to withdraw from courses. Students may add or drop semester courses through the first week of class, resulting in no financial penalty. A student may withdraw from a maximum of four (4) nursing courses in the nursing program. Students who withdraw from more than four courses will be dismissed. Students who withdraw from four (4) or more courses because of prerequisite and co-requisite requirements may be granted special consideration for progression. Please refer to the specific program's Academic Calendar for the last day to drop a course. Please refer to the refund policy listed in the Catalog. A grade of "W" will appear on all records for classes dropped after the first week of class.

Please contact the Registrar's Office in order to make any schedule changes official. The date of withdrawal will be determined by the date the Class Drop Form is filed. Please note that not attending class or nonpayment of tuition does not represent authorized dropping of a course. Such actions will result in academic consequences, including a grade of "F" for said class(es) and/or financial consequences of full tuition payment.

Students are encouraged to work with the Registrar/Academic Advisor to determine the impact of dropping or adding a class on their established degree plan. Students who receive financial aid funding also should meet with the Financial Aid Director when course registration changes occur for the semester.

Withdrawal and Financial Aid Return of Title IV Funds

A student is considered to have withdrawn from a semester if the student does not complete all the days in the semester that the student was scheduled to complete. Students who register for classes and subsequently decide to withdraw from the college must officially withdraw through the Registrar's office.

There are three types of refunds and formulas for determining the amount of refund: Columbia College of Nursing tuition refund policy, state of Wisconsin grant refund policy, and the federal "return of Title IV aid" formula derived from the Reauthorization of the Higher Education Act (HEA) of 1965, as amended.

A student who withdraws from the college may be eligible for a refund of a portion, or all the tuition and fees charged for that semester. See our tuition refund policy outlined in our Catalog to determine eligibility for any refund of tuition and fees. Students not receiving federal aid will have their refunds calculated using Columbia College of Nursing's tuition refund policy and the state of Wisconsin grant refund policy, if applicable.

If the student received financial aid, the Title IV aid received is subject to a "return of Title IV" calculation if the student has not completed 60% or more of the semester.

A student withdrawing from the college should complete the official form for withdrawal from all courses through Columbia College of Nursing's Registration office. This process will enable Columbia College of Nursing to refund the maximum possible institutional charges. The withdrawal date for financial aid refund purposes will be the date determined by the date the class drop form is filed with the Registrar. The Registrar submits a copy of the withdrawal form to the Financial Aid Office for notification of a student's withdrawal.

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance was awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The federal formula requires a return of Title IV aid, if the student withdrew on or before completing 60 percent of the semester and received federal financial assistance in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant, Subsidized Loan, Unsubsidized Loan or PLUS Loan. The percentage of the refund is equal to the number of calendar days completed in the semester, divided by the number of calendar days in the semester. If a student completed more than 60% of the semester, the student has earned 100% of their Title IV aid, and no return calculation will be performed.

If the amount of aid disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the U.S. Department of Education by CCON as soon as possible, but no later than 45 days from the determination of the student's withdrawal. At this point, the unearned aid will be removed from the student's account. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

In the case of a withdrawal where Title IV funds must be returned, Federal Title IV funds are returned by CCON to the U.S. Department of Education in the following order: Unsubsidized loan, Subsidized loan, Parent PLUS loan, Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant.

If a student withdraws without proper notification this is considered an unofficial withdrawal. A student who has earned all grades of F for a semester and has not officially withdrawn from classes is considered to have unofficially withdrawn. If an instructor indicates in writing to the Financial Aid Office that the student has actually earned the F, the student will be considered to have completed the semester, and all aid will be retained for the semester. For students who have unofficially withdrawn, the last date of attendance for the semester will be used as the withdrawal date and financial aid will be adjusted according to the U.S. Department of Education regulations

How to Access the 2019-2020 Undergraduate Curriculum Catalog and Undergraduate Student Handbook: Policies and Procedures

The Columbia College of Nursing 2019-2020 Undergraduate Curriculum Catalog and the 2019-2020 Student Handbook: Policy and Procedure Manual are located online at http://www.ccon.edu/ . You are able to access these documents from any computer that has access to the internet.

I. Go to the internet and enter http://www.ccon.edu/ as the address and press enter.

II. Click on About Us

III. Click on Calendars, Catalogs and Handbooks.

IV. You will find the Undergraduate Student Handbook: Policies and Procedures listed. Click on the link to view.

If you have any questions regarding accessing these documents, please contact Keith Jackson, Coordinator of Learning Resources at 414-326-2335.

Columbia College of Nursing
Academic Year 2019-2020

Acknowledgement of Receipt of Information

I acknowledge receipt of the following:

Information for accessing the Columbia College of Nursing 2019-2020 Undergraduate Catalog and the Columbia College of Nursing 2019-2020 Undergraduate Student Handbook: Policies and Procedures and updates located online at http://www.ccon.edu. I will take responsibility for reviewing the content of these documents, and I also understand that the policies and procedures described therein direct my nursing program of learning for the academic year 2019-2020.

Initial _____

Information regarding official and unofficial Columbia College of Nursing communications will be distributed through Columbia College of Nursing Outlook e-mail account; and I am responsible for checking my Columbia College of Nursing Outlook e-mail every 2 to 3 days, preferably daily.

Initial _____

Information and request to activate text messaging feature on my Sonisweb account for CCON emergency notifications.

Initial _____

The Alcohol and Drug Policy and contents that include: standards of conduct, college sanctions, applicable legal sanctions under state and federal law, health risks, and counseling and treatment resources.

Initial _____

A copy of the current HESI policy

Initial _____

A copy of the current Social Media Policies and Procedures.

Initial _____

Signature: _____ Date: _____

Print Name: _____