Saint Francis Medical Center  
College of Nursing

Graduate Nursing Program

Graduate Student Handbook  
2015-2016

A Tradition of Excellence in Nursing Education

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Peoria, IL 61603

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The Student Handbook for the Graduate Program is published for the information and use of the Saint Francis Medical Center College of Nursing Community. Awareness of all College policies and regulations affecting academic and social life is the best guarantee for each student that the rights of both the individual and the College community will be upheld. The responsibility for knowing and understanding the contents of this handbook rests with each individual.

RESERVED RIGHTS OF COLLEGE

Saint Francis Medical Center College of Nursing, according to established channels, reserves the right to:

- Change requirements for admission and graduation outlined in this handbook.
- Change arrangements, scheduling and content of courses.
- Determine books and outlines used.
- Establish fees and expenses and make changes without notice if circumstances make it necessary to do so.
- Formulate College regulations and policies affecting students.
- Refuse admission to any student if deemed necessary in the interest of the student or the College.

COLLEGE ADMINISTRATION

Saint Francis Medical Center College of Nursing has accreditation for the Master of Science in Nursing and the Doctor of Nursing Practice from the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools and has accreditation for the Masters of Science in Nursing and the Doctor of Nursing Practice (DNP-C and DNP-L) Programs from the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone 404-975-5000
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2015-2016 ACADEMIC CALENDAR
Saint Francis Medical Center College of Nursing
Peoria, Illinois

Fall 2015 Semester
Fall Tuition Due ................................................................................................. July 17, 2015
Faculty Return ..................................................................................................... August 3, 2015
BSN New Student Orientation ........................................................................... August 13, 2015
Classes Begin ...................................................................................................... August 17, 2015
Last Day to Change Registration ...................................................................... August 21, 2015
All-College Liturgy ............................................................................................ August 31, 2015
Labor Day Holiday ............................................................................................. September 7, 2015
Last Day to Withdraw with "W" ......................................................................... October 23, 2015
Thanksgiving Holiday ....................................................................................... November 26-27, 2015
Classes End ........................................................................................................ December 4, 2015
Examination Period ........................................................................................... December 7-11, 2015
Graduate Program Recognition Dinner ............................................................... December 10, 2015
Commencement .................................................................................................. December 12, 2015
Faculty Last Day .................................................................................................. December 18, 2015

Spring 2016 Semester
Spring Tuition Due ............................................................................................ December 11, 2015
Faculty Return .................................................................................................... January 4, 2016
BSN New Student Orientation ........................................................................... January 5, 2016
Classes Begin ...................................................................................................... January 11, 2016
Last Day to Change Registration ...................................................................... January 15, 2016
Last Class Day Before Spring Break ................................................................. March 4, 2016
Spring Break ....................................................................................................... March 7-11, 2016
Classes Resume .................................................................................................. March 14, 2016
Last Day to Withdraw with "W" ........................................................................ March 25, 2016
Good Friday Holiday ......................................................................................... March 25, 2016
Classes End ........................................................................................................ May 6, 2016
Examination Period ........................................................................................... May 9-13, 2016
Graduate Program Recognition Dinner ............................................................... May 12, 2016
Commencement ................................................................................................ May 14, 2016
Faculty Last Day ................................................................................................ June 3, 2016

Summer 2016 Session
Summer Tuition Due ............................................................................................ April 15, 2016
Graduate New Student Summer Orientation .................................................... May 15, 2016
Classes Begin ...................................................................................................... May 16, 2016
Memorial Day Holiday ...................................................................................... May 30, 2016
Last Day to Withdraw with "W" ........................................................................ June 10, 2016
Independence Holiday ........................................................................................ July 4, 2016
Classes End ........................................................................................................ July 8, 2016
Final Exams ........................................................................................................ July 11-12, 2016
ABOUT THE COLLEGE

MISSION STATEMENT

Saint Francis Medical Center College of Nursing is a private, Catholic, specialized institution. The College, founded and operated by The Sisters of the Third Order of Saint Francis, is enriched by the heritage of the Sisters who have a mission of caring and commitment to quality health care.

The College provides nursing education programs at the undergraduate and the graduate levels. The upper division baccalaureate program prepares the student for the practice of professional nursing. This program builds on and incorporates theories, concepts, and principles from behavioral, natural, and social sciences. The graduate program builds on the prior nursing knowledge and experiences to prepare the nurse for the advanced roles in nursing. The College serves the community by educating competent entry level and advanced practitioners in a tradition of excellence in nursing, who deliver caring, comprehensive, and complex care responsive to the changing needs of society in a dynamic healthcare environment. The faculty and students of the College participate in both scholarly and service activities that contribute to knowledge development related to education, nursing, and healthcare.

The College provides nursing education programs at the undergraduate and the graduate level. The upper division baccalaureate program prepares men and women for the practice of professional nursing. This program builds on and incorporates knowledge from the liberal arts and sciences. The graduate program builds upon prior nursing knowledge and experiences and prepares the nurse for advanced roles in nursing. The College offers opportunities for the personal and professional development of the student. The primary commitment of the College is to undergraduate and graduate nursing education. The College encourages the participation of the faculty and students in scholarly activities that contribute to learning, nursing, and health care. The College serves the community by providing competent entry level and advanced practitioners responsive to the changing health needs of society and the health care system. The College serves the community through participation in health-related activities and organizations.

VISION

While representing a standard of excellence, Saint Francis Medical Center College of Nursing will obtain local, regional, and national recognition by providing the highest quality undergraduate and graduate nursing education programs, as well as the best practicum experiences. This will in turn prepare competent, caring nurses who deliver the highest quality care, education, and leadership.

PHILOSOPHY

The philosophy of Saint Francis Medical Center College of Nursing, developed by the faculty, is congruent with the Corporate Philosophy and Corporate Mission Statement of the Sisters of the Third Order of St. Francis. It is in accord with Catholic philosophy and follows the ideals of St. Francis of Assisi who had a great love for God and humankind, especially the sick and the poor.
Philosophy of Nursing

We believe each person is created by God with a mortal body and an immortal soul whose ultimate aim is eternal salvation. We believe each person, born with intellect and free will, has personal dignity and natural rights with associated responsibilities to God, humankind, and society.

The individual, as a member of society, is an adaptive being who is constantly interacting with the environment while striving toward self-actualization throughout the life cycle. We believe society is a multicultural system composed of interdependent individuals, families, groups and communities. Society has the responsibility to provide a health care system, which is responsive to changing knowledge, technology, and human resources, and is accessible to its members. The faculty believes health is a dynamic state in which the individual adapts to one’s internal and external environments so that there is a state of physical, emotional, intellectual, social and spiritual well-being. We believe that health encompasses both wellness and illness. Inherent in the individual’s rights is the right to attain optimal health and the right to health care.

We believe professional nursing is an art and an applied science which builds on the behavioral, natural, and social sciences. Nursing utilizes selected concepts, theories, principles, and research in the implementation of the nursing process. The nurse, through application of the nursing process, assists the patient in achieving optimal health status by facilitating adaptation within the individual’s social system. As the health care system changes, the professional nurse must be prepared to assume a variety of emerging roles. The goals of nursing are the promotion and maintenance of health, the care and rehabilitation of the sick and the injured, and the support of the dying. To achieve the goals of nursing, the professional nurse collaborates with the patient, family, and members of the interprofessional health care team in planning and providing care, and in promoting health of the individual, the family, and the community.

We believe caring is an essential element of both the art and science of nursing. Caring permeates all areas of nursing practice and facilitates the achievement of nursing goals. Caring is a helping relationship which is influenced by cultural and spiritual values and which promotes growth and self-actualization of the patient and the nurse.

Philosophy of Nursing Education

The faculty believes that the purpose of nursing education is to promote a student centered learning environment that develops critical thinking, skills of inquiry, creative thinking and problem solving in the process of obtaining knowledge. The faculty believes that learning, a life-long process, occurs when the individual is an active participant. Learning is both an independent and interdependent process. We believe that students learn through cyclical processes in which theory and practice reinforce one another. The faculty accepts responsibility as educators to foster a student centered learning environment which maximizes each individual’s unique potential. The learner in a student centered learning environment draws from previous experiences to make meaning of current situations.

We believe that the student is a unique individual who has intrinsic worth, is deserving of respect, and is capable of making informed decisions regarding learning. The faculty recognizes that the learner comes from a sociocultural background with diverse life experiences and varied attitudes and values. The faculty believes that the student is at the center of the curriculum and is an active participant in learning and “coming to know”. The faculty acts as a guide and facilitator in the learning process and is
responsible for the development, implementation, and evaluation of the learning experience. Planned learning activities advance intellectual inquiry, self-reflection, critical thinking, effective communication, and self-directed, independent learning.

We believe that the goal of the academic programs is to facilitate deep learning which involves the critical analysis of new ideas, linking them to already known theories, concepts and principles. This type of learning leads to understanding and long-term retention of concepts so that they may be used as the basis for problem solving in unfamiliar contexts. Deep learning promotes understanding and application for life.

Baccalaureate and Graduate Education

The faculty believes that the baccalaureate nursing education builds upon and incorporates the natural and social sciences and the liberal arts. This broad foundation provides the understanding of humankind and society necessary for the learner to begin the implementation of the nursing process. We believe professional nursing education integrates theories, principles, and knowledge from the general studies with nursing theories, concepts, and experiences. Baccalaureate nursing education prepares the graduate for the practice of professional nursing as a generalist who is able to function independently and interdependently with individuals, families and groups in a variety of health care settings. Graduate nursing education prepares the individual for advanced nursing practice. The graduate is prepared to function autonomously in a variety of roles and settings. Students integrate theory, research, and practice for the improvement of patient care and the advancement of nursing practice and the profession.

We believe the Judeo-Christian tenets underlying the nursing education at Saint Francis Medical Center College of Nursing promote values essential for the personal and professional philosophy of God and humankind. These values, inculcated throughout the curricula, guide the learner to evolve into an ethical and accountable professional nurse.

STATEMENT OF VALUES

The philosophy of Saint Francis Medical Center College of Nursing, developed by the faculty, is congruent with the Corporate Philosophy and Corporate Mission Statement of The Sisters of the Third Order of St. Francis. It is in accord with Catholic philosophy and flows from the ideals of St. Francis of Assisi who had a great love for God and humankind, especially the sick and the poor. The following values flow from this philosophy and permeate all aspects of the College. The purposes of the College of Nursing Value Statements are to: support the mission and philosophy, provide direction for the day-to-day activities and decisions, specify how individuals should behave, and provide meaning to each person’s work. The Values are:

I. Personal & Professional Development

Learning: is a lifelong, interactive process in which critical thinking and intellectual inquiry skills are developed and a change of behavior, attitude or thought patterns occur. Learners are valued as unique individuals, with diverse life experiences and varied attitudes and values, who are active participants in the process.

Caring: develops helping relationships influenced by cultural and spiritual values and promotes the growth and self-actualization of the client, nurse, student, and employee. The College values
open and honest communication, which fosters trusting relationships among ourselves and those we serve.

**Leadership**- is facilitating action by developing people to achieve and maintain change. Leadership embraces the importance of responsibility, accountability, and commitment. It is the ability to have a vision for the College, enable and empower others to attain the vision through using and developing trusting relationships.

**Personal worth & dignity**- recognizes the unique value of each person as an individual, regardless of race, color, age, gender, ethnic background, or religion. Born with intellect and free will, the individual is a member of society and an adaptive being who is constantly interacting with the environment while striving toward self-actualization throughout the life cycle.

II. Service

**Integrity** - believes in Judeo-Christian tenets, which permeate the curriculum and promote the ethical values of human dignity, justice, service, and respect for life. These values provide a foundation for the institution in its practices and relationships and are essential in the College's commitment to high standards of institutional and individual integrity.

**Responsibility**- is the obligation to accomplish a task or assignment. Accepting responsibility for one’s work or life provides a sense of inner control, which leads to owning responsible for what is happening in one’s life.

**Accountability**- is defined as the act of accepting ownership for one’s responsibilities and the results or the lack of results, without blame and rationalizations. Accountability focuses on outcomes. Accountability is a personal choice to demonstrate ownership necessary for achieving the desired, clearly identified outcomes and results. We believe that each employee will ask what else I can do to achieve, advance, grow, or enhance the achievement of the outcomes of the College and their personal life. The College accepts responsibility and holds each other accountable for carrying out the Mission of the College through quality nursing education, qualified faculty, and sufficient support for excellence in student learning outcomes. The College strives to educate students about the need for personal and professional accountability.

III. Quality

includes excellence. We believe in achieving the best results possible not just doing a job.

**Excellence**-is the commitment to quality nursing education programs at the undergraduate and graduate levels. Quality and excellence are ensured through the collection, analysis, and use evidence based practice and education and data from the Systematic Evaluation Plan for development, maintenance, or revision of the educational programs and outcomes of the College. The College is committed to being the best of the best.

IV. Agility

is the commitment to being future focused and forward thinking in planning and delivering nursing education programs. This forward and focused thinking propels the College towards its Mission of excellence in nursing education.
COLLEGE GOALS

Saint Francis Medical Center College of Nursing offers educational opportunities which:

- Prepare the graduate to practice professional nursing in a variety of roles and health care settings.
- Provide the essential foundation for graduate study in nursing.
- Foster the commitment to personal and professional growth and accountability.

ORGANIZING FRAMEWORK

The organizing framework incorporates theories, concepts, and principles from behavioral, natural, and social sciences. This framework is developed from the four major concepts of the nursing metaparadigm (person, health, nursing, and environment) as well as the concepts of society and student centered learning. Each of the major concepts has a number of subconcepts.

*Person* is conceptualized as an individual, a member of society, and an adaptive being that is constantly interacting with the environment while striving toward self-actualization throughout the life cycle. A person is a holistic being created by God with responsibilities to God, humankind, and society. All persons have both basic and higher level needs whereas each individual has a unique combination of physical, emotional, social, intellectual, and spiritual needs which may vary in priority. The term “person” refers not only to patients and families, but also to students.

*Health* is a state of being, which is relative and dynamic; has physical, emotional, social, cultural, and spiritual dimensions; and encompasses wellness and illness. Wellness is a state in which all aspects of a person’s functioning are balanced, purposeful, and directed toward attaining one’s optimal health. Health promotion is a major focus of professional nursing practice. Illness is an abnormal process in which any aspect of a person’s functioning is diminished or impaired as compared with one’s previous condition.

*Nursing*, an art and an applied science, is a practice discipline characterized by caring. The art of nursing is demonstrated in the development of a caring relationship through the application of communication skills and teaching/learning principles in interactions which are influenced by cultural and spiritual values and which promote the growth and self-actualization of the patient and/or nurse. The goals of nursing, to promote and maintain health, rehabilitate and restore the sick and injured, and support the critically ill and/or dying, are achieved through the nursing process. This analytical approach of assessing, diagnosing, planning, implementing, and evaluating pervades all areas of nursing. Nursing, as an applied science based on theory, requires critical thinking and intellectual inquiry and is expanded by nursing research which provides the empirical foundation for evidence-based practice. Exposure to nursing theory enhances the nursing process. Professional nursing is actualized through the roles of caregiver, educator, leader, manager, advocate, and researcher. The graduate has expanded roles to include management, leadership, caregiver, researcher and educator. These expanded roles include responsibilities in the management of outcomes, risks, services, and resources; case management; program development and evaluation; and interprofessional team management. The graduate prepared nurse uses advanced knowledge and critical thinking skills to respond to the changing health care environment.
Environment is conceptualized as a dynamic milieu of internal and external stimuli, circumstances, and influences which surround and affect persons. By a process of interaction and adaptation, a varying degree of balance between the internal and external environment is maintained. The adaptive response is dependent upon the individual’s rational attributes, genetic endowment, growth and development, learning emanating from past experiences, perceptions of the present, and speculations on the future. In the selection of student learning experiences, situations are chosen for the promotion and maintenance of patient health; for the rehabilitation and restoration of the sick and injured; and for the support of those who are in crisis or dying. Graduate student learning opportunities focus on assessing the effectiveness of interprofessional collaboration, identifying factors (e.g., culture, finances, regulatory requirements, external demands, and other contextual variables in the environment of care) that influence outcomes, identifying significant organizational relationships that are facilitators or barriers to any proposed change, and identifying differences created by organizational culture that occur between and among departments, teams, and/or groups within an organization that can affect how a change is implemented.

Society encompasses the individual, family, population groups, and community. Society is defined as a multicultural system composed of interdependent individuals, families, groups, and communities. Communities may be national, international, or broad groupings of people having common traditions, institutions, and collective activities and interests. Persistent and growing underserved, rural, and vulnerable populations are a major focus of contemporary professional nursing. Numerous societal demands require creative interventions, alternative settings and new partnerships and coalitions to maximize health care delivery and decrease health disparities.

Student centered learning places the responsibility for learning on the student who works cooperatively with peers and faculty to establish mutual learning goals. The premise of student centered learning is that students will have greater motivation to learn if they perceive that they have a vested interest in their own learning. Instead of the teacher being the sole, infallible source of information, the teacher shares control of the learning environment. Students are encouraged to explore, experiment, and discover on their own and in cooperation with peers. An important aspect of student centered learning is the practice of experiential learning. Such intellectual exercise facilitates the student’s ability to make connections in such a way that the student is able to successfully apply previously learned concepts to new and unfamiliar situations.

The primary concepts for the undergraduate curriculum progress from the promotion and maintenance of health to support in crisis and dying; and environment. All other concepts and subconcepts are pervasive, including quality and safety which are integral to the programs.

In the graduate curriculum, the pervasive concepts are theory, role development, caring/communication, leadership, critical thinking, therapeutic nursing interventions, research, environment, culture and ethics. Additional skill sets are incorporated into nursing courses which include health care policy, finance, current practice of nursing, current trends in health care, current trends in education, community concepts, health care delivery, values and accountability.

Subconcepts, as identified by the college, further define and expand the major concepts of person, health, nursing, environment, society, and student centered learning as follows:
PERSON:
- A person is an individual created by God with a mortal body and an immortal soul whose ultimate aim is eternal salvation. An individual has personal dignity and natural rights with associated responsibilities to God, self, and others.
- A person is a member of society who has a dependent role, an interdependent role, and an independent role in the family, group, or community in which the person functions.
- A person is an adaptive being who is constantly responding to alterations in the environment to achieve an integration of physical, emotional, intellectual, social, cultural and spiritual health.
- All persons have needs, which are perceived and/or unperceived physical, emotional, intellectual, social, and spiritual requirements. As persons pass through developmental stages of life striving toward self-actualization, their need progresses from the basic to higher levels.

HEALTH:
- Wellness is a state in which all aspects of a person’s functioning are balanced, purposeful, and directed toward attaining one’s full potential.
- Illness is an abnormal process in which any aspect of a person’s functioning is diminished or impaired as compared with one’s previous condition.
- Dimensions of health are the physical, emotional, intellectual, social, cultural, and spiritual aspects of a person.
- Health promotion includes encouraging healthy lifestyles, creating supportive environments for health, strengthening community action, reorienting health services to place primary focus on promoting health and preventing disease, and building healthy public policy (Turner as cited in Pender, 2006).

NURSING:
- The nursing process is a systematic method of organizing the delivery of evidence-based nursing care. Components of the process are: assessing health status and health potential, formulating nursing diagnoses, planning individualized interventions, implementing planned care, and evaluating the patient’s response.
- Graduate nursing education prepares the nurse to function autonomously in a variety of roles, and integrates theory, research, and practice for the improvement of patient care and the advancement of the nursing profession.
- The art of nursing is the skill manifested in the competent, caring management of patient care.
- Caring is the helping relationship which is influenced by spiritual and cultural values and which promotes the growth and self-actualization of the patient and/or nurse. The concept of caring encompasses the processes of interaction, communication, and teaching/learning.
- Nursing is an applied science, which integrates theory, research and practice to provide an empirical foundation for best practices.
- The goals of nursing are the promotion and maintenance of health, the restoration and rehabilitation of the sick and injured, and the support of the critically ill and/or dying.
• The professional nurse functions in the interrelated roles of care giver, educator, leader, advocate, facilitator, researcher, and manager. The graduate functions with advanced expertise in the expanded roles of clinician, which includes caregiver, manager, and leader; and educator, which includes teacher, scholar and collaborator.

The professional nurse is accountable and liable for her/his actions, willing to be judged against performance expectations, willing to live with the results of one’s actions and be able to determine where those results were successful and where they need change or modification.

ENVIRONMENT:
• The internal environment consists of the set of factors inside a person that may influence one’s health, e.g. genetic factors, physiological processes, psychological variables, intellectual and spiritual dimensions.
• The external environment consists of the set of factors outside and distinct from a person that may influence one’s health, e.g. physical, social, cultural, and economic variables.
• Within the global healthcare environment, the graduate nurse will incorporate creative problem solving to discover innovative alternative solutions to system problems, to develop innovative solutions that can be generalized across differing population groups and/or specialties, and to lead nursing and interprofessional groups in implementing innovative patient care programs that address patient care issues across the full continuum of care, different population groups, and/or different specialties.

SOCIETY:
• An individual is a member of society who has a role in a family, group, and community.
• A family is the basic unit of society; two or more people living together with shared emotional and economic involvement; a group of people who interact with care and concern for each other.
• A population group is a number of persons considered together because of common interests or similarities.
• A community is an interacting population, people with common interest living in a particular area; people with common history or social, economic, and political interests.
• A global community describes all populations worldwide who interact with one another and share information and resources. Common concerns of the global community include vulnerability and health disparity.

STUDENT CENTERED LEARNING:
• The student is an active participant in the learning process.
• The student assumes responsibility for his/her own learning.
• The student and teacher form a partnership for the achievement of learning outcomes.
• The student works collaboratively with peers, faculty, and health care staff to master concepts as outlined by the curriculum.
• The student, through the process of experiential learning, is able to appropriately employ previously learned information when faced with new situations. The curriculum emphasizes
*experiential learning* which affords students the opportunity to integrate abstract, conceptual knowledge into concrete applications, leading to broader, more enduring learning outcomes. Dewey (1916) describes the process of making connections through experience as follows:

- To “learn from experience” is to make a backward and forward connection between what we do to things and what we suffer or enjoy from things in consequence (p. 140).
- Experience is crucial to the process of learning because it brings people together and encourages participation. This is abundantly evident in the realm of nursing education due to the essential component of clinical experience. The real-world “hands-on” experiences in the clinical setting which allow the student to work with actual patients, as well as simulated experiences in the clinical laboratory, are invaluable to the student’s development as a competent practitioner.
- With respect to curriculum development at the College of Nursing, for an experience to be a valuable learning process the student must have the opportunity for, and be guided towards "reflective thought" so that the relevance of the experience can be assessed and the experience can be placed into context. According to Dewey ([1910], 1991) it is the teacher’s duty to foster intellectual curiosity by keeping alive, the sacred spark of wonder and to fan the flame that already glows…[and to] protect the spirit of inquiry, to keep it from becoming blase …wooden from routine, fossilized through dogmatic instruction, or dissipated by random exercise upon trivial things (p. 34).
- The concept of “reflective thought” enables the student to refuse to accept something at face value so that he/she may suspend judgment in order to allow for further inquiry. The challenge of reflective thought is to develop the ability to suspend conclusions and master the ability to search for further evidence. It is essential to maintain a state of doubt while conducting systematic and protracted inquiry (Dewey[1910], 1991).

“Deep learning” in a concept-based curriculum facilitates the learners’ ability to:

- Search for meaning;
- Focus on the central concepts needed to solve a problem;
- Interact actively with peers, faculty, and member of the healthcare team;
- Identify connections between different modules of study;
- Relate new and previous knowledge;
- Link course content to real life;
- Develop an intrinsic curiosity in the subject;
- Have time to pursue interests, through good time management;
- Have a positive educational experience that promotes confidence in the ability to understand and succeed.

We believe that a concept-based curriculum emphasizes the "inquiry" model of learning and moves students away from the "memorization" model, which does not result in deep learning.
The curriculum of the College is designed to meet or exceed contemporary standards of higher education by:

- Creating collaborative opportunities with local, regional, national and international communities;
- Promoting learning as a lifelong process;
- Integrating theory and practice which fosters the ability of students to comprehend and apply fundamental concepts;
- Fostering the students’ ability to relate abstract ideas to the concrete practical realities of life (Kolb, 1984)
- Addressing the unique concerns of a growing segment of the student population - older students who "demand that the relevance and application of ideas be demonstrated and tested against their own accumulated experience and wisdom". (Kolb, 1984)
- Facilitating the development of time-management and teamwork skills in response to societal and workplace expectations;
- Developing partnerships with students, faculty, and employers to provide graduates with the knowledge, skills and experience they need to lead successful professional lives.

The Higher Education Academy available at: [http://www.engsc.ac.uk/er/theory/learning.asp](http://www.engsc.ac.uk/er/theory/learning.asp)

LEGEND

- Direct
- Indirect

Date: 7/15

Students – all positions relate to students

*Administrative Assistant supports the President, Deans, and Assistant Dean of Support Services
**Secretary supports the Deans and reports to the President
***Graduate Program Admissions Assistant supports the Director of Admissions/Registrar and the Dean of the Graduate Program
MASTER’S PROGRAM OUTCOMES

The graduate of the master’s degree program is able to:

1. Integrate theory, research, and practice using critical thinking, for the improvement of client care in a variety of settings and the advancement of the nursing profession.
2. Practice autonomously in a variety of professional roles to respond to the social, economic, ethical, political, and legal issues impacting the needs of clients and the nursing profession.
3. Express caring in professional interactions, which supports the values and promotes the growth and self-actualization of individuals, groups, and communities.
4. Provide collaborative leadership within the complex health care system in a culturally diverse society.
5. Synthesize the principles of education to develop interventions that promote, maintain, and restore health.

DOCTOR OF NURSING PRACTICE PROGRAM OUTCOMES

1. Incorporate advanced levels of clinical judgment and scholarship into nursing and leadership.
2. Appraise scientific knowledge, as well as new and current approaches in nursing practice, and leadership to promote optimal outcomes.
3. Examine leadership in organizations and systems to assure quality care delivery models.
5. Evaluate programs, healthcare delivery systems, and outcomes, using information systems.
6. Advocate for healthcare practice change through policy development and evaluation.
7. Adapt appropriate leadership roles for effective transdisciplinary collaboration to achieve optimal outcomes.
8. Combine ethical principles with decision making processes in healthcare practices and systems.
9. Integrate advance clinical reasoning and judgment in the management of complex clinical situations and systems.

Changes to DNP Program Outcomes approved 2-2013/Grad Committee
GENERAL REQUIREMENTS FOR THE GRADUATE PROGRAM

STUDENT HANDBOOK

A link to the Student Handbook is distributed annually to all students and the Student Handbook is posted on the College website at http://www.sfmccon.edu. The Student Handbooks contain the policies, rules and regulations pertinent to students. Students are held accountable for information within the handbooks. The College will provide a paper copy of the Student Handbook upon request.

NONDISCRIMINATORY POLICY

The College admits qualified students without regard to national or ethnic origin, race, color, creed, sex, age, or disability that does not interfere with nursing performance.

STUDENTS WITH DISABILITY POLICY AND PROCEDURES

Purpose
To provide a mechanism to identify students with disabilities in the nursing program. To provide reasonable services and accommodations to students with disabilities that they may need to facilitate them being successful in the nursing program.

Policy
In compliance with the American Disability Act, Saint Francis Medical Center College of Nursing does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other College administered programs.

Section 504 of the Rehabilitation Act of 1973 as amended states in part under section 7(20) that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.” Disabilities may include attention deficit disorder and health, mental/psychological, physical, sensory and learning disabilities. Students with disabilities must meet the qualifications for admittance to the College and be able to perform the College’s Core Performance Standards (See Appendix A) in which reasonable accommodations are sought. Title II of the Americans with Disability Act (ADA), Subchapter II, part A, section 2, defines the term “qualified individual with a disability” to be an individual with a disability who meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the college.

The College requires students with disabilities, who believe that they need special classroom/clinical accommodations, to identify themselves to the Dean of the Graduate Program and provide appropriate documentation of the disability as specified in documentation guidelines. This must be done either prior to enrollment or at the end of the first week of the semester. The Dean will notify the appropriate offices and faculty. Students are also required to discuss their special needs with the faculty. The student is to submit to the Dean the requested accommodations. The President reserves the right to determine whether the accommodation(s) is/are reasonable.
Procedure

Notifying College of Disability and Request for Accommodations

1. Students should notify the Dean of the Graduate Program of disabilities for which they are asking for reasonable accommodations.
2. Students should submit acceptable documentation (See Documentation Guidelines) to the Dean at least two weeks prior to the start of the semester in which accommodations are being requested.
3. The Dean will review the documentation and if necessary talk with the student regarding the request. The Dean reserves the right to determine which accommodation(s) are reasonable.
4. The Dean will notify the student in writing of accommodations that are being granted for the disability specified in the documentation.
5. Omission of required information or false or misleading information provided by the student on the request for accommodations, disabilities documentation, or in any communication with the College may result in disciplinary action or dismissal according to the Professional Standards section in the Student Handbook.

Notifying Faculty of Accommodations

1. Upon receipt of the notification letter from the Dean, the student should contact the Dean to obtain the Instructor Notification Forms for each course. It is the responsibility of the student to inform course instructors of needed and approved accommodations.
2. Students are to meet with each course instructor and provide copies of the Instructor Notification Form to the instructor during the first two weeks of the semester.
3. Each semester that the student is enrolled, the student should contact the Dean to obtain Instructor Notification Forms for courses during the semester.

ACCESS TO SERVICES-STUDENT AND COLLEGE RESPONSIBILITIES

College Responsibilities

Saint Francis Medical Center College of Nursing is committed to making its programs accessible to all students. Through the Offices of the Deans, the College will work with students, staff and faculty to provide timely, equitable access to all aspects of the programs offered. Additional assistance is available to students through the offices of the Academic Development Center, Health Nurse, and Counselor. Services will include, but are not limited to intake and review of disability documentation from students, working with students to make determinations for reasonable accommodations, coordinating services and accommodations and providing direct accommodations as needed.
Student Responsibilities

It is the responsibility of the student with a disability who is seeking accommodations to:

- Inform the College of Nursing of any disability in which the student is requesting reasonable accommodations. This is done through scheduling an appointment with the Dean of the Undergraduate/Graduate Program on campus and submitting the required supporting documentation (See Documentation Guidelines).

- Provide documentation that shows the current impact the disability has upon performance in classes. Students need to be knowledgeable about their disability so that they can discuss the disability and reasonable accommodation requests with the Dean.

- Request specific accommodations in a timely manner each semester for each class in which the student is enrolled and is requesting accommodations. The student needs to meet with each course instructor individually and discuss accommodations for each class, each semester. The Dean will provide students with Instructor Notification Form for each class in which accommodations are granted to assist the student in this notification process.

- Obtain the Instructor Notification Form from the Dean’s Office (See Appendix B) and to notify the instructor in a timely manner so that the instructor can assist the student with the needed accommodations. When testing accommodations are needed, students should provide the form to the instructor at the beginning of the semester. The faculty member will work with the Dean to set up the testing accommodations. Asking for testing accommodations one day prior to an exam is not timely by the student. Students should verify testing arrangements with the faculty at least two days before the test is to be taken.

Students should contact the Dean for questions or assistance. The phone number for the Undergraduate Dean is 309-655-2206 and for the Graduate Dean 309-655-2230.

Confidentiality

All documentation and information submitted to the Dean of the Undergraduate/Graduate Program will be kept in a file in the Dean’s office that is separate from the student’s academic, financial, and other records at the College. After the student has delivered the required documentation to the Dean, the documentation becomes the property of Saint Francis Medical Center College of Nursing. Documentation will not be returned to the student. If a student needs a copy of the documentation once it has been submitted to the College, the student will need to obtain the documentation from the originating source.

Documentation will be kept on file for up to three years after the student has taken courses. Inactivity for six consecutive semesters may cause the student’s file to be purged, in which case the student would need to reapply, including resubmission of documentation.

Documentation

Students must submit comprehensive documentation of their disability consisting of a diagnostic statement from a qualified profession in the appropriate discipline. Documentation should address how the disability currently impacts the student’s access to the College physically or
academically. All documentation needs to be signed by the professional conducting the evaluation.

Individualized Education Plans (IEPs), section 504 plans and Summary of Performances (SOPs) are not accepted as sole documentation of a student’s disability. Any of these forms may be submitted in conjunction with other forms of documentation in order to assist in obtaining a complete profile of the student and student’s needs. Students may bring a copy of any of the above along with other documentation of their disability to assist the student in discussing their disability with the Dean. Students should refer to the Documentation Guidelines for acceptable documentation.

A diagnostic report may include specific recommendations for accommodations. These recommendations will be reviewed by the Dean to determine if the accommodation recommended is reasonable for the course. Accommodations which provide the student with information or assistance that would compromise the integrity of the test results or course outcomes are generally not considered reasonable. A prior history of an accommodation, without the demonstration of a current need, does not in and of itself insure the accommodation will be granted by the College. Each accommodation recommended by a qualified evaluator should include a rationale and be supported with specific test results or clinical observations.

**Documentation Guidelines**

**Learning Disabilities**

The most recent complete diagnostic evaluation from a qualified professional, generally a clinical psychologist, should be submitted. A partial psychological evaluation, consisting of select pages from a full report will be considered incomplete and cannot be accepted. The specific diagnosis must be included in the evaluation. Names of tests administered and the actual test scores must be included in the evaluation along with a discussion of the significance of the scores. How the disability impacts learning, recommendations for specific learning strategies, academic support services, and prescribed medications(s), and well as any other treatments should all be included in the psychological report. Reports must be current (within two years) and should be based on adult norms. Common tests used to diagnosis learning disabilities include the Wechsler Adult Intelligence Scale and Wechsler Individual Achievement Test. A Psychological evaluation from a grade school would not be an acceptable form of documentation for an adult student at the College. The College has made arrangements with a local organization that will perform a comprehensive learning disability assessment. Contact the Dean of the Graduate Program for more information. Cost for the assessment is the responsibility of the student.

**Attention Deficit Disorder**

The most recent psychological evaluation or complete physician’s report is required. A note from a student’s physician or primary healthcare provider stating the student has Attention Deficit Disorder and needs testing accommodation will not suffice as complete documentation. How the disability impacts learning, recommendations for specific learning strategies, academic support services, and prescribed medications(s), and well as any other treatments should all be included in the psychological report. Cost for the assessment is the responsibility of the student.
Health Impairments, Physical Disability or Orthopedic Impairments

The College of Nursing Core Performance Standards identifies the skills and performance standards that are considered essential requirements for the College of Nursing program. Students who have health, physical or orthopedic impairments or disabilities that impact their ability to meet these requirements need to meet with Dean of the Graduate Program. Students should provide an appropriate report discussing the impact of the disability upon access and ability to meet to perform the standards outline in the College of Nursing Core Performance Standards. Medical, occupational or physical therapy reports discussing the impact of the disability on access are examples of appropriate documentation. Cost for the assessment is the responsibility of the student.

INTERNATIONAL STUDENTS

International students are not eligible for the Master’s program or DNP program.

ACADEMIC ADVISEMENT

Prior to enrollment, each student will be assigned an academic advisor. Registration for the first semester will occur after the student has communicated with the advisor to discuss personal and educational goals and to develop a plan of study approved by the advisor. The student is responsible for scheduling this meeting. The student is also responsible for scheduling meeting with the advisor prior to registering each subsequent semester to review the plan of study and revise it as needed. Registration for courses cannot occur until the student and advisor review the plan of study. The advisor will release the academic hold after review with the student.

CREDIT HOURS

The College of Nursing is on a semester system. One semester is sixteen weeks with an examination period provided at the end of each semester. For the Graduate Program, one semester hour represents one theory hour or four practicum hours.

REGISTRATION

Students are responsible for contacting their academic advisor each semester to review the plan of study prior to registration for the upcoming semester. Once the plan of study is reviewed and revised as needed, the student is able to register for courses. Students are able to register for classes for fall, spring, and summer semesters during the specified registration dates. After official registration has closed, changes in the course schedule must be made per the Change in Course Registration Policy. Students must be enrolled in at least one semester hour per fall/spring semester on a continuous basis or the students will be considered to have “stopped out.”

STUDENT-AT-LARGE

Students-at-large are students who wish to take classes but are not pursuing a degree or post grad certificate at the College. Students-at-large may earn credit for a maximum of 9 hours of credit. Students wishing to transfer course(s) credits to another college or university are advised to
verify transferability with the receiving school prior to taking a course. To enroll, students should complete the student-at-large application and pay the $50.00 application fee. Prerequisites and other requirements may apply for some courses, and documentation may be required at the College’s request (official transcripts and nursing licensure). Students taking clinical courses must complete the College of Nursing Health Requirement, show documentation of acceptable CPR certification, and complete the background check/fingerprinting, as outlined in the Catalog. Students-at-large must use the electronic tracking system. Students-at-large may register for classes based on availability and the Course Placement Policy. No advisor is assigned. Students-at-large, who wish to become degree or certificate seeking students must complete the established application process for the degree or certificate. Courses taken as a student-at-large would be included in the GPA if the student decides to pursue a degree or certificate at the College (with the exception of 499 Statistics, when taken as a prerequisite). Students-at-large are subject to all College policies and must maintain a GPA of 2.0 or higher for undergraduate courses and 3.0 or higher for graduate level courses in order to continue taking courses at the College. Students who have been academically dismissed may not take courses as a student-at-large.

TRANSFER OF CREDIT

The request for transfer of credit must be approved by the Dean of the Graduate Program. Any student who plans on enrolling in a graduate course at another institution while enrolled in the Master’s or the Doctoral Program at the College should discuss this plan with the Dean of the Graduate Program prior to enrollment. Only courses completed at the graduate level and that are comparable to courses offered by the Master’s or Doctoral Program at the College will be considered for transfer. Continuing education courses will not be considered for transfer. The student may request up to 9 hours of transfer credit. In the evaluation of courses from regionally accredited institutions, course descriptions and prerequisites as listed in the catalogs of those institutions will be studied. When information given is insufficient, it will be the student’s responsibility to provide additional materials, such as the course outline or syllabus.

To be eligible for transfer credit, the student must have:

1. Completed the course at a regionally accredited institution;
2. Achieved a grade of “B” or better; and
3. Completed the course within the last 5 years.

To request transfer of credit, the student should submit:

1. An official transcript showing the course title, and grade; and
2. A catalog course description and course syllabus (if available).

Quarter hours submitted for transfer credits are converted to semester hours based on the following formula: one quarter hour equals 2/3 of a semester hour. If a student transfers from one program to another, credit approved for the other program will not automatically be transferred.
Course credits previously earned at the College will be accepted toward a different MSN or DNP degree or post graduate certificate, provided the courses meet the criteria needed for graduation or to earn the desired post graduate certificate. These courses will not count as transfer credits and 9 transfer credits may still apply toward the degree or post graduate certificate.

AUDITING A COURSE

Courses without a laboratory or clinical component may be audited on a space available basis after all credit enrollments have been served. A student auditing a course is exempt from examinations, presentations and papers, but all other expectations remain the same. An auditor does not receive a grade or credit for the course. At the completion of the course the transcript will show "AU" if attendance has been satisfactory or "AX" if not. A student must register for the course during the registration period and pay the regular tuition. To change from audit to credit or credit to audit, the student follows the Change in Course Registration Policy.

Reviewed 2014

COLLEGE OF NURSING HEALTH REQUIREMENTS

Required Entrance Physical Exam
A personal health history and a completed and documented physical exam performed in the past twelve (12) months are required upon entering the program. This also consists of specific lab work ordered and performed by a physician. The physician will confirm the student’s ability to participate at the College. (See Academic Policies and Information, Core Performance Standards.)

Mandatory Health Compliance
The College of Nursing requires all nursing students to have current proof of health safety requirements on file uploaded on to their online health tracker account throughout their enrollment. Students will be registering for classes prior to the start of the term, so it is important that the required Health Records forms be submitted no later than three weeks prior to the start of the term.

No student may attend classroom, clinical, or practicum if there is a deficiency in any of these requirements. College Senate 3/06 (See Section – Support Services, Health Nurse for more information)

Electronic Health Requirements
The College requires all new students to submit necessary health documentation electronically online at CertifiedBackground.com. Students are required to pay all fees related to creating their health tracker on CertifiedBackground.com.

CertifiedBackground.com is a service that allows students to download and access their own health records during time of study. Information is secure, tamper-proof and kept confidential. The College will receive all the information once the student completes the requirements.
Students are required to complete and submit the following documentation to CertifiedBackground.com:

1) **Health History, Physical & Immunization Forms** – The forms (to be completed) are mailed to all students. Students will not be able to begin class until these forms are completed and documented.

2) **Urine Drug Test 10 Panel Results** - Saint Francis Medical Center College of Nursing is committed to providing a safe environment for students, patients, and employees of the College. Consistent with this commitment, the requirements of clinical agencies who accept students for the College of Nursing, and to comply with applicable State and Federal laws, the College of Nursing is requiring a Ten Panel Urine Drug Screen on all students entering (starting fall 2011). The drug screen package must be purchased from Certifiedbackground.com. The student will use the package code supplied by the College of Nursing to purchase the drug screen package. Certifiedbackground.com will notify the student where to obtain the drug screen. Results of the 10-panel drug screen will be uploaded (by Certifiedbackground.com) to the student’s health tracker for review by the Student Health Nurse. The cost of the drug screen is the responsibility of the student.

   The Student Drug Screening Policy is in the Student Handbook. The policy outlines the steps for dealing with a positive drug screen. Students who have a positive drug screen for illegal drugs will be denied admission to the College. If students are already registered for courses, they will be administratively dropped from all courses.

   During New Student Orientation (BSN students only) or beginning of the semester (Graduate Program) students will be asked to agree to a Disclosure of Information consent form that gives the College permission to share the results of the drug screen with clinical agencies upon request.

**Copy of CPR Certification** – The College of Nursing requires students to have CPR certification for healthcare providers (adult, child, infant, and AED) prior to admission to the College and recertification as required by the certifying organization. The College of Nursing will accept CPR certifications from either the American Heart Association (Healthcare Provider Certification) or the American Red Cross (CPR/AED for Professional Rescuers and Healthcare Providers). Certification must be maintained throughout the nursing program at the College. Students will not be allowed to attend classes or clinical practicum until certification is completed and uploaded into Certified Background Immunization Tracker (Graduate and Undergraduate). Each student is responsible to ensure that his/her CPR certification is current and to submit the current proof of certification to Certified Background Immunization Tracker.

**Required Immunizations**

In accordance with regulations of the Illinois Department of Public Health and OSF Saint Francis Medical Center, all students are required to present proof of immunity against vaccine preventable diseases prior to beginning classes at the College. The following immunizations are necessary to help protect the student, fellow students, patients, and other personnel in the hospital and other agencies from illnesses.
Tuberculosis screening
- If student is currently getting annual TB testing, two years of uninterrupted documentation is required.
- If student is not currently getting annual TB testing, a “2 step TB test” is required.
- If student is a positive TB reactor, a QuantiFERON (QFT) blood test, a chest x-ray report with negative findings, and a health assessment are required.

MMR Provide proof of immunity to rubella, rubeola, and mumps if born in 1957 or later.
- Documentation of two measles, mumps, rubella (MMR) vaccines & Documentation of a rubella titer (quantitative) with detected immunity
- Or documentation of titers (quantitative) showing immunity to measles, mumps and rubella.

Hepatitis B
- The series of three injections at recommended intervals is required, or student must provide documentation of a positive Hepatitis B antibody titer (quantitative).
- If student’s series is greater than ten years old, a Hepatitis B antibody titer (quantitative) is required to detect immunity.
- High Risk individuals who should not receive the Hepatitis B vaccine include:
  - History of Hepatitis B infection
  - Pregnant women
  - Individuals with a serious concurrent infection
  - Individuals documentation of allergy to yeast or formaldehyde
  - *Students should check with their health care provider if they are concerned regarding any of the above risks.

Varicella (Chicken Pox) Immunity
Due to direct patient contact in the area of high risk health conditions, the Varicella titer is expected. If indicated by negative immunity, the vaccine will be administered 4 to 8 weeks apart.
- Student must demonstrate immunity to varicella (chicken pox) by the following:
  - Positive antibody titer (quantitative varicella titer) (*Please note: Even if students have had the measles or the chicken pox or have been vaccinated against these diseases, they still must have the Varicella and Rubella titers drawn.)*

Tetanus and diphtheria
- Tetanus (DT) must be current within the last 10 years.
- Students born outside of the United States must provide a minimum of (3) doses (DPT/Td) with at least (1) dose within the past ten years.

Tdap
- Documentation is required of a 1 time vaccination after attaining the age of 18. This can also be used as the student’s Tetanus booster.

Influenza
- Documentation of annual Influenza vaccination is required.
- If a medical condition is present that prevents vaccination, a physician/provider’s note is required.
- If a student does not receive the vaccination, they will be held responsible for adhering to OSF Saint Francis Medical Center’s policy regarding non-vaccination.
Students should check with their healthcare provider regarding any risks or contraindications to following this policy.

Pregnancy Accommodations

The College adheres to all policies related to pregnancy in the Illinois Human Rights Act, Pregnancy Discrimination Act, and the Americans with Disabilities Act. Please see the College Health Nurse or Dean for questions on the policy or for requesting accommodations.

Student Criminal Background and Fingerprint Check Policy

Consistent with this commitment, the requirements of clinical agencies who accept students from the College, and to comply with applicable State and Federal laws, the College of Nursing is requiring criminal background checks on all students at the College. Students enrolled at the College who have been convicted of committing or attempting to commit certain crimes specified by applicable law may be ineligible to continue in the nursing program at the College. The College accepts the definition of criminal history background information as defined in the Illinois Department of Financial and Professional Regulation (IDFPR) Rules for the Administration of the Nursing and Advanced Nursing Practice Act 2005 Section 1300.75 Refusal to Issue a Nurse License Based on Criminal History Record, parts a, b, c, and d. Criminal history background information is defined as information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal charges, and any dispositions; including sentencing, correctional supervision and releases.

Fingerprinting may be required by clinical agencies. The student is responsible for the cost of fingerprinting.

Purpose

To obtain criminal history record information on all students at the College. To review and act on issues related to positive criminal background checks of students who are enrolled in the first semester nursing course at the College. To be in compliance with clinical agencies’ requirements.

Policy

Saint Francis Medical Center College of Nursing is committed to providing a safe environment for students, patients, and employees of the College. Therefore, the College of Nursing shall conduct criminal background checks on all students who are enrolled at the College. The criminal background check will be conducted through the company selected by the College and is paid for by the student. Students who receive nonnegative results on the criminal background check will be required to present a disposition of the case. If the student was convicted of a crime, the student will be reviewed by the Deans of the College. If the background check reveals a conviction, the student may be disqualified from attending the College.
Procedure

Conducting the Criminal Background Check:
1. Students will be given information on the Criminal Background Check process through the selected company during orientation and by information sent via mail. Instructions on how to complete the process online will be distributed.
2. Prior to admission, all students will contact the selected company and complete a statewide criminal background check. Students may not use similar reports on file at other agencies to satisfy this requirement. Criminal background checks with fingerprinting from other qualified agencies completed within 6 months will be accepted as long as the student submits the appropriate report to the Dean.
3. Students will sign the Consent to External Background Check and Disclosure of Information Form (See Appendix B) which gives the College permission to access background check results completed by selected company and share those results with clinical agencies as needed. Failure to consent to release of information or to cooperate appropriately with regard to the process shall result in the student not being able to progress in the program.
4. Omission of required information or false or misleading information provided by the student on the criminal background check, or in any communication with the College, may result in disciplinary action or dismissal according to the Professional Standards section in the Student Handbook.

Dealing with Non-Negative Results

1. The Dean of the Undergraduate Program will access the electronic report from the selected company.
2. Students who have non negative Criminal Background Check will be notified immediately by telephone by the Dean and by registered mail of the non-negative result.
3. The Dean will meet with the student to verify if the “hit” was in error or true.
4. If a student believes the conviction is erroneous, he/she may request a fingerprint-based check. The cost of the fingerprint check is the responsibility of the student. If the fingerprint-based check reveals no criminal conviction, the student will remain enrolled in courses at the College.
5. Students will be required to submit all public documents related to the crime including records of probation and disposition.
6. The Dean will discuss the “hit” with the appropriate person at the clinical agencies. If a clinical agency denies a student placement in their facility, the student may be unable to complete the required clinical component of the course. This may prohibit the student from progressing and completing the program successfully. Thus, the student may be dismissed from the program.
7. The criminal background check results will be kept confidential. All criminal background check reports and information related to the investigation of a positive “hit” will be kept in a secure file in the office of the Dean separate from the student’s admission/academic file.

Revised May 2015
Student Drug Screen Policy

Saint Francis Medical Center College of Nursing adheres to the policies of clinical agencies with which the College of Nursing is affiliated with for student clinical learning experiences. An increasing number of clinical facilities require drug screening for all students using the clinical facilities.

Purpose

To obtain drug screening on incoming baccalaureate and graduate nursing students at the College. This screening is in compliance with the clinical agencies used by the College of Nursing that stipulate in the clinical affiliation agreement that drug screening be performed before students are permitted into the clinical agencies. The rationale for this requirement for students is based on due diligence and competency assessment of all individuals who are providing patient care.

Policy

Saint Francis Medical Center College of Nursing is committed to providing a safe environment for students, patients, and employees of the College. Therefore, the College of Nursing shall require a Urine Drug Screening - Ten Panel as a part of the health requirements for all students who are enrolling at the College. The criminal background check will be conducted per the physician and laboratory of the student’s choice as a component of the College’s health requirements. The drug screening and health requirements MUST be completed three weeks prior to the start of classes. Full acceptance into the nursing program is contingent upon satisfactory results. Admission to the College will be denied to any student with a positive drug screen for illegal substances and for those refusing to have the screening done. The student is responsible for the cost of the drug screening at the time of screening.

Procedure

Conducting the Drug Screening

1. Students will be given information on the requirement of the Drug Screening with other health requirements with admission and enrollment information prior to enrolling in classes.
2. Students will submit the drug screen results along with other health requirements to Certified Background Immunization Tracker system.
3. Students will sign the Consent to Disclosure of Information Form which gives the College permission to access the drug screen results in Immunization Tracker and share those results with clinical agencies as needed. Failure to consent to release of information or to cooperate appropriately with regard to the process shall result in the student not being able to begin or progress in the program.
4. Students who have not completed the Drug Screening or who refuse to have the screening done by the designated due date of three weeks prior to the beginning of the semester will be administratively dropped from courses at the College.
Dealing with Positive Results

1. The Dean of the Graduate Program will access the electronic report from Certified Background Company.
2. Students who have a positive urine drug screen will be notified immediately by telephone by the Dean and by registered mail of the positive check.
3. Students who have a positive drug screen for illegal drugs will be denied admission to the College. If students are already registered for courses, they will be administratively dropped from all courses.
4. Students who have a positive drug screen for prescription drugs will be asked to supply proof of prescription for the medication.
5. The drug screen results will be kept confidential. All drug screen reports and information will be kept in a secure file in the office of the Dean separate from the student’s admission/academic file.

TRANSPORTATION

Various clinical/practicum agencies are utilized by the College for student clinical/practicum experience. Students are responsible for transportation to and from all clinical/practicum agencies and for transportation associated with course assignments.

COLLEGE CLOSURE FOR SEVERE WEATHER PROCEDURES

Weather conditions often develop which require the College to consider the status of operations. These considerations involved the weather forecast, status of snow removal, class cancellations, and the maintenance of essential College services. Decisions concerning class cancellations or College closure are undertaken by the President or designated Dean in the absence of the President. The possible decisions are:

1. Full College operations including scheduled classes with campus offices and facilities operational remain in effect.
2. Classes are cancelled with campus offices and facilities remaining operational. Employees should exercise judgment in terms of travel conditions. Designated essential College staff is required to report for duty as possible.
3. An emergency closure of the College is authorized due to a severe weather emergency. Classes are cancelled and all offices and facilities are closed.

Among the options outlined above, condition 1 will apply in most circumstances. As a general rule, the College is always open. Employees and students need to decide whether travel from their location to the College will be hazardous. It is the personal responsibility of all faculty, staff, and students to make their own decisions and judgments concerning travel conditions and the danger of attending classes or coming to work under conditions which they personally believe to be unsafe. The College administration will endeavor to make the best decision possible concerning general conditions and the overall needs of the College.
A student deciding not to attend class due to severe weather when the College has not cancelled classes needs to notify the appropriate faculty or clinical unit that they will not be attending. Students at offsites or who have clinical or practicum experiences should notify the clinical or practicum sites if they are not coming due to severe weather. For students, absences for severe weather conditions where policy is followed with proper notification are deemed excused and work may be made up at the discretion of the faculty. It is the faculty responsibility to notify clinical sites that the College is closed and students will not be present for scheduled clinical experiences.

Online courses will proceed as scheduled. All students should check e-College and for e-mails from faculty for possible alternate assignments when the College is closed due to severe weather.

Information concerning the operational status of the College during severe weather conditions will be made available by 0600. Information will be available on WMBD Channel 31 TV, WEEK Channel 25 TV, the College’s Facebook page, and e-College. Revised July, 2015

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION POLICY

The College of Nursing requires students to have CPR certification for healthcare providers (adult, child, infant, and AED) prior to admission to the College and recertification as required by the certifying organization. The College of Nursing will accept CPR certifications from either the American Heart Association (Healthcare Provider Certification) or the American Red Cross (CPR/AED for Professional Rescuers and Healthcare Providers). Certification must be maintained throughout the nursing program at the College. Students will not be allowed to attend classes or clinical practicum until certification is completed and uploaded into Certified Background Immunization Tracker (Graduate and Undergraduate). Each student is responsible to ensure that his/her CPR certification is current and to submit the current proof of certification to Certified Background Immunization Tracker.

Approved College Senate March 2010, May 2015

CHANGE IN COURSE REGISTRATION

Course registration changes are permitted without academic penalty during the first week of classes. Students should obtain an Add/Drop Form from the Office of the Registrar and secure the required signatures. After the first week, no courses may be added, and courses dropped are subject to the Course Withdrawal Policy.

COURSE WITHDRAWAL

A student who wishes to withdraw from a course must request the appropriate form from the Registrar and obtain the necessary signatures. A student, who is authorized to withdraw from a course prior to the established date, will receive a grade of “W”. The student should contact the Student Finance Office to determine the impact withdrawal will have on the student’s financial aid or billing statement per refund policies. Students receiving any financial aid may be subject to repayment of monies received. A student who withdraws from a course after the established date will receive a grade of “WP” withdrew passing or “WF” withdrew failing, depending upon
the level of course work at the time of withdrawal. A WF is the same as failing a course. No credit or quality points are given for either grade; however, the grade of “WF” is included in the calculation of the student’s grade point average. If the WF is a second course failure for a student, they will be academically dismissed at the end of the semester but may continue in the other courses in which they are currently enrolled. Non-attendance or verbal notification to an employee other than the Registrar or Dean does not constitute a course withdrawal and will result in a failing grade. A student who withdraws from a course is no longer enrolled in the course and may no longer attend class. Students cannot withdraw from a single course more than twice. This policy does not apply to courses dropped within the official drop period. Reviewed Jan., 2015

WITHDRAWAL FROM COLLEGE

A student may initiate withdrawal from the College by due notice provided he or she is not subject to dismissal because of failure or disciplinary action. An interview with the appropriate Dean is required. The Dean should advise the student to talk with the financial aid assistant to determine the impact the withdrawal will have if the student is receiving financial aid. Students receiving any financial aid may be subject to repayment of monies received. It is the student’s responsibility to obtain the Withdrawal from the College form and the signatures of the individuals stated on the form, return all college materials (ID badge, room key, parking deck card, and library materials as appropriate), and return the completed form to the Registrar. A copy of the withdrawal form will be given to the student’s advisor. The official date of withdrawal is the date the completed form is filed by the Registrar. Telephone messages and/or nonattendance are not official notification of withdrawal and constitute an unapproved withdrawal. A grade of “WF” is assigned for unapproved withdrawals. An individual who has officially withdrawn may apply for readmission by submitting a letter of request to the President (see Readmission Policy). Readmission will be based on space available.

ADMINISTRATIVE DROP/WITHDRAWAL POLICY

Scope

This policy establishes guidelines for administrative drop/withdrawal of students who quit attending class or fail to meet course prerequisites. This policy also applies to drop/withdrawal by administration in carrying out College policies.

Purpose

The College is committed to consistently administering course prerequisites and attendance requirements. Students are responsible to ensure that course prerequisites are met and to withdraw from a course or the College, when needed. This policy is for when the students fail to carry out the drop/withdrawal responsibility.
Policy

Faculty may initiate dropping a student from the College based on the following criteria:

- Lack of attendance. A student who fails to attend the first week of classes without prior special arrangement with the faculty.
- Prerequisites not met: Students who are not able to show proof that they have completed course prerequisites.
- Excessive Absences: Excessive absences without prior approval as determined by faculty and administration. The last day the student attended class/clinical/practicum will be considered the withdrawal date.

Administration may initiate a withdrawal of a student for non-compliance with any policy, which indicates dismissal from the course as a possible consequence.

Procedure

Faculty, Student Advisor, or administration will first notify the students that they do not meet course prerequisites or are in non-compliance with College policies, which specify dismissal. Students are informed that they will be dropped/withdrawn and will be given a date requiring students to contact the faculty by the set date.

- The faculty informs the Registrar of students’ non-attendance. The Registrar initiates the withdrawal form. Student signature is not required on the form, but the Registrar and Dean signatures are required.
- The Registrar Office will provide a written, certified notification letter of the withdrawal to the students and the appropriate College Offices.
- Administrative drops relating to non-attendance and course prerequisites must be done the first week of class.
- Administrative withdrawal for violation of policies with dismissal as a possible consequence may occur after the first week of the semester.
- Students may appeal the administrative drop by using the Appeal Process in the Student Handbook

Approvals: College Senate March 28, 2008, College Board June 20, 2008, Effective Fall 2008
RESIDENCY REQUIREMENTS

Students enrolled in one of the following Masters of Science in Nursing options or DNP options must earn the minimum semester hours from the College of Nursing to be eligible to receive the degree:

<table>
<thead>
<tr>
<th>Program Option</th>
<th>Credit Hours for Option</th>
<th>Minimum Residency Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Gerontology</td>
<td>46</td>
<td>37</td>
</tr>
<tr>
<td>Family Nurse Practitioner</td>
<td>44</td>
<td>35</td>
</tr>
<tr>
<td>Family Psychiatric Mental Health Nurse Practitioner</td>
<td>46</td>
<td>37</td>
</tr>
<tr>
<td>Neonatal Nurse Practitioner</td>
<td>48</td>
<td>39</td>
</tr>
<tr>
<td>Nursing Management Leadership</td>
<td>33</td>
<td>24</td>
</tr>
<tr>
<td>Clinical Nurse Leader</td>
<td>36</td>
<td>27</td>
</tr>
<tr>
<td>Nurse Educator</td>
<td>45</td>
<td>36</td>
</tr>
<tr>
<td>DNP</td>
<td>39</td>
<td>30</td>
</tr>
</tbody>
</table>

All credits must be completed within five years of taking the first course at the College.

TIME LIMITATIONS FOR COMPLETION OF PROGRAM

Students are expected to maintain continuous enrollment in the academic program. Students have a maximum of five years to complete all program requirements, which begins when the first course is taken. One exception is the RN-MSN option, which has a six year time limit due to the number of credit hours required for completion of this option. Periods of time on official leaves of absences do not count in the time to completion. Extensions may be granted when circumstances warrant. A student must request an extension in writing to the Dean of the Graduate Program. The request must specify the reason for an extension and an expected date of completion. Extensions will not ordinarily exceed one year. The maximum extension is two years. A student who withdraws and is later readmitted is not automatically granted additional time to complete the degree. The Dean of the Graduate Program will review each situation individually. Ordinarily, each extension requires the students to be enrolled in at least one credit hour per semester. Tuition and fees will be paid by the student at the rate for that semester.

ATTENDANCE

In an educational program preparing professional nurses, attendance is expected in all classes and officially scheduled programs and activities. Students enrolled in online classes are expected to support course policies. A student who is absent from class for any reason will be required to make up the work to the satisfaction of the instructor. When illness or other special circumstances prevent attendance, the student is responsible for contacting the instructor. Excessive absences may jeopardize the student’s academic standing. A record of attendance is kept to meet the requirements of various financial aid programs and for employment references.

Note: A student who does not meet the online or in seat course requirement for any reason will be required to make up the work to the satisfaction of the instructor.
LEAVE OF ABSENCE

A student who must interrupt the academic program for reasons of prolonged illness or compelling personal situations may apply for a leave of absence. The leave of absence is not to exceed one academic year. The time from the leave of absence will not be counted toward completion of the degree. Requests must be submitted in writing to the Dean. Students must be in good academic standing to be considered for approval. The fees submitted for the semester of withdrawal will be refunded according to the College Refund Policy. At least three months prior to the intended reenrollment, the student must notify the Dean in writing of his/her intent to return. The student will pay tuition and fees at the rates in effect at the time of the reenrollment. The tuition and fees submitted for one semester are not transferable to another semester. The student must satisfy the conditions of the leave before reentering and must comply with all policies, requirements, and course sequences in effect at the time of reentry. Students returning from a leave of absence will be enrolled in a course based on the Course Placement Policy and space availability. See Appendix C for Leave of Absence Forms.


REPEATING A COURSE

If a grade below a “B” is achieved in a course, it will be necessary for the student to repeat the course. When a course is repeated, only the higher grade is used in computing the student’s GPA, although both grades will appear on the transcript. A student may repeat a course only one time. A student may repeat a maximum of 6 hours of credit. Courses taken at another college may not be used to repeat College of Nursing courses. Permission to repeat a course must be received from the Dean of the Graduate Program.

INCOMPLETE

A grade of incomplete (“I”) is given only when circumstances beyond the control of the student prevent completion of course requirements. To qualify for an incomplete, the student must have completed a minimum of 75% of the course work, attended at least 75% of scheduled class time, have a course grade of “B” or better, and have 50% clinical/practicum hours completed. The student must request an “Incomplete Form” from the Registrar. It is the student’s responsibility to contact the course faculty to determine the exact work required to remove the incomplete and the time frame for completing the work. Approval of the course faculty and Dean of the Graduate Program is required. The completed form should be returned to the Registrar. It is strongly recommended that incompletes be removed prior to the beginning of the next semester. The maximum time allowed to remove an incomplete is one semester. Failure to complete the requirements by the established deadline will result in the “I” grade being converted to a Withdraw Failing (“WF”). Courses which are prerequisites for the next semester must be completed prior to enrollment in that semester. Exceptions require written approval of the course faculty and Dean of the Graduate Program. Revised 02/08
ACADEMIC PROBATION AND DISMISSAL

A graduate student whose cumulative GPA falls below 3.0 in any one term is automatically placed on probation and will receive written notification of his/her status from the Dean of the Graduate Program. The Graduate Committee will receive the student’s academic record. A student placed on academic probation is expected to meet with his/her advisor and comply with all recommendations of the Graduate Committee. Failure to attain good academic standing after one semester may result in dismissal from the College. A student who gives evidence of very poor scholarship may be subject to dismissal at the end of any semester whether or not he/she previously incurred probation.

Retention

The retention program of the College of Nursing begins with the policy of accepting those students for admission who can be expected to successfully complete the nursing major. Thereafter, student retention is facilitated through positive student interactions with faculty members in supportive, caring relationships. Faculty strives to be actively interested, approachable, available and accessible to students.

Student involvement with faculty promotes an environment conducive to learning, fosters the development of self-esteem and self-actualization, and encourages intellectual inquiry. Positive interactions with faculty members contribute directly to student persistence in obtaining their degrees.

Retention is promoted when faculty expectations of students are realistic, consistent, and clearly understood by both parties. A variety of teaching strategies encourage student interest and participation. Retention is further facilitated when students receive early and frequent feedback regarding their academic progress. Frequent meetings with academic advisors provide opportunities to develop supportive faculty/student relationships, solicit student feedback, and direct students to resources available for academic or personal assistance.

Support services foster program completion through contributions to student health and welfare. Good health practices are encouraged and assistance with health problems is available. The Counselor provides individual counseling which includes teaching time and stress management skills, relaxation skills especially those related to test anxiety, and positive coping skills. The Academic Development Center (ADC) provides individual assistance to students, as well as group sessions. Presentations, on study skills and test taking skills, which are open to all students, are offered each semester. Language services for English language learners (ELL) students are also available. Resident Assistants (RA), the Students Offering Support group (SOS), and the Peer Teacher Program provide peer connectedness and support, which promote retention. The availability of financial assistance and financial literacy counseling through the Financial Aid Office further facilitates retention.

READMISSION

Students in good academic standing who have not enrolled in the College of Nursing within the last semester must notify the Director of Admissions/Registrar in writing of intent to return. An interview with the Director of Admissions/Registrar and the Student Finance Representative may be required. Re-enrollment will be based on space available.

An individual who has officially withdrawn or has been dismissed may apply for readmission by submitting a letter of request to the President of the College. An interview with the Dean of the Graduate Program is required. The individual will provide rationale for readmission and evidence of probable ability to complete the program satisfactorily. Following the required interview, on the recommendation from the Dean of the Graduate Program, the Graduate Committee will act on the request. The individual has the opportunity to attend the meeting of the Graduate Committee with his/her former advisor and/or the College Counselor, or other member of the College faculty. The support person’s role is limited to moral support, and the support person is not allowed to speak at the meeting. Recording of the meeting is not allowed. Readmission will be based on individual consideration of previous performance, space available, and the clinical course placement policy. The decision of the Graduate Committee is final.

An individual accepted for readmission must meet the conditions for readmission stated in the readmission letter from the College. The student is subject to all policies, requirements, and course sequences in effect at the time of reentry. The student will pay tuition and fees at the rate in effect at time of re-enrollment. The College reserves the right to refuse to readmit any student at any time if deemed necessary in the interest of the student or the College.

Approved 1/16/2009, Revised May 2015

PROFESSIONAL CONDUCT

1. Students MUST maintain professional confidentiality. Clients should not be discussed in the cafeteria, public places, at social functions, or with family and friends.
2. Students may not give information concerning clients or the clinical agency to newspaper reporters, lawyers, insurance agents or others not connected with the clinical agency. Refer these people to the instructor or appropriate person at the clinical agency.
3. Students may not act as witnesses to wills, baptisms, marriages, surgical or autopsy permits.
4. Students must observe OSF Saint Francis Medical Center or clinical agency regulations when visiting clients on a social basis. Students may not use their privileges as nursing students to access clinical areas or client information. Students are not to read patient records or provide care when visiting.
5. Students must promote a quiet environment in client care areas.
6. Students may use telephones in clinical agencies for professional purposes only and not for personal calls.
7. The student, when answering a clinical agency telephone, identifies the agency, unit and gives both name and title.
8. Students, with authorization of the instructor, may use the public address system or audio pagers of the clinical agency.

9. Students should conduct all communications with physicians, clients and employees in a professional manner. Physicians are not to be called without first consulting with the instructor.

10. Students shall report to the instructor when arriving on the nursing unit and when leaving.

11. Students shall report any broken or defective equipment or supplies to the instructor or appropriate clinical agency personnel.

**ETHICAL AND PROFESSIONAL CONDUCT POLICY**

**Scope**

The Ethical and Professional Conduct Policy establishes guidelines for faculty to use in cases of academic dishonesty, including cheating on tests and plagiarism, and unethical clinical behavior.

**Purpose**

The purpose of the Ethical and Professional Conduct Policy is to “uphold our responsibility to create, maintain, and contribute to environments that support the growth of virtues…such as honesty” (American Nurses Association Code of Ethics 6.1), to support Saint Francis Medical Center College of Nursing (the College) values of integrity and justice, and to hold students accountable for professional and moral behavior expected of nurses.

**Detailed Policy Statement**

As a community dedicated to the principled pursuit of knowledge and truth, the College regards integrity and honesty as foundational to all aspects of education and the nursing profession. We understand ethical and professional conduct in terms of five fundamental values: honesty, trust, fairness, respect, and responsibility (Center for Academic Integrity, 1999). The college thus expects the following of its students, faculty, and staff:

- “Intellectual and personal honesty in learning, teaching, research, and service” (p. 5).
- “Mutual trust and the free exchange of ideas” (p. 6).
- “Respect of a wide range opinions, ideas, and persons” (p. 8).
- “Fairness in the interaction of students, faculty, staff, and administrators” (p. 7).
- “Personal responsibility for choices and the importance of action in the face of wrong doing” (p. 9).

This policy was based upon the assumption that most students want to grow and flourish in the following values. Therefore, the CON invites students to commit to the following habits of excellence appropriate for professional formation and which establish a foundation for professional development. The professional nurse:
• Seeks the formation of one’s character through the development of the virtues of wisdom, honesty, courage, compassion and patience (American Nurses Association, 2001).

• Communicates respect for the inherent dignity of persons (peers, patients, and faculty/staff/administration) as the basis for compassionate responses.

• Preserves, strengthens, and demonstrates personal moral respect and integrity as foundations of wholeness of character, in the formation of knowledge, skill, and trust.

• Recognizes and appreciates diversity of persons and seeks to grow in habits of effective and excellent communication and collaboration.

• Interprets and accepts this SFMC-CON Honor Pledge and commitment as an orientation toward the American Nurses Association (ANA) Code of Ethics.

• Practices moral self-reflection so as to appreciate the promise of accountability and responsibility in the life of the student nurse, which links each classroom/learning activity to the professional care of patients.

• Lives moral virtues and follows ethical principles (autonomy, beneficence, justice and autonomy) within a learning community which seeks to also live the core values of OSF (teamwork, supportive work environment, trust, and stewardship).

Definitions:

**Academic honesty**- constitutes behaviors that demonstrate truthfulness, trust, fairness, respect, and responsibility in academic and clinical settings (Center for Academic Integrity, 1999).

**Academic dishonesty**- consists of activities such as cheating on examinations, plagiarizing, presenting someone else’s work as his/her own, receiving improper assistance on assignments, and intentionally facilitating cheating on the part of others (Elzubeir and Rizk, 2003).

**Plagiarism**- “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source” (Council of Writing Program Administrators, 2003, p.1).

**Misuse of Sources**- “A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately” (Council of Writing Program Administrators, 2003, p.2).

**Cheating**- “an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

• Copying all or any portion of another’s academic or clinical work and submitting it, in part or in its entirety, as one’s own;
- Allowing another person to copy one’s own academic or clinical work—whether intentionally or recklessly;

- The use or possession of a class textbook, notes, test questions, clinical paperwork or any other material in order to complete or prepare academic [or clinical] work without prior approval of the faculty;

- Collaboration with any other person on an academic or clinical exercise, including collaboration on a take-home, online, or make-up academic [or clinical] exercise without prior approval of the faculty;

- The use of electronic instruments, such as cell phones, pagers, Personal Digital Assistants (PDA), or personal response systems (i.e. clickers), etc. in order to access or share information without prior approval of the faculty; or

- Completion of academic [or clinical] work for another person, or permitting someone else to complete academic or clinical work for oneself, including through the use of personal response systems such as clickers” (University of Delaware, 2010).

- Fabrication or Falsification of Data—“constructing observations or data out of one’s head, as if it were true, or borrowing the observations of others as if they were one’s own genuine data” (Yale College, 2010).

- Multiple submissions—“submitting the same work, such as a paper, (or substantially the same work) for more than one assignment or course” unless approved by course faculty (Yale College, 2010).

- Unethical Clinical Behavior—behavior that is dishonest, may put the client’s safety and best interest at risk, or disadvantages the healthcare institution. Some examples include but are not limited to: failing to act as a patient advocate, breaching confidentiality, stealing, falsifying documentation, or coming to clinical under the influence of drugs or alcohol (Hilbert, 1985).

**Saint Francis Medical Center College of Nursing Honor Code**

As member of the community at Saint Francis Medical Center College of Nursing, I commit myself to act honestly, responsibly, and ethically, in all aspects of campus life. I am accountable for all that I say, write, and do. I am responsible for integrity in my academic work and ethical behavior on clinical units. I pledge that I will not misrepresent my work, and I will not give or receive aid without prior approval by faculty. I commit myself to behave in a manner which demonstrates concern for the personal dignity, rights, and freedoms of all members of the community. I am respectful of College and Medical Center property and the property of others. I will not tolerate lack of respect for these values. I accept responsibility to maintain the Honor Code and support the mission of OSF-SFMC and SFMC-CON at all times (Wheaton College, n.d.).

**Student Responsibilities**

- The College expects integrity from its students in all aspects of student life including both academic and clinical work. The ultimate responsibility for understanding and adhering to the Ethical and Professional Conduct Policy lies with the student.
Students are responsible for maintaining academic honesty and ethical clinical behavior by (St. Olaf, n.d.):

- Refraining from cheating and plagiarism as defined.
- If unsure, asking for clarification regarding working with others on an assignment or the use of resources to complete the assignment, etc.
- Participating equitably in group projects.
- Exhibiting integrity in fulfilling the requirements of the clinical experience, including truthful reports of student activities and patient care.
- Reporting observed instances of academic dishonesty or unethical clinical behavior to the instructor or the appropriate Dean.
- Acknowledging knowledge and acceptance of the expectations encompassed in the Ethical and Professional Conduct Policy.

Undergraduate

- Honor Pledge-
  - Initial Pledge-During new student orientation, students will receive a copy of the Honor Code Pledge. Students will sign a form indicating that they have read the Honor Code Pledge and agree to abide by the Honor Code.
  - Renewal of the Pledge-Students will demonstrate acceptance and adherence to the Honor Pledge by signing a form at the same time they sign the HIPAA form.

Professional and Ethical Behavior Education

- As part of the course new undergraduate students will take prior to coming to the CON, the students will complete the five educational modules found in e-College including: (a) Civility and the Common Good, (b) Overview of the Policy, (c) Plagiarism and the Use of Sources, (d) Academic Honesty, and (e) Ethical Clinical Behavior. There is one posttest that incorporates content from each of the modules, which the student must pass with at least 77%. The results of the posttest will be included as part of the grade for this course.

- Graduate-Graduate students will complete the aforementioned 5 modules and pass the post-test with at least 77%. Additionally, students will demonstrate acceptance and adherence to the Honor Pledge by reading it and completing the “Honor Code Commitment” found in e-College. Completion of the post-test and the Honor Code Commitment will be incorporated into the participation grade for each course the student is taking the first semester. The Dean of the Graduate Program will circulate a list of new students that will receive participation credit for completing the post-test and Honor Code Commitment.

PROFESSIONAL STANDARDS

Students enrolled at Saint Francis Medical Center College of Nursing are expected to follow a code of behavior in keeping with the standards of the College of Nursing. Students shall comply with all rules and regulations of the College, cooperating agencies, and with local, State, and Federal laws. Failure to do so shall constitute misconduct. Misconduct is subject to discipline,
up to and including dismissal from the College. Any violations of the professional standards set forth below will be referred to the appropriate person/committee: College Administration, the Admission & Progression Committee, or the Judicial Board. Disciplinary action will include but will not be limited to: reprimand, fines, loss of dorm/study room privileges, suspension, or dismissal from the College. Any of these disciplinary actions may be utilized without following a specific disciplinary sequence when a single incident or event is determined serious enough to warrant such action in the sole discretion of the College, or a pattern of behavior, actions or omissions has been established that violates such professional standards. A student who is disciplined based on professional standards, other than receiving a reprimand, shall have the right to an appeal, as set forth in the College’s Disciplinary Action Appeal Procedure.

1. Abuse, malicious misuse, damage, destruction or theft of College property or property of others.
2. Violation of local, State or Federal law.
3. Unauthorized entry into, occupation of, or obstruction of any building, structure, or part thereof at anytime and anywhere on campus.
4. Failure of identification when requested by an authorized official or by a faculty member when such action is in compliance with the rules and regulations of the College or cooperating agencies.
5. When logging in, the student must use the appropriate login. For example, when the student is in the student role, the student should login as a student, and when the student is in the role of an employee, the student should login as an employee.
6. Violation of any duly established rules and regulations of cooperating agencies.
7. Violation of the:
   a. Confidentiality policy/HIPPA
   b. Drug/Alcohol policy
   c. Professional Conduct policy
   d. Campus Community Life policies, including no smoking policy
   e. Violations of the fire policy
8. Falsification of any document, statement, patient or health care record or College document.
9. Violation of the Academic Honesty policy or any form of academic dishonesty.
10. Physical abuse, threats, harassment or endangerment in any manner of the health and safety of any person connected with the College or cooperating agencies including any act of dating/domestic violence, sexual assault, and/or stalking.
11. Any act which causes a disruption in the harmony of the College environment, cooperating agencies or any College sponsored event.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) STATEMENT

All Protected Health Information (PHI) is held in strictest confidence. It is your responsibility as a student not to violate this confidence through indiscriminate discussion pertaining to other
students, patients, physicians, or facility employees and their treatment or progress, without authorization. Any unauthorized disclosure of PHI is a violation of the law and the College of Nursing Professional Standards for students (See Handbooks).

All persons accessing the information systems of any clinical agency or facility are prevented by law from willfully and wantonly disclosing confidential information. Confidential information includes, but is not limited to patient or client demographic or clinical information and financial information. Disclosure of information violates the Health Insurance Portability and Accountability Act of 1996 and the Illinois Public Act 94-0526. It is also a violation of the College of Nursing Professional Standards 6a (See Handbooks).

Students will be required to participate in a education session on security awareness before having access to patient records. Students may only access patient medical information that is pertinent to their nursing care activities.

Requirements:
1. In preparation for classroom, clinical, or practicum experiences, students are not to put protected identifiable patient data into a personal electronic device and/or use any means of electronic or paper copying of the patient health record.
2. Students are not allowed to print any patient information from the electronic medical record or to copy and paste information from the electronic medical record into their clinical paperwork. Students are only to print off the hand off communication sheet and are to destroy it prior to leaving clinical.
3. Assignments with protected patient identifiable information will not be posted at the College or sent by email to students because of the inability to ensure the security of personal computers and networks.
4. Electronic Health Record security identifications, access codes and passwords are strictly confidential. If these security identifications, access codes and passwords involve PHI, they may not be shared with anyone. It is strictly prohibited to use valid log on information via electronic communications or misrepresent data by maliciously transforming it in print. Students must log in with their student log in (not an employee login).
5. Students conducting research will have to follow agency policies and protocols for recruiting patients for the research study. Students doing research involving personal identifiable health information must complete the CITI education as required by the Peoria Community Institutional Review Board (IRB). Research informed consent documents must include the required HIPAA language related to protection of subjects’ personal health information.
6. Students must sign a Confidentiality Agreement each semester they are enrolled at the College. The signed agreement will be kept on file in the office of the Dean Undergraduate or Graduate Program, as appropriate.


STUDENTS CALLED TO ACTIVE MILITARY DUTY

A student called to active military duty who must withdraw from the College during a semester will be subject to the following:
a. A student withdrawing during the College’s published refund period has the option of: a) receiving 100% refund of tuition and fees with the understanding that the student will pay tuition and fees in effect at the time of re-enrollment; or b) not receiving a monetary refund at the time of withdrawal with a waiver of tuition and fees for the same number of semester hours upon re-enrollment.

b. A student withdrawing after the College’s published refund period will receive no monetary reimbursement, but tuition will be waived for the same number of semester hours upon re-enrollment after completion of the service obligation. The limited course withdrawal policy does not apply.

c. A student required to withdraw for active military service will have a “WM” recorded for each course. The “WM” will be noted as “Withdrawal for Military Service.”

d. The time spent in active military service will not count as part of the five years allowed for program completion following initial enrollment.

e. A student called to active military services shall present evidence of orders requiring withdrawal.

f. A student withdrawing under this policy shall: inform the College of the date the service obligation is fulfilled; present evidence of discharge from active duty status; and notify of intent to re-enroll within six months of that date; with re-enrollment within one year of discharge to qualify for the tuition waiver.

Revised 5/7/10, May 2015

OSF HEALTHCARE CONFIDENTIALITY AGREEMENT

This Agreement is entered into at the time of, in consideration for, and in connection with the issuance of a user name and security password by OSF HealthCare to the individual named below (“User”) which will enable them to access confidential and sensitive information. The protection of the privacy, security and confidentiality of information is a matter of concern for all persons who have access to confidential and sensitive information. Each person accessing this information holds a position of trust relative to this information and must recognize the responsibilities entrusted to them in preserving the privacy, security, and confidentiality of this information.

Confidential and sensitive information is defined as: patient information, health plan member information, employee information, financial information, and/or business information. Confidential and sensitive information may be accessed in a variety of ways including: the OSF electronic information systems or paper records. Members of the OSF workforce will not use or disclose the contents of any record or report except as necessary and appropriate and as permitted by federal, state, and local laws and to comply with all applicable policies of OSF HealthCare. This includes both paper and electronic records. Furthermore, it is recognized that confidential and sensitive information will only be disclosed to those authorized to receive it.

Electronic Users hereby agree:

1. To undergo training and orientation to the electronic information system designated by OSF prior to using a Password.
2. That I am the only person with access to my User ID and Password and the only person authorized to use this User ID and Password.

3. That I will not under any circumstances convey or disclose my User ID and/or Password which has been assigned to me by OSF to another person, except Service Center staff during problem resolution. Following the service call, I agree to promptly change my password.

4. That my Password and electronic signature code combination is the equivalent of my signature and that I am accountable for all entries and actions recorded under them.

5. That I will not attempt to access any information including confidential or sensitive information by using a Password other than my own.

6. That I will authenticate each report and entry separately and only after verification of the accuracy of its content.

7. That I am responsible for locking or logging out of the information systems prior to leaving the area and that I will not leave a display device that I have logged onto unattended.

8. Upon my termination from employment or upon the termination of my relationship with OSF, or the revocation or termination of this Agreement, or the revocation of my assigned Password, I will not attempt to access any information including confidential and sensitive information from the OSF information systems by using my assigned Password or any other Password required to access such information.

All Workforce Members agree:

1. That I will complete Privacy and Security training during orientation and at other times specified by OSF.

2. That I will use any information, including confidential and sensitive information only as needed to perform my legitimate duties. This means among other things that:
   a. I will only access any information, including confidential and sensitive information that is necessary for the performance of my job.
   b. I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any information including confidential and sensitive information except as properly authorized within the scope of my job duties.

3. That I will report any suspected privacy or security violations to my immediate supervisor as soon as possible.

**USER:**

**Name:**

**Date:**

**Signature:**

Revised: February 2006
SOCIAL MEDIA POLICY

This social media policy applies across the OSF Healthcare System, which include employees and students at the College of Nursing. The wording is written for employees, but students will be held to the same social media policy as employees and must also comply.

DEFINITIONS:
Social Media: Any website or forum that allows for open communication and sharing of information on the internet including, but not limited to: Social Networking Sites (LinkedIn, Facebook); Micro-blogging Sites (Twitter); Blogs (including company and personal blogs); Video and photo-sharing websites (YouTube, Flickr, Instagram).

PURPOSE: To provide guidelines to all OSF Healthcare System employees, Providers, volunteers, and students who participate in the use of Social Media.

POLICY:
1. Always be fair and courteous to fellow employees. The content of any personal social networking sites or other forums maintained by employees should not contain malicious, obscene, defamatory, threatening, harassing, or libelous information or materials, and should not infringe on any intellectual property rights, invade the privacy of others, or contain content that is illegal or injurious to another person. Harassment, bullying, discrimination or retaliation that would not be permissible in the workplace is not permissible between co-workers on-line.
2. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet.
3. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about OSF Healthcare System, its employees, or its patients.
4. Social media activities should be consistent with the OSF Standards of Conduct. The same principles and guidelines found in all OSF policies apply to your activities online. Carefully read all of OSF Healthcare System’s ethical and discrimination/harassment rules in order to ensure that your postings are consistent with these policies.
5. Employees should only express personal opinions, recommendations or endorsements on social media. Where your connection to OSF Healthcare System is apparent, make it clear that you are speaking for yourself and not on behalf of OSF Healthcare System. In those circumstances, you should include this disclaimer: “The views expressed on this blog/website are my own and do not reflect the views of my employer.” If the site has an “About me” section, add the above disclaimer to your blog or social media profile. Do not create a link from your blog, website or other social networking site to an OSF Healthcare System website without identifying yourself as an OSF Healthcare System employee.
6. Do not share confidential or proprietary information that you acquire in the course of your employment with OSF Healthcare System. Examples of confidential or proprietary information include protected health information (as defined by HIPAA), information about prospective OSF business plans, trade secrets, systems, processes, products, knowhow, technology, internal reports, policies, procedures, or other internal business-related confidential communications. Maintain patient privacy as required by HIPAA and all other
relevant rules, regulations and policies. Be aware that protected health information includes any information that could be used to identify a patient, such as a diagnosis, a procedure or a room number, even if the patient’s name is not used.

7. Unless explicitly given permission to do so by your operating unit’s Marketing and Communications Department, do NOT speak on behalf of OSF Healthcare System or represent yourself as a spokesperson for OSF Healthcare System.

8. Social media activity should not interfere with your work commitments, professional relationships and performance. Limit the use of social media during working hours or on equipment provided by OSF Healthcare System to that which is work-related and authorized by your supervisor.

9. Clinicians should utilize OSF Healthcare System approved educational clinical references.

10. Do not use OSF provided email addresses to register on social networks, blogs or other websites for personal use.

11. Caregivers are discouraged from interacting with patients and their families on Social Media to maintain professional boundaries and the therapeutic relationship.

12. Respect all copyright and other intellectual property laws. For OSF Healthcare System’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including OSF Healthcare System’s own copyrights, trademarks, and brands. If your social media activity has a commercial purpose, your social media name, handle, email address and URL should not include an OSF Healthcare System name or logo.

13. Any OSF HealthCare employee who abuses the Social Media Policy is subject to the Positive Discipline Policy.

The College follows the guidelines on social media and networking for nurses developed by the American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN) as outlined below.

**ANA’s Principles for Social Networking and the Nurse**
([https://www.nursingworld.org](https://www.nursingworld.org)) (August 2011)

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient’s’ privacy, rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

**ANA’s 6 Tips to Avoid Problems**
([https://www.nursingworld.org](https://www.nursingworld.org)) (August 2011)

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
• Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
• Don’t make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
• Do not take photos or videos of patients on personal devices, including cell phones.
• Promptly report a breach of confidentiality or privacy.

Revisions approved by A & P 2-27-15

ELECTRONIC HEALTH RECORD EDUCATION POLICY

All undergraduate students registered for courses with a clinical component are required to complete an electronic health record (EHR) training session. Sessions may be offered either through the College or through the OSF SFMC Learning Academy. As changes to the EHR occur, students may be required to complete mandatory training regarding these updates. Training, whether it is the initial training or the update training, may require the completion of an assigned web-based training (WBT) module PRIOR to the scheduled training session. Failure to complete this WBT will result in the student not being allowed to attend the scheduled training class, which could lead to the student being unable to participate in the clinical experience.

If a student misses his/her scheduled initial EHR training session, he/she is responsible for attending the next scheduled student class offered at either the College or through OSF SFMC Learning Academy. If there are no more student classes scheduled, students should attend the next EHR session offered by the OSF SFMC or OSF SFMC Center Learning Academy. Any clinical experiences the student misses due to missing or not completing the required EHR training will be considered unexcused. Students may be advised to withdraw from the course if unable to meet clinical objectives.

Approved College Senate May 7, 2010, Revised Nov. 2013, and May 2015

NURSING RESOURCE CENTER PRACTICE LAB POLICY

Purpose

To provide students with an opportunity to learn and practice clinical skills, decision making, and priority setting in a structured environment with faculty guidance and assistance.

Objectives:

1. To foster a tradition of excellence in nursing education by use of a safe, structured, faculty/RN staff-supervised setting in which students can learn and practice clinical skills, decision making, and priority setting.
2. To provide students experience with hands-on clinical skills, decision making, and priority setting, including use of simulation equipment and participation in the simulation scenario experience.
3. To provide students with immediate feedback following practice or proficiency of a skill, as well as provide a debriefing session following participation in the simulation scenario.

Scope:

This policy covers all students utilizing the practice labs at each level of their nursing education.

Sign up process

Students will sign up for practice time in the lab online via the lab sign up link in eCollege. Students are required to sign up prior to practice time. If a student has signed up for a practice session and cannot attend, he/she is expected to cancel on eCollege. If a student is more than 10 minutes late for a scheduled lab practice, he/she will forfeit the practice time and be required to reschedule on a different day. If a student signs up for a lab session and does not show up without cancelling prior to the lab time, his/her clinical instructor will be notified of the occurrence. If the student does not show up a second time without prior notification, he/she will be required to schedule any further practice or proficiency time for the semester through the lab coordinator rather than signing up via eCollege. Students that are sent to lab for remediation are to contact the Lab Coordinator.

Lab utilization for practice and proficiency

The lab is to be utilized for skill practice and proficiency. During practice lab sessions students are not to use the time for individual or group work related to the theory portion of any class. Students are not allowed to practice and proficiency a skill or attempt to re-proficiency in the same day. Students are also not allowed to do two practice sessions in the same day.

Use of reference material

Reference material is available in the labs for student and faculty use. Reference material cannot be signed out.

Equipment sign out

This is at the discretion of the lab coordinator. The student should contact the lab coordinator with specific requests. A specific sign out form will be utilized and it is the student’s responsibility to return the equipment to the lab coordinator at the agreed upon day/time. If the student fails to return the equipment by the agreed upon time, he or she will not be allowed to borrow equipment from the lab in the future and will be required to pay the cost of the equipment. Simulation equipment cannot be signed out.

Lab Maintenance

Everyone is responsible for keeping the labs neat and in order, including cleaning counters and putting equipment away before leaving the lab for the day. Furniture is to remain in the original location. Dirty linen should be put in the blue bags and placed in the linen bin outside the Basic Skills lab door.
Computer use

Computers at each bedside are to be used only as task stations during clinical sessions and for practice and proficiency as required by instructors. The computers are not to be used during practice lab time for personal use.

Children in the lab

Children of any age are not allowed in the practice lab.

Conduct in the lab

Students should conduct themselves in an orderly, respectful, and professional manner in lab the same as they would in the classroom. Students are required to wear their ID badge during any practice lab session. If the student comes to the practice lab without an ID, he/she will be asked to leave and will need to reschedule the practice session. In addition, students are required to wear a lab jacket when performing a skill for proficiency. If the student comes to the proficiency session without a lab jacket, he/she will be asked to leave and will need to reschedule the proficiency on another day. Food or drink is not allowed near computers, simulation equipment, or at the bedside but is acceptable in the classroom area of the lab. Students may practice with the Vital Sim mannequins, but faculty members are the only ones who are allowed to manipulate the settings with the remote. *Students are not allowed to practice in the lab without faculty supervision.* Professional behavior is expected as described in the student handbook under Professional Standards. Discipline for infractions will be in accordance with the Professional Standards policy.

Use of student lounge and kitchen

Students will be respectful of the lounge and kitchen by keeping these areas clean and picked up. Food placed in the refrigerator or freezer is to be labeled with the student’s name. Food is not to be left in the refrigerator overnight.

Student Orientation

Lab use as well as policies and procedures will be discussed during orientation week.

POLICY ON LOG OF STUDENT COMPLAINTS

North Central Association of Colleges and Schools (NCA) Policy

“To comply with federal regulations, the Commission expects an affiliated institution to maintain records of formal, written student complaints filed with the offices of the Chief Executive Officer, Chief Academic Officer, or Chief Student Affairs Officer. The records should include information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be available to the next NCA comprehensive evaluation team for review.” (New Policy, North Central Association of Colleges and Schools, November 1998)
College of Nursing Guidelines

To implement this policy, the College of Nursing will keep a record of:

- Signed, written complaint from students
- Formal grievances – (Using the current Appeal Procedure)
- Reports of signed, written student complaints sent to the College from NCA and ACEN

Record-keeping of complaints will be limited to those formally written and signed by students, addressed and submitted to either the President or Deans. Examples of student complaints are: alleged personal injury from decisions made by faculty, staff, and/or administration; procedural unfairness; and accusations about a decision-making process. The log will be kept in the President’s office.

- Date the complaint was first formally submitted to the appropriate person
- The nature of the complaint
- The steps taken by the institution to resolve the complaint
- Resolution by CON, including date of resolution
- External actions initiated by the student to resolve the complaint, if known to the institutional, e.g., lawsuit

The above information must be shared with accrediting agencies, but student identity will be protected. The procedure for making a formal complaint will be placed in the Student Handbook.

1/26/99 Faculty Organization: 3/26/99 Faculty Organization: April 2004
MASTER OF SCIENCE IN NURSING PROGRAM

DESCRIPTION OF PROGRAM OFFERINGS

Adult Gerontology Clinical Nurse Specialist (CNS)
The Master of Science in Nursing (MSN) program offers a 46 credit hour program of study designed to provide the baccalaureate professional nurse with current advanced knowledge and skills in Adult Gerontology Nursing. Graduate students who select this nursing clinician option will be prepared to assume leadership roles in an integrated healthcare system and will be able to develop, implement, and evaluate programs for targeted populations in a variety of settings. The program prepares graduates in scientific inquiry, which includes validating and applying research findings to nursing practice, and evaluating nursing theory appropriate for advanced practice. Upon successful completion of this program of study, the graduate may either take a national certification examination to become a certified clinical specialist or practice as a master’s prepared nurse. Graduates choosing to use the title Advanced Practice Nurse, are required to take the national certification examination and apply for licensure in their state.

Nurse Educator
Graduate students who select the 45 credit hour nursing educator option will be prepared to design and use multiple educational delivery systems and teaching strategies and develop, implement, and evaluate curriculum that will prepare nurses who are responsive to current and future healthcare systems.

Neonatal Nurse Practitioner (NNP)
The college offers a Master of Science in Nursing with the Neonatal Nurse Practitioner (NNP) option. This program is a 45 credit hour course of study designed to provide the baccalaureate prepared nurse with an in-depth focus on health management of the acutely and critically ill neonate and their family through their studies in research, theory, cultural diversity, health policy, ethics and leadership related to the role of the Advanced Practice Nurse.

Upon successful completion of this program, the graduate will be eligible to sit for national Neonatal Nurse Practitioner certification examination offered by the National Certification Corporation. Following successful certification the graduate applies to the Illinois Department of Financial and Professional Regulation for licensure as an advanced practice registered nurse for practice in Illinois.

Clinical Nurse Leader (CNL)
The College offers a Master of Science in Nursing with the Clinical Nurse Leader (CNL) option. The program is a 36 credit hour course of study designed to provide the baccalaureate prepared nurse with and in-depth study as a leader in an integrated healthcare system. Upon successful completion of this program, the graduate will be eligible to sit for the Clinical Nurse Leader Examination.
Nursing Management Leadership (NML)
The Nursing Management Leadership option is a 33 credit hour predominantly online Masters in Nursing option. This prepares the baccalaureate professional nurse for a variety of Leadership positions. Following successful completion of this MSN degree the graduate may qualify for the advanced Nurse Executive certification examination.

Family Nurse Practitioner (FNP)
The Family Nurse Practitioner option is a 44 credit hour course of study which allows students to care for individuals across the lifespan in the primary settings. The FNP is prepared to provide care for prevention of illness and promote wellness for those with acute and chronic illnesses. Upon successful completion of this MSN degree option the graduate may take the national certification examination and apply to the State of Illinois or their State Department of Professional Regulations for licensure to practice as an Advanced Practice Professional Nurse.

Family Psychiatric/Mental Health Nurse Practitioner (FPMHNP)
The Family Psychiatric/ Mental Health Nurse Practitioner option is a 46 credit hour Master of Nursing course of study. This option is designed to prepare the graduate to care for individuals across the lifespan with mental health care needs and practice in a variety of settings such as clinics, human service centers, prompt care and physician practices. Upon successful completion of this MSN degree option the graduate may take the national certification examination and apply to the State of Illinois or their State Department of Professional Regulations for licensure to practice as an Advanced Practice Professional Nurse.

Accelerated Pathway to the MSN for RN’s with a Non-Nursing Baccalaureate Degree
The Master of Science in Nursing program has an accelerated option for registered nurses who hold either an associate nursing degree or a diploma in nursing; have considerable nursing experience; outstanding academic histories; and have a bachelor’s degree in a discipline other than nursing from an accredited College or University. The accelerated option requires that the individual have 62 credit hours of prenursing courses.

Post Graduate Certificates
The College also offers a Post Graduate Nurse Educator Certificate, a Post Graduate Clinician Certificate (CNS), and a post graduate Family Nurse Practitioner.

ADMISSION REQUIREMENTS
For admission into the MSN program the following are required:

1. Complete Application for Admission Form and a $50.00 Application Fee.
2. Bachelor of Science in Nursing from a college or university accredited by Accrediting Commission for Education in Nursing (ACEN) or Commission on Collegiate Nursing Education (CCNE) accredited program. For the Accelerated MSN option, the applicant must have a Bachelor’s degree in a discipline other than nursing from an accredited college or university.
3. Minimum undergraduate cumulative grade point average of 2.8 on a 4.0 scale. Official transcripts of all prior college academic work are required.

4. Proof of licensure as a Registered Professional Nurse in one or more states in the United States.

5. Evidence of one year of professional nursing experience preferred.

6. Three letters of reference from persons who are able to speak to the applicant’s ability to undertake graduate education. One letter from a nursing faculty member from the student’s baccalaureate nursing program is preferred. Those in the Accelerated MSN option should submit a letter from a faculty member from the baccalaureate program.

7. A 2-3 page essay detailing professional and educational goals.

8. Evidence of completion of an undergraduate health assessment and nursing research courses with a minimum grade of “C”.

9. Evidence of completion of a graduate statistics course with a minimum grade of “B” within the last 5 years.

10. An interview may be requested.

11. Applications are reviewed throughout the year.

Additional requirements for Neonatal Nurse Practitioner (NNP) option:

1. The equivalent of two years full-time recent RN practice (within past five years) experience in the care of the critically ill newborn infant (minimum of one year in NICU) is required prior to beginning the clinical courses.


CLASSIFICATION OF STUDENTS

Unconditional: Unconditional acceptance is given to all applicants who meet all the admission criteria and are approved by the Graduate Committee.

Conditional: Conditional acceptance is given to applicants who do not meet all the admission criteria. At the time of admission, the Graduate Committee may specify other conditions for the applicant that would need to be fulfilled in order to progress in the program. To have conditional acceptance status removed for the person with less than a 2.8 GPA, the student must complete twelve semester hours of course work with a minimum grade of “B” in each course.

Conditional acceptance is given to applicants with less than a 2.8 GPA (or greater than a 2.5) or those needing to complete the graduate statistics course with a minimum grade of “B” or better.

Persons not having a completed graduate statistics course must satisfy course deficiencies to have conditional acceptance removed.

Students whose GPA is between 2.5 and 2.79 may be required to have an interview and provide a writing sample (approved Faculty Organization 3/18/05).

Students enrolled in the College pursuing a Master’s degree may be either full-time or part-time. Students enrolled in nine or more semester hours during a semester of an academic year or six or more semester hours during the summer session are full-time. Students enrolled in less than nine semester hours during a semester of an academic year or less than six semester hours during the
summer session are part-time. A student may enroll in a maximum of nine semester hours as a student-at-large. All graduate students must be continuously enrolled either full-time or part-time each semester.

MASTER OF SCIENCE IN NURSING DEGREE CURRICULUM

Adult Gerontology Clinical Nurse Specialist - Clinician

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hrs</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Courses:</strong></td>
<td></td>
</tr>
<tr>
<td>500 Theoretical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>504 Health Promotion</td>
<td>3</td>
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<tr>
<td>508 Nursing Research</td>
<td>3</td>
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<tr>
<td>512 Roles and Issues in Advanced Nursing practice</td>
<td>3</td>
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<tr>
<td>516 Advances in Nursing Leadership</td>
<td>3</td>
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<tr>
<td>517 Advanced Health Assessment &amp; Diagnostic Reasoning Across the Life Span</td>
<td>3 (2/1)</td>
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<tr>
<td>519 Advanced Pathophysiology Across the Life Span</td>
<td>3</td>
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<tr>
<td>529 Advanced Pharmacotherapeutics Across the Life Span</td>
<td>3</td>
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<tr>
<td>538 Advanced practice Seminar Topics</td>
<td>3</td>
</tr>
<tr>
<td>544 Development and Evaluation of Programs in Health Care</td>
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<tr>
<td><strong>ELECTIVES select one:</strong></td>
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<tr>
<td>548 Nursing Informatics</td>
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<tr>
<td>552 Finance and Healthcare Management</td>
<td>3</td>
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<tr>
<td><strong>Required:</strong></td>
<td></td>
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<tr>
<td>620 Research Experience (may be taken over 2 semesters)</td>
<td>6</td>
</tr>
<tr>
<td>611 Clinician Practicum (may be taken over 2 semesters)</td>
<td>7 (0/7)</td>
</tr>
<tr>
<td><strong>Total Practicum Hours = 512 hours</strong> (Practicum hours are calculated as 1 credit hour = 4 clock hours)</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td>46</td>
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### Nurse Educator

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<td>3</td>
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<td>529 Advanced Pharmacotherapeutics Across the Life Span</td>
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<td>532 Foundations of Education in Nursing</td>
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<td>536 Issues and Roles in Education</td>
<td>3</td>
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<tr>
<td>540 Evaluation Strategies in Nursing Education</td>
<td>3</td>
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</tbody>
</table>

**Required:**

| 620 Research Experience (may be taken over 2 semesters)               | 3          |
| 600 Educator Practicum (may be taken over 2 semesters)               | 6          |

**Total Practicum Hours = 448 hours (Practicum hours are calculated as 1 credit hour = 4 clock hours)**

**Total Credit Hours**

| 45 |

### Neonatal Nurse Practitioner

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>519 Advanced Pathophysiology Across the Life Span</td>
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<td>529 Advanced Pharmacotherapeutics Across the Life Span</td>
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</tr>
<tr>
<td>545 Advanced Health Assessment &amp; Diagnostic Reasoning of the Neonate</td>
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<td>546 Advanced Physiology and Pathophysiology for the Neonate</td>
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<tr>
<td>547 Advanced Neonatal Pharmacotherapeutics</td>
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</tr>
<tr>
<td>549 Neonatal Management I</td>
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<tr>
<td>550 Neonatal Management II</td>
<td>3(2.3/.5)</td>
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<tr>
<td>631 NNP Practicum</td>
<td>9(0/9)</td>
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**Total Practicum Hours = 704 hours (Practicum hours are calculated as 1 credit hour = 4 clock hours)**

**Total Credit Hours**

| 45 |
### Clinical Nurse Leader

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<td>548 Nursing Informatics</td>
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<td>552 Finance and Healthcare Management</td>
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<tr>
<td>612 CNL Immersion Experience</td>
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</table>

**Total Practicum Hours** = 448 hours (Practicum hours are calculated as 1 credit hour = 4 clock hours)

**Total Credit Hours** = 36

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### Nursing Management Leadership

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<td>552 Finance and Healthcare Management</td>
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<td>553 Health Policy, Law, and Regulation</td>
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<td>554 Human Resource Management</td>
<td>3</td>
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<tr>
<td>558 Managed Care and Integrated Delivery Systems</td>
<td>3</td>
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<tr>
<td>614 Management Practicum with Capstone Project</td>
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**Total Practicum Hours** = 384 hours (Practicum hours are calculated as 1 credit hour = 4 clock hours)

**Total Credit Hours** = 33
## Family Nurse Practitioner

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<td>3</td>
</tr>
<tr>
<td>516 Advances in Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>517 Advanced Health Assessment &amp; Diagnostic Reasoning Across the Lifespan</td>
<td>3(2/1)</td>
</tr>
<tr>
<td>519 Advanced Pathophysiology Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>529 Advanced Pharmacotherapeutics Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>548 Informatics</td>
<td>3</td>
</tr>
<tr>
<td>560 Family Healthcare Management I</td>
<td>3</td>
</tr>
<tr>
<td>561 Advanced FNP Practicum I</td>
<td>2(0/2)</td>
</tr>
<tr>
<td>564 Family Healthcare Management II</td>
<td>3</td>
</tr>
<tr>
<td>565 Advanced FNP Practicum II</td>
<td>0/2</td>
</tr>
<tr>
<td>640 Family Nurse Practitioner Practicum</td>
<td>0/4</td>
</tr>
</tbody>
</table>

**Total Practicum Hours = 576 hours** (Practicum hours are calculated as 1 credit hour = 4 clock hours)

**Total Credit Hours** 44
Family Psychiatric/Mental Health Nurse Practitioner

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Theoretical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>504 Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>508 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>512 Roles and Issues in Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>516 Advances in Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>517 Advanced Health Assessment &amp; Diagnostic Reasoning Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>519 Advanced Pathophysiology Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>529 Advanced Pharmacotherapeutics Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>566 Family Mental Health Psycho-pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>568 Advanced Assessment &amp; Therapeutic Interventions for FPMHNP</td>
<td>3</td>
</tr>
<tr>
<td>569 Practicum I</td>
<td>2(0/2)</td>
</tr>
<tr>
<td>570 Family Psychiatric Mental Health Nursing Diagnosis &amp; Mgmt of Children &amp; Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>571 Practicum II</td>
<td>2(0/2)</td>
</tr>
<tr>
<td>572 Advanced Family Psychiatric Nursing Diagnosis &amp; Mgmt of Adults &amp; Specialty Populations</td>
<td>3</td>
</tr>
<tr>
<td>573 Practicum III</td>
<td>2(0/2)</td>
</tr>
<tr>
<td>650 Practicum IV</td>
<td>4(0/4)</td>
</tr>
</tbody>
</table>

**Total Practicum Hours = 704 hours (Practicum hours are calculated as 1 credit hour = 4 clock hours)**

**Total Credit Hours** 46
Accelerated Pathway to MSN for RNs with a Non-Nursing Baccalaureate Degree

Students applying under the RN-MSN option must satisfactorily show evidence of completion of the following prerequisite course work in Liberal Arts and Science:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical and Life Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>A laboratory component is required. Suggested: anatomy &amp; physiology, chemistry, and/or microbiology</td>
<td>12</td>
</tr>
<tr>
<td><strong>Social and Behavioral Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Suggested: anthropology, sociology, psychology, political science, and economics</td>
<td>9</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td></td>
</tr>
<tr>
<td>Suggested: English composition &amp; speech</td>
<td>6</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Suggested-philosophy, religion, music, art, theatre, history, &amp; literature</td>
<td>6</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Intro to Statistics-required</td>
<td>3</td>
</tr>
<tr>
<td>General Education Credits Hours Including Electives</td>
<td>23</td>
</tr>
<tr>
<td><strong>Total Prerequisite Credits Hours in Liberal Arts &amp; Science Coursework</strong></td>
<td>59</td>
</tr>
<tr>
<td>Nursing: Professional Experience Credit Hours</td>
<td>33</td>
</tr>
<tr>
<td><strong>RNs in this accelerated pathway must meet the following requirements prior to transitioning into the Master’s Program:</strong></td>
<td></td>
</tr>
<tr>
<td>310 Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>318 Research in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>*425 Promoting Healthy Communities</td>
<td>5</td>
</tr>
<tr>
<td>*433 Experience in Clinical Nursing</td>
<td>8</td>
</tr>
<tr>
<td>450 Transition to Advanced Nursing Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

*See College Catalog: courses are available for credit through portfolio review

The total number of credit hours for a Master’s degree will depend on the option chosen.
Post Graduate Nurse Educator Certificate
Saint Francis Medical Center College of Nursing offers both a 9 and 15 hour post graduate nurse educator certificate for those who currently have a Master’s Degree and wish to acquire a specialization in nursing education.

Post Graduate Nurse Educator Certificate (9 and 15 Credit Hrs options)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9 Hour Post Graduate Nurse Educator Certificate</strong></td>
<td></td>
</tr>
<tr>
<td>532 Foundations of Education in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>536 Issues and Roles in Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td>540 Evaluation Strategies in Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td><strong>15 Hour Post Graduate Nurse Educator Certificate</strong></td>
<td></td>
</tr>
<tr>
<td>532 Foundations of Education in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>536 Issues and Roles in Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td>540 Evaluation Strategies in Nursing Education</td>
<td>3</td>
</tr>
<tr>
<td>600 Educator Practicum</td>
<td>6(0/6)</td>
</tr>
<tr>
<td><strong>Total Practicum Hours = 384 hours</strong></td>
<td></td>
</tr>
<tr>
<td>(Practicum hours are calculated as 1 credit hour = 4 clock hours)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Post Graduate Family Nurse Practitioner Certificate

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>504 Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>506 Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>512 Roles &amp; Issues in Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>517 Advanced Health Assessment &amp; Diagnostic Reasoning Across the Life Span</td>
<td>3(2/1)</td>
</tr>
<tr>
<td>519 Advanced Pathophysiology Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>529 Advanced Pharmacotherapeutics Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>560 Family Healthcare Management I</td>
<td>3</td>
</tr>
<tr>
<td>561 Advanced FNP Practicum I</td>
<td>2(0/2)</td>
</tr>
<tr>
<td>564 Family Healthcare Management II</td>
<td>3</td>
</tr>
<tr>
<td>565 Advanced FNP Practicum II</td>
<td>2(0/2)</td>
</tr>
<tr>
<td>640 Family Nurse Practitioner Practicum</td>
<td>4(0/4)</td>
</tr>
<tr>
<td><strong>Total Practicum Hours = 576 hours</strong></td>
<td></td>
</tr>
<tr>
<td>(Practicum hours are calculated as 1 credit hour = 4 clock hours)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>
### Post Graduate Adult Gerontology Clinical Nurse Specialist Certificate

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>504 Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>512 Roles and Issues in Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>517 Advanced Health Assessment &amp; Diagnostic Reasoning Across the Lifespan</td>
<td>3(2/1)</td>
</tr>
<tr>
<td>519 Advanced Pathophysiology Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>529 Advanced Pharmacotherapeutics Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>611 Clinician Practicum</td>
<td>7(0/7)</td>
</tr>
</tbody>
</table>

**Total Practicum hours=512 hours (Practicum hours are calculated as 1 credit hour = 4 clock hours)**

| Total Credit Hours | 22 |

### RESEARCH REQUIREMENT

Students are expected to complete a project that reflects the synthesis of the discipline studied, such as research, evidenced based practice or integrated literature review. Students enrolled in 620 Research Experience will receive from the Graduate Office the handout titled Research Framework to serve as a guideline for doing research. Prior to doing the research the student will need to complete the form “College Program Research Committee Proposal for Research Review” to be submitted to the College Research Committee.

If the student chooses to complete a research study the study must be reviewed by the Saint Francis Medical Center College of Nursing Research Committee which includes:

1. Are conducted by any student enrolled in the College of Nursing or any person (including faculty) that is using data or students from the College of Nursing;
2. Involve the participation of human subjects;
3. Involve procedures not normally a part of the regular patient care or students professional activities of the unit, clinic, or department;
4. Are conducted by non OSF employees functioning in an alternative role (i.e. graduate student).
   a. Submission of proposals for research should be made in writing to the Research Committee using the “Proposal for Research Review” form. This form may be obtained from the Graduate Office or online through eCollege in OSF Community. Three copies of this form and one copy of the full proposal should be submitted to the Dean of the Graduate Program two weeks prior to the meeting date. The researcher’s attendance at the Research Committee meeting is encouraged in order to facilitate the process. It is recommended that the researcher’s advisor attend the Research Committee meeting when the student’s research is being reviewed.
   b. Research from student investigators must provide written approval from the appropriate research advisor. This approval is indicated by the signatures on
the “Proposal for Research Review” which can be accessed in OSF Grad Community; Doc Sharing.

c. Investigators desiring to do research on a unit, clinic, or department must obtain permission from the manager prior to submitting the proposal to the Research Committee.

d. Upon completion of the study, the researcher is invited to share the findings with the Research Committee. If the researcher plans to publish the findings, it is expected that the confidentiality of institution and human subjects will be respected.

e. The committee may meet four times in the academic year (by September 1, November 1, February 1, and April 1). Approval of proposals by the Research Committee is dependent upon the analysis of factors which might affect the specific unit/population involved in the investigation:

- compliance with ethical concerns and protection of subjects;
- the number of projects in which a group of patients or staff members is already involved;
- the complexity of care, condition of patients, number of personal contacts and the amount of stress already affecting the patients or staff;

PRACTICUM

The practicum is an experience that will allow students to apply advanced knowledge and theory gained during the graduate program to a related practice setting. Upon registration for the practicum 600 (600.1 or 600.2) or 611 (611.1, 611.2, 612, or 630, 640 and 650), students will obtain from doc sharing on OSF graduate community an advisor request form and course specific practicum guidelines.

PRECEPTOR POLICY AND PROCEDURE

The policy of the College of Nursing is to provide supportive, faculty supervised clinically-based learning experiences necessary to prepare qualified entry level and advanced practitioners to work in a variety of health care settings. The Preceptor Handbook establishes the College of Nursing guidelines for using qualified masters prepared Registered Nurses (RNs) as preceptors to assist with clinical instruction. It defines the roles and responsibilities of faculty, students, and preceptors. This policy applies to qualified Masters in Nursing RN preceptors and student relationships that are consistent and last an extended period of weeks. In designated courses the student will work under the direct clinical instruction of the preceptor who will guide and monitor student learning. The faculty retains the responsibility for student’s instruction and supports both the student and preceptor by providing their expertise to ensure that the learning experiences meet the course/clinical objectives. The preceptor and the faculty member collaborate in planning, monitoring, and evaluating the student. The policy does not apply to students who are assisted in the clinical area by different RNs each clinical day.

Procedure: The course faculty member has the responsibility to evaluate and recommend the clinical agency that will meet the course objectives. Administration will ensure that an agency
agreement is established with the agency, including statement about the use of a preceptor. The faculty:

- Selects a preceptor that meets the approval of agency representative and student.
- Provides the preceptor with an orientation to the College, the course, clinical instruction, and guidelines outlined in this Handbook.
- Ensures that student’s goals are established with specific measures to meet the goal.
- Visits/contacts the agency on a regular basis (a minimum of three visits) to monitor and provide guidance to the preceptor.
- Collaborates with the preceptor to organize, implement, and evaluate the clinical experience and the student.
- Conducts the clinical evaluation sessions with students.

Student may obtain a copy of the Preceptor Handbook online.

**GRADES**

At the completion of a semester or a course, grades are assigned by the instructor and are submitted to the Registrar. Students can access their individual accounts on SONISWEB to find their final grades. Students who want a hard copy of their grade report must complete and sign the Request for Grade Report form by the Friday before final examination week.

Graduate courses will be graded on the following:

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Quality points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory achievement</td>
</tr>
<tr>
<td>C</td>
<td>Achievement below expectation</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
</tr>
<tr>
<td>F</td>
<td>No academic credit</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing</td>
</tr>
<tr>
<td>WM</td>
<td>Withdraw Military</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit, satisfactory attendance</td>
</tr>
<tr>
<td>AX</td>
<td>Audit, unsatisfactory attendance</td>
</tr>
</tbody>
</table>

Graduate students are required to maintain a minimum of GPA of 3.0 on a 4.0 scale. A grade of “C” is considered unsatisfactory and will result in review of the students’ record by the Graduate Committee.
GRADUATE END OF PROGRAM PORTFOLIO POLICY AND PROCEDURE

Policy Statement: The Portfolio Review functions as an external review of student progress toward accomplishment of program outcomes for the purposes of determining areas of improvement in overall student performance in selected areas. Aggregate data will be used by the Graduate Program to identify possible needed changes. This Portfolio Review process is not used to determine whether students may progress through the program. The portfolio will also serve as a marketing tool for the student’s achievements throughout the program. Please see the Portfolio Guide in OSF Grad Community in Doc Sharing. The assessment of the portfolio will focus on the outcome of the following measurable components:

- Communication
- Caring
- Writing
- Technology
- Speaking
- Leadership
- Critical Thinking
- Therapeutic Nursing Intervention
- Scholarly Inquiry

GRADUATION REQUIREMENTS

To be eligible for the Master of Science Degree in Nursing, a student must:

1. Have a final semester GPA of at least 3.0.
2. Have a cumulative GPA of at least 3.0.
3. Successfully complete the prescribed curriculum within 5 years.
4. Meet all requirements of the College of Nursing, including financial obligations.
5. Earn the specified number of required semester hours for the enrolled program of study as stated in the Residency Requirements.
6. Provide official transcripts of any courses taken outside the College during the program.
7. Complete and submit the Application for Graduation by the end of the semester prior to the intended graduation. Application forms are available from the Registrar’s office. The graduation application deadline is scheduled in sufficient time in advance of Commencement to allow time for printing diplomas, graduation invitations, programs, and ordering of nursing pins.
8. Meet the requirement of specific financial aid programs for an exit interview as applicable. All students expecting to graduate must apply for graduation by a specified date.
9. Graduation exercises are held in December and May. Students are expected to attend the ceremony, but may petition the Dean of the Graduate Program to be excused.
Degrees are awarded to students meeting graduation requirements at the end of each semester. Commencement exercises are held in December and May.

**GRADUATION APPLICATION/PROCESS**

At the end of the semester prior to graduation, Admissions personnel will send a memo to the students regarding the following: graduation costs including pin (Masters graduates), hood, gown, and tassel and the Application for Graduation Form. The student is required to meet with their academic advisor and the form is to be returned by the end of the semester proceeding the final semester. All students must meet graduation requirements as stated in the Saint Francis Medical Center College of Nursing Catalog. Students must clear all financial obligations with the College of Nursing in order to assure release of the diploma and final transcripts. See end of program portfolio requirements to fulfill this process.

**DEGREE GRANTED**

Upon successful completion of the prescribed program, a Master of Science Degree in Nursing (M.S.N.) is awarded.

**GRADUATION HONORS**

Those degree candidates graduating with a cumulative GPA of 3.75 or higher will be recognized for their outstanding academic performance. The honor of “Graduating with Distinction” will be designated by the awarding of honor cords at commencement.

**Sister M Ludgera Memorial Award for Outstanding Masters in Nursing**

One award may be given at each graduation. The Dean of the Graduate Program will e-mail the Graduate Committee with the names of all of the master’s students graduating with distinction. The Graduate Committee will submit names and rationale for nomination for the award to the Dean of the Graduate Program. Then the Dean of the Graduate Program will e-mail the Graduate Committee with the names of the nominated students and the rationale for nomination that accompanied the nomination. An electronic vote will be taken and votes will be e-mailed to the Dean of the Graduate Program. The nominee with the most votes wins the award and the award will be presented during the graduation ceremony.

Graduates are considered for this award based on the following:

- **Leadership** as demonstrated by:
  - Clinical-Outstanding nursing practice based on clinical judgments, caring patient interactions, and problem solving abilities.

  OR

  - Educational-Outstanding teaching abilities as evidenced by the ability to meet teaching objectives, provide excellent classroom organization, use a variety of teaching methods, and incorporate active learning.
**High academic achievement** as evidenced by graduating with distinction and a high quality portfolio that meets all of the designated criteria and demonstrates exemplary work.

**Excellent leadership abilities** demonstrated by serving as a positive role model to others, willingly mentoring/tutoring other graduate students, and innovative approaches to issues.

**Professionalism** is shown by maintaining integrity, high ethical standards, and by being an asset to the profession of nursing. A consistently positive **attitude** and a willingness to go “above and beyond” is demonstrated.

**TRANSCRIPTS**

Transcripts are issued upon written request of the student. The fee for each transcript is $3.00. Transcripts will be issued only to individuals in good financial standing with the College of Nursing.

**PICTURES**

Each semester graduating students will be notified of available dates and times to have their pictures taken. Around the fourth week of the semester, a notice will be sent from College Support Representatives outlining the details for pictures.
## COURSE CONSENT FORM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I would like to take this nursing course out of sequence because:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Approval: Yes____No____

Student: ___________________________ Date: ____________

Advisor: __________________________ Date: ____________

Instructor: _________________________ Date: ____________

Dean ___________________________________ Date: ____________

August 2008
REQUEST FOR CHANGE IN MSN OPTION

Directions: MSN Students: If you decide to change MSN program tracks, you must submit this completed form to Dr. Kimberly A Mitchell, Dean of the Graduate Program.

Student name (Print): ___________________________  Date: ___________

Current MSN track: ____________________ Requesting change of track to: _____________________

Please acknowledge each statement below by entering your initials in the applicable boxes below:

☐  All Students: I understand that I must submit this request for MSN track change no later than the second Friday of classes following the start of the fall, spring, or summer session and that, based on resource availability, the earliest that I could begin the curriculum for the new track would be the following semester. For example, a student requesting a program change from a nurse educator to nurse practitioner track and who files within the first two weeks of the fall semester, could not begin the nurse practitioner coursework until the spring semester or later, depending on resource availability.

☐  All Students: I understand that any change in MSN track will be made on a space-available basis and is dependent on course availability and faculty and preceptor resources.

☐  All Students: I will accept the change in my MSN track if granted and will relinquish my place in the current MSN track. I further understand that I will be notified of my request to change tracks via written letter.

If my request is denied, then I will either (initial one):

☐  Remain in my current MSN track to complete my degree, or

☐  Leave the program at the end of the semester.

____________________________________________________
Student Signature

____________________________________________________
Academic Adviser Signature

RETURN TO DEAN - GRADUATE PROGRAM

Approval Date: ____________  Denial Date: ____________  Review Date: ____________

____________________________________________________
Dean - Graduate Program

RequestforchangeinMSNprogram/2014
DOCTOR OF NURSING PRACTICE PROGRAM

INTRODUCTION

The DNP Clinician program is a practiced-focused program designed to prepare advanced practiced nurses at the highest level of nursing practice. The DNP is a terminal degree. This consists of adding a 39 credit hour doctoral program for those individuals who are masters prepared and nationally certified and licensed as an advanced practice registered nurse (APRN).

The DNP Leadership option (DNP-L) is designed as a post masters doctorate degree and consists of 39 credit hours. The DNP-L prepares Leaders to expand their knowledge and abilities to influence and positively impact nursing interventions, healthcare organizations, outcomes, health practices, and policy. The curriculum, through each of the courses and learning outcomes, has an emphasis on safe practice with the expectation that the student bases the online discussions on research, evidenced based practice, analysis, and critical thinking. The successful achievement of the learning activities, projects, discussions, presentations, capstone, and residency prepares the student to achieve the program outcomes for decision making and safe, competent practice as a leader in a variety of diverse and contemporary healthcare environments.

Doctoral Program

The breadth of the educational offering, the Doctor of Nursing Practice (DNP), will be keeping with the AACN Essentials of Doctoral Education for Advanced Nursing Practice (2006). The program is designed to provide courses that prepare the graduate in areas of the scientific underpinnings for practice, organizational and systems leadership, clinical scholarship and analytical methods for evidenced based practice, information systems/technology, health care policy for advocacy in healthcare, interprofessional collaboration, clinical prevention and population health for improving the Nation’s health, and education and advanced nursing practice. Upon successful completion of this program of study, the graduate may take a national examination for certification.

AACN (2006) provides the following description of the differences between the practice based DNP and the traditional research focused Ph.D., DNS, or DNSc:

“Research- and practice-focused doctoral programs in nursing share rigorous and demanding expectations, a scholarly approach to the discipline, and a commitment to advancement of the profession. Both are terminal degrees in the discipline, one in practice and one in research. However, there are distinct differences between the two degree programs. For example, practice-focused programs understandably place greater emphasis on practice, and less emphasis on theory, meta-theory and research methodology and statistics than is apparent in research-focused programs.”

“Practice-focused doctoral programs are designed to prepare experts in specialized advanced nursing practice. They focus heavily on practice that is innovative and evidence-based, reflecting the application of credible research findings. The two types of doctoral programs differ in their goals and the competencies of their graduates.”

The College of Nursing recognized the need to respond to the national changes as presented by the American Association of Colleges of Nursing (AACN) in the health care delivery system which proposed a change in the level of education for the Advanced Practice Registered Nurse (APRN). Furthermore, the College responded to frequent requests for a graduate Doctor Nursing Program (DNP) from alumni and other APRNs by providing the addition of a doctoral degree in nursing program to the educational offerings of the College.

**DNP CLINICIAN CURRICULUM**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (required)</td>
</tr>
<tr>
<td>700-Principles of Epidemiology 3</td>
</tr>
<tr>
<td>710-Biostatistics 3</td>
</tr>
<tr>
<td>720-Analytical Methods for Evidence Based Practice 3</td>
</tr>
<tr>
<td>730-Translation of Evidence Based Practice 3</td>
</tr>
<tr>
<td>750-Cultural Competency for Advanced Practice (Health Promotion) 3</td>
</tr>
</tbody>
</table>

| Information Literacy |
| 770-Health Care Information Systems and Outcome Management 3 |

| Management and Leadership |
| 740-Impact of Ethics & Law on Healthcare 3 |
| 760-Health Care Finance and Policy 3 |
| 810-Organizational Management 3 |

| 800-Capstone Project |
| 800.1-Capstone Project I 2 |
| 800.2-Capstone Project II 4 |

| 820-Residency (820.1, 820.2) (384 Practicum Hours) |
| 6 |

**Total Practice Hours** 512

**Total Course Credits** 39

*Practicum hours are calculated as 1 credit hour=4 clock hours

**Part-time Plan of Study Doctorate Nursing Practice Clinician (DNP)**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Fall</th>
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<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>700-Principles of Epidemiology</td>
<td>720-EBP-Appraisal and Analysis within Evidence-Based Practice</td>
<td>730-Evidence-Based Practice: Translation and Evaluation</td>
<td>770-Health Care Information Systems and Outcome Management</td>
<td>800.1-Capstone Project</td>
<td>800.2-Capstone Project</td>
<td>820.1-Residency</td>
</tr>
<tr>
<td>710-Biostatistics</td>
<td>740-Impact of Ethics &amp; Law on the Role of the DNP</td>
<td>750-Cultural Competency for Advanced Practice</td>
<td>760-Health Care Finance and Policy</td>
<td></td>
<td>810-Organizational Management/Leadership</td>
<td>820.2-Residency</td>
</tr>
</tbody>
</table>
DNP LEADERSHIP CURRICULUM

Core Courses (required)
700-Principles of Epidemiology 3
710-Biostatistics 3
720-Analytical Methods for Evidence Based Practice 3
730-Translation of Evidence Based Practice 3
735 Interprofessional Collaboration and Advanced program Planning 3
745-Managing Human Capital 3

Information Literacy
770-Health Care Information Systems and Outcome Management 3

Management and Leadership
740-Impact of Ethics & Law on Healthcare 3
760-Health Care Finance and Policy 3
810-Organizational Management 3

804-Capstone Project 6
804.1-Capstone Project I 2
804.2-Capstone Project II 4

*822-Residency (822.1, 822.2)

(384 Practicum Hours) 6

Total Leadership Practice Hours 512
Total Course Credits 39

*Practicum hours are calculated as 1 credit hour=4 clock hours

Part-time Plan of Study Doctorate Nursing Practice Leadership (DNP-L)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<td>804.1-Capstone Project</td>
<td>804.2-Capstone Project</td>
<td>822.1-Residency</td>
</tr>
</tbody>
</table>

Course # 800/804 Capstone Project/Course # 820.2/822.2 Residency Requirements

See Capstone Project Guidelines in OSF Grad Community in Doc Sharing.
PORTFOLIO REVIEW FOR PROGRAM ASSESSMENT

Policy and Procedure

Policy Statement

The Portfolio Review functions as an evaluative review of student progress toward accomplishment of Graduate Program outcomes for the purposes of determining areas of improvement in overall student performance in selected areas as directed by the Systematic Evaluation Plan. Aggregate data will be used by the Graduate Program to identify possible needed changes or opportunities. This Portfolio Review process is not used to determine whether students may progress through the program or graduate. The portfolio will also serve as a marketing tool for the student’s achievements throughout the program post-graduation.

The assessment of the portfolio will focus on the outcome of the following measurable components:

- Communication/Caring
- Writing and Speaking
- Technology
- Leadership
- Critical Thinking
- Therapeutic Nursing Intervention
- Scholarly Inquiry

Complete document can be found in eCollege, OSF Grad Community, Doc Sharing, Graduate Portfolio.
COLLEGE POLICIES

STUDENT APPEAL PROCESS

Student Appeal Procedures

The student has the right to appeal grade reports, course or clinical grades that result in academic probation or dismissal from the College, or decisions where there is reason to believe that they were capricious, discriminatory, arbitrary, or in error. In order to provide a mechanism for the fair resolution of disagreements, the College has developed an Appeal Procedure for students. Students have the right to appeal grades, academic or student policies, and disciplinary action resulting from violation of academic or student policies. All parts of the Appeal Procedure will be private and all persons present will consider all information presented to be confidential. However, if the student discloses information discussed during a meeting, the student’s interest in the confidentiality will be deemed waived.

The student has the right to appeal any decision. At either a Student Appeal or a Disciplinary Action Appeal, a student is entitled to be accompanied at the hearing by a fellow student, parent or representative, who may be an attorney.

Academic Appeal Procedure

The student initiating an appeal should be prepared to document evidence for the appeal. At this time, the student may seek the assistance of the academic advisor. Appeals should be settled at the lowest possible level. A student appealing a grade may continue in the academic program during the review process unless there is reason to believe such continuance would jeopardize the well-being of the student or others. The appeal should be initiated within ten business days after the grade is issued by the Instructor or Registrar. If the specified time limits are not met by the student, the issue shall not be subject to further appeal. Each appeal step listed below must be accomplished before proceeding to the next step. The decision at each step will be documented.

1. The student should make a sincere effort to resolve the issue with the instructor assigning the grade or faculty member in charge of the course.
2. If the issue is unresolved, the student should submit a written request for a meeting with the appropriate Dean within ten business days. If the appropriate Dean is the instructor assigning the grade, the written request should be submitted to one of the other Dean. The request shall specify the nature of the issue and attempts made to resolve the issue. The Dean shall meet with the student within ten business days of the receipt of the request. The student is given adequate notice in writing at this step and all subsequent steps of the date, time, and place of the meeting. The Dean makes a decision which resolves the issue or recommends that it is taken to the Admission and Progression Committee.
3. If unresolved, the student submits a formal written appeal to the Admission and Progression Committee chairperson within ten business days of the meeting with the Dean.
4. The student and instructor shall be given due notice of the date and time of the Admission and Progression Committee Meeting. The meeting will be held within 10 business days of the student’s request. The President will not be in attendance at the arranged Committee Meeting. Each party may present evidence or witnesses to the issue. The
committee may question each party. Following a period of closed deliberation, the decision of the Committee will be forwarded in writing to both parties and the President within three business days following the meeting.

5. If the decision of the Committee is unacceptable to the student or instructor, either may file a written notice of intent to further appeal to the President within three business days of receipt of the decision.

6. The President shall have a maximum of ten business days to call a meeting of both parties to resolve the situation. The President will review all current records or documentation relating to the appeal. No new documentation may be introduced at this time. If necessary to avoid undue hardship or injustice to either party, the President may extend the ten day limitation.

7. The President may approve or reverse the decision of the Committee.

8. The written decision of the President shall be sent to both parties and the appropriate Dean no later than three business days following the appeal meeting.

9. The decision of the President shall be final.

Disciplinary Appeal Procedure

For the appeal process regarding disciplinary actions, the disciplinary appeal procedure set forth below will be used.

Judicial Board

A Judicial Board is formed to act on cases of violations of the Student Code of Conduct/Professional Standards.

The Judicial Board shall consist of:

1. Three faculty members.
2. Chairperson shall be a faculty member elected by the Board.
3. Two students selected by the Judicial Board.

The faculty representatives will be elected as provided in the by-laws of the College Senate. A quorum of the Board shall consist of all members. Disciplinary actions may include: reprimand, fines, disciplinary probation, suspension, or dismissal. Disciplinary action of the Judicial Board is not limited to these categories. All decisions require a majority vote except for dismissal or suspension, which require an affirmative vote of at least four.

In the event the College recommends suspension or dismissal of the student, such suspension or dismissal shall be put on hold during the appeal/hearing procedure set forth below. Only if the recommendation of suspension or dismissal is based on violation of Professional Standards which places students, faculty, patients or any other person in immediate harm or danger will the student be suspended during the appeal/hearing procedure. In no event, will the student be dismissed from the College until the President has rendered a final decision under the disciplinary appeal procedure.
Appeal/Hearing Procedure

1. The student must submit a written request to appeal within five business days of receiving such a disciplinary action. The written request must be accompanied by rationale for a hearing to the President within five business days of receipt of the decision. If such a written request is not received within such five-day period by the President, the student will be deemed to have waived his/her right to appeal, and the disciplinary action will stand.

2. The President shall call a meeting of the Judicial Board within ten business days. The student may request in writing a postponement for ten additional business days in order to prepare for the hearing. The student will be notified in writing in advance of the date, time, and place of the meeting.

3. The Judicial Board shall meet to review and/or hear the case and render a decision. If the student does not appear at the scheduled time, unless such nonappearance is based on exigent circumstances, in the sole discretion of the Judicial Board, the appeal will be dismissed.

4. The hearing will be held on an informal basis and, if attorneys are involved, shall not be conducted according to the rules of law/evidence. Both parties may call, examine and cross-examine witnesses who voluntarily agree to appear on behalf of the participant calling such witness. Re-examine and re-cross are not allowed.

5. The Judicial Board may request in advance that both parties, or their representatives, present an opening oral statement outlining the position of each party and what each party hopes to show with its evidence. The Judicial Board may add any other procedural rules, such as written statements prior to or after the Hearing. At the Judicial Board’s sole discretion, the hearing may be adjourned and rescheduled.

6. Within five business days after the adjournment of the hearing, the Judicial Board will prepare a written recommendation which will be immediately forwarded to the student and the President.

7. If the Judicial Board’s recommendation is adverse to the student, and the student desires further appeal, he/she shall submit a written request for an appeal, including rationale, to the President within five business days of receipt of the Judicial Board's recommendation. If the Judicial Board’s recommendation reverses or reduces the severity of the College’s disciplinary action, the appropriate Dean, on behalf of the College, may submit a written request for an appeal, including rationale, to the President within five business days of receipt of the Judicial Board’s recommendation.

8. Upon such appeal the President may discuss the case with any witness, the student, any member of the Judicial Board, or any other person. In any event, the President will review the information provided to the President by the Judicial Board. The President may affirm the recommendation or send the recommendation back to the Judicial Board to reconsider either an increase or reduction in the severity of the Disciplinary Action. The Judicial Board shall determine what manner of reconsideration it shall use, such as a rehearing, interviewing or re-interviewing a witness(es), reviewing the record or merely reviewing its recommendation.
9. If the President affirms the Judicial Board’s recommendation, the decision of the President shall be given to the student and the College within five business days, and such decision is final with no further appeal.

10. If the recommendation is sent back to the Judicial Board for reconsideration, the Judicial Board, after its reconsideration, will submit a final recommendation to the President. The President may affirm or revise the reconsidered recommendation. The President’s decision will be final, with no further appeal. Reviewed: 2/25/2011

STUDENT LEADERSHIP

Resident Assistants (RA)

The Resident Assistant will work closely with students occupying dorm/study rooms at Saint Francis Medical Center College of Nursing. Responsibilities include policy enforcement, student accountability, information referrals, reporting facility needs and organizing activities for students residing on campus.

Resident Assistant Position Description

I. Information, Communication and Resource Referral
   a. Handles information concerning staff/or students with the utmost confidentiality.
   b. Be familiar with the Saint Francis Medical Center College of Nursing campus and community services. Serve as a resource person for students and make appropriate referrals.
   c. Facilitate students' interactions during floor meetings, all dorm meetings, and keeps students informed of all pertinent campus information and deadlines.
   d. Interpret, communicate and enforce maintenance, safety, emergency and housing policies and procedures.
   e. Establish and enforce courtesy hours and other dorm floor regulations.
   f. Assist Administration, Faculty, and Support Staff in identifying needs of students and any related implementation.

II. Community Building
   a. Be visible, available and approachable to residents.
   b. Get acquainted with all students on the dorm floors. Be aware of their personal, social and academic concerns.
   c. Strive to develop a sense of community among residents by organizing Floor Meetings and Dorm Meetings.
   d. Organize and/or support CON, Student Senate, SNA, social, recreational, and educational activities. Attend and be active in dorm and college functions.

III. Maintenance and Safety
   a. Conduct a weekly inspection and report needs in the common areas on assigned floor. Report needed repairs according to established procedure. When on call, clean kitchen as needed with help of other students. Clean refrigerator and freezer each weekend.
   b. Prepare and maintain dormitory records as assigned.
d. Understand and familiarize residents with community safety, emergency and fire evacuation procedures.

IV. Limit Setting and Residential Safety
a. Know, enforce and be able to explain the CON Building Rules and Regulations.
b. Respond reasonably and rationally to emergency situations.
c. Encourage students to take responsibility for their own actions.
d. Enforce behavioral standards and emphasize the concept of common courtesy and consideration for others according to Campus Life in the Student Handbook.
e. Refer recurring disciplinary matters to the Counselor as stated in Building Rules and Regulations.
f. Report and document in a neat, timely and orderly fashion all incidents and situations which threatens the health, safety and security of residents. Complete an RA Incident Report and give to the Counselor.
g. Adhere to fire safety evacuation procedures for the area.
h. Model appropriate behavior at all times.

V. Administrative
a. Complete assigned paper work and administrative tasks.
b. Provide assistance in the college when necessary.
c. Assist in maintaining furniture inventory, control and records.
d. Assist with semester opening and closing procedures per On Call schedule.
e. Assist with Open Houses and Orientations.
f. Complete all other duties as assigned.

VI. On Call Duty Responsibilities
a. Participate in a rotating, on-call duty schedule: week nights, Saturday, Sunday, and some holidays. (See On Call Schedule in Counselor’s office.) The On Call schedule starts the week prior to the first day of classes, and ends at 12 noon the Sunday after the last Friday of each semester. There are 3 RA Teams, each with 2 students. One team will be on call at a time. RA’s are responsible for their assigned floors each week and help as needed with any emergency. The On-Call RA’s are in charge of emergencies.
b. The responsibilities of the On Call RA’s include:
   • Remaining on campus during assigned on call time.
   • Being the CON contact person in case of emergencies
   • Security pager – Security will page the RA On-Call to inform when there is a student at one of the entrance doors needing into building
   • Fire alarms/drills – open gate behind the college and follow Fire Evacuation Procedures.
   • Storm pager – coordinates Black and Gray alerts
   • Clean kitchen with help of other students
c. Follow all other duty procedures/policies as outlined.
d. Arrive before students move in and remain after the closing of the dorms to assist in opening and closing procedures.

VII. Other duties as assigned

VIII. Personal Development

a. Attend all meetings and training. If unable to attend weekly RA meeting, make individual appt. with the Counselor.
b. Maintain a positive attitude towards residence life and the College
c. Be committed to the needs of the College and the students of SFMC CON
d. Other duties as assigned

IX. Minimum requirements:

a. Demonstrates mature and responsible behavior.
b. Uses an assertive/professional communication style.
d. Must have an overall GPA of 3.0, and maintain a semester GPA of 3.0. A semester GPA of below 3.0 will result in loss of the RA position, giving the student more time to devote to studying. The RA turns in a copy of his/her GPA for each semester to the Counselor.

A total of $2,000.00 RA Waiver per semester will be given to students fulfilling the RA position. The $2,000.00 will be applied to their student account to help meet educational costs. In the event the student does not fulfill the RA agreement, an amount will be prorated based on the level of fulfillment.

X. Selection of RA’s:

The counselor notifies the student body through emails and College of Nursing bulletin boards during Spring Semester for interested students to submit applications and two reference letters for the next academic year. A deadline date for submitting the forms is stated. The counselor and the current RA’s review the applications and reference letters. The Assistant Dean of Support Services and Counselor interview the applicants together. The RA’s as a group interview each applicant individually. The counselor meets with a J1 and J2 faculty member, the RA’s, Assistant Dean, and the President before making a decision. The counselor notifies all of the applicants of the final selections prior to posting them. Information about the applicants and the selection process is kept confidential.

Student Representation on the Graduate Committee

The activities of this committee are related to the admission, progression, and curriculum issues of the graduate program. The committee meets every two months. A graduate student is the representative to the committee. The committee functions are as follows:

1. Evaluate and recommend policies for admission, progression, and graduation of students to the College Senate.
2. Establish procedures and guidelines for admission, progression, and graduation of students.
3. Make decisions on appeals from students relative to admission, progression, or graduation.
4. Review and select applicants for admission to the College.
5. Implement admission, progression, and graduation policies for students.
6. Establish criteria for graduation honors.
7. Review cases of student academic dishonesty.
9. Conduct ongoing development and facilitate implementation of the curriculum.
10. Use Systematic Evaluation Plan for the development, revision, and maintenance of the curriculum.
11. Recommend revisions, deletions, and changes in the curriculum to the College Senate.
12. Review course offerings and schedules each semester.
13. Recommend content and credit hour requirements of prerequisite courses to the College Senate.
14. Facilitate implementation of curriculum changes.
15. Review recommendations of the Dean Graduate Program regarding course evaluations.

**Student Senate**

The students assume major responsibility for conduct of their college life through student government. Acting in legislative and executive capacities, elected student representatives deal with significant issues of college life and administer the student activity fee.

The Student Senate functions according to its Constitution and By-law (See following page). The purposes of this organization are: 1) to give the students an opportunity to share the responsibility for self-government; 2) to promote cooperation between the student body and faculty of the College; and 3) to foster good citizenship by providing opportunities for leadership and service. Standing committees of the Student Senate are: Activities, Public Relations, Revisions, Finance.

Student Senate representatives are elected by their peers with one representative per ten students. Election practices of the College Student Senate serve as a procedural guide.

**Constitution and By-Laws of the Student Senate**

**PREAMBLE**

We, the members of the student body of Saint Francis Medical Center College of Nursing, in order to enhance the well-being of the College and to further the spirit of cooperation between ourselves and the faculty, establish the Student Senate of Saint Francis Medical Center College of Nursing. We ordain and establish this Constitution.

**ARTICLE I: NAME**

Section 1. The name of the organization shall be the Student Senate of Saint Francis Medical Center College of Nursing. Hereafter, the name will be referred to as the Student Senate.
ARTICLE II: PURPOSE

Section 1. The purpose of the Student Senate shall be to provide an organization to:
   a. facilitate the transaction of business pertaining to the whole student body.
   b. further cooperation between students, administration, faculty, Saint Francis Medical Center, and the community.
   c. promote and maintain a spirit of cooperation and loyalty to the College.
   d. Assist the Administration of the College in establishing policies and regulations concerning student life.
   e. promote and maintain high educational and professional standards, and to provide opportunity for developing initiative, interest, and participation in college activities.
   f. foster good citizenship by acquainting students with responsibility and by providing opportunities for participating in leadership and service.
   g. provide the Constitution and By-Laws for each student as included in the Student Handbook and on e-college undergraduate community.
   h. recognize students for “Caring in Action”.

ARTICLE III: MEMBERSHIP AND VOTING PRIVILEGES

Section 1. The membership of the Student Senate shall consist of the President, Vice President, Secretary, Treasurer, and Senators for each class. Only these aforementioned members shall be accorded voting privileges and constitute a quorum, with the exception of the President as specified in Section 4.

Section 2. The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer.

Section 3. The Vice President, Secretary, Treasurer, and each of the Senators shall have one vote.

Section 4. The President of the Student Senate shall be a non-voting member except in the case of a tie, when she/he shall have one vote.

Section 5. The Advisors shall be non-voting, ex-officio members.

Section 6. All members of the Student Senate shall be bound by the Constitution and By-Laws.

ARTICLE IV: ADVISOR QUALIFICATIONS AND DUTIES

Section 1. The advisors of the Student Senate shall be the counselor and two full-time members of the faculty.

Section 2. The faculty advisors will be elected by a majority vote of the Student Senate at the last monthly meeting of the academic year. Faculty advisors shall serve a two-year term with the opportunity to be re-elected. Both advisors may not be replaced during the same year so as to maintain continuity.
Section 3. If a seated advisor chooses not to be re-elected, the Executive Committee shall contact any interested faculty members to fill the open advisor position.

Section 4. At least one of the advisors shall be present at all scheduled and special meetings of the Student Senate.

Section 5. One of the advisors shall edit meeting agendas and minutes prior to distribution to the Student Senate section of eCollege.

Section 6. The Advisors shall make decisions regarding Leadership Scholarship recipients.
   a. Determine and revise scholarship criteria.
   b. Determine annual scholarship amounts.
   c. Review applications and choose scholarship recipients annually.
   d. Report on scholarship recipients at the first meeting of the academic year.

Section 7. One of the advisors shall receive all applications for either Senator or Executive Committee Elections and post applications on the bulletin board outside the West recreation room one week prior to all elections. The advisor shall prepare and print the ballots for distribution at elections.

Section 8. The assigned Student Senate advisor shall use the Student Senate budget to reconcile spending from the student activities account each month. It is the responsibility of the Student Senate advisor to reconcile the OSF Fiscal Service report with known spending activity. Any discrepancies or questions are to be reported to assigned Fiscal Services representatives.

Section 9. The assigned Student Senate advisor will email the Administrative Assistant of the College a list of Visa Gift Cards amounts and their intended recipients each semester. The Administrative Assistant will request a check from the student activity fees account for the total amount needed to buy the Visa Gift Cards. The student senate advisor uses the check to purchase the Visa Gift Cards from Members Choice Credit Union and records the amounts, numbers, and recipients. The advisor will be responsible for keeping the cards and dispensing them to the appropriate student when a need to buy food or other supplies occurs. The Visa Gift Card must be returned to the advisor after the purchases have been made.

Section 10. In case of misplacement or loss of the Visa Gift Card, person in possession of the card must notify the advisor to cancel the card (directions included with the card). The advisor of Student Senate is responsible for checking balance against receipts. If the card does not have the correct balance, the student, advisor, in possession of the card when lost is responsible for replacing the lost funds.
ARTICLE V: Executive Committee Officers

Section 1. The officers of the Student Senate Executive Committee, elected by the student body by majority vote during the spring election, shall consist of:

a. President  
b. Vice President  
c. Secretary  
d. Treasurer

Section 2. The above officers shall serve one complete academic year, including summer interim, after assumption of office according to the procedures set forth in this Constitution.

Section 3. The Executive Committee and the Advisors shall:

a. Develop the financial budget for the academic year and present it to the Student Senate for approval at the August meeting.

Section 4. The Executive Committee and the Advisors shall:

a. Review and revise the Constitution and By-laws every other year on odd years.

b. Present recommended amendments or revisions of the Constitution and By-laws to the Student Senate for approval at the April meeting of the revision year.

c. Distribute revised By-laws to chair of Student Handbook committee and post current copy in the Student Senate section on eCollege undergraduate community.

Section 5. The Executive Committee and at least one advisor shall meet the week prior to all scheduled meetings to plan the meeting agenda.

Section 6. The Executive Committee shall represent the Student Senate at the All College Liturgy by serving as scripture readers.

Section 7. Leadership cords will be available for Executive Committee members to be worn at graduation.

ARTICLE VI: Qualifications of the Executive Committee Officers

Section 1. All applicants for office must have the following qualifications:

a. Enrollment in at least first semester courses for all officers except the President.

b. For the position of President, at least one semester of active and current service in the Student Senate and current enrollment in the program. Active and current service is defined as serving in one of the following capacities: Senator, or student representative to one of the College Senate committees.

c. Have at least one academic year remaining in the program.

d. Willingness and ability to work for the Student Senate.

e. Professional in ethics, social conduct, and dependability

Section 2. Removal from office shall be at the discretion of the Student Senate for failure to meet the qualifications stated in Section 1.
ARTICLE VII: DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS

Section 1. The President shall:
   a. call to order and preside over meetings of the Student Senate.
   b. represent the Student Senate whenever necessary.
   c. act as ex-officio member of all Student Senate committees.
   d. meet with the Executive Committee and an advisor to plan the agenda for all meetings at which she/he presides.
   e. act as liaison officer between the student body and the Administration of the College when necessary.
   f. appoint persons to fill vacancies (with the approval of the Executive Committee) until the next election.
   g. consult with Advisors when making decisions.
   h. compile and submit an annual report on senate activities to the Advisors for the College’s Annual Report.
   i. establish special committees as deemed appropriate and appoint chairpersons if needed.
   j. assist the Vice President whenever necessary during Student Senate sponsored activities.
   k. publicize Student Senate Activities through eCollege email to the student body and coordinate with IT for computer lab screensavers concerning upcoming events.
   l. send out monthly reminders for “Caring in Action” nominations. Nominations will be read at each meeting and be sent to all students through eCollege email.

Section 2. The Vice President shall:
   a. assume the duties of the President in her/his absence or in case of vacancy.
   b. assist the President in her/his duties.
   c. arrange for food and other needed supplies for all Student Senate sponsored events.
   d. present receipts of all spending to the Treasurer for accurate tracking in the academic budget.
   e. be responsible for getting and returning Visa gift cards from the advisor for payment of event costs.
   f. coordinate Senator volunteers to help with Student Senate sponsored activities.

Section 3. The Secretary shall:
   a. keep accurate minutes of all meetings of the Student Senate.
   b. keep an accurate record of the attendance at the meetings of the Student Senate.
   c. submit a draft of the minutes to an Advisor for editing. The Advisor posts an edited copy of the minutes on eCollege undergraduate community. The Administration, faculty, undergraduate student body as well as Student Senate advisors, Officers, and Senators can access the minutes from the Undergraduate Community/Senate folder on e-College.
d. be responsible for correspondence of the Student Senate (i.e., business, courtesy, bereavement, and social issues).

e. prepare agenda for upcoming meetings and submit a draft to an advisor for editing. The advisor posts the edited agenda on undergraduate community eCollege and notifies Student Senate members when it is available.

f. count the ballots for all elections and communicate the election results to the advisors, winners of the election and the student body. Ballots are kept for one year and then are destroyed.

g. in the designated revision year, prepare the draft of proposed changes to the Constitution and By-Laws of the Student Senate for presentation to the Student Senate for approval.

Section 4. The Treasurer shall:
a. oversee expenditure of all student activity funds of the Student Senate.
b. reconcile expenditures with monthly report from OSF fiscal services.
c. record all expense vouchers, receipts, and checks in the approved budget excel spread sheet. All receipts are to be kept for 7 years.
d. submit a budget report at each meeting of the Student Senate. Email an updated copy to the advisor to post on undergraduate community eCollege prior to each monthly meeting.
e. maintain the financial records for accuracy and availability.
f. oversee disbursement of funds to approved College and student groups.

ARTICLE VIII: QUALIFICATIONS OF MEMBERS OF THE STUDENT SENATE

Section 1. All applicants for Senator must have the following qualifications:
a. willingness and ability to work for the Student Senate.
b. professional in ethics, social conduct, and dependability.
c. have at least one academic year remaining in the program.

Section 2. Any officer of the Student Senate Executive Committee who has served a full term and has one or more semesters remaining in the program, may remain as an honorary member of the Student Senate.

Section 3. Removal from office shall be at the discretion of the Student Senate for failure to meet the qualifications stated in Section 1.

ARTICLE IX: DUTIES OF SENATORS

Section 1. The Senators for each class shall be elected by their peers.
a. There will be one Senator elected for every 10 students per class.
b. The Senators shall serve two consecutive semesters under the requirements of Article VIII.
c. J1 and S1 Senators shall be elected by a majority vote of their peers at a special election to be held after the first meeting of the Student Senate each semester.
d. S1 Senators must apply for re-election to serve a second term.
e. The one senator per 10 students ratio can be overridden at the discretion of the Executive Committee.
f. RN-BSN students may volunteer to serve as Senators for their program.
Section 2. Senators shall:
   a. publicize and promote educational, social, and professional extracurricular and co-curricular activities for nursing students.
   b. present student class issues at the Student Senate meetings.
   c. vote on action items presented at Student Senate meetings.
   d. participate in at least one Student Senate sponsored activity per semester.
   e. contact assigned students each month prior to meeting.

ARTICLE X: ELECTION PROCESS

Section 1. All applicants for Student Senate membership must have the qualifications outlined under Article VIII, Section 1.

Section 2. Applicants shall display evidence of leadership ability and submit a Student Senate application for public posting with a picture. Applications are posted on the bulletin board outside the West recreation room for one week prior to all elections.

Section 3. Voting shall be by written ballot, and majority of votes shall elect. In case of a tie vote, a revote may be conducted to determine which candidate shall be elected or the Executive Committee may choose to accept both candidates.

Section 4. Ballots for each election will be kept by the Secretary for one year and will then be destroyed.

Section 5. Members of the current Executive Committee and the Advisors shall:
   a. confirms the eligibility of all nominees according to Article VIII, Section
   b. ensure that a fair and impartial election takes place.

Section 6. The election of Executive Committee officers for the upcoming academic year shall be held in April of the current academic year. The elections for J1 and S1 Senators shall take place after the first meeting of each semester so that newly elected Senators can assume office at the second meeting of the semester.

Section 7. The incoming Executive Committee officers shall assume their respective offices at the last meeting of the current academic year according to the procedure set forth in Section 6. These officers shall work closely with the outgoing officers and Advisors until fully oriented to the duties of the respective office.

ARTICLE XI: DUTIES OF COLLEGE COMMITTEE REPRESENTATIVES

Section 1. Representatives to College Senate Committees shall:
   a. be volunteers from Student Senate or the student body.
   b. express student views and interests at the following College Senate Committees: Admission and Progression, Curriculum, Educational Resources, and Evaluation.
   c. Each committee may have at least two representatives who volunteer for one academic year. Representatives may serve a second year if they have a year remaining in the program.
d. report verbally or in writing to the Student Senate any important issues at the next Student Senate meeting following a College Senate Committee meeting.

Section 2. Representative to the Tau Omicron chapter of Sigma Theta Tau International shall:
   a. express student views and interests at committee meetings.
   b. report verbally or in writing to Student Senate at the next meeting following a Tau Omicron committee meeting.

Section 3. Representative to the College Board shall:
   a. be an elected Senator in good standing.
   b. not be an officer of the Student Senate
   c. have at least two semesters remaining in the program.
   d. be elected by the Student Senate annually at the April meeting to serve for one academic year.
   e. attend all College Board meetings
   f. report verbally or in writing to Student Senate at the next meeting following a College Board meeting.

ARTICLE XII: STUDENT ORGANIZATIONS

Section 1. Student Organizations that receive funding from the Student Senate budget must submit a monthly report of activities to the Student Senate. It is preferred that a member of the organization attend the monthly Senate meeting and present the report verbally. If unable to do so, a written report must be submitted to the Student Senate Executive board prior to the monthly Senate meeting.

Section 2. The Student Organization must submit an annual budget to the Executive board by the first week of the Fall semester each year. Based on the submitted budget, the Executive Committee will determine the funds available to the group for the academic year.

Section 3. Based on the approved Student Senate Budget, student groups will receive a Visa gift card for their allotted amount. The Student Organization advisor will be notified when the card can be picked up from the Student Senate advisor. The advisor of the student group will be responsible for keeping the card and dispensing it to the appropriate student when a need to buy food or other supplies occurs. The Visa gift card and receipt(s) must be returned to the advisor after the purchases have been made. Receipts of expenditures must be presented to the group’s treasurer or advisor.

Section 4. In case of misplacement or loss of the Visa Gift Card, the person in possession of the card must notify the advisor to cancel the card (directions included with the card). The advisor is responsible for checking the balance against receipts. If the card is lost, the student or advisor in possession of the card when lost is responsible for replacing the lost funds.

Section 5. It is the Student Organization or student sponsored group’s responsibility to stay within the budgeted amount for the year. Need for additional
money must be presented to the Student Senate at a monthly meeting with documented rationale for the increase. The request for additional money requires a majority vote by the Student Senate for approval and is dependent on available funds.

**ARTICLE XIII: MEETINGS**

Section 1. The entire Student Senate shall meet on a monthly basis, August–November and January–April, on the last Monday of the month at 4:15. Meeting dates or times may be changed at the prior month’s meeting. All meetings require attendance of at least one advisor to officially conduct business.

Section 2. The Executive Committee shall hold a meeting one week prior to the Student Senate meeting each month to determine the Agenda.

Section 3. Special meetings of the Student Senate may be called by the President, Advisors, or by petition from the student body. Meetings of the entire Student Senate require one week’s notice.

Section 4. All students enrolled in the College may attend scheduled meetings and participate in discussions. Only Senators may vote on decision items.

Section 5. Any petition from a student must be received by the President one week prior to the next scheduled Senate meeting to be an agenda item. Topics can also be addressed during discussion of Senator issues at the monthly meeting.


Section 7. Student Senate meetings are mandatory.
   a. Any officer, committee representative, or Senator must attend all scheduled monthly Student Senate meetings unless excused.
   b. To be excused the member must notify the advisor of the reason for the absence prior to the meeting.

**ARTICLE XIV: QUORUM**

Section 1. A quorum of Student Senate members must be present to conduct a meeting of the Student Senate that includes issues requiring a vote. A quorum shall be designated as one more than one-half of the total membership as specified in Article III, Section 1.

Section 2. The Student Senate shall reserve the right to hold special elections to replace any class Senator vacancies to fulfill the quorum as specified in Section 1. This will guarantee that membership of the Student Senate represents fairly and proportionally the student body.

**ARTICLE XV: AMENDMENTS OR CHANGES**

Section 1. A change or amendment in the Constitution and By-laws may be proposed by any member of Student Senate at an official meeting of the Student Senate. Before the Student Senate votes on the proposed change or amendment, a written copy of the proposal must be presented to all
students attending the meeting. The proposed change or amendment requires at least a two-thirds vote of all members of Student Senate.

Section 2. A change or amendment in the Constitution or By-laws may be proposed by the student body according to the following procedure.

a. A petition requesting the change or amendment and containing the signatures of over half (51%) of the student body shall be presented to the President of the Student Senate.

b. The President shall notify the Student Senate of this action at the next regularly scheduled meeting and the Executive Committee must schedule a special Student Senate vote to decide on the proposed change within three weeks after receiving the petition.

Section 3. Revisions shall be made as needed and a complete evaluation for the need of revisions shall be made by the Executive Committee every two years on the odd years.

STUDENT ACTIVITIES

SFMC College of Nursing Honor Society

The Saint Francis Medical Center College of Nursing Honor Society was chartered as a new chapter of the International Nursing Honor Society Sigma Theta Tau at the biennial convention in November 2005. On March 18, 2006, the newly created chapter, Tau Omicron, was chartered with 136 members. Sigma Theta Tau International (STTI), an honor society that promotes leadership and scholarship in nursing practice, education and research, was chartered in 1922 in Indianapolis and consisted of 6 members. The Society has now grown to include 450 chapters located in 17 countries. The Tau Omicron Chapter meets quarterly for business meetings and then a current nursing issue is presented by area nurses. Topics vary from evidence-based practice to nursing in the military. Each winter potential inductees are evaluated based on the criteria set forth by STTI to be invited to the March induction ceremony. Please contact Chapter president, Dr. Theresa Hoadley for more information.

Religious Activities

As part of its commitment to the personal development of students, Saint Francis College of Nursing offers opportunities for formal and informal religious expression. Chapel services are held during the academic year for students of all denominations who choose to attend. The Chaplain of OSF Saint Francis Medical Center, members of the faculty, and the student body participate in the services.

Prayer and Meditation Room

The Marie E. Cooper Prayer and Meditation Room is available for student use at the College twenty-four hours a day. It is located in room 114 on the first floor. Inspirational books and magazines are located here for student use. A Prayer Board and Post it notes are available for students to post special prayer intentions throughout the week; on Friday of each week, the posted intentions will be prayed for by the Pathophysiology class and the Ethics class. FR Rodgers, OSF Saint Francis Medical Center Chaplin, visits the College of nursing once a week.
OSF SFMC Chapel

The chapel, located in the Medical Center off the hall on 2400, is open at all times for all students. Mass is offered as follows:

- Monday through Friday: 6:00 a.m. and 12 Noon
- Saturday: 4:00 p.m.
- Sunday: 11:00 a.m.

Confessions are heard in the chapel by request.

The Chapel Bulletin is posted on the bulletin board by the 6th floor entrance of the College. Protestant services are held each Sunday at 1:00 p.m. in the chapel. A number of churches of all denominations are within walking distance of the College. See telephone directory for specific information. Students are encouraged to attend the church of their preference.

Student Activities and Special College Events

Student activities at Saint Francis Medical Center College of Nursing are coordinated and administered through the on-going involvement of students, faculty and staff working together to provide a broad range of activities.

The Student Senate and Resident Assistants sponsor social activities throughout the year. Past events have included: Thanksgiving dinner, picnic, and get-together lunches. Other College events are a dance sponsored by the Professional Medical and Dental Staff of OSF Saint Francis Medical Center. The student body also participates in various community social service activities. All students are encouraged to attend College functions and meetings of committees and Student Senate.

COMPUTER RESOURCES

Minimum Computer Requirements

All College of Nursing courses require the use of a computer and an e-mail account. You may use the College’s computer labs or your own personal computer. If you choose to use a personal computer, you will need the following:

<table>
<thead>
<tr>
<th>Minimum Hardware Requirements*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Windows 7, Vista, or Mac OS X higher (in classic mode)</td>
<td>Sound card</td>
</tr>
<tr>
<td>1 GB RAM</td>
<td></td>
</tr>
<tr>
<td>1 GB Free Space</td>
<td></td>
</tr>
<tr>
<td>G4, G5 or 1GHz Intel Processor</td>
<td></td>
</tr>
<tr>
<td>G Wireless Networking</td>
<td></td>
</tr>
<tr>
<td>High speed modem and internet connectivity</td>
<td></td>
</tr>
<tr>
<td>Screen Resolution: 1024 x 768 pixels</td>
<td></td>
</tr>
<tr>
<td>Headphones</td>
<td></td>
</tr>
<tr>
<td>Microphone</td>
<td></td>
</tr>
<tr>
<td>Web Cam <em>(Graduate Students Only)</em></td>
<td></td>
</tr>
</tbody>
</table>
### Minimum Software Needed*

<table>
<thead>
<tr>
<th>Microsoft Office 2010 Browser:</th>
<th>MP4 Player Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 10.0 or newer</td>
<td>Adobe Flash Player 9</td>
</tr>
<tr>
<td>Foxfire 12.0 or newer</td>
<td>QuickTime Player</td>
</tr>
<tr>
<td>Google Chrome 19 or newer</td>
<td>Windows Media Player 9</td>
</tr>
<tr>
<td>Safari 5.0 or newer (Mac)</td>
<td>Macromedia Flash Player</td>
</tr>
<tr>
<td>Sun's Java 2 SDK (Java 1.5 or Java 1.6)</td>
<td>Macromedia Shockwave Player</td>
</tr>
<tr>
<td>Microsoft JVM (Windows XP SP1 only)</td>
<td>RealPlayer 8 Basic Player</td>
</tr>
<tr>
<td>MacOS Classic Java (MRJ 2.2.5) (Mac)</td>
<td>Exam Guard Respondus Software**</td>
</tr>
<tr>
<td>DirectX 9</td>
<td>Skype Account (Graduate Students Only)</td>
</tr>
</tbody>
</table>

*Additional system requirements and/or software may be required and is based on the technology individual instructors choose. Check with your instructor for specific requirements.

** Can be downloaded from [https://www.sfmccon.edu/distance-learning/technology.html](https://www.sfmccon.edu/distance-learning/technology.html)

### Minimum Requirements for Mobile Devices*

<table>
<thead>
<tr>
<th>iPad – iOS 5.1 or latest Mobile Sites:</th>
<th>Native Apps</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPhone iOS Safari 3.1.3 and above</td>
<td>iPhone iOS 2.1 and above</td>
</tr>
<tr>
<td>Android OS Browser 1.5 and above</td>
<td>Android iOS 3.0 and above</td>
</tr>
<tr>
<td>Windows OS Browser 7.0 and above</td>
<td>Windows Phone 7, 480x800 resolution</td>
</tr>
<tr>
<td>Blackberry OS Browser 5.0 and above</td>
<td></td>
</tr>
<tr>
<td>webOS OS Browser 1.4.1 and above</td>
<td></td>
</tr>
<tr>
<td>Symbian OS Browser 3.0 and above</td>
<td></td>
</tr>
</tbody>
</table>

*Mobile Devices are not required and use of devices for or during courses is at the faculty members’ discretion.

### College Internet Policy

The College of Nursing offers Internet services to provide health science information in accordance with the library's statement of purpose to support the mission and goals of the College. Students and staff are encouraged to use the Internet to facilitate finding information for College-related work and projects. Students and staff have the obligation to use the library access to the Internet in a responsible and informed way. Use of the Internet is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

Inappropriate conduct includes, but is not limited to:

- Use of the Internet for unlawful activities;
- Use of the Internet for commercial activities not related to the College, e.g., buying and selling;
- Activities that interfere with the ability of others to make effective use of the Internet;
- Violations of computer system security;
- Any communication which violates laws and regulations;
- Violations of copyright laws
Electronic Mail Privileges

The guidelines on the use of e-mail are not based on etiquette alone. The mail system simply does not have the capacity to process a very large number of e-mail messages at once. The proliferation of electronic chain letters is especially abusive to the mail system and the network. Chain letters waste valuable computing resources, and may be considered harassing.

OSFHealthCareOnline is part of the information assets of the College of Nursing. Use of the website is limited to College business. Any abuse of the e-mail functionality of the site may be considered a violation of Professional Conduct and subject to Judicial Board Action.

Student Computer Lab

1. Computers are located throughout the building in rooms 214, 135, east rec room and west rec room in addition to the student computers in the library. All computers have access to the internet and are loaded with Microsoft Office as well as various instructional programs.

2. Computer laboratory policies:
   a. The lab is open twenty-four hours per day for residents of the College. Non-dorm students have access from 6 am to 11 pm.
   b. Students must save their work to portable storage devices.
   c. Students cannot add or delete software or tamper with any existing program.

3. Violation of these policies may result in loss of computer privileges or disciplinary action.

Wireless Connectivity

Students at the College of Nursing are able to use their own laptops to access references, on-line courseware and e-mail. This connection is unsecured and open to the public through Saint Francis Medical Center. Students access the wireless network at their own risk. OSF, Saint Francis Medical Center, Saint Francis Medical Center College of Nursing, and its subsidiaries are not liable for any damage that may occur from use of the wireless network.

Instructions for accessing the wireless network:

To connect to the wireless network you need to setup a new wireless profile on your laptop with the following information.

<table>
<thead>
<tr>
<th>SSID</th>
<th>GUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authentication</td>
<td>Open</td>
</tr>
<tr>
<td>Encryption</td>
<td>None</td>
</tr>
<tr>
<td>Ad Hoc</td>
<td>No</td>
</tr>
<tr>
<td>Connect if not broadcasting</td>
<td>Yes</td>
</tr>
<tr>
<td>Connect whenever available</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Each time you access the internet using the wireless network:

- Open a browser window.
- On the error page select “Continue to this website (Not recommended).” A User Agreement will be displayed.
- Scroll to the bottom of the page and accept the agreement. Accepting the agreement will redirect you to the OSF Home Page.
- Enter your desired website.

Limited Use Access:

This access is provided to students for educational purposes and e-mail access. Students are expected to maintain professional standards as outlined in the Student Handbooks. Any misuse of the network may result in loss of computer privileges or disciplinary action.

**OSFHealthcare Online - eCollege**

All courses have a course page at [www.osfhealthcareonline.org](http://www.osfhealthcareonline.org). Each student is given a secure online account when they register. The students’ “SONISID” is the username and the password is the students six digit birth date (MMDDYY).

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![Course Login Screen](image1)

*Course Login Screen*

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![Personal home page (“Home PSH” tab)](image2)

*Personal home page (“Home PSH” tab)*
**E-MAIL** You are required to have a current email account. It is your responsibility to keep this address current in the OSFHealthCareOnline and SONISWEB system to assure communication between you and the College. To enter your email address into the system, please choose “My Profile” located on the right of the black strip.

![My Profile Page](image)

Please enter the correct email address. Be sure to click the “Update with new values” button at the bottom of the page.

**Enrolled Courses**

Your courses will be listed under the “Course List” section on the “Academics PSH” tab.

![“Academics PSH” tab with course list expanded](image)

**Student Tutorial:** Within the “Special Courses” section you will see the course, ".NeXT .NEXT Student Orientation Tutorial". Completing that tutorial will assist you in navigating the courses offered here at the College.

**OSF Community:** The other area you will want to look at is the OSF Community area. Here you will find information including student organizations, newsletters, College forms, and announcements of interest to all students. In addition, all student email addresses are available in the email area of this course. This allows you to email a fellow student without knowing the email address. You can use this area to email other students, faculty and professional staff.
**Current Courses:** All courses at the College have an area on OSFHealthCareOnline to use for class materials and communication. Faculty varies in the materials found here. All faculty will use this area to communicate course grades. Most will use this area for assignments and other communication.

**SONISWEB -Online Access to Student Information**

SONISWEB allows users to:

- View your Biographical data
- Update Biographic data
- Register for Classes
- View your Schedule
- View your Student Billing Account
- View course semester Grades
- View your Degree Progress “Degree Audit”

**Accessing SONISWEB**

1. Open the Saint Francis Medical Center College of Nursing website [www.sfmcccon.edu](http://www.sfmcccon.edu).
2. Select “Student” under “SONISWEB” in the left navigation.
3. Login to SONISWEB™. The PIN and IDs for accessing SONISWEB are mailed to students upon receipt of their Enrollment Forms.
4. You get a display with tabs like this:

   ![SONISWEB Tab Display](image)

**Reviewing Your Schedule**

1. Log in as described on the previous page. Click the “Schedule” tab.
2. You may also use the print icon on the top of your browser display to print the Web page with your schedule.

**Notes:**

- Please update your email address on the “Update Bio” page, as soon as possible.
- If your email address is current and if you forgot your ID and/or PIN, SONISWEB will email your ID and PIN. There is a statement at the bottom of the log-on page, click on the designated place. The next page will ask for your email address. If your email address that you enter matches with what is in SONISWEB, your ID & PIN will be emailed to you.
SONISWEB has a security feature that will disable access after three unsuccessful attempts at logging into the system. If you receive a message that your ID has been disabled, call the Admissions Department (309-655-2291) or email kevin.stephens@osfhealthcare.org to have your SONISWEB account enabled.

Your personal computer may be set up to retain passwords and IDs. This may cause problems after you have changed your SONISWEB password and the old password is retained in your system. Follow the directions below to clear:

a. While in Internet Explorer
b. Select Tools
c. Internet Options
d. Temporary Internet Files
e. Delete Cookies
f. Delete Files (Be sure to check the Delete all Offline Content)
g. Go to Settings – “Check for newer version of stored page”. Make sure – “Every time you start Internet Explorer” is checked.
h. Reboot your computer to be sure changes are in place.

For assistance with eCollege or SONISWEB, contact the Instructional Design/Technology Specialist at 309-678-7620 or see her in her office, room 602. eCollege also provides 24/7/365 technical support. Visit http://247support.custhelp.com or call 877.740.2213 for assistance. See more at: http://www.ecollege.com/contact-us.php#sthash.nsLkCWs7.dpuf.

CAMPUS COMMUNITY LIFE

COLLEGE BUILDING INFORMATION This Relates to All Students

Access to the Building

Students, faculty, staff, guests and visitors may access the College of Nursing from the sixth floor bridge doors or by the 511 NE Greenleaf Street entrance. A keyless entry system has been installed to allow students, faculty and staff access to the building during times that are appropriate to their course, housing status or work schedules. Loss of Access Cards must be reported immediately to the College Support Representative during day hours and the OSF SFMC Security Office during evenings and weekends.

Building Access Rights/Limitations

Students

Residing on campus in a dorm or study room will have access to the building, 24 hours a day, 7 days a week. Excluding dorm/study room closures (holidays, semester breaks, etc.). During dorm/study room closures, access will be granted from 8:00 AM to 4:00 PM, Monday through Friday (excluding College holiday closures).

Not residing on campus in a dorm or study room will have access to the building, 6:00 AM to 11:00 PM, 7 days a week. During dorm/study room closures (holidays, semester breaks, etc.),
access will be granted from 8:00 AM to 4:00 PM, Monday through Friday (excluding College holiday closures).

College and Dorm/Study Room Closure information will be announced through eCollege.

Guests for Students

Guests to the College of Nursing are someone invited by a student. The student should arrange to meet their guest at the appropriate door. All guests are the responsibility of the person giving access the building and must remain with the guest during their visit. Children are welcome to visit the College of Nursing in the company of the student. Babysitting in the College of Nursing is prohibited. No child or guest may be left unattended in student rooms, lounges, recreation rooms, lobby or kitchen.

Visitors

Visitors to the College of Nursing are someone inquiring about the College, on campus to attend a scheduled meeting or an unexpected guest of a student, faculty or staff member. Visitors will receive access to the building by the College Support Representatives, 8:00 AM to 4:00 PM, Monday through Friday (excluding College closures, holidays and/or semester breaks). All visitors will be asked to sign-in. Visitors not attending a scheduled meeting will be retained by the 6th floor entrance or the lobby until the appropriate person can assist the visitor and then must be escorted at all times. Visitors attending a scheduled meeting will be given directions to the meeting area.

Guest/Visitor Restrictions:

Guests and visitors may visit dorm/study room floors during the hours of 9:00 AM to 11:00 PM (unless the floor has agreed to more limited hours). Community areas (lobby, kitchen, computer labs, library, and recreation room) are open to guests during the hours of 7:00 AM to 11:00 PM (unless otherwise posted). Students with dorm/study rooms, see the Building Rules and Regulations for additional information.

Building Access Responsibilities

Students, faculty and staff have the responsibility to each other to maintain a safe and secure environment. Each student, faculty and staff member will take responsibility by:

1. Using their Access Card to enter the College of Nursing
2. Not prop or hold the door open for any length of time. An alarm will be set off if the door is held open.
3. Immediately, reporting the loss of an Access Card to the College Support Representative during day hours and the OSF SFMC Security Office during evenings and weekends.
4. Not loaning your access card to anyone.
5. Not allowing anyone to enter the College of Nursing while they are entering or leaving the building.
6. Meeting all guests at the appropriate door for entry into the College of Nursing
7. Explaining to family and friends the need for planned arrivals to the College of Nursing, hour limitations and the policy for visitors (unexpected guests).
8. Reporting violations to the College Support Representative during day hours and the Resident Assistant during evenings and weekends.


**Building Access Card Problems**

**Card does not work**

Between the hours of 7:00 AM and 5:00 PM, Monday through Friday, notify the College Support Representative by using the phone located outside the access doors (6th floor, off Greenleaf and the West Patio Door). After 5:00 PM and before 7:00 AM or on weekends, contact OSF SFMC Security located on the main floor of the hospital. A picture ID must be presented to gain entry.

**Misplaced or Forgotten Cards**

Between the hours of 7:00 AM and 5:00 PM, Monday through Friday, notify the College Support Representative by using the phone located outside the access doors (6th floor, off Greenleaf and the West Patio Door). After 5:00 PM and before 7:00 AM or on weekends, contact OSF SFMC Security located on the main floor of the hospital. A picture ID must be presented to gain entry. Students will need to complete the Misplaced/Forgotten Incident Report and will only be given access one day without the card being considered lost or stolen. A $20.00 Access Card replacement fee will be assessed.

**Lost or Stolen Cards**

Immediately report it. Between the hours of 7:00 AM and 5:00 PM, Monday through Friday, notify the College Support Representative by using the phone located outside the access doors (6th floor, off Greenleaf and the West Patio Door) or calling 309-655-2201. After 5:00 PM and before 7:00 AM or on weekends, contact OSF SFMC Security located on the main floor of the hospital or by calling 309-655-2131. A picture ID must be presented to gain entry. A $20.00 Access Card Replacement fee will be assessed. Students must complete a Lost/Stolen Incident Report.

**Lobby Area**

Student, faculty or staff member may use the open lobby area on the ground floor. It should be maintained in an orderly fashion to present a welcoming appeal to visitors and guests. The area behind the counter and the mailboxes is for authorized personnel only.

**Meals/Kitchen Usage**

Any student may use the kitchen on the ground floor to prepare and/or eat meals. The kitchen is the only room on campus in which meals can be prepared. It is the responsibility of all students using the kitchen to clean up after themselves. Housekeeping service is provided to only empty the trash and clean the floors.
Kitchen Regulations

1. Refrigerators have been assigned for commuting students and for each dorm/study room floor. Commuting students’ refrigerator is not locked and is used on the honor system. Dorm/study room students’ refrigerators have key access. The key is located in a location determined by your floor.

2. The kitchen is equipped with a limited amount of small appliances, cooking utensils, pans, etc. If destroyed, lost or quit working, they will not be replaced.

3. Food kept in the kitchen MUST be labeled with name, room number and date it was placed in the kitchen.

4. The refrigerators will be cleaned out between semester breaks. Any food left in the refrigerators will be thrown in the garbage.

5. Stay with your food while you are cooking. Unattended cooking which activates a fire alarm will result in loss of kitchen privileges and will be fined an amount equal to the charge assessed to the College by the Fire Department.

6. Anyone who uses the kitchen must clean up after himself or herself. Failure to do so may result in loss of privileges.

7. The College furnishes dishwashing soap. Dispose of solid wastes in the trash can, not the sink.

8. Students must furnish their own kitchen linen and/or additional small appliances (e.g. hand mixers, etc.).

Note: Any student who activate the fire alarm by illegal activities or negligence will be fined an amount equal to the charge assessed to the College by the Fire Department. The Fire Evacuation Procedure is found in College Building Information, Safety/Security, Fire Safety Policy and is posted on each floor and in each room.

Dorm Microwave Regulations

1. Microwave will be placed in the east study room on each of the three dorm floors (rooms 318, 418, 518)

2. The microwaves will not be moved or relocated once stationed on the dorm floors.

3. Dorm students are only to use the microwave located on their floor. It is not acceptable to go to an alternate dorm floor to use their microwave.

4. Microwaves must be cleaned after each use to prevent fires.

5. Popcorn is not allowed to be popped in the dorm microwaves. (This policy is in conjunction with OSF SFMC.)

6. Any student who activates the fire alarm by illegal activities, negligence, or accident will be fined an amount equal to the charge assessed to the college by the fire department.

7. A “3 strikes” policy will be implemented. If the microwaves cause a safety concern, or if the fire alarm has been repeatedly sounded due to neglect, the microwaves will be removed from the dorm floors.

8. At any time, without notice, the microwaves may be removed from the dorm floors.
Vending, Ice and Change Machines

Vending/Change machines may be used by anyone and are located on the ground floor in or by the West Recreation Room. Problems with the machines should be reported to a College Support Representative.

OSF SFMC Cafeteria

OSF SFMC Cafeteria is located on the first floor of the hospital. Students may purchase meals in the cafeteria of OSF Saint Francis Medical Center at the employee rate. The student MUST be wearing his/her I.D. Badge.

Recreational Facilities

A recreational area adjacent to the College and the brick patio with grill and patio furniture provides the opportunity for outdoor activities and cookouts. The area has lights for night use. Access to the patio and recreational area is through the security doors located between first and second floors. Students must use their Access Card to obtain entry back into the building. Do not prop the door open.

Exercise equipment is located in the East Recreation Room on the ground floor. A pool table, piano, television, and stereo are available in the recreation rooms.

College Announcements

The College will make "All College" announcements in eCollege. Students should check eCollege periodically for information and updates.

Public Address System

The College Support Representative on duty may announce a routine student group meeting as an "all school page". Permission of Administration is required for all other pages.

Quiet Hours

Quiet hours and courtesy hours are set by students to show consideration for others and to provide quiet for rest and study. Excessive noise which is disturbing to others is prohibited at all times. Courtesy hours are defined as: stereos, radios, TV's, musical instruments and all conversations must be kept to levels that will not interfere with the study or sleep of others. Quiet hours are defined as: room noises which are not heard in hallways. Quiet hours are 9:30 p.m. to 9:00 a.m.

Classrooms

Classrooms are air-conditioned and located on floors 1, 2 and 7. All windows should be closed when the air-conditioning or the heat is in operation.

Restrooms

Women's restrooms are located on ground floor and floors 1, 2, 3*, 4*, 5*, 6 and 7. Men's restrooms are located on ground floor and floors 1, 2, 3*, 5* and 6. No one may use restroom facilities designated for use by the opposite sex. * Designates Dorm/Study Room Floors
Lockers
A limited number of lockers are available, on a first come basis, to students not residing in a dorm or study room for short-term day use only (6 AM – 11 PM, Monday – Friday). Overnight locker storage is not available. Lockers are located in Room 139 and in the ground floor East Recreation Room. Students must provide their own locks to secure personal belongings. The College of Nursing is not responsible for lost or stolen articles.

In an emergency, special arrangements may be requested to extend locker usage. Please contact the College Support Representative between the hours of 7:00 AM and 5:00 PM, Monday through Friday, to complete the necessary documentation.

The College of Nursing administration reserves the right to open and discard locker contents when the student does not abide by the usage guidelines, institutional policies and/or to secure the health and safety of students, employees or the building.

Facility Problems and Repair Requests
Students, faculty and staff are asked to complete the Facility Request Form to report any problems or see the need of repairs within the building or on the grounds of the College. Forms are located in Room 651 and ground floor lobby desk. Completed forms are submitted to the College Support Representative, Room 651, or the ground floor lobby desk.

Pets and Other Animals
No birds, dogs, cats or other animals (Exception: Students in dorm/study room may have fish as outlined in the Housing Building Rules and Regulations) shall be permitted into the College facility unless approved as a special program. Guide dogs and other assistive animals may accompany disabled individuals.

STUDENT HOUSING

Dorm/Study Rooms
A limited number of Dorm and Study Rooms are located on floors 3, 4 and 5. These floors should be limited to those who have secured a dorm or study room. Applications to reside in a dorm or study room become available each semester. The Housing Committee makes room assignments using criteria of room availability, need for local housing, educational level, special circumstances and past campus housing history. Dorm/Study Room agreements and Building Rules and Regulations must be signed prior to move-in. Each floor has two Resident Assistants assigned to assist with housing and student life issues. Students must abide by the Building Rules and Regulations (See Appendix).

Dorm Rooms at the College of Nursing are intended to provide temporary housing for students while they attend the College of Nursing. They are intended to serve as the student’s primary place of residence. Students may contract for a single occupancy Dorm Room. All student financial assistance, surveys and reports will reflect Dorm Rooms as living on campus.
Study Rooms at the College of Nursing are intended to provide a room close to the hospital for course preparation and an occasional overnight stay. They are not intended to serve as the student’s primary place of residence. Students must keep an updated address (primary place of residence) with the College Support Representative. Students may contract for a single or shared Study Room.

Internet Access in Dorm/Study Rooms

Internet access is available in each dorm/study room. All dial-up connections must be made to a local number. The phones in each dorm/study room have a jack on the side of the phone to plug in your modem cord. Do not unplug the phone from the wall. **Internet access/phone usage should be limited to 1 (one) hour increments. OSF Saint Francis Medical Center is charged per minute for all calls (including local calls). Administration has the right to define excessive usage and to request payment.

Dorm/Study Room Floor Lounges for Residents

Each Dorm/Study Room Floor has one (when available two) lounges available for the students residing on that floor. Each lounge is equipped with cable television, DVD player, and furniture to accommodate small group gatherings.

Freezer Usage for Dorm/Study Room Residents

A freezer is located in the kitchen area on the ground floor. All dorm/study room residents use it. The key to access the freezer is located with your floor refrigerator key. All food left in the freezer MUST be appropriately labeled and wrapped in aluminum foil or a plastic bag. The freezers will be cleaned out between semester breaks. Any food left in the freezers will be thrown in the garbage.

Laundry Facilities for Dorm/Study Room Residents

Coin operated laundry facilities for dorm/study room residents are available on the ground floor. The laundry is equipped with ironing boards. Students must bring their own irons. ALL ironing is to be done in the laundry.

Mail Service for Dorm Room Residents

Each dorm room occupant will receive a mailbox key at the beginning of the semester/school year. Assigned mailboxes are in the Lobby. Mail, packages, and messages should be picked up daily. Mail is usually distributed to the mailbox after 1:00 PM, Monday through Friday. No mail service on weekends. Student must report lost/stolen keys to the College Support Representative. A $5.00 key replacement fee will be charged.

Telephone System in Dorm/Study Rooms

Please refer to these instructions when using the wall-mounted telephones that are installed in the student dorm room and other areas. The phones in the lounges and other areas are not part of this system.
Outgoing Phone Calls

<table>
<thead>
<tr>
<th>TO PLACE A CALL:</th>
<th>FOLLOW THESE INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Another dorm room</td>
<td>Dial “1” followed by the 3 digit room number</td>
</tr>
<tr>
<td>A local phone number</td>
<td>Dial “9” and then the local 7 digit phone number *</td>
</tr>
<tr>
<td>An 800 (toll-free) number</td>
<td>Dial “9” and then dial “1-800-xxx-xxxx” *</td>
</tr>
<tr>
<td>A hospital system call</td>
<td>Dial “8” and then dial the 5 digit hospital extension number *</td>
</tr>
</tbody>
</table>

- After dialing the number, wait 3 seconds for your call to proceed. You may hear a short dial-tone as the call is placed.
- If you pause longer than 3 seconds between digits as you are dialing your number, your call will not go through. Hang up and redial.
- If your call is not allowed you will hear a fast busy signal.
- Only local and toll-free numbers will be allowed by the system

Incoming Phone Calls

Please inform your callers to dial the student switchboard at (309) 624-9929. An automated attendant will ask them to enter your extension number. (Your extension number is “1” followed by your 3 digit room number.)

If your phone is busy or you do not answer, the caller will receive your voice mail. If the caller leaves a message, your message light will flash. To retrieve your message(s) or record a custom voice mail greeting dial “50” and follow the voice prompts. Always delete your messages after listening so that you do not exceed your maximum message limit (8) and so that the available system wide message time is not exhausted. Revised 6/06

PARKING

OSF Saint Francis Medical Center Parking

Students wishing to park in OSF Saint Francis Medical Center Parking Facilities must complete a parking consent form provided by OSF SFMC Parking Services. Parking Services will contact new students and dorm/study room students during the summer. Parking Services will also be available during orientation. The following is information that will appear on the consent form:

Dorm Students’ Responsibilities

- Fall ☐ Spring ☐ Please mark the semesters for which you have a signed contract for dorm housing.
- Students living in the dorm may obtain a parking permit to park in an assigned parking deck by paying:
  - $20—One-time refundable deposit
  - $40—Students contracted to live in the dorm one semester
- $80—students contracted to live in the dorm two semesters (must pay for both semesters)
- Parking permits are not transferable and can only be used in the assigned parking deck
- There will be a $5 charge any time a permit is forgotten; deck tickets cannot and will not be validated by cashiers
- When parking rules and regulations are violated
  - First offense—$15 ticket
  - Second offense—vehicle towed at the student’s expense
  - Final offense—revocation of any deck parking privileges
  - Deposit may be forfeited for lack of payment or other violations

Off-campus Students’ Responsibilities
- Parking assignments, at no cost to the student, in one of the off-campus parking lots will be issued by Parking Services
- Students may use the shuttle service from 5:30 AM-12 AM, Monday-Friday, to get from any of the parking lots to the College of Nursing and back
- Off-campus students found parking in any of the parking decks will result in
  - First offense—$15 ticket
  - Second offense—vehicle towed at the student’s expense
- Parking on N.E. Greenleaf Street is metered parking (monitored by the City of Peoria police)
- Parking on Fowler Street is limited to three hours per day (monitored by the City of Peoria police)

All students are responsible for complying with OSF SFMC Parking Policy #117 (Appendix).

SAFETY/SECURITY

Emergency Response Procedure

Purpose

To outline the College of Nursing’s employee response to potentially life-threatening situations to any person in the building.

Mission

In following the Mission of OSF SFMC, we believe that it is a necessity to allow and honor our ability to help another in time of need.
**Procedure:**

1. If a person is awake and alert, offer to call an ambulance for transport to the emergency department or direct them to their primary care physician or an urgent care. If non-emergency transport is needed, call Advanced Medical Transport (494-6200) and advise them of the need for a non-emergency transport.
2. *If the person is unconscious or in respiratory distress, notify 911 immediately.*
3. If doubt or concern in regards to the situation, contact the health nurse or counselor who will arrange for assistance. In their absence, notify administration, faculty or staff to respond to the urgent need.
4. Provide the emergency transport with information regarding the situation, age, sex, current status, what started the situation and what is currently taking place.
5. Direct someone to meet the emergency personnel at the designated door and bring them to the person in distress.
6. While waiting for assistance, stay with the person by remaining with them until help arrives.

This new policy will allow us to act quickly and benefit all to the best of our ability.

The desired outcome will be that all who need emergency assistance in a situation understand that SFMC College of Nursing has the ethical and moral right to call “911” for help when the party in distress is unable to make the decision for themselves. The person who was in need of assistance will be responsible for the cost obtained (financial responsibility will not be that of SFMC CON).

This policy will benefit all by allowing us to care and provide care for those in need. It will also establish boundaries or financial responsibility being that of the person.

*Effective: October 15, 2005*

**Smoking Policy**

Effective July 4, 2007, OSF SFMC became a smoke free environment. The use of tobacco products in any form (cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) is prohibited on the OSF Saint Francis Medical Center property. This includes land, buildings, parking lots, leased spaces; hospital owned vehicles and privately owned vehicles on hospital property. Also included are sidewalks adjacent to hospital buildings and parking lots. SFMC College of Nursing will abide by the rules governed by OSF SFMC.

Adapted from the OSF SFMC policy # 116, Tobacco Free Environment, dated 07/04/07
Dear College of Nursing Students and Employees,

We, as a College, are committed to demonstrating the caring that is emphasized within our Mission. One way caring is reflected is the commitment to maintaining a healthy drug and alcohol free environment. I want to address with you briefly a matter of great importance to all of us.

One of the pitfalls on any campus is drug and alcohol abuse. Monroe (2009) states that there is an increased risk for alcohol and substance dependence by nurses and nursing students. Alcohol and drug use has been found to interfere with succeeding with classroom and exam performance, the quality of clinical performance, and patient care. I hope this section of the Student Handbook helps you to make healthy informed decisions.

The Drug/Alcohol Abuse Prevention Section in the Student Handbook has important points for you to consider as you make decisions about drugs and alcohol.

First I want you to be safe.

Some of the common risk factors are binge-drinking and driving under the influence of drugs and/or alcohol, which puts you at risk for injury and death.

Alcohol and drug abuse can lead to impaired judgment. You cannot protect yourself as effective while under the influence of drugs and alcohol. According to the law, you must be 21 or older to consume alcohol; otherwise you are at risk for arrest.

I challenge you to make the best of your time here at the College of Nursing both socially and academically. This Handbook and the programs provided at the College of Nursing are designed to assist you with making the best choices. I ask you to commit yourself to being responsible for your own well-being and that of your fellow students and employees.

Best wishes,

Patricia Stockert, RN, PhD

Patricia Stockert, RN, PhD
President of the College
INTRODUCTION
This information has been prepared to fulfill the requirements of the Drug-Free Workplace Act of 1988 (Public Law 101-690), and Section 22 of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The law requires that institutions adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees in order to maintain eligibility for participation in any of the Federal financial assistance programs. The program must include the following:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution’s property or as any part of the institution’s activities;
- A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees;
- A clear statement that the institution will impose disciplinary sanctions on students and employees for violations of the Standards of Conduct and a description of those sanctions up to and including expulsion or termination of employment, and referral for prosecution for violations of the standards of conduct;
- A biennial review of the institution’s programs related to effectiveness and consistency of enforcement of sanctions.

Information in regard to all of the above requirements is found within this booklet. New Junior 1 students, administration, faculty, professional staff, and staff will receive hard copies of the Student Handbook. Other students, interested persons may have access to the Student Handbook by going to the College’s website: www.sfmccon.edu 6/06, 6/07, 6/08

Additional information may be accessed through www.dea.gov and www.samhsa.gov

Standards of Conduct

Students

Alcohol and Other Abuse Prevention

Saint Francis Medical Center College of Nursing seeks to inform all students, faculty, and staff about the effects of alcohol and other drugs. The College recognizes alcohol and other drug abuse as health problems. The College of Nursing has developed an Alcohol and other Drug Abuse Prevention Program designed to: increase student, faculty and staff awareness and knowledge of drug and alcohol abuse; recognize individuals with problems; and make appropriate professional referrals. The objectives of the program are to:

1. Have alcohol and drug free students, faculty and staff.
2. Increase knowledge and awareness of alcohol and other drug abuse through regularly scheduled educational programs.
3. Recognize indicators of potential problems for intervention and/or referral.
4. Provide assistance and/or referral for individuals identified as having problems related to alcohol and other abuse.
5. Establish disciplinary guidelines for violations of the Alcohol and other Drug Abuse policy.

Referrals for immediate assistance may be made to the:

- College Counselor, Office 112, phone 309-655-7100
- OSF SFMC Emergency Department, 530 NE Glen Oak, 309-655-52109
- OSF SFMA Center for Occupational Health, 100 NE Randolph St, 309-655-2429

Referrals for treatment for substance abuse will be made to a community agency such as:

- White Oaks Center, 3400 W. New Leaf Lane, Peoria, IL, 61615, 309-692-6900
- Illinois Institute for Addiction Recovery, Proctor Hospital, 5409 N. Knoxville Ave, Peoria, IL 61614, 309-691-1004
- Antioch Group, 6615 N. Big Hollow Rd., Peoria, IL. 61615, 309-692-6622

The student pays the cost for treatment. These agencies provide inpatient and outpatient treatment, counseling and educational services in the community of Peoria. All documentation related to a student’s assessment and treatment is confidential and kept in the Counselor’s office.

SECTION I: ALCOHOL AND OTHER DRUG ABUSE POLICY

1. The following have been identified by the College of Nursing as prohibited:
   a. Possession or use of alcohol or any alcoholic beverages in the Residence Hall or College campus.
   b. Possession or use of any controlled substance or dangerous drug as defined by Section 812, Schedules I - V., of Title 21, United States Code, Section 801, including but not limited to marijuana, any narcotic drug, and hallucinogen, any stimulants, any depressant or any date rape drugs.
   c. Any glue or aerosol paint as defined by state law or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, for inhalation.
   d. Any abuse or overuse of prescription or "over-the-counter" medications, such as: vitamins, laxatives, aspirin, or other pain relievers, diet pills, "no-doze" pills, cough syrup, not taken as prescribed.

2. It shall be against the College of Nursing policy for any student to:
   a. Violate Federal, State, or local law regarding drugs and alcohol.
   b. Possess, use, or distribute any drug or alcohol in violation of law.
   c. Possess alcoholic beverages and/or controlled substances in the Residence.

3. The College will refer illegal drug activities to law enforcement and licensing agencies.
4. Any alcoholic beverages available at off campus College sponsored functions MUST be under the control of and served by an establishment with a liquor license. The College will NOT be responsible for alcoholic beverages at such events.

SECTION II: ALCOHOL AND OTHER DRUG ABUSE POLICY AND PROCEDURE

Any College of Nursing Faculty, Professional Staff, Support Staff, and Resident Assistant who has reasonable cause to suspect that a student is under the influence of alcohol and/or drugs in the classroom, clinical area, or public areas of the College of Nursing should:

1. Document behavior and/or complete Saint Francis Medical Center College of Nursing Observation Checklist at the end of this Substance Abuse Prevention Handbook.
2. Contact Counselor, Student Health Nurse, President or Dean.
3. Coordinate transfer of the student from the clinical area to a setting designated by the Counselor, Student Health Nurse, President, or Dean. The student is responsible for providing a driver for transportation to the agreed destination.
4. If a student has a dorm/study room, inspect student’s room, per the Building Rules and Regulations Contract, with the student’s approval, in the presence of the student and, if preferred, a witness of student's choice.

The Counselor, Student Health Nurse, President or Dean shall:

1. The Counselor or designated College of Nursing representative will assess the student’s situation, and if needed, make a referral to a community treatment program for assessment of level of care needed. Also, a referral is made to the student’s physician for medical needs.
2. Arrange for drug or alcohol testing, if appropriate. The Consent Form located at the end of this Alcohol and other Drug Abuse Prevention section of the Student Handbook must be completed.
3. Allow a witness, of student's choice, to be present during all discussions. The Counselor coordinates the treatment intervention and follow up plans: return to school details, sessions with the Counselor, possible behavioral contract.

SECTION III: DISCIPLINARY ACTION*

Failure of the student to cooperate in assessment of the situation or to correct an identified problem will result in disciplinary action. Violation of College policy in regard to possession/use of alcohol and/or drugs is subject to disciplinary action by the appropriate group. Disciplinary action will include, but not be limited to the following: responsible to cover costs of any damages to College of Nursing property and/or damages to personal property of others on the College of Nursing premises; loss of study/dorm room privilege(s), suspension, and/or dismissal. The College will refer illegal drug activities to law enforcement and licensing agencies.
This Student Handbook, including the Alcohol and other Drug Abuse Prevention section, describing health risks and legal sanctions is available in hard copy to Junior 1 students, administration, faculty, professional staff and staff annually. Other students, interested persons may have access to the Student Handbook by going to the College’s website.

*Saint Francis Medical Center College of Nursing, Student Handbook (Professional Standards and Student Appeal Process).

**Employees**

Human Relations Policy No.: 605

Title: Substance Abuse

OSF HealthCare is committed to providing an environment free of the effects of substance abuse in order to maintain a work environment that is safe for our patients, residents, members and visitors as well as our employees.

OSF HealthCare recognizes that safety and productivity is compromised by substance abuse, including alcohol and drug abuse (as those terms are defined in this policy), by increasing the potential for accidents, absenteeism, substandard performance, poor employee morale and damage to OSF HealthCare’s reputation. OSF HealthCare has zero tolerance for substance abuse, including the abuse of drugs and alcohol.

For further information on OSF HealthCare’s Substance Abuse Policy, including definition, employer responsibility, employee responsibility, testing protocol, reasonable suspicion, search and seizure, please go to http://intranet.osfhealthcare.org/policies/Corp_HR_Policies/Disciplinary_action/pol_605.htm
## Applicable Legal Sanctions


### Regulatory Requirements

<table>
<thead>
<tr>
<th>CONTROLLED SUBSTANCES</th>
<th>Schedule I</th>
<th>Schedule II</th>
<th>Schedule III</th>
<th>Schedule IV</th>
<th>Schedule V</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>Recordkeeping</strong></td>
<td>Separate</td>
<td>Separate</td>
<td>Readily Retrievable</td>
<td>Readily Retrievable</td>
<td>Readily Retrievable</td>
</tr>
<tr>
<td><strong>Distribution Restrictions</strong></td>
<td>Order forms</td>
<td>Order forms</td>
<td>Records required</td>
<td>Records required</td>
<td>Records required</td>
</tr>
<tr>
<td><strong>Dispensing Limits</strong></td>
<td>Research Use only</td>
<td>Rx: written: No refills</td>
<td>Rx written or oral; refills Note 1</td>
<td>Rx written or oral; refills Note 1</td>
<td>OTC (Rx drugs limited to M.D.’s orders)</td>
</tr>
<tr>
<td><strong>Manufacturing Security</strong></td>
<td>Vault/safe</td>
<td>Vault/safe</td>
<td>Secure Storage area</td>
<td>Secure Storage area</td>
<td>Secure Storage area</td>
</tr>
<tr>
<td><strong>Manufacturing Quotas</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>NO but some drugs limited by Schedule II</td>
<td>NO but some drugs limited by Schedule II</td>
<td>NO but some drugs limited by Schedule II</td>
</tr>
<tr>
<td><strong>Import/Export Narcotic</strong></td>
<td>Permit</td>
<td>Permit</td>
<td>Permit</td>
<td>Permit</td>
<td>Permit to import declaration to export</td>
</tr>
<tr>
<td><strong>Import/Export Non-Narcotic</strong></td>
<td>Permit</td>
<td>Permit</td>
<td>Note 2</td>
<td>Declaration</td>
<td>Declaration</td>
</tr>
<tr>
<td><strong>Reports To DEA By Manufacturer/Distributor Narcotic</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Manufacturer only</td>
<td>Manufacturer only</td>
</tr>
<tr>
<td><strong>Reports To DEA By Manufacturer/Distributor Non-Narcotic</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Note 3</td>
<td>Note 3</td>
<td>No</td>
</tr>
</tbody>
</table>

*Note 1 – With medical authorization, refills up to 5 in 6 months*
*Note 2 – Permit for some drugs, declaration for others*
*Note 3 – Manufacturer reports required for specific drugs*
<table>
<thead>
<tr>
<th>Drug Schedule</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine Schedule II</td>
<td>5-49 gms pure or 50-999 gms mixture</td>
<td>Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 10 yrs and not more than life. <strong>Fine of not more than $2 million if an individual, $5 million if other than an individual.</strong></td>
<td>Not less than 10 yrs and not more than life. <strong>Fine of not more than $4 million if an individual, $10 million if other than an individual.</strong></td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td>Not less than 10 yrs and not more than life. <strong>Fine of not more than $8 million if an individual, $20 million if other than an individual.</strong></td>
<td>Not less than 20 yrs and not more than life. <strong>Fine of not more than $8 million if an individual, $20 million if other than an individual.</strong></td>
</tr>
<tr>
<td>Heroin Schedule I</td>
<td>100-999 gms mixture</td>
<td>Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 yrs and more than life. <strong>Fine of not more than $2 million if an individual, $5 million if other than an individual.</strong></td>
<td>1 kg or more mixture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine Schedule II</td>
<td>500-4,999 gms mixture</td>
<td>Not less than 20 yrs and more than life. <strong>Fine of not more than $2 million if an individual, $5 million if other than an individual.</strong></td>
<td>3 kgs or more mixture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine Base Schedule II</td>
<td>5-49 gms mixture</td>
<td>100 gms or more pure or 1 kg or more mixture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP Schedule II</td>
<td>10-99 gms pure or 100-999 gms mixture</td>
<td>10 gms or more mixture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD Schedule I</td>
<td>1-4 gms mixture</td>
<td>3rd Offense or More</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fentanyl Schedule II</td>
<td>40-399 gms mixture</td>
<td>400 gms or more mixture</td>
<td>Life Imprisonment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fentanyl Analogue Schedule I</td>
<td>19-99 gms mixture</td>
<td>100 gms or more mixture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others Schedules I &amp; II</td>
<td>Any</td>
<td>Not more than 20 yrs. If death or serious injury, not less than 20 yrs and more than life. <strong>Fine of $1 million if an individual, $5 million if other than an individual.</strong></td>
<td>Not more than 30 yrs. If death or serious injury, not less than 30 yrs and more than life. <strong>Fine of $2 million if an individual, $10 million if other than an individual.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Schedule III (Includes 30 mgs or more fentanyl and gamma-hydroxybutyric acid)</td>
<td>Any</td>
<td>1st Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others Schedules IV and V (Includes less than 30 mgs fentanyl)</td>
<td>Any</td>
<td>2nd Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Schedules</td>
<td>Any</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above-referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §§ 841(b)(1)(C) and (D).*
# Federal Trafficking Penalties - Marijuana

<table>
<thead>
<tr>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marijuana</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,000 kgs or more mixture; or 1,000 or more plants</td>
<td>Not less than 10 years, not more than life.</td>
<td>Not less than 20 years, not more than life.</td>
<td>Life imprisonment without release.</td>
</tr>
<tr>
<td><strong>Marijuana</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 kgs to 999 kgs mixture; or 100-999 plants</td>
<td>Not less than 5 years, not more than 40 years.</td>
<td>Not less than 10 years, not more than life.</td>
<td></td>
</tr>
<tr>
<td><strong>Marijuana</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 to 99 kgs mixture</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
<td></td>
</tr>
<tr>
<td><strong>Marijuana</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 to 99 plants</td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
<td>If death or serious injury, then life.</td>
<td></td>
</tr>
<tr>
<td><strong>Hashish</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 10 kgs</td>
<td>Fine $1 million individual, $5 million other than individual.</td>
<td>Fine $2 million individual, $10 million other than individual.</td>
<td></td>
</tr>
<tr>
<td><strong>Hashish Oil</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 1 kg</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Marijuana</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Less than 50 kgs mixture</td>
<td>Not more than 5 years.</td>
<td>Not more than 10 years.</td>
<td></td>
</tr>
<tr>
<td><strong>Hashish</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 to 49 plants</td>
<td>Fine not more than $250,000, $1 million other than individual.</td>
<td>Fine $500,000 individual, $2 million other than individual.</td>
<td></td>
</tr>
<tr>
<td><strong>Hashish Oil</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 kgs or less</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Hashish Oil</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 kg or less</td>
<td></td>
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</tr>
</tbody>
</table>

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)
| **ROHYPNOL**  
(Chemical name: flunitrazepam.) | **Illinois Law** | **Schedule IV**  
Manufacturing, delivering or possessing with intent to manufacture or deliver any amount of flunitrazepam is a Class 3 felony (2 to 5 years in prison and fine.)  
Knowingly possessing flunitrazepam is a Class 4 felony (1 to 3 years in prison and fine). | **Schedule IV**  
Manufacturing, distributing, dispensing or possessing 1 gram flunitrazepam with intent to manufacture, distribute or dispense carries a sentence of imprisonment for up to 20 years. 30 milligrams carries a sentence of imprisonment for up to 5 years and fine.  
Knowingly possessing flunitrazepam carries a sentence of up to 3 years in prison and fine. |
|---|---|---|
| **GHB**  
(Chemical names include: gamma-hydroxybutyrate; gamma-hydroxybutyramine; and gamma hydroxybutyric acid.) | **Schedule I**  
Manufacturing, delivering or possessing with intent to manufacture or deliver 200 grams or more of GHB is a Class X felony (6 to 30 years in prison and fine). 50 to 200 grams is a Class 1 (4 to 15 years in prison and fine). Any amount less than 50 grams is a Class 3 felony (2 to 5 years in prison and fine).  
Knowingly possessing GHB is a Class 4 felony (1 to 3 years in prison and fine). | **The FDA banned domestic sales of GHB in late 1990 and violators are charged with misbranding under the Food, Drug and Cosmetic Act (21 USC 331). The penalty is imprisonment for less than 1 year. A second offense is imprisonment for less than 3 years and a fine (21 USC 333). GHB is not listed as a controlled substance. It is not illegal to possess or use GHB under federal law.** |
| **KETAMINE**  
(Brand names include Ketaset and Vetalar.) | **Schedule III**  
Manufacturing, delivering or possessing with intent to manufacture or deliver 30 grams or more of ketamine is a Class X felony (6 to 30 years in prison and fine). 10 to 30 grams is a Class 1 felony (4 to 15 years in prison and fine). Any amount less than 10 grams is a Class 3 felony (2 to 5 years in prison and fine).  
Knowingly possessing 30 grams or more of ketamine is a Class 1 felony (4 to 15 years in prison and fine). Less than 30 grams is a Class 4 felony (1 to 3 years in prison and fine). | **Federal law restricts use of ketamine to only on the order of a licensed veterinarian (21 CFR 522.1222b). Dispensing the drug contrary to that indication is considered “misbranding” under the Food, Drug and Cosmetic Act (21 USC 352). Misbranding is prohibited under 21 USC 331. The penalty is imprisonment for less than 1 year. A second offense is imprisonment for less than 3 years and a fine (21 USC 333). Ketamine is not listed as a controlled substance and under federal law.** |
ILLINOIS CONTROLLED SUBSTANCE ACT, 1998

It is unlawful for anyone to have possession of, deliver, traffic or manufacture any of the narcotic drugs listed in Schedules I through V, except otherwise authorized by the Controlled Substance Act of Illinois.

Punishment for possession of controlled or counterfeit substance is a Class I felony to a Class 4 felony. Punishment for possession, trafficking, delivery or manufacturing of a controlled substances range from a Class X felony to a Class 4 felony depending on the extent of the violation and the amount of the narcotic. Punishment can result in imprisonment and/or monetary fines.

Schedule I

- The drug or other substance has a high potential for abuse.
- The drug or other substance has no currently accepted medical use in treatment in the United States
- There is a lack of accepted safety for use of the drug or other substance under medical supervision
- Some Schedule I substances are heroin, LSD, marijuana, and methaqualone.

Schedule II

- The drug or other substance has a high potential for abuse.
- The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- Abuse of the drug or other substance may lead to severe psychological or physical dependence.
- Schedule II substances include morphine; PCP; cocaine; methadone; and methamphetamine.

Schedule III

- The drug or other substance has a potential for abuse less than drugs or substances in Schedules I & II.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.
- Anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, and some barbiturates are Schedule III substances.

Schedule IV

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

Included in Schedule IV are Darvon; Talwin; Equanil; Valium; and Xanax.

Schedule V

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV.
- Over-the-counter cough medicines with codeine are classified in Schedule V.

**State of Illinois: Cannabis Control Act**

Cannabis includes marijuana, hashish, or any other substance which has been identified as including any parts of the plant Cannabis Sativa.


1. It is unlawful for any person knowingly to possess cannabis.
   a. Not more than 2.5 grams of any substance containing cannabis is guilty of a Class C misdemeanor.
   b. More than 2.5 grams, but not more than 10 grams of substance containing cannabis is guilty of a Class B misdemeanor.
   c. More than 10 grams, but less than 30 grams of any substance containing cannabis is guilty of a Class A misdemeanor. If any offense under the above section (c) is a subsequent offense, the offender shall be guilty of a Class 4 felony.
   d. More than 30 grams, but not more than 500 grams of any substance containing cannabis is guilty of a Class 4 felony. If any offense under the subsection (d) is a subsequent offense, the offender shall be guilty of a Class 3 felony. It is unlawful for any person knowingly to manufacture, deliver, or possess with intent to deliver, or manufacture, cannabis.

Depending on amounts in possession, the person can be guilty of anything from a Class C misdemeanor to a Class 3 felony.

Manufacture or delivery of cannabis is punishable from a Class B misdemeanor to a Class 2 felony with a fine up to $1,000.00.

Cannabis trafficking is punishable by a term of imprisonment not less than twice the minimum term and a fine.

Production of cannabis is punishable from a Class A misdemeanor to a Class 2 felony, depending on the number of plants.
Liquor Laws State of Illinois

Definition of a Minor:
There are two statutes in Illinois that define the legal age as twenty-one years for purposes of alcoholic liquor laws. Alcoholic liquors are defined to include beer and wine as well as whiskey.

Possession or Consumption by a Minor
Individuals under twenty-one may not purchase, accept as a gift or possess alcoholic beverages. In addition minors are specifically forbidden from having possession of alcoholic beverages on any street or highway or other public place. Consumption is expressly prohibited. Possession by a minor must, however, be proven beyond a reasonable doubt.

Sale or Gift to a Minor
Licensees are prohibited from selling, giving or delivering alcoholic beverages to anyone under twenty-one years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic liquor and then sell, give, or deliver it to a minor. Persons under twenty-one are also prohibited from accepting as a gift or purchasing any alcoholic liquor.

Any person can be found guilty of a Class A misdemeanor if he/she allows a gathering at their residence where a person under the age of 21 is in possession of or is consuming any alcoholic beverage, and/or the person occupying this residence knows the person under the age of 21 leaves the residence in an intoxicated condition.

Any person who rents a hotel or motel room while alcoholic beverages are being consumed by anyone under 21 years of age can be found guilty of a Class A misdemeanor and sentenced up to one year in jail or $2500 fine. The penalty also applies to the hotel or motel.

Misrepresentation of Age
It is illegal for minors to present false or fraudulent identification for purposes of procuring or attempting to procure any alcoholic liquor or even to have a fake or fraudulent identification in their possession. It is also unlawful for anyone to alter or deface an identification card, to use the card of another or carry anyone else's card. Minors who misrepresent their age and those who give, sell or furnish a false or fraudulent proof of age to a minor are guilty of a Class A misdemeanor.

Miscellaneous
It is unlawful to sell alcoholic liquor without a license. State Colleges and universities may sell in convention or conference type facilities.

Sale or Gift to an Intoxicated Person
Licensees are prohibited from selling or giving alcoholic beverages to intoxicated persons.

Definition of Intoxicated Persons
Persons are considered to be intoxicated when, because of the consumption of alcoholic beverages, they have reduced mental and physical faculties.
Effects of Specific Drugs and Associated Health Risks (for more information go to: www.dea.gov and www.samhsa.gov)

Introduction

Saint Francis Medical Center College of Nursing has a mission of caring for others as well as ourselves. In an effort to assist you in becoming responsible colleagues within the nursing profession, the following information has been prepared. The symptoms and behaviors described below are warning signs that may reflect the presence of a drug or alcohol problem in an individual. We encourage you to familiarize yourself with these signs so that you may recognize them in yourself or in your peers. Interventions for drug and alcohol problems are best managed with early identification and treatment. If you identify some, but not necessarily all of these characteristics, seek assistance. The College is committed to helping students in need. Contact the College Counselor or Student Health Nurse with your concerns.

Warning Signs of Drug/Alcohol Problems in Nursing Students

- Mood swings
- Irritability/hostility without cause
- Isolation
- Apologetic beyond warranted circumstances
- Elaborate excuses for behavior
- Increased absenteeism & tardiness
- Grades drop, clinical performance deteriorates
- Personal appearance is less appropriate
- Difficulty in personal relationships
- Difficulty meeting deadlines & schedules
- Withdrawal (social & emotional)
- May smell of alcohol or use breath mints excessively
- Behavior may reflect an impaired state

REFERENCES


## Drugs Of Abuse/Uses and Effects

U.S. Department of Justice  
Drug Enforcement Administration (2005)

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<tr>
<th>Drugs</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
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<th>Psychological</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Narcotics</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Heroin</td>
<td>Substance I</td>
<td>Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)</td>
<td>None in U.S., Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-4</td>
<td>Injected, snorted, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>Substance II</td>
<td>MS-Contin, Roxanol, Oramorph SR, MSIR</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-12</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrocodone</td>
<td>Substance II, Product III, IV</td>
<td>Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab</td>
<td>Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydro-morphine</td>
<td>Substance II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Substance II</td>
<td>Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-12</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>Substance II, Products III, IV</td>
<td>Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine</td>
<td>Analgesic, Antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>Substance II, III, IV</td>
<td>Fentanyl, Demerol, Methadone, Darvon, Stadol, Taiwin, Paregonic, Buprenex</td>
<td>Analgesic, Antidiarrheal, Antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Dependence

<table>
<thead>
<tr>
<th>Depressants</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Duration</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>gamma Hydroxybutyric Acid</td>
<td>Substance I, Product III</td>
<td>GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®</td>
<td>None in U.S., Anesthetic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Substance IV</td>
<td>Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin</td>
<td>Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>1-8</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Substance I, II, III, IV</td>
<td>Ambien, Sonata, Meprobamate, Choral Hydrate, Barbiturates, Methaqualone (Qualaude)</td>
<td>Antianxiety, Sedative, Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral</td>
<td></td>
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</table>

### Stimulants

<table>
<thead>
<tr>
<th>Stimulants</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical</th>
<th>Possible</th>
<th>Tolerance</th>
<th>Duration</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>Substance II</td>
<td>Coke, Flake, Snow, Crack, Coca, Bianca, Perico, Nieve, Soda</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>Snorted, smoked, injected</td>
<td>Increased alertness, excitation, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamine/ Methamphetamine</td>
<td>Substance II</td>
<td>Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn</td>
<td>Attention deficit/ hyperactivity disorder, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>Substance II</td>
<td>Ritalin (illy's), Concerta, Focalin, Metadate</td>
<td>Attention deficit/ hyperactivity disorder</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Substance III, IV</td>
<td>Adipex P, Ionamin, Prelu-2, Didrex, Provigil</td>
<td>Vaso-constriction</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral</td>
<td></td>
<td></td>
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## Dependence

<table>
<thead>
<tr>
<th>Hallucinogens</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
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<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDMA and Analogs</td>
<td>Substance I</td>
<td>(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB</td>
<td>None</td>
<td>None</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-6</td>
<td>Oral, snorted, smoked</td>
<td>Heightened senses, teeth grinding and dehydration</td>
<td>Increased body temperature, electrolyte imbalance, cardiac arrest</td>
<td>Muscle aches, drowsiness, depression, acne</td>
</tr>
<tr>
<td>LSD</td>
<td>Substance I</td>
<td>Acid, Microdot, Sunshine, Boomers</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, altered perception of time and distance</td>
<td>(LSD) Longer, more intense &quot;trip&quot; episodes</td>
<td>None</td>
</tr>
<tr>
<td>Phencyclidine and Analogs</td>
<td>Substance I, II, III</td>
<td>PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP</td>
<td>Anesthetic (Ketamine)</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>Inhaled</td>
<td>Smoked, oral, injected, snorted</td>
<td>Unable to direct movement, feel pain, or remember</td>
<td>Drug seeking behavior *Not regulated</td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Substance I</td>
<td>Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextromethorphan* (DXM)</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Possible</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cannabis</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Marijuana</td>
<td>Substance I</td>
<td>Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disorientation</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Occasional reports of insomnia, hyperactivity, decreased appetite</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>Substance I, Product III</td>
<td>THC, Marinol</td>
<td>Antinauseant, Appetite stimulant</td>
<td>Yes</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish and Hashish Oil</td>
<td>Substance I</td>
<td>Hash, Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
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</tr>
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## Dependence

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<tr>
<th>Anabolic Steroids</th>
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<th>Duration (Hours)</th>
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<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testosterone</td>
<td>Substance III</td>
<td>Depo Testosterone, Sustainon, Sten, Cypt</td>
<td>Hypogonadism</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>14-28 days</td>
<td>Injected</td>
<td>Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior</td>
<td>Unknown</td>
<td>Possible depression</td>
</tr>
<tr>
<td>Other Anabolic Steroids</td>
<td>Substance III</td>
<td>Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball</td>
<td>Anemia, Breast cancer</td>
<td>Unknown</td>
<td>Yes</td>
<td>Unknown</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
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### Inhalants

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<thead>
<tr>
<th>Inhalants</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amyl and Butyl Nitrite</td>
<td>Pearls, Poppers, Rush, Locker Room</td>
<td>Angina (Amyl)</td>
<td>Unknown</td>
<td>Unknown</td>
<td>No</td>
<td>1</td>
<td>Inhaled</td>
<td>Flushing, hypotension, headache</td>
<td>Methemoglobinemia</td>
<td>Agitation</td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td>Laughing gas, balloons, Whippets</td>
<td>Anesthetic</td>
<td>Unknown</td>
<td>Low</td>
<td>No</td>
<td>0.5</td>
<td>Inhaled</td>
<td>Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage</td>
<td>Vomiting, respiratory depression, loss of consciousness, possible death</td>
<td>Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions</td>
</tr>
<tr>
<td>Other Inhalants</td>
<td>Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>No</td>
<td>0.5-2</td>
<td>Inhaled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td>Beer, wine, liquor</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>1-3</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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June 2004
Binge Drinking

According to Dowshen (2006), binge drinking is “the consumption of five or more drinks in a row by men – or four or more drinks in a row by women-at least once in the previous 2 weeks. Heavy binge drinking includes three or more such episodes in weeks.”

Short-term effects of binge drinking may include vomiting, headache, anger, and impaired judgment. Binge drinkers are at greater risk for making poor decisions, such as driving or having unprotected sex. Long-term effects might include inability to concentrate, loss of memory, mood swings and alcoholism.

High concentrations of alcohol from binge drinking can lead to a life-threatening condition known as alcohol poison. Some of the symptoms of alcohol poisoning are: slow or irregular breathing, confusion, vomiting, seizures, and loss of consciousness.

Listed below are some of the statistics (About: Alcoholism, 2007) involved with binge drinking:

- Between 1993 and 2001, the proportion of students who binge drink three or more times in the past two weeks is up 16%.
- Students who drink on 10 or more occasions in a month, up 25%
- Students who get drunk at least three times a month, up 26%
- Students who “drink to get drunk” rose 21%.

REFERENCES


Effects of Specific Drugs

The following information on specific drugs and their effects is taken from a publication of the U.S. Department of Education titled “Schools Without Drugs”, 1989.

Tobacco

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Smokers also have an increased rate for various cancers. Chronic obstructive lung diseases are 10 times more likely to occur among smokers than among nonsmokers.

Pregnant women who are smokers are at increased risk for spontaneous abortions, preterm births, low birth weights, and fetal and infant deaths.

Cigarette smoke contains some 4000 chemicals, several of which are known carcinogens. Other toxins and irritants found in smoke can produce eye, nose, and throat irritations. Carbon monoxide, another component of cigarette smoke, combines with hemoglobin in the blood stream to form carboxyhemoglobin, a substance that interferes with the body's ability to obtain and use oxygen.
Perhaps the most dangerous substance in tobacco smoke is nicotine. Although it is implicated in the onset of heart attacks and cancer, its most dangerous role is reinforcing and strengthening the desire to smoke. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Of 1000 typical smokers, fewer than 20% succeed in stopping on the first try.

Although the harmful effects of smoking cannot be questioned, people who quit can make significant strides in repairing damage done by smoking. For pack-a-day smokers, the increased risk of heart attack dissipates after 10 years. The likelihood of contracting lung cancer as a result of smoking can also be greatly reduced by quitting.

**Alcohol**

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. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Cannabis**

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.
**Inhalants**

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

**Cocaine**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependence, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

The use of cocaine can cause death by cardiac arrest or respiratory failure.

**Other Stimulants**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

**Depressants**

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.
The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

**Hallucinogens**

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders - depression, anxiety, and violent behavior - also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

**Narcotics**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

**Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphoriants. They can produce severe neurochemical damage to the brain.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

**Anabolic Steroids**

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancer.

Taken in combination with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Because of these properties, athletes in a variety of sports have used steroids since the 1950s, hoping to enhance performance. Today, they are being joined by increasing numbers of young people seeking to accelerate their physical development.

Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Signs of steroid use include quick weight and muscle gains (if steroids are being used in conjunction with a weight training program); behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; unexplained darkening of the skin; and persistent unpleasant breath odor.

Steroids are produced in tablet or capsule form for oral ingestion, or as a liquid for intramuscular injection.

**Date Rape Drugs**

General Background Information on the 3 Date Rape Drugs

*Prepared by the Office of the Attorney General, Bureau of Program Development*

**GHB**

The chemical names for GHB include gamma hydroxybutyrate, gamma-hydroxy-butyramine and gamma hydroxybutyric acid. It is a medicine originally designed as a pre-operative anesthetic and natural sleep aid. GHB became popular in the 1980s among the bodybuilding community because it functioned like a steroid. In the late 1980s and early 1990s, College students, looking to get a quick high, used GHB recreationally. In November 1990, the FDA banned GHB. The FDA has not permitted any use of GHB outside of FDA-approved research trials regarding
treatment of narcolepsy. After losing its popularity in the late 1980s, GHB again became popular for use as a “date rape” drug in the mid 1990s. Although possession of GHB is not illegal under federal law, its manufacture and sale is prohibited under the Food, Drug, and Cosmetic Act. Violators with misbranding are subject to imprisonment for up to one year.

GHB or “Liquid G” or “G”, a powerful synthetic drug, acts as a depressant on the central nervous system. It is marketed in liquid, pill, or powder form. Primarily non-professionals produce GHB in their home labs which may consist of an ordinary kitchen stove or a bathtub. Heaviest concentrations of the drug have been found in California, Texas, Georgia, and Florida. It is being marketed on the Internet as an aphrodisiac, an aid for sleep and for its alcohol-like high. Mostly, young people attending parties and nightclubs and bodybuilders use the drug. The most vulnerable population is younger women, especially on College campuses, because they are likely to attend parties and go to large, crowded bars.

Effects of GHB

Home-grown GHB is very dangerous because of the significant differences in the purity, concentration, and potency of various batches. This means that the same amount taken from two separate batches may have very different effects. GHB is also very dangerous due to a narrow margin between the dose size that produces intoxication and the dose size that causes harmful effects.

The body rapidly metabolizes GHB. A person can feel the effects of the drug within 15 minutes after ingestion. A small amount of GHB can produce a high similar to alcohol, without the hangover. Young people at clubs use the drug recreationally for its calming and euphoric effects. Larger doses can have a hallucinatory effect and cause headaches, shaking, spasms, seizures, drowsiness, nausea, irregular heartbeat, and vomiting. Mixed with alcohol, GHB can cause the central nervous system to shut down, lead to a loss of consciousness, and possibly result in coma or death. It takes 2 to 3 grams, the equivalent of 1 to 2 teaspoons of GHB to produce these effects. One to two grams of GHB in a 8 ounce alcoholic drink will leave a person unconscious for 2 to 4 hours. GHB remains in the system for a period of 6 to 8 hours.

Those who ingest GHB are also at-risk for pregnancy and venereal disease. In some cases, GHB can cause memory loss of the events following ingestion. After ingesting GHB, a person is unable to recall what happened while she was under the influence of the drug. Nationally, over the past 6 years, more than 20 deaths and hundreds of medical emergencies have been attributed to GHB, even though most drug tests are not designed to detect it.

Not everyone is affected by GHB in the same way. It is difficult to predict the exact effects of the drug on a particular individual. The effects vary depending upon the drug, the dose ingested, whether the drug is mixed with alcohol or other drugs, and an individual’s weight, gender, and metabolism. Nevertheless, when GHB is mixed with alcohol or other drugs, the effects can be life-threatening.

GHB can leave a person unconscious and extremely vulnerable to robbery and sexual assault. The actual reported incidents of date rape drugs being used are few. The fact that most of the GHB is excreted during the first hours after ingestion coupled with the memory loss it causes, makes it very difficult to detect and prosecute these cases. Because GHB immobilizes victims of sexual assault, it makes investigations of sex crimes extremely difficult. Often, victims who were knocked out with the drugs wake up unsure of what happened. They may dismiss the assault without reporting it.
No antidote for a GHB overdose exists. Treatment is restricted to nonspecific supportive care. While the immediate effects were not fatal, many persons who overdosed on GHB have been hospitalized requiring ventilatory support and intensive care.

Rohypnol

Rohypnol is the brand name for flunitrazepam. It is classified in the pharmaceutical family as Valium, although ten times more powerful. It is a potent and fast-acting sedative, prescribed by doctors for severe and debilitating sleep disorders since 1975. It is approved for use in 80 countries, but the manufacturer chose not to seek United States FDA approval. Rohypnol has never been approved for any medical use in the United States. Under federal law, simple possession of Rohypnol carries a penalty of up to 3 years imprisonment and a fine.

Nationwide, reports indicate that people “dose” other individuals without their knowledge by slipping Rohypnol into drinks. Like GHB, Rohypnol is used primarily by young adults in College and young people attending parties or going to large crowded bars. The most vulnerable population is young women.

The manufacturer of Rohypnol provides a chemical test to law enforcement agencies and rape crisis centers at no cost. The test can detect Rohypnol and other drugs in the urine of rape victims. Also, the manufacturer recently changed the composition of the tablet so that when dissolved in a liquid, the liquid will turn cloudy and particles will rise to the top. This measure will assist in warning potential victims that someone has tampered with their beverage.

Effects of Rohypnol

Rohypnol, also known on the street as “roofies” or “roaches”, is most commonly found in tablet form. Occasionally, the pills may be ground into powder form and it may even be found in liquid form. A 2 mg. dose of Rohypnol can cause drowsiness, impaired motor skills and judgment, slurred speech, dizziness, confusion, and amnesia. Ingesting Rohypnol can also cause breathing difficulties, extremely low blood pressure, respiratory depression, coma, or even death when combined with alcohol.

One of the most dangerous effects of Rohypnol is the partial or complete memory loss of the events that take place shortly after ingestion. This means that a victim may not be able to remember what she did, or what was done to her, while under the influence of the drug. Sexual predators and street gangs take advantage of the sedative and memory-loss effects of Rohypnol to incapacitate women and commit sexual assaults. The severe mental incapacitation, along with the amnesia produced by Rohypnol, makes it difficult, if not impossible, for the rape victims to recall the circumstances surrounding a sexual assault. Investigation and prosecution of these cases, even if reported, are extremely difficult.

As with GHB, it is difficult to predict how the drug will affect an individual. The effects vary depending on the drug, the dose ingested, whether the drug is mixed with alcohol or drugs, and an individual’s weight, gender, and metabolism. However, it is a fact that the effects of Rohypnol can be deadly when mixed with alcohol.

Ketamine

Ketamine is an anesthetic approved only for veterinary use in the United States. The brand names include Vetalar and Ketaset. On the street, the drug is often referred to as “K”, “Vitamin K” or “Special K”. It produces effects similar to those of PCP or LSD. Ketamine usually comes as a liquid in its pharmaceutical form, likely stolen from veterinary hospitals or suppliers. It is also found in powder or pill forms. A user will either snort or swallow the drug as a powder or
swallow or inject it into muscle as a liquid. Use of Ketamine has been reported at teen “rave” parties.

The FDA regulates Ketamine as a veterinary drug, thus it is not a controlled substance regulated by the Drug Enforcement Administration. However, dispensing the drug for other than its approved veterinary use, is illegal under the Food, Drug and Cosmetic Act.

Effects of Ketamine

Ketamine’s action on the mind and body is “dissociative”. This means that the person who ingested Ketamine feels as if her mind is “separated” from her body. Ketamine causes hallucinations and a person using it may feel as if she has entered another reality. The hallucinations occur because the drug blocks the chemical messengers in the brain that carry sensory input. The brain fills the void with visions, dreams or memories. Because of the amnesia and hallucinations created by Ketamine, a potential date rapist may find this drug invaluable.

Because it is an anesthetic, a person consuming the drug stops feeling pain, perhaps leading the person to self injury. Ketamine lowers the heart rate thus with larger doses it can lead to oxygen starvation to the brain and muscles. An overdose can cause the heart to stop. Temporary paralysis has been reported in some users, but is rare. Long term users may develop a tolerance if used regularly. It may lead to psychological or physical dependence.

Users of Ketamine vary the dosage, depending on the effect desired. The drug’s effect can be influenced by body size, built-up tolerance, the presence of alcohol or other drugs, the method of administration, and the setting in which the drug is consumed.

REFERENCES


Student Name: ________________________________ Date: ____________

Time: ____________  Location: __________________________________________

Directions: Check ALL appropriate lines in each category.

1. Walking/Standing: \_
   __stumbling \_
   \_
   \_
   \_
   \_

2. Speech:
   \_
   \_
   \_
   \_
   \_
   \_

3. Demeanor:
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   \_
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4. Actions:
   \_
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   \_
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5. Eyes:
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   \_
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6. Face:
   \_
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7. Clothing:
   \_
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   \_
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8. Breath:
   \_
   \_
   \_

9. Movements:
   \_
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   \_
   \_

10. Eating/Chewing
    \_
    \_
    \_

Record any other specific observations_________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

127
Action Taken:
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___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

College Personnel Signature: ________________________________________________

Witness: _________________________________________________________________

Date: __________________________
CONSENT FORM FOR ALCOHOL AND/OR DRUG TESTING STUDENT

I have been informed that based upon my behavior and appearance, Saint Francis Medical Center College of Nursing is concerned that I may be under the influence of alcohol and/or drugs, or that I may have otherwise violated the College Alcohol and other Drug Prevention Policy. I have been requested to submit to alcohol and/or drug testing on a specimen of my blood and/or urine obtained by

OSF ED, Proctor Prompt Care, 1120 E. War Memorial Dr, or other medical services

I understand I am responsible for any cost for this testing. I have been informed that my agreement to submit to this testing is voluntary, and I have the right to refuse to submit to this testing. I am aware that if I refuse to submit to this testing, my refusal may be grounds for disciplinary action against me, up to and including dismissal. I agree to have the results of this alcohol and/or drug testing reported to the Counselor and the President (or designee). These results may form the basis for referral to an assistance program or disciplinary actions.

With full knowledge of the above information, I have decided to voluntarily submit to the requested alcohol and/or drug testing, and I give my permission to have the test results reported in the manner described.

Test requested by ____________________________________________

College Personnel (name & position)

_____ alcohol  _________ drug

I, ____________________________ agree or refuse to the requested testing.

(circle one)

________________________________________  Date  Time

Student’s Signature

________________________________________  Date  Time

College Personnel Signature

________________________________________  Date  Time

Witness Signature if applicable

This Student Handbook including the Alcohol and other Drug Abuse Prevention section describing health risks and legal sanctions is distributed to students and employees annually.

*Saint Francis Medical Center College of Nursing, Student Handbook (Professional Conduct, Professional Standards and Student Appeal Process).
Earthquake Policy

I. Earthquake Potential
   Most tremors are west of the Rocky Mountains. However 39 states are a potential target for earthquakes. Saint Francis Medical Center College of Nursing is on the north edge of a potentially major quake area.

II. Occur suddenly and with little or no warning.

III. Affect entire communities thereby usually making community services unavailable for assistance.

IV. Injuries are caused by:
   A. Building collapse or damage, such as falling brick, light fixtures, collapsing walls, etc.
   B. Flying glass from broken windows.
   C. Overturned bookcases, fixtures, furniture, appliances, equipment, etc.
   D. Fires from broken gas lines, etc. This danger could be aggravated by a lack of water caused by broken mains.
   E. Fallen power lines.
   F. Drastic human reaction resulting from fear.

V. What To Do During the Shaking Occurrence
   A. Don't panic. The motion is frightening but, unless it shakes something down on top of you, it is harmless. Keep calm and ride it out. The earth DOES NOT yawn open, gulp down a neighborhood and slam shut. Reassure students, residents, other employees and visitors.
   B. If INDOORS, stay indoors. Take cover under desk, tables, in doorways, halls and against wall. Stay away from glass.
   C. Do NOT use candles, matches or any open flame, either during or after a tremor. Put out ALL fires.
   D. If OUTSIDE, move away from buildings and utility wires. Once in the open, stay there until shaking stops, do not attempt to remain standing. Do not run through, to, or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
   E. If a moving vehicle, stop as quickly as safety permits, but stay in vehicle. A car will jiggle fearsomely on its springs during the earthquake; but it is a good place to stay until the shaking stops.
   F. If in a high-rise building, get under a desk or similar heavy furniture. DO NOT dash for exits, since stairways may be broken and/or jammed with people. NEVER use elevators.
   G. Keep residents, students, visitors, and other employees out of stairwells and elevators.
   H. The most important thing to remember is to remain calm. Reassure and assist students, residents, visitors and other employees. DO NOT ABANDON YOUR POST.

IV. What To Do After the Shaking Occurrence
   A. STAY CALM.
   B. Assemble personnel at predetermined location. Take a head count of employees, residents, students, and known visitors.
   C. Shut off/conserve all unnecessary utilities, equipment and hazardous material supply lines.
   D. Put out or contain fires as required.
   E. If you smell gas, open windows and notify Security. Leave rooms and areas with heavy gas leakage.
   F. Do not use telephones except to report emergencies.
G. Assess damage, supplies needed, functioning capability, etc.
H. Notify President/Dean or College Staff of assessed status.
I. Stand by in your immediate area for internal directions.
J. Give aid to others in your area as it is available.
K. Check for injuries. Do not move injured persons unless in immediate danger of further injury.
L. Immediately clean up spilled liquids and other harmful materials.
M. DO NOT eat or drink anything from open containers near shattered glass.
N. DO NOT touch downed power lines or objects touched by the downed or shorted power supply lines.
O. Turn on your radio and/or television (if conditions permit) to get latest emergency bulletins.
P. Assist as directed with salvage operations.
Q. Stay out of severely damaged areas; after shocks can shake them down. If fire occurs follow fire procedures (Red Alert).
R. DO NOT go sightseeing. If evacuation is necessary, follow evacuation procedures.

Fire Safety Policy
Policy Statement

Faculty, students, residents and staff of the College of Nursing shall follow the Fire Safety policy specific to the Residence as applicable. During clinical experience within OSF Saint Francis Medical Center, faculty and students shall follow Medical Center policy in regard to Fire Safety, specifically the policy for the assigned clinical area. It is the responsibility of Faculty to inform students of specific policies governing assigned clinical areas.

Location of Equipment

A. Pull-Boxes
   Located next to East and West stairwells on all floors.
B. Fire Extinguishers
   1. Dry Chemical Extinguishers (used on any type of fire) are located in fire hose cabinets on all floors next to stairwell.
   2. 7th Floor has Carbon Dioxide Extinguishers I (used on electrical fires) in both the East and West mechanical equipment rooms.
   3. 7th Floor library has one dry chemical extinguisher on the inside.
   4. Ground floor has Carbon Dioxide Extinguishers in each recreation room with two smaller extinguishers in the kitchen and a dry chemical extinguisher in the east recreation room.
C. Fire Alarm Enunciator Panel
   The master panel is located on the ground floor. The panel is located in the mailroom behind the CSR desk.
D. Stairway
   1. West stairwell located next to West elevator.
   2. East stairwell located next to East elevator.
E. Fire Doors
   1. In the center of corridor on all floors.
2. One set of doors for each wing
   a. North-east wing.
   b. South-east wing.
   c. North-west wing.
   d. South-west wing.

Fire Safety – General Instructions

In Case of Fire

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
2. Immediately activate the fire alarm system. This will automatically notify the fire department and security at OSF Saint Francis Medical Center and get help on the way.
3. It will also sound the fire alarm bells to evacuate the building.
4. Staff and/or residents who are designated to notify each room by knocking on the doors and calling out "FIRE, FIRE, FIRE!" This is done ONLY when safety and time permit. These persons are not expected to enter a smoke-filled corridor or housing unit to attempt evacuation.
5. Leave area of fire and close doors.
6. Attempt to extinguish fire only if you can do it safely.

If You Are On Fire STOP where you are, DROP to the floor or ground and ROLL your body to smother the fire.

When Fire Alarm Sounds

1. Calmly evacuate the building. Do NOT use elevator.
2. As time allows close windows and doors. Put on coat in winter for protection.
3. Use an alternate exit, if you encounter smoke or fire.
4. Follow instructions of “SFMC College of Nursing Fire Evacuation Procedures.”
5. Report anyone suspected of remaining in the building.
6. Move away from building, down Greenleaf, leaving a clear access and unobstructed roadway for emergency services.
7. Do not re-enter the building until authorized by Fire Department, Security, or Police.

If Unable To Evacuate

1. Call Police @ 9-911 or 911 or OSF SFMC Security @ 655-2131 giving your location.
2. A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts.
3. If smoke enters room, stay low as heat and gases tend to rise.
4. Signal your position at a window.

Persons with mobility difficulties or who use wheelchairs should move to an area of refuge (stairwell, room with phone 6/2006 mdh
Fire Extinguisher Usage Update Always remember the following:
When operating a fire extinguisher follow the steps below (PASS):
- “P” – Pull the pin
- “A” – Aim
- “S” – Squeeze
- “S” – Sweep

During a Red Alert drill remember (RACEE)!
- “R” – Rescue
- “A” – Alarm
- “C” – Contain
- “E” – Extinguish
- “E” – Evacuate

Fire Safety Regulation – Evacuation Procedure

HORIZONTAL and VERTICAL evacuations will be initiated with each fire alarm.

A total evacuation of the building to Medipark III and/or SFMC Glen Oak Main Building South Entrance will be initiated with each fire alarm. Everyone must evacuate the building.

When reporting a fire, initiate a horizontal evacuation from the area of the fire to a safe area beyond fire doors. Individuals shall move from the area of the fire immediately.

**Ground Floor:** Exit through the Greenleaf doors and proceed to the ground level of Medipark III. If the fire is obstructing the Greenleaf doors, proceed to the stairwell and exit through the rear stairwell doors (between the first and second floors) opposite the fire location.

**Push bars have been installed on back gate for emergency evacuation.**

If necessary, combination for gate lock on Greenleaf is 2-2-0-1.

**First Floor:** Go up one flight of stairs to the rear stairwell doors or closest access to outside and exit the building opposite the fire location.

**All Other Floors (including the 7th floor):** Exit through the rear stairwell doors (between 1st and 2nd floors) or closest access to outside the building opposite the fire location and proceed to ground level of Medipark III.

**6 West:** Personnel may exit through the bridge doors and proceed inside to SFMC Glen Oak Main Building South Entrance (which is the rear entrance across from the bridge leading to the College of Nursing).

Report to the sign that specifies your group
(J1, J2, S1, S2, faculty/staff/others)
and report to the safety coordinator at the station immediately.

11/29/04, 3/25/05, 6/06
Resident Assistants and CON Safety Coordinator or position designee will take places at evacuation destinations of Medipark III and SFMC Glen Oak Main Building South Entrance. Report your safe arrival for recording purposes. *Report anyone missing immediately.*

**CONTINGENCY EXIT:** IF UNABLE TO EXIT THROUGH REAR STAIRWELL DOORS BECAUSE OF FIRE LOCATION, EXIT THROUGH GREENLEAF DOORS AND PROCEED TO MEDIPARK III.  Update 6/2006 mdh

**Resident Assistant (RA) Responsibility**

Two representatives from each floor used for student living will assist with the evacuation process. If both RAs are gone, another trained student will accept the responsibility of assisting evacuation for the floor.

**RAs educate the members of the floor in the fire evacuation process.**

1. Maintain personal safety.
2. Alert all residents. Knock loudly on “un-evacuated” doors and turn knob to enter and confirm rooms on designated floor are empty.
3. Check for closed doors, closed windows, and lights on.
4. Place red evacuation sign outside on doorknob facing hall.
5. Initiate horizontal and then total evacuation.
6. Direct students to evacuate by proper and safe routes
   - 6th floor: Evacuate inside to SFMC Glen Oak Main Building South Entrance (the rear entrance leading to the College of Nursing building.)
   - 2nd floor: Evacuate to Medipark III (lower level west side)
   - Greenleaf: Evacuate to Medipark III (lower level west side)
7. Assist CON Safety Coordinator or position designee in taking role call of those present (students & employees).
8. Assist in maintaining a calm environment.
9. Participate in the “Review of Red Alert” following the activation of the procedure as needed.

**Fire Prevention**

The two greatest possible fire sources are the careless use of smoking materials and shorted or overheated electrical circuits. Observe the following to minimize these risks.

- Smoking is **NOT ALLOWED** in the College.
- Turn off all electrical appliances before leaving your room.
- Do not cook in your room.
- Do not iron clothes in your room.
- Stop using and report immediately any electrical equipment that is not operating properly.
- Burning of candles and incense is prohibited.
• Do not prop doors open with wedges or other items.
• Hallways are to be kept clear of furniture.
• Exits are to be kept unobstructed.

NOTE: Violations of fire policies are subject to disciplinary action.

Tornado Safety Policy

A gray alert is announced when there is danger of a tornado within the tri-county area. A black alert is announced when there is danger of tornado within the city of Peoria. These are canceled by an "All Clear" announcement. Individuals within the College of Nursing building shall:

Gray Alert:
1. Where possible, close windows, draw drapes or blinds.
2. Prepare to move away from large glassed areas into center hallways.
3. Continue routine activity until further instructions are given.
4. Close room doors and fire doors.
5. Restrict use of telephone.
6. Do not leave building.

Black Alert:
1. Take cover immediately.
2. Move to an interior corridor without windows.

Alert Notification, when feasible, an alert will be made by College employee, the Resident Assistants or other designated individual.

1. Announce "Gray Alert: or "Black Alert" when called by Medical Center.
2. Restrict phone use.
3. Indicate number of available personnel, if requested.
4. Announce "All Clear". (Call Medical Center if not called by them within 10-15 minutes.)
5. 6th Floor: Pull window shades. Move out of office to center hallway.
6. Main Floor: Stay behind information counter or move into area between mailboxes and small room

A tornado can happen instantaneously when no warning has been given. Be alert to conditions that indicate the necessity of taking cover.

A College employee, Resident Assistant or designated individual will maintain contact with OSF Saint Francis Medical Center regarding tornado and weather conditions.

Utility System Failure

A brown alert is announced when there is a utility system failure. An emergency exists when the following situations occur:

1. Emergency generators go on, unplanned.
2. Lights go out.
4. No drain will drain.
5. Unannounced loss of heat/air conditioning.

In the event of a utility failure, individuals within the College of Nursing building should:

1. Notify a College Support Representative or Resident Assistant of the type of utility failure.
2. Follow directions as given.

Safety Review and Alert Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>WHAT TO EXPECT:</th>
<th>WHO TO CONTACT:</th>
<th>RESPONSIBILITY OF STAFF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Blue</td>
<td>Switchboard operator pages three times, code and location.</td>
<td>Dial “444”</td>
<td>Activate Code Blue Button</td>
</tr>
<tr>
<td>Cardiac/</td>
<td>Responders will be running to code location.</td>
<td></td>
<td>Keep patients and visitor out of the way.</td>
</tr>
<tr>
<td>Respiratory</td>
<td></td>
<td></td>
<td>Ask visitors in other patient care rooms to remain in those rooms.</td>
</tr>
<tr>
<td>Arrest</td>
<td></td>
<td></td>
<td>Ask patients to remain in treatment locations.</td>
</tr>
<tr>
<td>Fire</td>
<td>Fire doors close automatically.</td>
<td>Pull Station.</td>
<td>A – Turn in Alarm.</td>
</tr>
<tr>
<td></td>
<td>Ventilation systems shut down.</td>
<td>“444”</td>
<td>C – Close all doors.</td>
</tr>
<tr>
<td></td>
<td>Switchboard operator pages three times, code and location.</td>
<td></td>
<td>E – Evacuate to next fire zone.</td>
</tr>
<tr>
<td></td>
<td>Escanaba Public Safety notified.</td>
<td></td>
<td>Stop movement of all patients and visitor through-out.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Normal business stops.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Follow department procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do not use elevators.</td>
</tr>
<tr>
<td>Code</td>
<td>WHAT TO EXPECT:</td>
<td>WHO TO CONTACT:</td>
<td>RESPONSIBILITY OF STAFF:</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Code Pink</td>
<td>• Switchboard operator pages three times, code and location.</td>
<td>• Dial “444”</td>
<td>• Follow department procedures.</td>
</tr>
<tr>
<td>Infant/Child Abduction</td>
<td>• Escanaba Public Safety notified.</td>
<td></td>
<td>• Do not allow anyone to leave building.</td>
</tr>
<tr>
<td></td>
<td>• Infant/Child missing.</td>
<td></td>
<td>• Ask visitors in other patient care rooms to remain in those rooms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Ask patients to remain in treatment locations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Report any suspicious persons Nursing Supervisor and/or Safety Officer.</td>
</tr>
<tr>
<td>Code Silver</td>
<td>• Threat made with a weapon.</td>
<td>• Dial “911”</td>
<td>• All personnel to avoid location of event.</td>
</tr>
<tr>
<td>Threat made with a weapon</td>
<td>• Switchboard operator pages three times, code and location.</td>
<td>• Dial “444”</td>
<td>• Public Safety will arrive via Emergency Department.</td>
</tr>
<tr>
<td></td>
<td>• Escanaba Public Safety notified.</td>
<td>• Lockdown all areas</td>
<td>• Direct officers to event location.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Law Enforcement is Incident Command.</td>
</tr>
<tr>
<td>Code Orange</td>
<td>• Chemical Spill in location.</td>
<td>• Notify Nursing Supervisor</td>
<td>• All personnel to avoid location of event.</td>
</tr>
<tr>
<td>Chemical/Haz-Mat Spill - Internal</td>
<td>• Switchboard operator pages three times, code and location.</td>
<td>• Notify Duty Engineer</td>
<td>• Staff in department of Spill to clean spill and notify Nursing Supervisor once clean to request an “All Clear”.</td>
</tr>
<tr>
<td>Alert</td>
<td>Clear Text Phrase</td>
<td>Overhead</td>
<td>Pager</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>ALL CLEAR</td>
<td>All Clear- state event all clear</td>
<td>All Clear- “Weather alert all clear”</td>
<td>All Clear</td>
</tr>
<tr>
<td>ELECTRONIC MEDICAL RECORD</td>
<td>Electronic Medical Record Down</td>
<td>“Electronic Medical Record Down-follow downtime procedure”</td>
<td>EMR Down</td>
</tr>
<tr>
<td>EVACUATION</td>
<td>Evacuation - evacuation notice, all staff please move patients and visitors (state area to move from then area to move to)</td>
<td>Evacuation - &quot;Complete evacuation, all available staff please respond to department&quot;</td>
<td>Evacuation</td>
</tr>
<tr>
<td>EXTERNAL DISASTER HAZMAT SPILL</td>
<td>HazMat Spill outside of our facility; patient/s coming into our facility</td>
<td>“Decon Team Alert report to location”</td>
<td>Decon Team</td>
</tr>
<tr>
<td>LOCKDOWN ACTIVATION</td>
<td>Lockdown</td>
<td>“Lockdown”</td>
<td>Lockdown</td>
</tr>
<tr>
<td>MASS CASUALTY/ DISASTER ALERT</td>
<td>Disaster Alert Implement disaster plan and set up Command Center</td>
<td>“Disaster Alert”</td>
<td>Disaster Alert</td>
</tr>
<tr>
<td>MISSING ADULT/ PATIENT ELOPEMENT</td>
<td>Missing Person</td>
<td>Missing Adult – “Person missing, give description of patient”</td>
<td>Missing Adult</td>
</tr>
<tr>
<td>SECURITY</td>
<td>Security Alert- (building/department if known (Dr. Strong is your call for help) i.e., Disruptive Behavior/Combative Person</td>
<td>“Security Alert - Dr. Strong Report to Department”</td>
<td>Dr. Strong</td>
</tr>
<tr>
<td>SECURITY</td>
<td>OR… Explosive Device Threat</td>
<td>Security Alert- “All charge personnel report to the conference room for briefing.”</td>
<td>Bomb Threat</td>
</tr>
<tr>
<td>SEVERE WEATHER</td>
<td>Severe Weather Alert (watch or warning and description) for Delta County until (expiration time).</td>
<td>Severe Weather Alert- “Blizzard warning, Delta County until 5:00 PM.”</td>
<td>Severe Weather</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Severe Weather Alert -&quot;Tornado Warning, Delta County until 5:00 PM.”</td>
<td>Severe Weather</td>
</tr>
</tbody>
</table>
### Security Policies

In accordance with the Student Right to Know and Campus Security Act of 1990 and its 1997 revisions, Saint Francis Medical Center College of Nursing is required to publish and distribute an annual report of Campus Crime Statistics and Security policies to all students, employees, and prospective students and employees. In compliance with the Campus Security Act, Saint Francis Medical Center College of Nursing complies, tabulates, and publishes the “Campus Crime and Security Survey” which is required annually by the United States Department of Education by Section 485(a) and (f) of the Higher Education Act. See Saint Francis Medical Center College of Nursing Annual Report for reportable crimes and statistics related to these crimes.

In an attempt to educate faculty, staff, and students about personal safety, the College of Nursing sponsors a variety of programs throughout the academic year. These programs include discussions about topics such as acquaintance rape and self-defense.

### Campus Security Department

Security for the College of Nursing is provided by the OSF Saint Francis Medical Center Security Department and Securitas, an outside security agency contracted by the OSF Saint Francis Medical Center to patrol the Allied Building during the late afternoon and evening hours. Security can be reached at 655-2131 (general phone number) or 5-3333 (in-house emergency.)

### Safety Hints

**Building and Residence**

- Lock your door even if you will be gone for only a few minutes.
- Do not leave your keys in the lock unattended.
- Do not loan your keys, ID card, or College of Nursing Access Card to anyone.
- Do not offer to let someone you don’t know well use your room.
- Do not “advertise” that you have items of value in your room.
- Small items of value in your room should be kept out of sight.
- Consider having your driver’s license number engraved on all valuables for identification purposes.
- Report thefts immediately to the appropriate person (Resident Assistant or OSF Saint Francis Medical Center Security Department)
• Report the theft of checks or credit cards to your bank or Credit Card Company immediately and notify OSF Saint Francis Medical Center Security.
• All entrance doors to the residence are locked and should NOT be propped open.
• Residents planning to use the patio should remember to take their Access Card.
• Report any door, locks, or windows in need of repair to either the Customer Support Representative or the On-Call Resident Assistant.
• Be alert to unknown persons loitering in or near the College of Nursing buildings. Note their description and inform the Customer Support Representative, faculty, staff, On-Call Resident Assistant, or OSF Saint Francis Medical Center Security immediately.
• Soliciting by door-to-door salespersons is prohibited by College of Nursing regulations. No one is allowed in the building for the purpose of making sales.

Policy Against Misconduct, Domestic and Dating Violence and Stalking

Saint Francis Medical Center College of Nursing ("the College") is committed to creating and maintaining an atmosphere at the College in which the administration, faculty, students, staff, College Board and volunteers may work, interact and learn free of all forms of harassment, violence, exploitation or intimidation.

Sexual misconduct, like unlawful harassment on the basis of race, age, disability, religion or any other protected class, is a form of discrimination expressly prohibited by law. Sexual misconduct is a violation of Title VII of the Civil Rights Act of 1964, of Title IX of the Education Act Amendments of 1972, and of the Illinois Human Rights Act. The College will not tolerate, condone or subject anyone to such misconduct. In addition to being illegal, sexual misconduct violates the dignity of the individual and the integrity of the College as an institution of learning.

Likewise, the College does not tolerate domestic violence, dating violence or stalking, regardless of whether these acts are based on an individual's sex. Domestic violence, dating violence and stalking are crimes in Illinois and are subject to criminal prosecution.

Academic freedom can exist only when each person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. The College is therefore committed to fully investigating and addressing any instances of sexual misconduct, domestic or dating violence and stalking of which it receives notice. Students perpetrating such acts will be subject to disciplinary action, up to and including expulsion. And, employees perpetrating such acts will be subject to disciplinary action, up to and including termination.

Accordingly, the College has adopted the Policy Against Misconduct, Domestic and Dating Violence and Stalking and is included in the handbook as Appendix J.

Sexual Harassment Policy

The College of Nursing is committed to providing an environment in which faculty, students, and staff are treated with courtesy, respect, and dignity. The College of Nursing will not tolerate or condone any actions by any persons which constitute sexual harassment. Sexual harassment is
defined as unwelcome sexual advances; requests for sexual favors; and other verbal, written, or physical conduct of a sexual nature by faculty or other personnel where such conduct is either made in an explicit or implicit term or condition for a specific grade, satisfactory achievement in a course, or employment, or where such conduct has the purpose or effect of substantially interfering with an individual’s academic progress or work. A complaint of sexual harassment should be brought to the attention of either the Dean or the President. Such a complaint will be promptly and fully investigated and, if founded, subject to disciplinary action.

**Sexual Assault Policy**

For the purpose of this policy, sexual assault is defined as attempted or actual unwanted sexual activity including forcible and non-forcible sex offenses which occur on campus. Such conduct is prohibited by the College of Nursing and a violation is subject to disciplinary action according to the below policy, which is also found in the Student Handbook located at http://www.sfmcccon.edu.

Information on sex offenders can be found at http://www.isp.state.il.us/sor.

**Weapons Possession**

The use, possession, or carrying of firearms, hard bullies, dangerous knives, explosives, or other dangerous weapons while on College of Nursing or OSF Saint Francis Medical Center property, or at College of Nursing sponsored or supervised activities is not permitted. The only exception is for authorized law enforcement officers or other persons specifically authorized by the College of Nursing or OSF Saint Francis Medical Center. Violation of this policy constitutes misconduct which is subject to disciplinary action including the possibility of dismissal.

**Reporting Criminal Actions or Emergencies**

To report criminal actions or concerns on campus, an individual should call the Security Department at 655-2131, or call 5-3333 from a in-house campus phone. Security will respond promptly, usually within 5 minutes. Security personnel will call the police department and will request the Customer Support Representative or On-Call Resident Assistant on duty to notify appropriate College of Nursing personnel. 911 should be called when urgent help is needed. By dialing 911, immediate and direct access is given to local police, fire, and ambulance services. When appropriate, the College will publish information regarding any current danger that reported criminal activity may be present.

**Hostile Intruder/Violent Incident Guidelines**

In a hostile situation, or one that is perceived as threatening violence, it is recommended that you follow the below guidelines. This information is to help in a critical situation and does not cover every possible situation.

- Stay calm and quiet.
- Call 911. If calling from an on campus phone dial 9-911.
- Leave the area quickly and orderly if safe to do so. Once outside of the building follow the direction of the emergency personnel
If unable to leave the area lock yourself in the room you are currently in. If unable to lock the door, barricade door with available objects.

Stay out of the vision of the violent individual.

When communicating with the police, be prepared to provide them with the following information: location, situation, involved parties, weapons involved, and your name.

Do not stay in the hallway.

Do not sound fire alarm. People will attempt to evacuate, and leave the safe rooms to go to the hallway.

Stay away from the windows.

Keep the windows locked and blinds or drapes pulled shut.

Turn off all lights and equipment.

Warning Signs of a Potential Hostile Intruder

- Physically or verbally assaults others.
- Threatens harm.
- Talks about killing others.
- Starts fights and confrontations.
- Loses temper easily.
- Constantly angry or agitated.
- Swears.
- Owns and carries weapons.
- Uncontrollable behavior.
- Withdrawn.
- Isolates or ‘a loner.’
- Noticeable mood change.
- Relationships conflicted.
- Alcohol and/or drug abuse.

Sources:

Bradley University Campus Safety http://explore.bradley.edu
Rudolph Mason College Campus Safety http://www.rmc.edu
IMPORTANT TELEPHONE NUMBERS

**Dial 9 then your number to access an outside line from the College**

OSF Saint Francis Medical Center Security Department

General phone line ................................................................. 309-655-2131
Emergency in-house phone line ................................................. 5-3333
Emergency ................................................................................. 911

College Support Representative (CSR)

Ground Floor ........................................................................... 309-655-2217 or 309-655-6363
6th floor ................................................................................... 309-624-5626
Administration ........................................................................ 309-655-7353

Saint Francis Medical Center College of Nursing

Counselor ................................................................................. 309-655-7100
Health Nurse ............................................................................ 309-655-2221
Crisis Intervention .................................................................... 309-673-7373

Peoria Police Dept. (non-emergency number) ............................ 309-673-4521
Women's Strength/Rape Crisis Line ........................................... 309-691-4111
Center for the Prevention of Abuse ............................................. 309-691-0551

HOI Critical Incident Stress Management Team .......................... 309-655-2301
OSF Saint Francis Medical Center Public Relations .................. 309-229-7175 or 309 634-8583

Important information regarding telephone usage – Signs are placed next to each phone
designating the prefix that must be dialed initially in calling out. Please be aware of the
specific prefix that applies to the phone or phones in your location.
SUPPORT SERVICES

Sister Mary Ludgera Pieperbeck Library and Resource Center

Purpose of the Library

The Saint Francis Medical Center College of Nursing Library (Sister Mary Ludgera Pieperbeck Library and Resource Center) serves as an intellectual resource center for the teaching and learning mission of the College of Nursing. The Library provides access to and delivery of information resources in the field of nursing by developing and organizing its own collection and by supplying links to remote information sources. The Library provides instruction for information literacy and information management as a means of facilitating learning, empowering students and faculty, encouraging critical thinking, promoting scholarship, and improving institutional outcomes. The Library strives to provide exceptional personal service to all of its users. To the extent possible, the Library provides resources and services to those not affiliated with Saint Francis Medical Center College of Nursing. The Library is located on the second floor of the College of Nursing.

Professional conduct is expected of all students while using the library

LIBRARY HOURS WHILE SCHOOL IS IN SESSION

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday – Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30 a.m. – 9:00 p.m.</td>
<td>7:30 a.m. – 5:00 p.m.</td>
<td>10:00 a.m. – 2:00 p.m.</td>
<td>1:00 p.m. – 9:00 p.m.</td>
</tr>
</tbody>
</table>

Library hours vary during vacation periods and summer session. Schedules are posted on the library door, bulletin boards throughout the building, eCollege, and the Library section of the College web page.

Library staff can be contacted by phone (309) 655-2180, fax (309) 655-3648, e-mail CONLibrary@osfhealthcare.org

Professional staff

Bill Komanecki MLS, MPA Librarian
william.g.komanecck@osfhealthcare.org

Rebecca R. Rundall, BA, Library Technician
rebecca.r.rundall@osfhealthcare.org

Tutorials are available on the College of Nursing Library web site and posted in eCollege in DocSharing of the Graduate community. Personalized assistance is available at orientation, via e-mail or telephone, SKYPE by appointment, and in person with Library personnel.

Borrowing Library Materials

Student IDs are used in place of library cards. The ID becomes valid when the student is registered for classes. The CON library ID is used to borrow material from the CON Library and
is accepted at all I-Share Libraries. A list of I-Share Libraries is located at http://www.carli.illinois.edu/membership/i-share_part

I-Share includes the resources of 76 Illinois Libraries belonging to the Consortium of Academic and Research Libraries in Illinois (CARLI). Students may search the contents of the Saint Francis Medical Center College of Nursing Library online catalog located at https://i-share.carli.illinois.edu/sfm/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First

Students can also browse the contents of any I-Share Library by choosing the I-Share Catalog tab from the College I-Share page.

Graduate students may check out books from the stacks with a borrowing limit of four (4) weeks. Books may be renewed at the end of borrowing period, unless there is a hold on the book by another patron. Books may be renewed in person, by phoning the library at 309-655-2180 or by emailing the library staff at CONLibrary@osfhealthcare.org

Every item in the Saint Francis Medical Center College of Nursing Library Collection has a circulation card located in it. Write the current date and your name on this card and have the book scanned by one of the Library staff if you wish to remove a book from the Library.

To renew books electronically, students can access their account at http://i-share.carli.illinois.edu/ilcso/cgi-bin/welcome

Students should choose Saint Francis Medical Center College of Nursing Library from the drop-down menu and then choose the Renew Books/My Account tab located at the top of the screen. All books are subject to recall at any time, if faculty or student demand warrants the need. No book may be borrowed in another person's name. The borrower who signs the circulation card is responsible for that item.

The Library Borrower ID is your eCollege/SONISWEB ID, prefixed with the letters "sfm." For example:

- If eCollege or SONISWEB ID = ab2244668
- Then Library Borrower ID = sfmab2244668 (not case sensitive)

All books and other materials that are checked out are entered into the Library's computerized circulation system.

REFERENCE BOOKS

Reference Books are identified with a “Reference” sticker located on the spine.

Reference Books are to remain in the library. Students may request permission to use a reference book for a class presentation or special project. Reference Books may be checked out 30 minutes prior to the Library’s posted closing time. These items must be returned by 8:00a.m. the next morning (or before library opening hours on the weekends in order not to incur late fees and/or other penalties).
CIRCULATING REFERENCE BOOKS

The Library shelves a number of Reference items that may be borrowed for home use. Circulating Reference items may be checked out for 3 days with one renewal. These items are also identified with a spine label.

RESERVE MATERIALS

Books which are needed by a number of students for a short period of time are placed on reserve at the request of the faculty and identified by a spine label indicating same. Reserve books may not be taken from the Library without the express permission of the Librarian.

SEARCHING ONLINE DATABASES

Please view the Research How-To Tutorial available on the Library web site for guidance: http://www.sfmccon.edu/library/articles-and-journals.html

The Library maintains electronic reserves for courses. These are available to graduate students via I-Share, Course Reserves Tab, then search by course number (see screen shot)

After searching, a screen of hypertext links to journal articles will appear (sorted alphabetically by article title), allowing the student to access the full text with the click of a mouse. IF ACCESSING FROM OFF-CAMPUS, you will be prompted to enter a Proxy ID to access full text. Request Proxy ID here → http://library.osfhealthcare.org/sfmcproxyidrequest.asp

OSF Saint Francis employees can use their EPIC username and password, OR contact the Library for assistance with your Proxy ID and password.

Print Reserve Materials may be checked out 30 minutes prior to the Library’s posted closing time. These items must be returned by 8 a.m. the next morning in order not to incur late fees.
and/or other penalties (except weekends, when these are to be returned by the library’s opening hours).

PERIODICALS

Professional journals (bound and unbound) do not circulate. Electronic journals can be accessed by this web link http://www.sfmcccon.edu/library/articles-and-journals.html

AUDIOVISUAL MATERIALS

The library has a collection of AV materials which includes CD ROMs, online streaming media, and DVDs. Reserve AV material can be borrowed for two hours or three days. They may be renewed if no one is waiting to use them.

RETURNING LIBRARY MATERIALS

Materials are due on the date specified. Items may be placed in the drop slot outside the College Library. Whoever signs out materials remains responsible for their return as well as for the fine if returned late or not at all. Students are able to monitor returns in their account on I-Share. Students may return Universal borrowing items to the College Library or any I-Share Library.

FINES

Fines for books = 5 cents per day after the first overdue day, until returned or renewed. A fine of 50 cents per day, after the first overdue day, will be charged for Reference, Circulating Reference materials, and books which are in high demand. Fine for Reserve Books = 50 cents per hour or part of an hour. Students with overdue library materials and/or unpaid library fines will not be allowed to register or begin classes for the next semester. They may not graduate if overdue library materials are not returned.

LIBRARY EQUIPMENT

The library has two photocopy machines, six computers, two printers, a fax machine, and a private study room with computers for student use. Two computer labs are also available on the first and second floors of the College of Nursing building, as is wireless computer access. Photocopies cost 5 cents each. Change is available in the library.

UNIVERSAL BORROWING AND INTERLIBRARY LOAN

Universal borrowing and Interlibrary loans are both ways to obtain collection items from other Libraries. Students registered at the Saint Francis Medical Center College of Nursing have the option to request collection items not owned or currently on the shelf at the CON Library from one of the 80 I-Share Libraries through universal borrowing. Students wishing to request an item from an I-Share Library may do so by within the I-Share catalog, selecting the Request tab for the item and following the prompts.

Students indicate the I-Share Library that they wish to collect the item from. There is no fee for borrowing from an I-Share Library. Students may return the item to the I-Share Library that is most convenient for them. Interlibrary loans are also available through the College Library. For
items not owned by an I-Share Library, students should make requests through the library’s website at http://www.sfmcccon.edu/library/inter-library-loan.html

Interlibrary loans can be made through any college in North America and Canada. Some schools charge fees or postage for this service. Students will be allowed to evaluate the amount of a fee or postage before the loan is requested.

DISTANCE EDUCATION

All electronic Library resources are available to distance education students. For other resources, distance education students will use their local libraries. Students are expected to adhere to the polices and guidelines of those libraries.

ADDITIONAL RESOURCES

Students have access to the following databases through the library’s web site http://www.sfmcccon.edu/library/articles-and-journals.html

Medline via OvidWeb

- CINAHL Plus via EBSCOHost
- OCLC First Search
- Nursing Consult
- Drug Databases, Micromedex, LexiComp (available as PDA or Blackberry downloads)
- Cochrane Reviews
- ERIC

LOCAL LIBRARIES

Students have access to local area academic libraries. Students may use the resources of the OSF Medical Center Library and Resource Center, which is located in the North Building on campus. Other area libraries with nursing materials include Bradley University, Illinois Central College (downtown campus), the University of Illinois College of Medicine at Peoria (UICOM-P). Students are also eligible to use any OSF affiliate libraries. These include OSF Saint Anthony, OSF Saint James, OSF St. Joseph, OSF Saint Francis, OSF St. Mary, OSF Holy Family.

LIBRARY LEGISLATION

- This Library supports the Illinois Library Theft Act. The Act is posted in the Library.
- The Library fulfills the conditions of the Copyright Law of the United States (Title 17, United States Code) regarding photocopies.
STUDENT FINANCE

Student Accounts

Contact Information

Alice Evans, Assistant, Student Accounts & Business Services (309) 655-2344
E-mail: alice.c.evans@osfhealthcare.org
Laura Simmons, Coordinator of Student Accounts & Business Services (309) 655-3450
E-mail: laura.l.simmons@osfhealthcare.org
Offices are located on the seventh floor in Room 710
Office Hours: 8:00 am – 4:00 pm, Monday through Friday
Student Accounts and Business Services hours vary during vacation periods and summer. Schedules are posted.

Due Dates and Payment Policy

Payment or payment arrangements should be made by the following due dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>July 17, 2015</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>December 11, 2015</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>April 16, 2016</td>
</tr>
</tbody>
</table>

Payment Policy:

- Payment arrangement due dates are scheduled 30 days prior to the first day of each semester/session.
- Payment may be made by cash, check, debit/credit card or Financial Aid
- Make Checks payable to “Saint Francis Medical Center College of Nursing”
- Installment Payment Plans are available.
- OSF Saint Francis Medical Center employees may be eligible for payroll deduction.
- Delinquent accounts will be assessed a monthly late charge of $25.
- Students who have not satisfied their financial obligations will be refused registration and class attendance. Graduation requirements will not be met; diplomas and academic transcripts will not be issued.

Installment Payment Plan (IPP)

Installment Payment Plans are available through the Student Finance Office and must be established prior to class attendance. Payments are generally over 4 month period for the Fall and Spring semesters and an 8 week period for Summer session. The remaining balance is due in three installments. A signed agreement and $25 fee is required each semester/session. Payments may consist of a combination of financial aid, cash, check or credit card. A multi-use credit/debit card authorization is also available.

The Student who fails to comply with the terms of their payment agreement may be denied the Installment Payment Plan option in subsequent semesters.
Saint Francis Medical Center College of Nursing
"A Tradition of Excellence in Nursing Education"

2015-2016 Tuition and Fees

Payment Policy:
Payment arrangements are due 30 days prior to the first day of each term. Payment may be made by cash, check, credit card, and/or Financial Aid/Student Loans. Make checks payable to "SFMC College of Nursing". Installment Payment Plans are available.

Example of Estimated Tuition & Fees per year:

<table>
<thead>
<tr>
<th></th>
<th>Junior year</th>
<th>Senior year</th>
<th>Graduate Student / year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition - Fall</td>
<td>$18,579</td>
<td>$18,016</td>
<td>$7,260</td>
</tr>
<tr>
<td>Tuition - Spring</td>
<td>$840</td>
<td>$1,000</td>
<td>$270</td>
</tr>
<tr>
<td>Total</td>
<td>$19,419</td>
<td>$19,016</td>
<td>$7,530</td>
</tr>
</tbody>
</table>

Itemized Fees on Billing Statement (Statement of Student Account):

- **Tuition - Undergraduate**: $563 per semester hour – Undergraduate courses
- **Tuition - Graduate**: $605 per semester hour – Graduate courses
- **Technology Fee**: $85 per term - all students
- **Activity Fee**: $50 per term - all students
- **Course Fee**: $90 per courses 310, 325, 331, 420, 424, 427, 428, 431.2, 431.4, 431.6, 439, 517
- **Testing Fee**: $150 assessed Undergraduate students in Courses 325, 331, 427 & 439
- **Graduation Fee**: $250 assessed to all students in semester prior to graduation
- **Installment Payment Fee**: $25 per semester. Signed agreement is required.
- **Late Charge**: $25 monthly fee assessed to late or delinquent accounts.
- **Portfolio Fee**: $400 review of Advance Placement portfolio for the RN-BSN student.
- **Housing/semester**: $1700 Single Dorm Room $850 - Shared Study Room


Miscellaneous College of Nursing Fees (Not on the billing statement):

- **Application Fee (Non-refundable)**: $50
- **Transcript Fee**: $3
- **Uniforms**: $2

****The following charges are not billed by the College****

Estimated expenses provided to assist students with their financial budgeting. Actual costs are set by the vendor.

- **Transportation**: Students are responsible for their own transportation to clinical agencies.
- **Parking**: OSF SFMC Parking Services Off Campus: Free, Dorm students: $40 per semester fee
- **Food**: On campus options: OSF SFMC cafeteria or College kitchen facilities
- **Immunization Tracker (all students)**: $35.00
- **Criminal Background Check/Drug Screen - Undergraduate**: (prior to clinical attendance) $95.00
- **Uniforms / Accessories - Undergraduate**: (requirements provided by clinical instructors) $360.00
- **Textbooks / Supplies - Graduate**: (book list provided 2-4 weeks prior to each semester) $1350.00
- **Textbooks / Supplies - Undergraduate**: (book list provided 2-4 weeks prior to each semester) $1952.00

**Undergraduate expenses following graduation:**

National Council Licensure Examination for Registered Nurses (NCLEX-RN) $298.00

For Student Account Questions Contact:

Alice Evans, Assistant (309) 655-2344 alice.c.evans@osfhealthcare.org
or Laura Simmons, Coordinator (309) 655-3450 laura.l.simmons@osfhealthcare.org

*Saint Francis Medical Center College of Nursing reserves the right to change or correct tuition, fees, expenses without notice.*
Institutional Student Account Refund Policy

A student who officially withdraws from the College or course(s) may receive a full or partial refund (credit) according to the following schedule. The withdrawal date is established by the student’s completion of all official steps for completing the process and is based on the date that the Registrar’s Office records the withdrawal. If a student withdraws from the College or any course(s) at any time without having completed the official process, no refund credit will be made. The College reserves the right to modify the refund schedule as circumstances may dictate.

**Fall and Spring Semester**

<table>
<thead>
<tr>
<th>Weeks 1 &amp; 2:</th>
<th>100% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 3:</td>
<td>40% Refund</td>
</tr>
<tr>
<td>Week 4:</td>
<td>20% Refund</td>
</tr>
<tr>
<td>After Week 4:</td>
<td>0% Refund</td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>100% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>20% Refund</td>
</tr>
</tbody>
</table>

Additional Notes:

The student’s allocation of any refund is distributed only after the requirements of federal and non-federal aid programs are satisfied. See the Financial Aid Return of Funds Policy for additional information.

**FINANCIAL AID RETURN OF FUNDS POLICY**

**FEDERAL TITLE IV FUNDS**

The Higher Education Amendments of 1998, Public Law 105-244 mandate the way funds paid toward a student’s education are to be calculated when a recipient of Title IV funds withdraws from the semester. A statutory federal formula is applied through the 60% point of each semester to determine the amount of Title IV funds a student has earned at the “date of withdrawal”\(^2\). (After the 60% point in the semester, a student has earned 100% of the Title IV funds.) If a student who began attendance and has not officially withdrawn fails to earn a passing grade, the institution must assume, for federal Title IV purposes, that the student has “unofficially withdrawn”. If a student does not notify the institution that he/she has withdrawn, the date that the student withdrew would be the date the institution became aware that the student ceased to attend classes per notification from classroom instructor(s).

\(^1\) Federal Title IV Funds (at SFMC-CON) - Pell Grant, Federal Stafford Student Loans (Subsidized and Unsubsidized) and Federal PLUS loan.

\(^2\) Date of withdrawal – A student who wishes to withdraw from a semester must request the appropriate form from the Registrar or Associate Dean and obtain the necessary signatures. Non-attendance or verbal notification to an employee other than the Registrar or Associate Dean does not constitute a withdrawal. The date of withdrawal is determined by the Registrar.
Repayment of Unearned Aid:
The amount of unearned Title IV aid disbursed to the student must be returned. The institution and the student share the responsibility in returning funds. (The division of returning funds will depend on what funds were received and how they were disbursed.) The institution’s share is allocated among the Title IV programs, in an order specified by statute, before the student’s share. Students only owe grant overpayments if the overpayment exceeds 50% of the Title IV grant aid received. Students are not required to return grant overpayments of $50 or less.

Refunds and repayments will be distributed to the appropriate Title IV, HEA programs in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant
- Student

Time Frame for Returning Funds
The institution must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Notification to the student will be sent describing the calculation, what the institution will return and their obligations. If the student has borrowed a student loan, the student will return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.

Post-withdrawal Disbursements of Aid
A student who earned more aid than was disbursed prior to withdrawal could be eligible for a post-withdrawal disbursement. Post-withdrawal disbursements must be made from grant funds before loans. Saint Francis Medical Center College of Nursing (SFMC-CON) may credit grant disbursements toward unpaid institutional charges for current year only. SFMC-CON will notify a withdrawn student prior to disbursing a loan as a post-withdrawal disbursement. SFMC-CON will explain the student’s obligation to repay the funds and confirm the loan funds are still required by the student. Any refund due to the student as a result of a post withdrawal disbursement will be mailed to the student within 30 days of the withdrawal date. The student has 14 calendar days to respond to the Student Finance Office. If the funds are declined by the student or parent, or response is not received within 14 days, no post-withdrawal disbursement will be processed.

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3 Disbursed – Aid that has been applied to the student’s account for tuition, fees and other allowable charges and/or aid that was disbursed directly to the student or parent (PLUS loan).
Statutory Federal Formula

**Earned Percentage of Title IV Aid**

Determine the calendar days completed in the semester of enrollment divided by the total calendar days in the semester of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on an official approved leave of absence⁴).

**Unearned Percentage of Title IV Aid**

100% Aid Disbursed – % Earned Aid = % Unearned Aid (Title IV Return)

Example:

Days Completed 19 ÷ Total Days in the Semester 115 = .1652 = 16.5% Earned Aid
100% Aid Disbursed – 16.5% Earned Aid = 83.5% Unearned Aid (Title IV Return)
$5,000.00 Aid Disbursed – $825.00 Earned Aid = $4,175.00 Unearned Aid (Title IV Return)

⁴ Leave of Absence – The student must follow the leave of absence policy as written in College publications (Catalog, Student Handbook, SFMC CON Website).

**Financial Assistance**

**Contact Information**

Charlotte Duke, Student Finance Assistant, Financial Assistance (309) 624-9932
Nancy Perryman, Coordinator of Student Finance, Financial Assistance (309) 655-4119

Department e-mail: CONFinAid@osfhealthcare.org

Offices are located on the 7th floor in Room 710

Office Hours: 8:00 am – 4:00 pm, Monday through Friday

Student Finance hours vary during vacation periods and summer. Schedules are posted on the bulletin boards throughout the building.

**Financial Assistance Opportunities**

A variety of scholarships, grants and loans are available from many community organizations, foundations, civic and religious groups, and governmental agencies. Students are encouraged to investigate these resources. The College of Nursing participates in the Illinois Student Assistance Commission Monetary Award Program (MAP); the Veterans Educational Benefits (V.A.), the Federal Pell Grant, Federal Direct Loan Programs, and various tuition assistance programs offered by local hospitals. Students applying for financial assistance should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and a College of Nursing institutional application, which is available from the Student Finance Office. The

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⁴ Leave of Absence – The student must follow the leave of absence policy as written in College publications (Catalog, Student Handbook, SFMC-CON Website).
Student Finance Office coordinates the different types of financial assistance and is available to counsel students.

**Institutional Scholarships**

Through the generosity of individual donors and businesses, Institutional & Private College of Nursing Scholarships/Loans are available to qualified students. To be considered for these scholarships, students need to complete only one application. The application will then be matched against the different scholarship criteria. For a copy of the Institutional & Private College of Nursing Scholarships/Loans application or for details regarding the various scholarship criteria, students may visit the College of Nursing Website or the Student Finance Office. Deadline dates are April 1 and November 1.

Students are encouraged to file all applications early for private funds as well as state and federal grants and loans preferable between January and April for the following fall and spring semesters. Satisfactory academic progress is required for eligibility for financial assistance.

**Satisfactory Academic Progress Requirements for Financial Aid Recipients**

*1/15/2015 – Effective immediately and replaces all other satisfactory academic progress policies*

Federal and state regulations require that the College of Nursing establish and implement a policy to measure satisfactory academic progress toward the baccalaureate and the master of science degree in nursing. Standards of satisfactory academic progress are applied to all students who wish to establish or maintain financial aid eligibility at Saint Francis Medical Center College of Nursing. The progress of financial aid recipients is evaluated each semester (including summer) based on qualitative measurement, quantitative measurement and program completion. Students must be making academic progress regardless of whether the student has previously received aid. Students who have completed their Bachelor of Science in Nursing (BSN) at Saint Francis Medical Center College of Nursing and enroll in the graduate program will not have their undergraduate coursework count towards hours attempted/completed. Before aid is disbursed, a student’s progress will be evaluated according to policy guidelines.

**Qualitative Measurement (GPA)**

- An undergraduate student must maintain a credit and cumulative grade point average of 2.0 on a 4.0 scale.
- A graduate student must maintain a credit and cumulative grade point average of 3.0 on a 4.0 scale.
- If a student repeats a course, only the higher grade and credit are computed into the grade-point average although both grades will appear on transcript (please refer to the catalog for any questions regarding academic policies). Please note that grades can be excluded for prior attempts when calculating a student’s GPA, but these prior attempts will be included when measuring the quantitative component or cumulative credit hours required.
Quantitative Measurement (Credit Hours)
Each semester, the student must successfully complete two thirds (or more) of cumulative credit hours attempted (rounded up to the nearest whole credit hour). Grades of C (graduate program only), D, F, U, W, WF, WP or I are not counted as successful completion of credit hours.
If a grade change report is received from the Director of Admissions/Registrar, Satisfactory Academic Progress will be re-evaluated to determine eligibility to receive further financial assistance. Student will be notified in writing of any changes in their financial aid eligibility.

Program Completion Time
The maximum completion time may not exceed 150% of the published length of the program measured in credit hours attempted. Each semester, the student must successfully complete two thirds (or more) of cumulative credit hours attempted (rounded up to the nearest whole credit hour).
• Bachelor of Science in Nursing – Undergraduate
The published length is 62 credit hours. The maximum time frame must not exceed 93 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses). Effective Fall 2014, the published length is 65 credit hours. The maximum time frame must not exceed 98 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).
• Accelerated Pathway RN to BSN – Undergraduate
The length of the program is 61 credit hours. The maximum time frame must not exceed 92 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses). Effective Fall 2014, the length of the program is 64 credit hours. The maximum time frame must not exceed 97 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).
• Accelerated Pathway to Master of Science in Nursing – Graduate
Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program. The published length for a student to obtain his/her degree varies. Please refer to the College of Nursing Catalog to determine the published length of the degree option you are pursuing.
• Adult Gerontology Clinical Nurse Specialist – Graduate
The published length is 46 credit hours. The maximum time frame must not exceed 69 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).
• Nurse Educator – Graduate
The published length is 45 credit hours. The maximum time frame must not exceed 68 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).
• Clinical Nurse Leader – Graduate
The published length of this program is 36 credit hours. The maximum time frame must not exceed 54 attempted credit hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).
• Nursing Management Leadership – Graduate
The published length of this program is 33 credit hours. The maximum time frame must not exceed 50 attempted hours at Saint Francis Medical Center College of Nursing (Includes any transfer nursing curriculum courses).
• Neonatal Nurse Practitioner – Graduate
The published length of this program is 48 credit hours. The maximum time frame must not exceed 72 attempted hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).

• Family Nurse Practitioner – Graduate
The published length of this program is 44 credit hours. The maximum time frame must not exceed 66 attempted hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).

• Family Psychiatric Mental Health Nurse Practitioner – Graduate
The published length of this program is 46 credit hours. The maximum time frame must not exceed 69 attempted hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).

• Doctor of Nursing Practice Clinical – Post Masters Doctorate Degree
The published length of this program is 39 credit hours. The maximum time frame must not exceed 59 attempted hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).

• Doctor of Nursing Practice Leadership – Post Masters Doctorate Degree
The published length of this program is 39 credit hours. The maximum time frame must not exceed 59 attempted hours at Saint Francis Medical Center College of Nursing (includes any transfer nursing curriculum courses).

Financial Aid Warning
Warning occurs when requirements have not been met in either area (qualitative and quantitative). Student can receive financial aid during this warning status, but must “make satisfactory progress” when measured against all areas at the end of the next period of enrollment.

Financial Aid Academic Progress Suspension
Suspension occurs when requirements have not been met after a semester of warning. Students on suspension are not eligible for federal or state assistance (See Types of Financial Aid). Students on financial aid suspension have the right to appeal (See Financial Aid Progress Appeal Process).

Financial Aid Probation
Probation occurs when a student who is on financial aid suspension appeals the suspension and has eligibility for aid reinstated based on the appeal. Students on probation will be required to meet specific terms and conditions during the payment period for which probation is approved. At the end of each semester the student must meet the required Satisfactory Academic Progress standards or the specific terms and conditions for the semester or no further aid will be disbursed.

Notification of Financial Aid Warning/Suspension/Probation
The College of Nursing Student Finance Office will notify, in writing, students through the US Postal Service (using the address in Admissions). Students applying for financial assistance will be notified prior to disbursement of aid.
Financial Aid Academic Progress Appeal Process
Students on Financial Aid Academic Progress Suspension must appeal in writing for reinstatement of financial aid eligibility to the Coordinator of Student Finance, Financial Assistance, Saint Francis Medical Center College of Nursing. The appeal letter should address specific reasons for requesting the appeal.

Mitigating circumstances include:
1. Serious injury of the student and/or the student’s immediate family.
2. Serious extended illness of the student and/or the student’s immediate family.
3. Death of a student’s relative
4. Other circumstances that affect the student’s ability to meet Satisfactory Academic Progress.

Describe in detail:
1. The reason for past performance difficulties (including supporting documentation).
2. How the situation has changed. If it has not changed, describe how it is now being handled.
3. Outline of courses remaining to complete the baccalaureate program and the semester in which you plan to complete the course. The written appeal must be submitted within thirty (30) calendar days of notification from the Student Finance Office, or after receipt of credit grades, whichever is first. Appeals are processed on a case-by-case basis. The student’s circumstances, academic advisement and current federal regulations are taken into consideration. Appeal decision will be mailed within (30) calendar days (mailing procedure is the same as the suspension notification).

Types of Financial Aid
Financial aid programs covered by this policy are: Federal PELL Grant, Federal Direct Loan Programs (Federal Stafford Subsidized and Unsubsidized, Federal Parent PLUS, and PLUS Loan for Graduate or Professional Students) and the Illinois Student Assistance Commission Monetary Award Program.

Original 8/92,
REVISED 11/91, 12/93, 5/99, 11/01, 4/05, 5/06, 2/07, 8/09, 2/11, 7/12, 7/13, 5/14, 1/15

Notes: Financial aid programs not listed above may have additional or more stringent conditions which must be met for continuation.

Contact the source which made your award or processed your application materials. Examples: Saint Francis Medical Center College of Nursing institutional awards, OSF Saint Francis Medical Center scholarships/contracts, private agency funds or scholarships. Academic policies published in the Student Handbook may have additional or more stringent conditions which must be met for continuation. Check the current Student Handbook for information.
STUDENT HEALTH SERVICES

Philosophy of the Student Health Services—We believe, as members of society, every person has the right to obtain healthcare in a safe and confidential manner. We believe that every person is created by God and has personal dignity and rights. It is our responsibility as healthcare providers to promote health and wellness and to guide those with illness to better themselves.

Student Health Nurse
Contact Information

Health Nurse (309) 655-2221

E-Mail: robin.strange@osfhealthcare.org

Office Hours: Varies, Monday through Friday; Hours are Posted at Office Location: Room 603

Student Health Costs and Fees

1. Students are responsible for all medical expenses and are expected to carry health and accident insurance.
2. All costs not covered by the student’s insurance will be billed to the student for payment.
3. Any emergency room visits, ambulance services, medical assistance or services, testing, or prescribed medications are financially the full responsibility of the student.
4. Fees for www.certifiedbackground.com are the responsibility of the student.

Immunization Requirements

In accord with regulations of the Illinois Department of Public Health and OSF Saint Francis Medical Center, all students are required to present proof of immunity against vaccine preventable communicable diseases, including rubella, mumps, measles (2 doses), and diphtheria/tetanus (less than 10 years old). Please see below for listing of requirements: Evidence and appropriate documentation from a Physician or Healthcare Provider is required in regards to updated immunizations, a physician diagnosed disease, or laboratory data.

Tetanus/Diphtheria (DT):

- DT must be current within the past (10) years.
- Tetanus toxoid (Tt) is not acceptable.
- Students born outside of the United States must provide a minimum of (3) doses (DPT/Td) with at least (1) dose within the past (10) years or re-immunize.

Measles/Mumps/Rubella (MMR):

- If you were born after 1/1/1968, you will need proof of 2 MMR immunizations with doses being at least 30 days apart and a recent Rubella titer.
- OR, if you were born prior to 1/1/1968, a recent Rubella titer is necessary.
Chicken Pox
Due to direct patient contact in the areas of high risk health conditions, the Varicella titer is required. If indicated by negative immunity, the vaccine will be administered 4 to 8 weeks apart.

Please note: Even if students have had the measles or the chickenpox or have been vaccinated against these diseases, they still must have the Varicella and Rubella titers drawn.

Hepatitis B
Due to direct patient contact the Hepatitis B series is expected. If the series is more than 10 years old, a titer is required.

High Risk individuals who should not receive the Hepatitis B vaccine include:
1. Individuals with prior proven Hepatitis B infection
2. Pregnant women
3. Individuals with a serious concurrent infection
4. Individuals documentation of allergy to yeast or formaldehyde

Check with your physician if you are concerned regarding any of the above risks.

Tuberculosis screening
- If you are currently getting annual TB testing, please provide the documentation.
- If you are not currently getting annual TB testing, a “2 step TB test” is required.
- If you are a positive TB reactor, you will need a QFT, a chest x-ray report with negative findings and a health assessment.

Tdap
Proof of a one-time dose after age 18.

Influenza
Annual influenza vaccination documentation. Failure to comply for any reason will result in the student adhering to the OSF Saint Francis Medical Center’s policy regarding non-vaccination.

Required Entrance Physical Exam
A personal health history and a completed and documented physical exam performed within the last 12 months are required upon entering the program. This also consists of specific lab work ordered and performed by a physician. The physician will confirm the student’s ability to participate at the College.

Latex Allergy Protocol
Purpose: To identify those students who are at high risk for the development of, or who are allergic to latex. To manage the student and their environment in such a way as to prevent negative outcomes. Students performing patient services must adhere to this policy while working at OSF Saint Francis Medical Center.

Supportive: It is an industry consensus that latex allergy is more prevalent in healthcare than any other industry. The allergy may be life threatening. It may cost lost productive work hours and/or
medical expenses. All health care workers are at risk for becoming latex allergic, of those at risk employees, some are of a higher risk.

Procedure:

1. All students upon acceptance to the program will be screened for latex allergy and/or risk factors by way of questionnaire.
2. Students suspected of have a latex allergy will need follow up care and testing at the student’s expense. A physician’s report of diagnosis and follow up is requested.
3. It is the student’s responsibility to notify the College Faculty of any concern or documented allergy prior to latex exposure.

Health Records

Physical examination records and health information are on file with www.certifiedbackground.com once the student submits them. The Health Nurse has access to the website and can view submissions. The student is responsible for any fees regarding the website. Once the student has graduated, the record is archived within the website and accessible by the Health Nurse if needed. The student may also access their own record at any time.

Procedure for Reporting Absence Due to Illness

For each day of illness, the student will:

1. Practicum:
   a. Notify the course faculty
   b. Notify the clinical unit
   c. Notify the Health Nurse
2. Class:
   a. Notify faculty member
   b. Notify the Health Nurse
3. A student who is ill three (3) or more consecutive school days, must present a release from the physician to the Health Nurse in order to return to class or clinical. The faculty will then be notified.
4. A student who has surgery of any type (inpatient or outpatient) must present a release or specified restrictions from the physician to the Health Nurse before returning to class or clinical.
5. It is the student’s responsibility to notify the faculty of any restrictions.
6. In case of injury or if the need for an exam is triggered by evidence of problems related to clinical performance and/or safety, a student will be required to present a medical release to their instructor and the health nurse upon return to the classroom and clinical setting. The medical release must state a return date, a provider signature and that the student is cleared to participate in classroom education and nursing clinical rotation. A student will be denied participation in classroom and clinical rotation until such a release is provided.
Pregnancy Accommodations

The College adheres to all policies related to pregnancy in the Illinois Human Rights Act, Pregnancy Discrimination Act, and the Americans with Disabilities Act. Please see the College Health Nurse or Dean for questions on the policy or for requesting accommodations.

Reporting Health Related Emergencies

Emergencies should be reported immediately to the Health Nurse. In her absence, notify Administration for direction. Call 911 for Emergency Care or OSF SFMC Security @ 655-2131 for assistance. Any cost accumulated is at the student’s expense.

Counseling Services

Contact Information:
Jennifer Carlock, Counselor (309) 655-7100
E-Mail: jennifer.carlock@osfhealthcare.org
Hours: 8:00 – 4:30 pm, Monday through Friday (Flexible)
Location: Room 112

A Licensed Clinical Professional Counselor is available to all enrolled students: undergraduate and graduate. Counseling services are free for all College of Nursing Students. Appointments can be made or walk-ins are welcome. Common issues that students see the counselor for are stress related to school, personal/family, and employment. Topics commonly include low self-esteem, relationship conflicts, stress/time management, and test taking anxiety. The counselor meets with all juniors for approximately 15 minutes during their first semester. The counselor makes referrals to community medical and mental health professionals as necessary for further assessments of either physical or emotional issues. The counselor’s focus is to help students have a positive and successful experience at SFMC College of Nursing.

For emergencies requiring immediate assistance, see the counselor, call 911, or go to the nearest emergency room for help. All contact with the counselor is kept confidential. No information is released without the written consent of the student, except as required by law when physical safety is a concern either for the student or another person.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The information presented here is in compliance with the Family Educational Rights and Privacy Act of 1974. The Act requires that students be informed annually of their rights and of the College’s policies and procedures in compliance. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

They are:
(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
(2) The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.
(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure.
without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, after, making a reasonable attempt to notify the student of the records request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT RECORDS

Location of:

Educational: This record is kept in the locked file in the office of the Director of Admissions/Registrar.

Health: This record is kept in the locked file of the Student Health Nurse

Financial: This record is kept in the locked file of the Student Finance Office.

Permanent: This record is kept in the locked file in the Record Room. A microfilmed copy is kept in a locked, fireproof vault in OSF Saint Francis Medical Center.

Contents of:

Educational: Application for Admission, Transcripts, Student Course Summary Report, Enrollment Form, Pre-and post admission correspondence. Copy of current LPN/RN Illinois registration, when applicable

Health: Physical examinations, Immunization record.

Financial: Information to determine aid eligibility, financial aid transcripts, financial awards, correspondence in regard to awards.

Permanent: Application for Admission, High School and College Transcripts, Acceptance letter, Enrollment Form, and copy of RN Illinois license, when applicable, Student Course Summary Reports, Student's Final Transcript, Attendance Record, Application for Licensure/Examination, Immunization record, health record, record releases, and postgraduate correspondence.
STUDENT ACCESS TO FILES

The student may request, in writing, an opportunity to review the content of these records. The request should be made to the President of the College. An opportunity to review the record will be arranged. The student will review the record in the presence of the President or Dean. Health records are available upon request.

If, during the review, the student questions the accuracy of the record, the College's representative will attempt to solve the problem. If this informal means does not solve the problem, a formal hearing will be set for within thirty days. At the formal hearing, a College administrative person or a person who has no direct interest in the problem will represent the College. The student will be given a copy of the record prior to the meeting, if desired. The cost of each copy, two dollars per sheet, will be paid by the student. The student will be given a fair hearing and will be permitted to present evidence to the issue being discussed. The student will receive a written decision within thirty days. A copy of the decision and of the student's request will be placed in the student's file.

This part of the Act is to insure that the record is not inaccurate, misleading or in violation of the student's rights. It does not permit the student to challenge a grade. It does encourage the student to challenge the correctness of the recording of the grade.

The Act excludes from review, specific records; among these records are:

- Records created by and for use of the faculty only.
- Financial records of parents and all information included therein.
- Any record to which the student has waived his or her rights.

DIRECTORY INFORMATION: RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

The College will NOT release any personally identifiable student record information to a third party unless the information has been specifically requested in writing, and the student has consented to the release in writing. One exception is a recent amendment to FERPA, which permits educational institutions to disclose—without the consent or knowledge of the student—personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in response to an order issued by a court of competent jurisdiction in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g) (5) (B) and 2331 of title 18, U.S. Code.

At the student's request, the College will furnish a copy of information to the student for which consent is being sought. Copies of requests and of the student's consent will be kept in the student's file. Each copy released to a third party or to the student will be at the expense of the student. All transcripts and other materials will carry the College Seal.

The Act provides for the College to release information to personnel of the College who are determined by the College to have legitimate educational interest and to officials of other schools in which the student intends to enroll. The student will be notified of the request; receive a copy of the requested material if desired; and have the opportunity to challenge the record. The student is charged for each copy of the material sent to these schools and to the student.
Materials under the Act are sent to: authorized representatives of the Controller General of the United States; the United States Secretary of Health, Education and Welfare; the Commissioner of Education; the Director of National Institute of Education; to state and local officials requiring disclosure by virtue of State Statutes adopted prior to November, 1974.

Information will also be sent to: organizations conducting studies for educational agencies or institutions, provided the studies are conducted in a manner that will not permit the personal identity of the student or his or her parents to be known to others than the representatives of the organization; accrediting organizations to aid in carrying out accrediting functions; parents of dependent students as defined by the Internal Revenue Code of 1954; comply with judicial order or subpoena, providing the student is notified in advance of compliance; protect the health or safety of the student or other persons. The College will share the information with a third party under the above listing only on condition that they do not share information received unless they have the written consent of the student.

Disclosures: The following information is available upon request: enrollment rates, crime statistics, financial aid information, and program completion rates.

VOTER REGISTRATION

In compliance with the 1998 Higher Education Act, the College will make voter registration forms available to all enrolled students. Prior to Illinois’s voter registration deadline for federal and gubernatorial elections, students will receive a notice that voter registration forms are available upon their request. A person designated by the President will assume responsibility for obtaining the forms and notifying the students.
CONTACT INFORMATION

College of Nursing Fax: 309-624-8973 Website: www.sfmccon.edu

Admissions/Registrar
Department e-mail: CONAdmissions@osfhealthcare.org
Office Hours: 8:00 am – 4:00 pm, Monday through Friday

Janice Farquharson, Director of Admissions/Registrar
(309) 624-8980 Office #628
E-mail: janice.farquharson@osfhealthcare.org

Denise Crayton, Coordinator of Admissions
(309) 655-2245 Office #624
E-mail: denise.m.crayton@osfhealthcare.org

Vicki Craig, Graduate Admissions Assistant
(309) 655-6362 Office #626
E-mail: vicki.craig@osfhealthcare.org

Kim Prichard, Admissions Assistant
(309) 655-2596 Office #627
E-mail: kim.e.prichard@osfhealthcare.org

Ibbie Voltz Nurse, Professional Nurse Recruiter
(309) 655-3274 Office #624
E-mail Ibbie.voltz@osfhealthcare.org

College Support Representatives
Department e-mail: CON.CSR@osfhealthcare.org
Office Hours: 8:00 am – 4:00 pm, Monday through Friday
Office Locations: Ground Floor Lobby and Room 651

Carlene Murali – College Support Representative (CSR)
(309) 624-5626 Office #651
E-mail: carlene.murali@osfhealthcare.org

Elizabeth Zaluska – College Support Representative (CSR)
(309) 655-6363 Office: Ground Floor Lobby
E-mail: elizabeth.zaluska@osfhealthcare.org

Technology
Elizabeth Reynolds – Instructional Design/Technology Specialist
Available by phone between 7:30 a.m to 8:30 p.m.
E-mail or call to make an office appointment.
(309) 678-7620 Office #604
E-mail: elizabeth.k.reynolds@osfhealthcare.org
Library Resources
Department e-mail:  CONLibrary@osfhealthcare.org
Office Hours:
   Monday – Thursday  7:30 AM – 9:00 PM
   Friday            7:30 AM – 5:00 PM
   Saturday          10:00 AM – 2:00 PM
   Sunday            1:00 PM – 9:00 PM
Location: Second Floor
Phone Numbers: (309) 655-2180 or (309) 655-3648
William Komanekci - Librarian
Becky Rundall – Library Technical Assistant

Student Finance Office
Student Accounts:
   Office Hours:  8:00 am – 4:00 pm, Monday through Friday

Laura Simmons – Coordinator of Student Finance, Accounts Receivable
   (309) 655-3450   Office #710
   E-mail:  laura.l.simmons@osfhealthcare.org

Alice Evans – Student Finance Assistant, Accounts Receivable
   (309) 655-2344   Office #710
   E-mail:  alice.c.evans@osfhealthcare.org

Financial Assistance
Department e-mail:  CON FinAid@osfhealthcare.org
Office Hours:  8:00 am – 4:00 pm, Monday through Friday

Nancy Perryman – Coordinator of Student Finance, Financial Assistance
   (309) 655-4119   Office #710
   E-mail:  nancy.s.perryman@osfhealthcare.org

Charlotte Duke - Student Finance Assistant, Financial Assistance
   (309) 624-9932   Office #710
   E-mail:  charlotte.a.duke@osfhealthcare.org

Student Health Services
   Hours Vary (posted on office door)

Robin Strange - Health Nurse
   (309) 655-2221   Office #603
   E-mail  robin.strange@osfhealthcare.org
Jennifer Carlock - Counselor
Hours: 8:00 am - 4:30 pm, Monday through Friday (flexible)
(309) 655-7100 Office #112
E-mail: jennifer.carlock@osfhealthcare.org

ADMINISTRATION
Dr. Patricia Stockert, President
(309) 655-4124 Office #608
E-mail: patricia.a.stockert@osfhealthcare.org
Dr. Sue Brown, Dean of Undergraduate Program
(309) 655-4124 Office #606
E-mail: sue.c.brown@osfhealthcare.org
Dr. Kimberly Mitchell, Dean of Graduate Program
(309) 655-2230 Office #607
E-mail: kimberly.a.mitchell@osfhealthcare.org
Kevin Stephens, Assistant Dean of Support Services
(309) 655-2291 Office #622
E-mail: kevin.n.stephens@osfhealthcare.org
Luann Morelock, Administrative Assistant
(309) 655-5373 Office #609
E-mail: luann.morelock@osfhealthcare.org
Shantel Pickens, Secretary
(309) 624-4525 Office #650
E-mail: shantel.l.pickens@osfhealthcare.org

COMMENTS
The Administration and faculty of Saint Francis Medical Center College of Nursing invite you to forward your comments to the attention of:
Patricia Stockert, RN, PhD
President, College of Nursing
Saint Francis Medical Center College of Nursing
511 N.E. Greenleaf Street
Peoria, Illinois 61603

Comments may also be sent to the following agencies:

Accreditation Commission for Education
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
Phone 404-975-5000

North Central Accreditation of Colleges and Schools
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-7440
Phone: (800) 621-7440
### APPENDIX A: CORE PERFORMANCE STANDARDS

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, economic, religious, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients and colleagues and other health care providers.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication proficiency at a competent level in English, both verbal and written, to include reading, writing, spelling, speaking and listening.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Document clearly, correctly, and without spelling errors. Read and write at College levels.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to provide safe and effective nursing care.</td>
<td>Work in a standing position with frequent walking most of an eight-hour day; bend and stoop, push and pull objects such as a wheelchair, cart, gurney or equipment; lift and transfer clients from a stooped to an upright position. Must be able to lift up to 60# and carry objects weighing up to 20#.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; administer medications; position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs, to communicate with individuals, families, groups, communities and health care professionals, and to provide therapeutic interventions accurately.</td>
<td>Hear and respond to verbal communication and requests: respond to emergency signals, auscultatory sounds, percussion and auscultation, and hear cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation, assessment and provision of nursing care.</td>
<td>Observe and respond to patients/clients and provide therapeutic interventions accurately; closely examine images or other forms of output from diagnostic equipment or patient body fluids; visually discriminate medication and syringe labels; determine variations in skin color of client.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for observation, assessment and provision of nursing care</td>
<td>Perform palpation and other functions of physical examination or those related to therapeutic intervention, e.g., insertion of a catheter.</td>
</tr>
<tr>
<td>Other</td>
<td>Mental alertness sufficient to provide safe, effective nursing care.</td>
<td>Observe and respond to patients/clients and provide therapeutic interventions accurately and safely. Able to concentrate and remain on task to completion.</td>
</tr>
</tbody>
</table>

Revised 2015
APPENDIX B - INSTRUCTOR NOTIFICATION FORM

Saint Francis Medical Center College of Nursing
Peoria, Illinois
Instructor Notification Form

______________________________ has provided the College of Nursing with appropriate documentation for requested accommodations based on identified disabilities. The above named student has been granted the following reasonable accommodations for the semester:

______________________________
Dean Undergraduate/Graduate/ Program

______________________________
Date
APPENDIX C: LEAVE OF ABSENCE

Saint Francis Medical Center College of Nursing
Peoria, Illinois

COLLEGE LEAVE OF ABSENCE FORM

I, __________________________, will be taking a leave of absence from Saint Francis Medical Center College of Nursing, effective ________________.

(Semester/Year)

I understand that a leave of absence may be taken for up to one year. My projected semester of return is ________________.

(Semester/Year)

I understand I am responsible for all my financial obligations to the College of Nursing and understand the stated refund policy.

I understand, upon my return, I will be enrolled in courses based on the Course Placement Policy and may not be able to resume taking classes immediately.

I understand I must be in good academic standing to be considered for approval for a leave of absence.

I understand I will pay tuition and fees at the rates in effect at the time of reenrollment and that fees submitted for one semester are not transferable to another semester.

Reason for leave of absence (check only one)

___ Personal  ___ Medical  ___ Other (please explain)

___ Financial  ___ Military

___ Interview with Dean

Date

Student Signature

Date

Advisor

Date

Dean

Date

Student Finance Office

Date

Registrar

Date

LOA revised 7-15
SAINT FRANCIS MEDICAL CENTER COLLEGE OF NURSING  
Peoria, Illinois  

RETURNING FROM LEAVE OF ABSENCE

NAME: ____________________________________________________________

I am returning to the College of Nursing: ____________________________(Program)  
________________________________________(semester and year).

I understand I am required to notify the Dean of the Program in writing three months  
prior to my intended enrollment.

I understand I need to contact my academic advisor to update my plan of study and to  
register for classes.

===============================================================
Date: _______________  
(Student Signature)

___________________________
(Street Address)

___________________________  
(City) (State) (Zip)

___________________________  
(Area Code) (Home Phone) (Cell)

_______________________________  
(E-mail address)

______________________________________________________________________
Dean of the Program  
Date

Leave of Absence 7-7-15
APPENDIX D CONSENT TO EXTERNAL BACKGROUND CHECK AND DISCLOSURE OF INFORMATION

Saint Francis Medical Center College of Nursing
Peoria, Illinois

Consent to External Background Check and Disclosure of Information

I hereby authorize Saint Francis Medical Center College of Nursing (hereinafter referred to as “College of Nursing”) or any qualified agent, or clinical facility, where I may receive clinical education (“Clinical Facilities”) to receive the following in connection with my clinical educational experience: criminal background information including copies of my past and present law enforcement records to include both misdemeanor and felony convictions. This criminal background investigation is conducted for the purpose of assisting the College of Nursing and Clinical Facilities in evaluating my suitability for a clinical experience. The release of information pertaining to this criminal background investigation to those persons necessary to determine my suitability to participate in the clinical educational experience is expressly authorized.

I understand that information contained in the criminal background report may result in my being denied a clinical experience and may result in dismissal from the College of Nursing. If negative information is contained in my report, I understand that I will be notified by the College of Nursing and I have the right to contest the accuracy of the report and subsequently provide documentation the report is in error.

I hereby give the College of Nursing permission to obtain and release criminal background information to facilities to which I may be assigned for clinical experience prior to beginning the assignment. I hereby release and hold harmless the College of Nursing, OSF Healthcare System, its trustees, the College Board, OSF employees and agents, and Clinical Facilities (all hereinafter referred to as “OSF”) from liability or damage in providing such criminal background information or acting on such information. I hereby agree that a copy of this authorization may be accepted with the same authority as an original.

I hereby further release the OSF from any and all claims including but not limited to, claims of defamation, invasion of privacy, negligence or any other damages resulting from or pertaining to the collection of this information.

I also agree that I must immediately report any future criminal convictions to the Dean Undergraduate Program at the College of Nursing.

My signature below certifies: a) agreement and approval of the above statements; b) that all information given is true and reliable; and c) that I am responsible for all fees associated with this process. Any false information given may result in dismissal from the College of Nursing.

Printed Name __________________________ Signature __________________________

Date __________________________ Social Security Number __________________________
APPENDIX E - HOUSING

Saint Francis Medical Center College of Nursing
Building Rules and Regulations
Dorm and Study Rooms
Fall 2015 and Spring 2016

Student's Name __________________ SFMC CON ID# __________________

A. Responsibility as a Member of a Community
   1. A student taking occupancy in a dorm or study room at Saint Francis Medical Center College of Nursing becomes a member of the residence hall community.
   2. Conduct in violation of the rights of others is grounds for immediate termination of occupancy in the College of Nursing residence hall and/or withdrawal of future housing privileges.

B. Room Definitions
   1. Dorm rooms at the College of Nursing are intended to provide temporary housing for students while they attend the College of Nursing. They are intended to serve as the student’s residence while classes are in session. Students make an agreement for a single occupancy dorm room.
   2. Study rooms at the College of Nursing are intended to provide a room close to the hospital for course preparation and an occasional overnight stay. They are not intended to serve as the student’s residence. Students must keep an updated address (primary place of residence) with the College Support Representative. Students make an agreement for a single or shared study room.

C. Release from Agreement
   1. A student withdrawing from their dorm or study room must submit a written statement to the College Support Representative three weeks prior to move-out. The statement should outline the move-out date, a new/forwarding mailing address, and the reason for withdrawing from the residence agreement. Requests for agreement withdrawal will be forwarded to the Student Finance Office for a financial evaluation.
   2. A student may be released from the dorm or study room agreement during a semester for the following reasons: (a) academic dismissal, (b) disciplinary exclusion from the College, (c) induction into military service, or (e) health, upon written recommendation of the SFMC College of Nursing Student Health Services area.
   3. Refunds, if applicable, are prorated based on the number of weeks (full or part) under the agreement. No account refund will be issued to the student until the entire account balance has been satisfied.
   4. All keys and the student access card must be returned at the time of move-out. The charges for replacing keys and the access card are as follows: access card, $10; mailbox key, $5; room key, $10.

D. Housekeeping and Safety Regulations
   1. To comply with housing codes and to insure the general welfare in the building, the College reserves the right to enter and inspect rooms for health reasons or fire safety during an emergency to protect life or property from imminent danger or to provide repair or maintenance services. Closets that are part of the room may be opened and inspected. Any hazardous conditions or violations noted during a safety inspection must
be corrected upon notification to the resident. Absent an emergency or imminent threat to health or safety, no search of the contents will be made without either consent of a resident of the room or a search warrant.

2. Fire alarms, automatic sprinklers, extinguishers, and other devices are provided for the safety of residents in case of fire. Propping open exit doors and disabling (or tampering with) a fire door is prohibited. Tampering with these devices or using them for other purposes is prohibited. Illinois law requires fire drills. All occupants must leave the building during a fire alarm or exit drill. Sounding a false alarm is a violation of city and state law as well as College regulations. Persons found to have sounded a false alarm, tampered with extinguishers, or smoke or fire detection devices, or automatic sprinklers may be fined and other disciplinary sanctions may be applied up to and including removal from College housing.

3. By Illinois law, a person commits aggravated arson when, by means of fire or explosive, he or she knowingly damages, partially or totally, any building, and he or she knows, or reasonably should know that one or more persons are present therein. Aggravated arson is a Class X felony; imprisonment of not less than six years, without probation, must be sentenced upon conviction.

4. In accord with regulations of the Illinois Department of Public Health and OSF Saint Francis Medical Center, all students are required to present proof of immunity against vaccine preventable communicable diseases, including rubella, mumps, measles (2 doses), and diphtheria/tetanus (less than 10 years old). Evidence and appropriate documentation from a physician or healthcare provider is required in regards to updated immunizations, a physician diagnosed disease, or laboratory data. Contact the College of Nursing Health Nurse for necessary requirements.

5. The housing code forbids the use or storage in dorm/study rooms of microwaves, hot pots, toaster ovens, or any appliances for cooking or heating food or beverages. In addition, other heat producing appliances such as irons and space heaters may not be used in dorm/study rooms, and refrigerators with interiors larger than three cubic feet are prohibited.

6. Humidifiers are permitted in dorm/study rooms (approved by CHSP 1/23/08).

7. Smoking is prohibited in all areas of the SFMC College of Nursing campus.

8. Room decorations are permitted except for hanging blankets, tapestries, rugs or fishnets. Combustible decorations must not be put on the ceiling, in the entryway, on the door, or near heat sources such as light bulbs. Halogen lights are prohibited. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited.

9. Burning candles, live holiday trees, holiday or decorative lights, incense, fireworks, explosives and incendiary materials are prohibited. The possession or use of firearms or other weapons of any description and for any purpose is prohibited. No decorations, flags, banners, or other items may be hung on the exterior or draped from a window or doorway of the building. Signs or posters in windows are subject to the approval of the College.

10. No bicycle, motorcycle, or other motor vehicle is permitted into any area of the building for storage or for any purpose whatsoever.

11. The removal of windows or opening windows when air conditioning or heat is on by residents, either permanently or for a short period of time is prohibited. The installation of air conditioners by residents is prohibited.
12. The use of waterbeds, lofts, bed risers are prohibited. The building of or installation of “loft” furniture or other structures of any kind or size is prohibited. All College furnishings and fixtures must remain in the room at all times. Furniture in lounges and common areas must not be removed.

13. Additions to, modifications of, and unauthorized connections to existing wiring systems are prohibited and will be removed at the student’s expense; such systems include electrical, telephone, data, and television/radio signal wiring and distribution systems. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Any such unauthorized wiring will be removed at the owner's expense. Only the jacks and outlets provided in a resident’s room may be used for obtaining electrical power or for connecting telephone and data transmission equipment. No cameras or recording devices may be installed in any area of the College of Nursing. The College of Nursing does not provide cable TV to dorm or study rooms. Any unauthorized connections are prohibited.

14. A resident may not use any facilities or areas, including the room assigned to the resident, for any commercial purpose or activity without written authorization from the Assistant Dean, Support Services. Only College supported activities will be authorized.

15. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear accepted. Damages to students’ rooms, including costs for replacing missing furnishings, will be charged to the last known student occupant(s) of that room. Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings which cannot be attributed to specific individuals or groups will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Assessments for damages are made on a regular basis at the discretion of the Assistant Dean, Support Services.

16. No pets or animals of any kind, except fish, are permitted in the dorm or study room at any time for any reason. Fish aquariums are limited to three gallons.

17. All room keys and access cards are the property of SFMC College of Nursing. Residents are prohibited at all times from giving and/or loaning their keys or access cards to anyone for any reason. Any duplication of College keys/cards is strictly prohibited. Replacements for lost keys must be obtained from the College Support Representatives located on the ground floor. The charges for replacing keys or access card are as follows: access card, $10; mailbox keys, $5; room key, $10.

18. No surface of any room may be painted, and no locks can be changed or added on any door within the building.

19. Any student vacating a dorm or study room for any reason, including but not limited to withdrawal from the College, moving to a different residence, and vacating at the end of the semester must return all keys and access card within 24 hours. Failure to return any keys within this time limit will be result in replacement fees added to your student account.

E. Miscellaneous Rules and Regulations
1. These rules and regulations are subject to change, as the College deems appropriate. The College then will notify students under an agreement of any revisions as soon as practicable.

2. Signing the residence agreement automatically constitutes acceptance of the floor/room to which a student is assigned with all rights, privileges, and responsibilities.
3. A resident may not unreasonably interfere with any other resident’s rights under a dorm or study room agreement. This includes the right to a reasonable degree of quiet, and each living unit, under direction of Resident Assistant, is expected to determine a quiet hour policy at the beginning of each semester. Playing musical instruments in any resident’s room and engaging in physical games of any kind in the building is prohibited. Infractions that cannot be resolved by the Residence Assistant will be referred to the counselor who will have discretion to resolve such problems through administrative/disciplinary action.

4. Only residents assigned by SFMC College of Nursing may reside in their assigned rooms; residents may not invite or permit any other person to reside in their assigned room or in any other area of the building. Rooms may not be leased or subleased by the student.

5. A resident may have overnight guests, limited to one guest per resident at any one time, provided proper written approval of roommates (in shared study rooms) and guests are properly registered with the College Support Representatives. Guest privileges are limited to a maximum of two consecutive nights and a total of seven nights per resident per semester. Overnight guests must be of the same sex as that of the resident assigned to the room. A guest is defined as a non-resident who requires a room in which to sleep for the night. Guests may not occupy or sleep in common areas of residence halls.

6. A resident may have visitors in the resident’s room between 9 a.m. and 11pm Sunday thru Thursday, Friday and Saturday hours are extended until 1am. A visitor is defined as a non-resident of a room who is invited by a resident of that room to spend some time in the room, presumably of a short duration. Visitors must be escorted by a resident at all times.

7. No individual resident, overnight guest or visitor may use washroom facilities designated for use by the opposite sex.

8. All telecommunication services in the building, including but not limited to, direct dial local and long distance telephone services and data services are provided exclusively through Saint Francis Medical Center. Residents agree to comply with the policies and procedures for SFMC CON telephone and data services, and agree to pay all charges incurred. Credit cards and calling cards may be used to place and bill local and long distance calls. One telephone line is provided per room as part of the room rental charge. One data port per resident is provided per room as part of the room rental charge; residents must provide their own computers. Operation of file or web servers is prohibited.

9. SFMC CON will repair without charge all interior telecommunication wiring to telephone jacks in student rooms, except when damage to jacks or wiring is caused by vandalism or tampering with the jacks, lines, or equipment. In the case of such damage, SFMC CON will perform the repair and charge the cost of the repair to the person or persons renting the room or found responsible.

10. When it appears, through reports of the staff, Resident Assistants, SFMC Security, etc., that a student has broken the residence agreement or has violated a dorm or study room rule or other College rule or regulation as specified herein, the College reserves the right to review the case and take appropriate action administratively. The Dean will appoint the reviewing administrator. When, in the opinion of the reviewing administrator, a student has broken the agreement, the reviewing administrator may remove the student
from housing, or apply a lesser sanction such as a required room or hall change or housing probation. The decision of the reviewing administrator will be final.

11. The Assistant Dean, Support Services may act administratively to maintain the living and learning environment by moving a student to a room other than the one to which he or she was initially assigned or by moving the student to another residence floor, as determined by the Assistant Dean. The Assistant Dean’s decision on such matters will be final.

12. The College shall not be responsible for disruption or non-performance as a result of a major campus disruption, strike, fire, flood, wind, or snow storm, or other acts of God, act of terrorism, or other events beyond the College’s control. In the event of such occurrences as described in the preceding sentence or for the convenience of the College for construction or other purposes, the College may, at any time, and at its sole discretion, close all or part of the building (including dorm and study rooms). If a dorm or study room is prematurely closed, the affected resident(s) shall vacate that hall within 24 hours of such closing and shall be relieved of all subsequent room obligations for that building after the closing date.

13. At the College’s sole discretion, construction may take place near residential units. No adjustment will be made to any residence charges at any time based solely on that construction. In some cases, it may become necessary to assign students to “temporary rooms”, for example, converting a lounge. The temporary assignment may not be equipped with all of the furnishings or amenities (internet access, phone, etc.) of a regular room.

14. No resident may remain in the dorm or study rooms during any holiday breaks, semester and summer breaks, or dorm closures. Student’s belongings may remain in their room during holiday breaks, but must be removed during summer break and/or during dorm closures. See Dorm/Study Room Agreement for closure dates.

15. Residents must move out of their dorm room no later than the Sunday immediately after commencement or the Sunday of commencement. Exception: Graduating seniors may apply for a one-week extension while attending the NCLEX Review Course.

Keep pages 1-4 for your records.

Sign page 5 and return with your dorm agreement.
F. Certification of Agreement

When you sign this agreement and the Dorm/Study Room Agreement and move into the residence, you receive the privilege of living in a SFMC CON dorm or study room. Along with that privilege come responsibilities and obligations. You are also agreeing to a “social agreement” with the following expectations:

1. I have read and understand the rules and regulations enumerated within the Building Rules and Regulations and understand they are those referred to in the Saint Francis Medical Center Dorm/Study Room Residence Agreement; by that reference, they are incorporated into and part of the residence agreement between the student and Saint Francis Medical Center College of Nursing.

2. I agree to accept the responsibilities and obligations associated with being a resident at Saint Francis Medical Center College of Nursing:
   a. I agree not to interfere with the rights of other residents.
   b. I agree to cooperate fully and in a reasonable manner with the Resident Assistants (RA) and any other College staff and/or administration.
   c. I agree to be responsible for my behavior and to respect the rights of others.

__________________________________________________________________________________________
Student’s Signature                                                                                       Date

__________________________________________________________________________________________
Student’s Printed Name                                                                                     SFMC CON ID#

***OFFICE USE***

Notes:

Received by:______________________________                                Date:_________________________
Saint Francis Medical Center College of Nursing
Dorm Room Agreement Fall 2015 / Spring 2016

Name: ____________________________ Date ____________
CON ID #: ____________________________ Room #: ______________

Signed Agreement Deadlines:
Fall 2015 Term -March 25, 2015  Spring 2016 Term – October 21, 2015
Dorm Room Rate: $1,650 per semester or $3,300 for academic year

This agreement is a contract between Saint Francis Medical Center College of Nursing (SFMC CON) and the undersigned student for the following semester(s).

Mark one or both semesters:

☐ Fall 2015 semester: August 10 (move-in week after 7:30 am each day, with an appointment) to December 13 (move out by noon). The dorm/study room areas of the College will be closed during:
  • Thanksgiving holiday beginning Wednesday, November 25, 2015 from 6:00 PM to 2:00 PM on Sunday, November 29. Students are not permitted to stay in the dorm during the Thanksgiving break; however students may keep personal belongings in their rooms over the holiday.
  • Fall semester ends Sunday, December 13, 2015 all students and their belongings must be vacated by noon. If continuing the agreement for the spring semester, personal belongings may stay in the room over the semester break.

☐ Spring 2016 semester: January 4, 2016 (move-in week after 7:30 AM each day, with an appointment) to May 15, 2016 move out by noon). The dorm/study room areas of the College will be closed during:
  • Spring Break beginning Friday, March 4, 2016 from 6:00 PM to 2:00 PM on Sunday, March 13, 2016. Students may keep personal belongings in their rooms over the break. Students will have to vacate the building before 6:00 PM and cannot return until 2:00 PM.
  • Spring semester ends Sunday, May 15th, 2016. All students and their belongings must be vacated by noon.

The student agrees to comply with all federal, state, city laws, and SFMC CON Building Rules and Regulations. The student will act in a way that promotes the existence of a quiet, safe, and secure housing environment.

Dorm room charges will be applied to the Statement of Student Account and shall be paid according to established deadlines or payment arrangements; all policies regarding payment, installment payments plans and account balances. The last day to make changes in room arrangements is through the 100% refund period, week 2 of the semester. For questions regarding Dorm Room Charges, please contact the Student Finance Office at 309-655-2344.

HOUSING IS NOT AVAILABLE DURING SPECIFIED HOLIDAYS, SPRING BREAK, AND THE SUMMER.
To withdraw from this agreement, please refer to the enclosed *Building Rules and Regulations* in the Release from Contract section.

**Saint Francis Medical Center College of Nursing, according to established channels, reserves the right to establish fees and expenses and make changes without notice if circumstances make it necessary to do so.**

I agree to abide by the Saint Francis College of Nursing Rules and Regulations:

Student signature:________________________________________________________

Date:________________________

College Support Representative:__________________________________________

Date:________________________

Student Finance Representative:__________________________________________

Date:________________________
Saint Francis Medical Center College of Nursing
Study / Shared Study Room Agreement Fall 2015

Name ___________________________________________________________

CON ID # __________________________ Room: __________________________

Signed Agreement Deadline: March 25, 2015

Shared Study Room Rate: $825 per student per semester for two students sharing a study room or $1,650 per student per semester for an unshared study room.

Room will be shared with: _________________________________________

This agreement is a contract between Saint Francis Medical Center College of Nursing (SFMC CON) and the undersigned student for the Fall 2015 semester; August 10 (move-in week after 7:30 AM each day, with an appointment) to December 13 (move out by noon).

The dorm/study room areas of the College will be closed during:

- Thanksgiving Holiday beginning Wednesday, November 25 from 6:00 PM to 2:00 PM on Sunday, November 29. Students are not permitted to stay in the dorm during the Thanksgiving break; however students may keep personal belongings in their rooms over the holiday.
- Fall Semester Ends - Sunday, December 13 all students and their belongings must be vacated by noon. If continuing the agreement for the spring semester, personal belongings may stay in the room over the semester break.

The student agrees to comply with all federal, state, city laws, and SFMC CON Building Rules and Regulations. The student will act in a way that promotes the existence of a quiet, safe, and secure housing environment.

The student agrees to comply with all federal, state, city laws, and SFMC CON Building Rules and Regulations. The student will act in a way that promotes the existence of a quiet, safe, and secure housing environment.

Dorm room charges will be applied to the Statement of Student Account and shall be paid according to established deadlines or payment arrangements; all policies regarding payment, installment payments plans and account balances. The last day to make changes in room arrangements is through the 100% refund period, week 2 of the semester. For questions regarding Dorm Room Charges, please contact the Student Finance Office at 309-655-2344.

To withdraw from this agreement, please refer to the enclosed Building Rules and Regulations in the Release from Contract section.
Saint Francis Medical Center College of Nursing, according to established channels, reserves the right to establish fees and expenses and make changes without notice if circumstances make it necessary to do so.

Student Signature:_________________________  Date:___________

College Support Representative:_________________________  Date:___________

Student Finance Representative:_________________________  Date:___________
Saint Francis Medical Center College of Nursing
Study / Shared Study Room Agreement Spring 2016

Name ____________________________________________

CON ID # ________________________________________ Room: ______________________

Signed Agreement Deadline: October 21, 2015

Shared Study Room Rate: $825 per student per semester for two students sharing a study room or $1,650 per student per semester for an unshared study room.

Room will be shared with: _______________________________________________________

This agreement is a contract between Saint Francis Medical Center College of Nursing (SFMC CON) and the undersigned student for the Spring 2015 semester; January 4th (move-in week after 7:30 AM each day, with an appointment) to May 15th (move out by noon).

The dorm/study room areas of the College will be closed during:

- **Spring Break** beginning Friday, March 4th from 6:00 PM to 2:00 PM on Sunday, March 13th. Students may keep personal belongings in their rooms over the break. Students will have to vacate the building before 6:00 PM and cannot return until 2:00 PM.
- **Spring Semester Ends** - Sunday, May 15th. All students and their belongings must be vacated by noon.

The student agrees to comply with all federal, state, city laws, and SFMC CON Building Rules and Regulations. The student will act in a way that promotes the existence of a quiet, safe, and secure housing environment.

Dorm room charges will be applied to the Statement of Student Account and shall be paid according to established deadlines or payment arrangements; all policies regarding payment, installment payments plans and account balances. The last day to make changes in room arrangements is through the 100% refund period, week 2 of the semester. For questions regarding Dorm Room Charges, please contact the Student Finance Office at 309-655-2344.

To withdraw from this agreement, please refer to the enclosed Building Rules and Regulations in the Release from Contract section.

**Saint Francis Medical Center College of Nursing, according to established channels, reserves the right to establish fees and expenses and make changes without notice if circumstances make it necessary to do so.**

Student Signature: ___________________________ Date: __________
College Support Representative: ___________________________ Date: __________
Student Finance Representative: ___________________________ Date: __________
When completing your Fall 2015 Housing Agreement you stated a desire to remain on campus in a dorm room for the Spring 2016 semester. To confirm your interest in securing a Spring 2016 dorm room, please complete and return this form by the October 21, 2015 deadline.

Name: ______________________________________ Date: ______________

CON ID #: __________________________________ Room # ____________

Check One:
- [ ] I will not be residing in a dorm room for the Spring 2016 semester.
- [x] I wish to secure a dorm room for the Spring 2016 semester.

Signed Agreement Deadline: October 21, 2015
Dorm Room Rate: $1,650 per semester

This agreement is a contract between Saint Francis Medical Center College of Nursing (SFMC CON) and the undersigned student for the Spring 2016 semester, January 4th (move in after 7:30 AM), to May 15th (move out by noon).

The dorm/study room areas of the College will be closed during:
- **Spring Break** beginning Friday, March 4th from 6:00 PM to 2:00 PM on Sunday, March 13th. Students may keep personal belongings in their rooms over the break. Students will have to vacate the building before 6:00 PM and cannot return until 2:00 PM.
- **Spring Semester Ends** - Sunday, May 15th. All students and their belongings must be vacated by noon.

The student agrees to comply with all federal, state, city laws, and SFMC CON Building Rules and Regulations. The student will act in a way that promotes the existence of a quiet, safe, and secure housing environment.

Dorm room charges will be applied to the Statement of Student Account and shall be paid according to established deadlines or payment arrangements; all policies regarding payment, installment payment plans and account balances will apply. Payment may be made by cash, check, or major credit card (Visa, Discover, MasterCard). Checks should be made payable to SFMC College of Nursing. For payment arrangements, please contact the Student Finance Office, Student Accounts, SFMC CON, 511 N.E. Greenleaf Street, Peoria, IL 61603. Student Finance Office hours are 8:00 AM to 4:00 PM, Monday through Friday.

The withdrawal from this agreement is outlined in the Release from Contract section of the Building Rules and Regulations.
Saint Francis Medical Center College of Nursing, according to established channels, reserves the right to establish fees and expenses and make changes without notice if circumstances make it necessary to do so.

Student signature:_____________________________________________________
Date:____________________

College Support Representative:________________________________________
Date:____________________

Student Finance Representative:________________________________________
Date:____________________

For office use: #1________ #2________
OSF HealthCare is dedicated to having all employees present a professional appearance to those we serve. An organization may be judged not only by the quality of its services but by the appearance of those providing the services. Therefore, while freedom of individual expression and changing styles and fashion are recognized, it remains important to convey a sense of professionalism to patients and their families, visitors and business associates. Appropriate clothing and good habits in personal hygiene are important aspects in personal appearance.

It is the responsibility of all OSF leadership to assure that employees are dressed in an acceptable manner consistent with their specific environment, and appropriate for interaction with individuals they come in contact with. In order for OSF HealthCare to continue to maintain a professional atmosphere, attitude, and to promote safety for all employees, the following information is intended to serve as a guide to help define appropriate dress for employees in various settings. It is not intended to be all inclusive. Rather, it sets the general parameters for proper attire and allows employees to make intelligent judgments about items that are not specifically addressed. Department leadership is responsible for interpretation of the guidelines, and as necessary, may require more stringent or restrictive, but not more lenient, dress codes, as deemed necessary by their functions. Department specific requirements must be approved by the appropriate Vice President.

If there is any doubt about whether an article of apparel is appropriate, assume it is not. When in doubt, dress conservatively. All clothing must be neat & clean, properly fitted, and meet the job specific requirements. Attire should not be revealing, and undergarments should not be visible.

**Clothing**

1. **Shirts:** Casual shirts with collars, knit tops, sweaters, turtlenecks, polo shirts, in high quality material are acceptable. Inappropriate items include: Shirts and jackets made from denim, T-shirts, sweatshirts, tank tops, halter tops, hooded shirts, shirts with messages, advertisements, slogans, photographs, large lettering or logos (with the exception of OSF logos) and any tops with bare shoulders unless worn under another blouse or jacket. Shirts should be of an appropriate length and cover the midriff when arms are extended over the head.
2. **Slacks:** Casual dress slacks are acceptable. Denim jeans of any color, cargo pants, sweatpants/suits, shorts, pants above the ankle, capris, bib overalls, spandex or other form fitting pants are not allowed. However, brown or black denim jeans may be allowed in Maintenance departments, if approved by the appropriate Vice President.
3. **Dresses and skirts:** Casual dresses, jumpers, skirts, and split skirts, not greater than 2 inches above the knee, are acceptable. Dresses and skirts made from denim are not acceptable.
4. Scrubs: Designated departments will be allowed to wear scrubs. Only solid colored scrub pants may be worn. Printed scrub tops may be worn, if the print is appropriate for the workplace. A solid color-coordinated T-shirt or white T-shirt may be worn underneath scrub tops provided it does not hang out below the end of the scrub top. Hospital scrubs should never be worn or carried off OSF property without being signed out by proper authorization.

5. Casual clothing will be acceptable for attendance at department meetings that require employees to come into the operating unit on a scheduled day off. Casual clothing may also be worn by those employees coming and leaving work, if they change into appropriate attire once they get to their department.

Footwear
1. For employees whose primary job is in a clinical area, footwear is limited to closed toe shoes without any holes on top, such as athletic shoes, tennis shoes, and non-vented Crocs/clogs with a strap around the heel.
2. For employees whose primary job is in a non-clinical area, open toe shoes and dress sandals, in addition to dress, closed toe shoes, are acceptable as long as department safety guidelines are not violated. Heel height should not be greater than 3 inches. Socks/stockings are not mandatory providing a professional appearance is maintained and the department specific dress code does not require them. Athletic shoes, tennis shoes, and sneakers are not to be worn, unless the department safety guidelines require them.
3. Flip flops, barefoot shoes, and slippers are not appropriate for any setting. Footwear should generally be professional and appropriate for the workplace.

Settings Requiring Uniforms
Some departments may require a standard uniform as their dress code. Specific dress code and uniform requirements will be maintained for each department requiring a uniform. It is the responsibility of employees to supply and clean their own uniforms, except in specialty areas as defined by OSF HealthCare.

Grooming
1. Good personal hygiene is expected of all employees.
2. Hair needs to be clean, neatly styled and manageable for the job performed. Hair ornaments must be kept to a minimum and hair color should be of a natural tone. If the length of the hair could impose a safety hazard for the job performed, it needs to be fastened away from the face. Employees who come into direct contact with patients and/or food preparation may be required to cover their hair and/or beard with a hair net or cap in order to comply with Public Health regulations.
3. Male personnel are expected to be clean shaven or wear neatly trimmed mustaches, sideburns, and beards not greater than two inches in length.
4. Makeup needs to be moderately applied and appropriate for professional/business appearance.
5. Tattoos must be concealed and covered to maintain a professional appearance. If the tattoo is unable to be covered by clothing, it must be covered by a bandage when at work.
6. Odors should not be excessive. No overpowering odors (fragrances, body odor, tobacco or other smoke, etc.) shall be noticeable from an employee during work hours.
7. Fingernails are to be neatly manicured and of reasonable length (less than ¼ inch in length). For those individuals providing direct patient care, cleaning patient/treatment rooms, and or/preparing items that touch the patient or are used for patient care, artificial nails, extenders, or enhancements are not allowed. Anything applied to natural nails, other than nail polish, is considered an enhancement. Nail polish colors need to be appropriate for professional/business appearance. Dark nail polish colors, such as purple, black, blue, orange, and green, etc., are not appropriate.

Accessories
1. Except for small conservative earrings placed in the ears, any other visible “piercing” jewelry (including nose, lips, eyebrow, and tongue piercings) is not acceptable.
2. Jewelry and other adornment must be simple and appropriate for job duties.
3. Pins, stickers, or other adornments that do not recognize an OSF HealthCare sponsored activity are not allowed. Pins may not be placed on or through the employee name badge.
4. Hats/caps and sunglasses, unless authorized by the department leadership as specific to a job, are not to be worn while on duty.

Name Badges
1. Name badges must be worn by all employees while on duty and for OSF related business.
2. Name badges will be worn with the picture facing out and worn in a visible location, as appropriate per the work area.
3. Name badges and/or plastic badge holders are to be replaced if lost or the plastic becomes ragged.

Jeans for a Cause Days
Senior leadership may, at their discretion, authorize a “Jeans for a Cause” work day. These days will be limited to no more than once per month. All other aspects of this Personal Appearance policy must be adhered to on “Jeans for a Cause” work days. Jeans worn on these days should not have holes or be frayed. In some patient care settings, Jeans for a Cause days are never appropriate and may not be approved by senior leadership.

Exceptions to dress or uniform codes for bona fide physician certified health reasons may be made.

Non-compliance with the dress code will be addressed through the Positive Discipline Policy (See Policy #601, Positive Discipline).

Questions about specifics on this policy can be addressed through the department leader or Human Resources.

Effective: 07/02/2012
APPENDIX G

POLICY NO.: 116
TITLE: Tobacco Free Environment
OSF Saint Francis Medical Center

OSF Saint Francis Medical Center is committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for our physicians, staff, volunteers, visitors and those we serve. Consistent with this commitment, OSF Saint Francis Medical Center recognizes the adverse health effects of tobacco products and second-hand tobacco smoke. For these reasons, the use of tobacco products in any form (i.e., cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) is prohibited on OSF Saint Francis Medical Center property. This includes land, buildings, parking lots, leased spaces; hospital owned vehicles and privately owned vehicles on hospital property. Also included are sidewalks adjacent to hospital buildings and parking lots. Buildings either leased or owned by OSF Home Care, OSF Saint Francis, Inc, OSF Medical Group, OSF HealthPlans, Inc., and OSF Healthcare System Corporate Office are also covered under this policy.

Employees will not be allowed to use tobacco products during their paid work time or paid breaks, and are strongly encouraged not to use tobacco products during their unpaid lunch break. Smoke odors at any time are not allowed (See Policy #115, Personal Appearance).

Success of this policy depends on the thoughtfulness, consideration and cooperation of all. Employees are expected to be good neighbors to those property owners adjacent to us. Do not trespass on their property or loiter on the sidewalks near their homes or businesses.

All staff will be responsible for the enforcement of this policy. Anyone observed violating this policy will be asked by an employee, member of leadership or security to discontinue the use of their tobacco product while on medical center property.

This policy applies to all hospital employees including both direct and contract staff, as well as volunteers, medical staff, medical residents, patients, visitors, students, and contractors. Compliance with this policy is expected and employees who violate this policy will be subject to disciplinary action up to and including termination. (See Policy #601, Positive Discipline).

Effective Date: 7/4/07
APPENDIX H

POLICY NO.: 117
TITLE: Parking
OSF Saint Francis Medical Center

It is the policy of OSF Saint Francis Medical Center to provide a convenient and safe parking environment for our patients, visitors, employees, volunteers, medical staff and students. It is very important that our patients and visitors have the ability to park in the most convenient areas possible. In order to help assure that such parking is available to patients and visitors, all employees, medical staff and students will be assigned to a designated parking area. Failure to adhere to the following policy may result in the loss of your parking privileges and/or disciplinary action.

1. REGISTRATION OF MOTOR VEHICLES
   A. All employees, physicians, volunteers, contracted employees, contractors, subcontractors, students, etc. who wishes to park a motor vehicle on Medical Center property must register at the OSF SFMC Parking Services Office and complete the owner/vehicle registration form, in its entirety. Once the form is completed, a parking assignment will be issued. Multiple vehicles may be registered. Medi III will be accessed using the employees I.D. card. Proximity card readers will control the entrance gates. The employee I.D. badge will be the only authorized method of entrance to the deck.
   B. A "parking assignment" shall be defined as a privilege extended to the driver by the Medical Center to park their vehicle in specifically designated areas on a space available basis. Parking permits, decals, and stickers are only to be used by the cardholder, and are not to be shared, sold or given to any other person.
   C. Parking fees will be established by OSF SFMC Administration. Parking fees can be paid through payroll deduction for employees or through periodic billing for non-employees. Failure to pay parking fees can result in revocation of parking privileges.

The fee schedule is as follows:
$5.00/pay 80 hrs   $4.00/pay 64 hrs   $2.50/pay 40 hrs or less
$4.50/pay 72 hrs   $3.50/pay 58 hrs

Parking fees do not apply to regularly scheduled 3rd shift employees. Employees regularly scheduled to work 3rd shift will be assigned parking in Medi Park III. (Employees working 3rd shift must have a note from their manager in order to receive proper parking assignments.) It is the responsibility of the employee to inform Parking Services of any changes in employment status. Employees, who transfer from free parking on 3rd shift to another shift, will be subject to the above fee schedule. Employees will also be subject to reimbursement of any owed parking fees since their transfer date.
D. Medi Park III is open for all employees parking on weekends and holidays. You must enter and exit from the top Glen Oak Ave. level driveways. The entrance gate is raised Friday night at midnight and is put back in service on Monday morning at 5:00.

E. All parking card permits, decals, stickers and hanging permits shall be obtained and used in accordance with the regulations prescribed.

F. When assigned to a lot requiring a parking decal, the decal must be affixed to the left rear glass (driver’s side) within 24 hours after being issued and shall be kept and displayed upon the motor vehicle for which it is issued at all times. Unless the parking decal is attached, the vehicle shall not be considered a registered vehicle. Hanging permits are to be placed on the rear view mirror, with the permit number facing outward. Vehicles not displaying a decal/permit, or displaying a decal/permit incorrectly can be ticketed.

G. When a vehicle has been registered and another vehicle is acquired, the new vehicle must be promptly registered. It is the responsibility of the individual to inform Parking Services Department of any changes in information, i.e.: vehicle type and license plate number.

H. Parking permits expire immediately upon resignation or termination of the employee.

I. Parking permits issued to users of OSF SFMC parking system remain the property of OSF SFMC. The Medical Center reserves the right to:
   1. Refuse issuance of a parking permit
   2. Revoke or recall a permit
   3. Change parking assignments as deemed necessary
   4. Restrict the use of any parking space or lot at any time
   5. Determine hours of control
   6. Change any or all of its parking regulations at any time
   7. Close, reserve or restrict parking areas as deemed necessary
   8. Change fees, traffic rules and regulations at any time without prior notification.

J. The responsibility for locating a legal parking space rests with the operator of the vehicle. Lack of space is not a valid reason for violating these regulations.

2. HANDICAPPED PARKING PERMITS
   A. Handicapped parking permits:
      B. Occupational Medicine can provide temporary recommendations for parking assistance up to 6 weeks based on medical criteria. Temporary parking assistance will only be granted with Occupational Medicine’s recommendation. Individuals with needs for parking assistance that are chronic or in need of greater than 6 weeks assistance are required to obtain a state disability certification for a parking placard. It is anticipated that such placard process can take 10 – 21 days or longer depending on how fast their treating doctor completes the appropriate forms. Occupational Medicine can direct the employee where to get the Illinois State forms but will not fill out such forms unless the employee is currently receiving treatment from an Occupational Medicine physician. All other employees need to be proactive in following through with their treating physicians for assistance with the state disability certification.
Typical criteria for State issued parking placards is as follows:
1. Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device
2. Restricted by lung disease to such an extent that his or her FVC for one second, when measure by spirometry is less than one liter, or oxygen tension less that 60 mm/hg with room air at rest
3. Uses portable O²
4. Has cardiac condition to the extent that person’s functional limitation are classified in severity of Class III or higher around to the AHA
5. Is severely limited in the person’s ability to walk due to an arthritic, neurological, or orthopedic condition
6. Cannot walk 200 feet without stopping to rest because of one of the above 5 conditions.

Designated assisted parking locations will be determined by the OSF Parking Services Office.

3. PARKING POLICIES
   A. No motor vehicle shall:
      1. Be parked on campus property not designated for parking purposes. Be parked in any driveway or walkway of OSF SFMC property so as to hamper or impede the free use of the driveway or walkway.
      2. Be parked outside of, or straddle the yellow lines that define each parking space.
      3. Be parked in a parking area other than that for which the vehicle is authorized.
      4. Be parked in a loading zone.
      5. Be parked while failing to display a current parking permit.
      6. Tailgate through the automatic gates.
      7. The gates must be allowed to close after each vehicle.
      8. The posted speed limit in all SFMC parking decks/ lots is 10 MPH.
      9. Crossing through ramps at unauthorized locations is prohibited.
   B. Employees and physicians may park only in areas designated for their use.
   C. Motorcycles may park only in a parking space.
   D. All vehicles, whether registered with the OSF SFMC Parking Services office or not, which belong to the immediate family of anyone required to display a permit will be considered the responsibility of that person. All parking and other violations charged against such a vehicle will be charged to the permit holder.
   E. Permit required vehicles may park as a patient when they are in fact a patient. Parking tickets issued in these instances will be waived by Security with proof of physician’s appointment.
   F. Employees called in to work on their days off or on off-shift hours, must park in their assigned lot. The only exception will be 3rd shift call-ins, or for those whose assigned parking is off-campus.
   G. Violations of this policy will result in disciplinary action as outlined below:
      a. First Offense-parking violation
      b. Second Offense-parking violation & supervisor notification with coaching of employee
c. Third Offense-parking violation & supervisor notified to: Level I Reminder employee
d. Fourth Offense-parking violation & supervisor notified: Level II Reminder employee
e. Fifth Offense- parking violation & supervisor notified: Decision-Making Leave (DML)
f. Sixth Offense- Employee terminated

4. DAILY PARKING DESIGNATIONS
A. Patients and visitors may park in any designated parking space in North Deck or Medi Park II. They must, without exception, display the proper handicapped designators to park in handicapped spaces.
B. Physicians and medical staff will park in the areas designated for ‘Physician Parking Only’ or “Professional Medical Staff Parking Only”, located in the North Deck or Medi Park II.
C. SFMC Security Department has been authorized to issue City of Peoria parking tickets. Tickets will be issued as required by the Security officers to enforce all parking regulations. In addition, any employee who violates the Parking policy will receive disciplinary action as outlined in the Positive Discipline Policy (See Policy #601).
D. Special Parking -Parking Services has the authority to issue special parking decals/tags as required. This service is primarily designated for Off-Campus employees who are required to come to the Medical Center as part of their job. This service can also be offered to other groups, e.g., contractors, on-call personal, etc. as deemed necessary by the Parking Service Director/Supervisor. The decal/tag will allow parking in spaces designated by signage as ‘Decal Parking Only’. The signage will specify the specific group allowed to park. The decal/tag must be displayed by hanging the tag from the inside rear view mirror. Decals are assigned to individuals and as such, an owner/vehicle registration information form must be completed prior to issuance of a decal. Decal parking is not intended to provide extended parking on a regular basis. The time limit for the Off-Campus decal parking spots is 2 hours. “Decal parking only” restriction is enforced Monday – Friday, 7:00 am-2:00 pm. If you require regular on campus parking, please contact the Parking Services office to arrange for a regular employee parking assignment.
E. Contractor Parking: Light blue hanging tags will be issued through Parking Services. On-campus parking spaces will be provided for General contractor superintendent and sub-contractor Superintendent parking only. (Location of contractor parking to be determined by Parking Services Department) Each sub-contractor will be issued one (1) decal for the use by their designated Superintendent. The General Contractor will be issued an appropriate number of decals to meet their work volume needs. All other construction workers will be required to park in the Contractor’s parking lot located at the corner of Wayne and Glendale Streets. In order to have decals issued, the requested registration information must be completed and taken to the Parking Services office. Should contractors need any additional contractor decals, this will be addressed on a case-by-case basis.
5. APPEAL OF ASSESSMENT FOR VIOLATION
   A. To appeal the ticket, call the Security Department office at 655-7468 to set an appointment.

6. GENERAL PROVISIONS
   A. The OSF SFMC Security Department is authorized to impound and remove or have removed any motor vehicle illegally or improperly parked on the property of OSF Saint Francis Medical Center. All towing and storage charges accrued on account of the impounding of the motor vehicle shall be paid by the owner or operator of the vehicle.
   B. The OSF SFMC Security Department Director, upon direction of the Chief Executive Officer, the Chief Operating Officer, in an emergency or as other situations demand, may temporarily change access to any parking area and/or transfer an individual’s parking privileges to another location.
   C. Saint Francis Medical Center does not assume responsibility for any motor vehicle parked on the campus. When they park on campus, individuals assume all risk of accident and agree that OSF SFMC shall not be liable for personal injury, or for property loss or damage. Drivers should always lock their cars and take their keys. Leaving valuables in parked cars may be an invitation to theft. Drivers should take valuables with them, or lock them in the vehicle’s trunk out of sight.

7. EMPLOYEE SHUTTLE SERVICE
   A. OSF SFMC operates an employee shuttle service to all off-campus parking lots. There is no shuttle service on weekends or Holidays. During those times only, employees with off campus parking may park in Medi Park III. The top entrance gate to Medi Park III will be raised between Friday, at Midnight thru Monday, at 5:00 am and on Holidays.

8. PATIENT SHUTTLE SERVICE
   A. OSF SFMC operates a patient shuttle service in the North Parking deck. The service is provided to transport patients/visitors from all areas of the parking deck to the connecting bridge back to the Medical Center. A separate shuttle service operates at the bridge link to transport patient/visitors directly to the drop-off area in the Medical Center.

Effective Date: 1/1/99
Reviewed Date: 9/1/04
Revised Date: 6/7/06
Revised Date: 4/9/07
Revised Date: 6/08
Revised Date: 10/09
Revised Date: 6/11
# APPENDIX I - COMMON APA ERRORS

This table details the most common types of errors noted in student writing. It is not exhaustive. There are many rules in using APA writing style. Therefore, a teacher may identify errors not listed in this document. Students are encouraged to use the APA publication manual or visit Purdue Owl for further guidance.

<table>
<thead>
<tr>
<th>Type of Error</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title Page</strong></td>
<td></td>
</tr>
<tr>
<td>T1 Author Name &amp; Affiliation</td>
<td>Author's name is First, MI, Last. NO titles or suffixes needed. The name and location of the author's affiliated institution are listed. Some CON instructors want the date and course number as well. These should be typed underneath the institutional statement. Check your grading rubric! p. 23 Ex on p. 41.</td>
</tr>
<tr>
<td>T2 Page Header</td>
<td>The page header is an abbreviated title of your manuscript, typed in ALL CAPS, and 50 characters or less in length (including spaces and punctuation). The page header appears on EVERY PAGE, top, flush left. Note: For the title page, the page header follows the words Running head. Beginning with page two and all subsequent pages, use the all caps word(s) in the upper left hand corner. p. 239 Ex on p. 41.</td>
</tr>
<tr>
<td>T3 Page Numbering</td>
<td>Insert the page number on each page of the manuscript, top, flush right. Use page header function. p. 230 Ex on p. 41.</td>
</tr>
<tr>
<td>T4 Running head</td>
<td>Running head: appears just like this on the title page of your document and is positioned top, flush left. Note that only the R is capped. Following the words Running head: allow one space and then add your page header. The words Running head: appear only on the title page. p. 239 Ex on p. 41. Running head: ABBREVIATED TITLE OF MANUSCRIPT</td>
</tr>
<tr>
<td>T5 Title of Paper</td>
<td>No more than 10-12 words, upper and lower case letters. The title should describe the content of the paper. On the title page, the title is centered and located in the upper half of the page in upper and lower case letters, NOT bolded, with all lines all double spaced. An author's note is not needed unless specified. p. 23 Ex on p. 41.</td>
</tr>
<tr>
<td><strong>Formatting Within Body of Manuscript</strong></td>
<td></td>
</tr>
<tr>
<td>F1 Abbreviations</td>
<td>Abbreviations or acronyms must first be spelled out in full, then followed by the acronym in parentheses. Example, registered nurse (RN). To pluralize abbreviations, add an 's' with no apostrophe. p. 110</td>
</tr>
<tr>
<td>F2 Abstract</td>
<td>Goes on a page by itself. Do not indent. p. 229</td>
</tr>
<tr>
<td>F3 First Page of Text</td>
<td>The first page of text follows the title page. If an abstract page is included, the first page follows the abstract. The title of the manuscript goes on this page too - centered, top of the page, NOT bolded, and composed of upper and lower case letters. No heading need follow.</td>
</tr>
<tr>
<td>F4 Fonts</td>
<td>Use Times New Roman, size 12 throughout including header and page number. Figures are the exception; sans serif type may be used. p. 229 Italics, not quotation marks, should be used for word emphasis (p. 106) or titles of works (pp. 176-177).</td>
</tr>
<tr>
<td>F5 Levels of Headings</td>
<td>Each section of a manuscript – i.e. methods, literature review, etc, starts with the highest level of heading. See text for specifics. pp. 62-62.</td>
</tr>
<tr>
<td>F6 Margins</td>
<td>One inch margins on all sides. Align text flush left, do not justify.</td>
</tr>
<tr>
<td>F7 Numbers</td>
<td>As a general rule of thumb, spell out numbers under 10. Regardless of the number, spell it out if it is the first word of a sentence. See p. 111 for specifics.</td>
</tr>
<tr>
<td>F8 Paragraphs</td>
<td>Use Tab key to indent the first line of every paragraph. Paragraphs should be more than one sentence long, just as a paper should be more than one paragraph. Sentences and paragraphs break up thoughts and allow the reader to process what the author of the paper is trying to say. p. 229</td>
</tr>
<tr>
<td>F9 Quotations</td>
<td>Short quotations can be incorporated into the text of your paper (&lt;40 words). Use quotation marks to indicate the phrase or sentence is a direct quotation. In the citation, include a page number for a direct quote. A citation but not a page number is needed when paraphrasing. For quotes of 40 words or greater, use block formatting, no quotation marks, with the source after the period at the end of the block quote. p. 170-171.</td>
</tr>
<tr>
<td>F10 Spacing</td>
<td>All lines should be double spaced. NO extra spaces between paragraphs. Two spaces after punctuation marks and at the end of a sentence. No spaces within an abbreviation - i.e., a.m., p.m. All other times one space. Do not break up words at the end of a sentence with hyphenation. p. 229</td>
</tr>
<tr>
<td><strong>Grammatical Errors</strong></td>
<td></td>
</tr>
<tr>
<td>G1 Noun/ Pronoun Agreement</td>
<td>Pronouns must agree with the nouns they replace. Singular nouns are replaced with singular pronouns Ex: - Do not use “the patient” and “their medications.” Instead use “patients” and “their medications.” p. 79</td>
</tr>
<tr>
<td>G2 Proper Nouns</td>
<td>Capitalize specifics. Example: baccalaureate degree/Bachelor of Science in Nursing; nursing college, Saint Francis College of Nursing. pp. 102-103</td>
</tr>
<tr>
<td>G3 Sentence Structure</td>
<td>Write clearly, concisely, and present ideas in an orderly manner. Avoid awkward sentence structure. p. 65 Use transition sentences to introduce a diverging thought or concept.</td>
</tr>
<tr>
<td>G4</td>
<td>Seriation</td>
</tr>
<tr>
<td>G5</td>
<td>Subject/Verb Agreement</td>
</tr>
</tbody>
</table>

### Punctuation Errors

| P1 | Colon | Use the colon after a complete sentence to introduce a list of items. See p. 90 for specific guidelines. |
| P2 | Commas | Use commas to separate words in a series of 3 or more elements, including a comma before the conjunction (and, or) Use commas after an introductory clause, to separate two independent clauses, or to set off non-essential clauses. |
| P3 | Quotation Marks | "Use double quotation marks to enclose quotations in text. 'Use single quotation marks within double quotation marks to set off material that in the original source was quoted' if needed." When a sentence ends with quotation marks, the period goes on the inside of the quotes. p. 92 |
| P4 | Period | At the completion of a sentence. See p. 88 for other instances of use. |
| P5 | Semi-Colon | Used to separate multiple citations in parentheses. See pp. 89-90 in Publication Manual for specific semi-colon guidance within sentences. pp. 89-90 |

### Common Citation-Colon

| C1 | Citing | The purpose of a citation is to give credit to the originating source and to enable the reader to locate the source in the reference list. Therefore, each citation within the text should be easily located by the author’s name in the reference list. p. 174 |
| C2 | Quotes need page numbers | Citations for quoted material must include a page number. For page numbers when citing in the text, use lowercase p. and the page number for one page. More than one page, use lowercase pp. and the page range. |
| C3 | Single Author | Single author of unquoted material at the end of sentence should read (Smith, 2012). Note: If the citation completes a sentence, the period immediately follows the end parenthesis. See p. 174 for specific details. |
| C4 | Two Authors | Two authors of unquoted material should include both authors’ last names with each citation. If the names are parenthetical, they are joined by an ampersand: ...reported (Smith & Taylor, 2013). The word and should be spelled if the names are within the text: Smith and Taylor (2013) reported.... |
| C5 | Three or more authors | For citations involving three, four, or five authors, please see p. 175. For citations involving six or more authors, see p. 175. |
| C6 | Group/Corporate authors | Groups or corporate authors, see p. 176. |
| C7 | Personal communication | Personal communication is cited but is not referenced. Provide initials as well as last name and specific date: J. White (personal communication, April 18, 2013) OR (J. White, personal communication, April 18, 2013). p. 179 |

### Reference Section

| R1 | Title of Reference | The reference page is titled References or Reference (if only one) and is centered, in upper and lower case letters, and not bolded at the top of the first page of the reference list. pp. 37, 59 |
| R1 | Hanging Indent | The first line of each reference is flush left and subsequent lines are indented. Paragraph tab is also where you set the text to hanging indent. p. 37 |
| R3 | Order | References should be listed in alphabetical order according to author. p. 181 |
| R4 | Pagination | On the reference page, do not use p. or pp., just the numbers. |
| R5 | Source Titles | Book titles - use italics; use upper case letters for the first word of the title and subtitle and any proper nouns: History: Story of the Titanic. Journal titles - Use italics, capitalize all key words: Journal of Nursing Education. p. 185. |
| R6 | Publisher Info | For books, provide publisher name and city and state or city and country. Do not include extraneous info – i.e. Publishers, Co., and Inc. pp. 186-188 |
| R7 | Volume & Issue Number | Italicize the volume number. If you have a journal that starts each issue with page one, you need to include the issue number in parentheses ( ); the issue number is NOT italicized. |
| R8 | Electronic Sources | Include DOIs and URLs as needed. See text for specifics. pp. 188-189 |

### Miscellaneous

| M1 | Formal Writing Style | Do not end a sentence with a preposition – i.e. for, on, over, under, in, out, etc. Avoid jargon, colloquialisms, contractions (don’t, can’t), and gender bias. pp. 68-74 |


This table was developed by Leslie Menz, MLIS, and Cindy Kohtz, EdD, RN, CNE and is a revision and modification of an article first published by Luann M. Daggett. Daggett, L. (2008). A rubric for grading or editing of student papers. *Nurse Educator, 33* (2), 55-56.

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APPENDIX J - POLICY AGAINST SEXUAL MISCONDUCT, DOMESTIC AND DATING VIOLENCE AND STALKING

INTRODUCTION

Saint Francis Medical Center College of Nursing ("the College") is committed to creating and maintaining an atmosphere at the College in which the administration, faculty, students, staff, College Board and volunteers may work, interact and learn free of all forms of harassment, violence, exploitation or intimidation.

Sexual misconduct, like unlawful harassment on the basis of race, age, disability, religion or any other protected class, is a form of discrimination expressly prohibited by law. Sexual misconduct is a violation of Title VII of the Civil Rights Act of 1964, of Title IX of the Education Act Amendments of 1972, and of the Illinois Human Rights Act. The College will not tolerate, condone or subject anyone to such misconduct. In addition to being illegal, sexual misconduct violates the dignity of the individual and the integrity of the College as an institution of learning.

Likewise, the College does not tolerate domestic violence, dating violence or stalking, regardless of whether these acts are based on an individual's sex. Domestic violence, dating violence and stalking are crimes in Illinois and are subject to criminal prosecution.

Academic freedom can exist only when each person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. The College is therefore committed to fully investigating and addressing any instances of sexual misconduct, domestic or dating violence and stalking of which it receives notice. Students perpetrating such acts will be subject to disciplinary action, up to and including expulsion. And, employees perpetrating such acts will be subject to disciplinary action, up to and including termination.

Accordingly, the College has adopted the following policy (hereinafter referred to as the "Policy").

JURISDICTION

This Policy applies to everyone who is a part of the College community, including students, employees, visitors, volunteers and contractors, regardless of sex, sexual orientation or gender identity. It includes conduct occurring on campus, as well as conduct occurring off-campus that is related to the College's programs or activities, or which may create a hostile environment on campus or in a College program or activity.

NOTE ON TERMINOLOGY

Throughout this Policy, the term "victim" is often used to denote an individual who is alleged to have been victimized by sexual misconduct, domestic or dating violence or stalking. Likewise, the term "perpetrator" is, at times, used to denote the individual alleged to have engaged in one of these acts. The use of these terms is consistent with the language of the Violence Against Women Reauthorization Act of 2013 and should not be construed as a pre-judgment as to whether a violation of this Policy occurred.

It should further be noted that this Policy uses the umbrella term "sexual misconduct" to encompass a range of conduct, including sexual harassment, sexual assault and sexual exploitation. By using the term "misconduct," the College does not intend to diminish the serious nature of any type of sexual harassment, violence or exploitation.
Finally, the term "employee" is used throughout this Policy and is intended to include all faculty members, administrators, staff and other employees of the College.

**PROHIBITED CONDUCT**

**Sexual Assault**

What Is Prohibited

No person may engage in *sexual assault*.

Definitions

**Sexual Assault**

“Sexual assault” is actual or attempted sexual contact with another person without that person’s *consent*. Sexual assault includes, but is not limited to:

- Intentional touching of another person’s intimate parts without that person’s *consent*; or
- Other intentional sexual contact with another person without that person’s *consent*; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s *consent*; or
- Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s *consent*.

**Consent (Applicable to Sexual Assault)**

“Consent” must be informed, voluntary and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threat or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Evidence of a prior consensual dating relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

**Sexual Exploitation**

What Is Prohibited

No person may engage in *sexual exploitation*.  


Definitions

Sexual Exploitation

“Sexual exploitation” occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts or nakedness without that person’s consent;
- Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
- Viewing another person’s sexual activity, intimate body parts or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

Consent (Applicable to Sexual Exploitation)

“Consent” must be informed, voluntary and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to a particular activity with another person does not imply ongoing future consent with that person or consent to that same activity with another person. Evidence of a prior consensual dating relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Sex-Based Harassment

What Is Prohibited

No person may engage in sex-based harassment that creates a hostile environment in or under any program or activity of this College.

No person who is an employee or agent of this College (including a student employee) may condition a decision or benefit on a student’s or employee's submission to sex-based harassment.

Definitions

Sex-Based Harassment

“Sex-based harassment” includes sexual harassment and gender-based harassment.
Sexual Harassment

“Sexual harassment” is *unwelcome* conduct of a sexual nature, including, but not limited to, *unwelcome* sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, including *sexual assault* and *sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence and stalking may also be forms of sexual harassment. (See Section 0 "Sexual Assault" on page 4, Section 0 "Sexual Exploitation" on page 4, Section 0 "Domestic and Dating Violence" on page 8, and Section 0 "Stalking" on page 9.)

Gender-Based Harassment

“Gender-based harassment” is *unwelcome* conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression and nonconformity with gender stereotypes.

Unwelcome

Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet) or other conduct that may be physically threatening, harmful or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that the person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Environment

A “hostile environment” exists when *sex-based harassment* is sufficiently serious to deny or limit a person's ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in a College’s program or activity (e.g., employees, students, campus visitors, etc.).

In determining whether *sex-based harassment* has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the person who was harassed. But the College will also need to find that a reasonable person in the person's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a person or persons, the College considers a variety of factors related to the severity, persistence or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected one or more person's education or employment.
The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

**Sexual Harassment by Higher Education Representative**

**What Is Prohibited**

No higher education representative may make any unwelcome sexual advances or requests for sexual favors to a student.

No higher education representative may exhibit any conduct of a sexual nature toward a student, when such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, offensive or hostile educational environment.

No higher education representative may exhibit any conduct of a sexual nature toward a student when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for, determining any academic decision.

**Definitions**

**Higher Education Representative**

A "higher education representative" includes the president, chancellor or other holder of any executive office on the administrative staff of an institution of higher education, and any member of the faculty of an institution of higher education, including, but not limited to, a dean or associate or assistant dean, a professor or associate or assistant professor and a full- or part-time instructor or visiting professor, including a graduate assistant or other student who is employed on a temporary basis of less than full-time as a teacher or instructor of any course or program of academic, business or vocational instruction offered by or through an institution of higher education.

**Unwelcome**

Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet) or other conduct that may be physically threatening, harmful or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that the person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
Hostile Educational Environment (Applicable to Sexual Harassment by Higher Education Representative)

A "hostile educational environment" includes conduct which is severe or pervasive and which is objectively and subjectively offensive. Conduct is objectively offensive if a reasonable person would find such conduct to be egregious. Factors that will be considered when determining if an environment is objectively offensive include the frequency and severity of the conduct, whether it is humiliating or physically threatening and whether it unreasonably interferes with the student's educational performance.

Academic Decision

An "academic decision" includes, but is not limited to:

- Whether the student will be admitted to an institution of higher education;
- The educational performance required or expected of the student;
- The attendance or assignment requirements applicable to the student;
- The courses, fields of study or programs, including honors and graduate programs, to which the student will be admitted;
- The placement or course proficiency requirements that are applicable to the student;
- The quality of instruction the student will receive;
- The tuition or fee requirements that are applicable to the student;
- The scholarship opportunities that are available to the student;
- The extracurricular teams the student will be a member of or the extracurricular competitions in which the student will participate;
- The grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
- The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; and
- The degree, if any, the student will receive.

Domestic and Dating Violence

What Is Prohibited

No person shall engage in domestic violence or dating violence against any member of the College community, including students, employees, visitors, volunteers and contractors.

Definitions

Domestic Violence

The term “domestic violence” includes physical abuse committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois; or
• Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Illinois.

Dating Violence

The term “dating violence” includes physical abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Physical Abuse

"Physical abuse" includes, but is not limited to:

• Sexual abuse;
• Knowing or reckless use of physical force, confinement or restraint;
• Knowing, repeated and unnecessary sleep deprivation; and
• Knowing or reckless conduct which creates an immediate risk of physical harm.

Stalking

What Is Prohibited

No person shall engage in the stalking of any member of the College community, including students, employees, visitors, volunteers and contractors.

Definition

Stalking

"Stalking" is a course of conduct (i.e., a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct) directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim and/or threaten her or his safety, mental health or physical health. Such behaviors and activities may include, but are not limited to, the following:

• Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts or any other communications that are undesired and place another person in fear;
• Use of online, electronic or digital technologies, including:
  o Posting of pictures or information in chat rooms or on Web sites
  o Sending unwanted/unsolicited email, text messages or talk requests
  o Posting private or public messages on Internet sites, social networking sites and/or school bulletin boards
  o Installing spyware on a victim’s computer
  o Using Global Positioning Systems (GPS) to monitor a victim;
• Pursuing, following, waiting or showing up uninvited at or near a residence, workplace, classroom or other places frequented by the victim;
• Surveillance or other types of observation including staring, “peeping”; and
• Trespassing;
• Vandalism;
• Non-consensual touching;
• Direct verbal or physical threats;
• Gathering information about an individual from friends, family, and/or co-workers;
• Threats to harm self or others, including pets; and
• Defamation – lying to others about the victim.

Retaliation Prohibited

The College prohibits retaliation of any kind (including intimidating, threatening, coercing or in any way discriminating) against those who file a complaint or third-party report of a violation of this Policy or who otherwise participate in the investigative and/or disciplinary process.

The College will take strong responsive action, up to and including expulsion or termination of employment, if retaliation occurs.

Intimidation Prohibited

The College prohibits intimidation of any kind against any member of the College community with the purpose or intent of: preventing that person from reporting a violation of this Policy; causing that person to withdraw a complaint or recant a statement related to the violation of this Policy; or discouraging participation in the College's investigative and/or disciplinary process.

The College will take strong responsive action if such intimidation occurs.

"Prohibited Acts" Defined

Throughout this Policy, all of the underlined acts above shall be referred to as "Prohibited Acts."

Note on First Amendment Rights

This Policy does not impair the exercise of rights protected under the First Amendment. The College applies and enforces this Policy in a manner that respects the First Amendment rights of students, employees and others.
Reporting Procedures

Any member of the College community who has been a victim of sexual misconduct, domestic or dating violence or stalking has a number of reporting options.

**Formal Reporting to College**

Prohibited Acts may be reported to the College by notifying any employee of the College, including the Title IX Coordinator. Jennifer Carlock, the Title IX Coordinator, may be reached by phone at (309) 655-7100, by email at jennifer.m.carlock@osfhealthcare.org, or in person at 511 NE Greenleaf Street, Peoria, IL in room 112.

All employees of the College are required to notify the Title IX Coordinator of any notice they receive of a Prohibited Act while acting as employees of the College.

It should be noted that the College employs health care providers and priests as faculty members. Though discussions with these individuals outside the College, when they are providing health care services or pastoral counseling, may be confidential, any notice they receive of a Prohibited Act while they are acting as employees of the College will be reported to the Title IX Coordinator.

All such reports of Prohibited Acts will be investigated by the College as set forth in Section 0 "Investigation Procedures" on page 14 of this Policy.

**Formal Reporting to Law Enforcement**

Reports to law enforcement may also be made at any time, regardless of whether a report has been made to the College. The Peoria Police Department can be contacted at any time at (309) 673-4521 (non-emergency) or 911 for emergency.

Reports to law enforcement will not automatically be shared with the College by the police; therefore, if a victim of a Prohibited Act wishes for the College to also investigate the matter, s/he should also make a report to the College.

**Privileged or Confidential Disclosures**

The College encourages victims of Prohibited Acts to talk to somebody in order to get the support they need. Regardless of whether a victim wishes to make a report to the College and/or law enforcement, a number of resources are available for confidential or privileged discussions regarding Prohibited Acts. See Section 0 "Reporting and Confidentiality" on page 21 of this Policy for further information on confidentiality rules with respect to various resources.

**Third-Party Reporting**

Anyone can report a Prohibited Act to the College, regardless of whether the person making the complaint was the victim of the Prohibited Act. Third-party reports may be made to any employee of the College, including the Title IX Coordinator. Such reports will be investigated per Section 0 "Investigation Procedures" on page 14 of this Policy.
Anonymous Reporting

Anyone, including a victim, can make an anonymous report of a Prohibited Act to the College by contacting the Title IX Coordinator and requesting to make an anonymous report. The complainant may request that this report be kept confidential and/or not be investigated by the College. If an individual discloses a Prohibited Act to the College but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted, the College, through the Title IX Coordinator, must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

Please see Section 0 "Requesting Confidentiality from the College" on page 23 of this Policy for further information on how such a request will be considered.

Amnesty

Any individual participating in the investigation or adjudication of a complaint involving an alleged Prohibited Act (including the complainant, respondent and witnesses) will be given amnesty from any student conduct policy of the College, including the College's drug and alcohol policy, for all acts discovered during the course of the College's investigation that are materially relevant to the Prohibited Act being investigated or adjudicated.

For example, should the College learn during an investigation into a reported sexual assault that the complainant and respondent were both violating the College's alcohol policies at the time of the incident, the College will grant amnesty to both complaint and respondent for that particular violation of the alcohol policy.

This grant of amnesty is intended to encourage open and honest reporting of information needed for the College to fully and fairly investigate allegations of Prohibited Acts.

Interim Safety and Accommodative Measures

Once the College has notice of a potential Prohibited Act, it will immediately seek to ensure that the complainant is safe and is being provided the resources that are needed, regardless of whether the victim wishes to make a formal complaint and/or participate in the College's investigation.

The College will remain ever mindful of the victim’s well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The College will:

- Assist the victim in accessing available victim advocacy, academic support, counseling, disability, health or mental health services and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments to assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continuing obligation to address Prohibited Acts campus-wide, reports of Prohibited Acts (including non-identifying reports) will also prompt the College to
consider broader remedial action, such as: increased monitoring, supervision or security at specific locations; increased education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

**Investigation Procedures**

The College's Title IX Coordinator is responsible for overseeing the College’s response to reports and complaints of Prohibited Acts.

Unless a complainant specifically requests that an investigation not take place, the Title IX Coordinator will order and oversee an investigation into any reports of Prohibited Acts. (For further information on the Title IX Coordinator's role and responsibilities, see Section 0 "Title IX Coordinator" on page 26 of this Policy.) Should the complainant request that no investigation be performed, the Title IX Coordinator will exercise best efforts to comply with that request; however, should the nature of the facts known suggest an ongoing threat to the complainant or the campus community or otherwise demonstrate a compelling need to proceed with an investigation, the Title IX Coordinator may proceed with an investigation despite the complainant's request to the contrary.

Should the complainant wish to make a formal complaint but also request that her/his identity remain confidential, the ability of the College to investigate her/his complaint may be limited. (Please see Section 0 "Reporting and Confidentiality" on page 21 of this Policy for further information.)

The Title IX Coordinator will choose an investigator to investigate alleged Prohibited Acts on a case-by-case basis. Any such investigator will be trained and qualified to perform investigations into the specific type of Prohibited Act being alleged and will be neutral and impartial.

Investigations will be thorough and prompt. They will likely include interviews with the complainant, respondent and witnesses, and the gathering, review and analysis of relevant evidence. Investigations will be conducted with utmost attention to maintaining the privacy of complainants and respondents.

Consistent with the College's mission and values, the complainant and respondent will be provided equitable rights and will be treated fairly and respectfully throughout the investigation. Both complainant and respondent will receive notice of any formal investigation conducted in order to give both parties the opportunity to offer their accounts, provide names of witnesses and offer any other relevant evidence to the investigator. The College will not hold any hearing or quasi-judicial proceeding on these matters other than the investigation itself.

At the conclusion of the investigation, the investigator will provide a written report to the Title IX Coordinator setting forth her/his findings of fact and an opinion as to whether a Prohibited Act occurred. The investigator will use the preponderance of the evidence standard when making findings of fact and determining whether a Prohibited Act occurred. A "preponderance of the evidence" means that a particular finding is more likely than not (i.e., is supported by the greater weight of the credible evidence).

When weighing the evidence in a sexual misconduct matter, the investigator shall not take into account evidence regarding the complainant's previous sexual behavior with persons other than
the respondent if such evidence is presented for the purpose of disparaging the complainant's character or suggesting that it is more likely than not that the complainant would have consented to the act(s) at issue.

Adjudication Procedures

Upon receipt of the investigator's report, the Title IX Coordinator will meet with the College's Title IX Team, which will review the report and determine whether to adopt the findings of the investigator. (See Section 0 "Title IX Team" on page 29 of this Policy for further information on the Title IX Team.) Any member of the Title IX Team having a conflict of interest with respect to any party to the complaint that might cause a reasonable person to question her/his objectivity shall recuse her/himself from the adjudication of the particular matter.

Neither the parties nor their advisors are entitled to be present during the meetings of the Title IX Team.

The Title IX Team will conclude that a Prohibited Act occurred only if it finds that such a conclusion is supported by a preponderance of the evidence.

In the event the Title IX Team concludes that a Prohibited Act occurred, it will determine the appropriate responsive action to be taken, which may include remedies and/or accommodations to the victim, remedies to the College community and sanctions for the person found in violation. Remedies to the victim may include, but are not limited to: continuation of interim measures, issuance of no-contact orders, allowing a student to withdraw from or retake a class without penalty, providing access to tutoring and providing access to counseling. Remedies to the College community may include, but are not limited to: training and educational programs, and implementation of additional safety or security measures. Sanctions against the respondent may include, but are not limited to: no-contact orders, suspension, expulsion, demotion and termination of employment, as applicable.

If the victim wishes, an appropriate responsive action may be mediation between the parties, facilitated by the College. However, mediation is not appropriate and will not be used if there has been a finding of that a sexual assault occurred.

The Title IX Coordinator shall provide simultaneous written notice to the complainant and respondent of its conclusions and responsive actions, options and procedures for appeal, any changes to the result and when such results become final. For purposes of this Policy, "simultaneous" shall mean as close together in time as reasonably possible without requiring the complainant and respondent to be physically present in the same place at the same time.

The College will not require a party to abide by any nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the adjudication.

Appeal Procedures

Either the complainant or respondent may appeal the Title IX Team's conclusions, sanctions or other responsive actions to the President of the College in writing within five (5) business days of receiving written notice of those conclusions and responsive actions from the Title IX Coordinator. However, an appeal may only be made on the following grounds:
• That a member of the Title IX Team had a conflict of interest that should have precluded him/her from participating in the adjudication.
• That additional relevant information has become available that was not considered by the investigator and/or Title IX Team.
• That the investigation and/or adjudication procedures set forth in this Policy were not followed by the investigator and/or Title IX Team.

Upon receipt of an appeal, the President of the College will either reject or accept the appeal within five (5) business days. The President of the College will use the preponderance of the evidence standard when considering the appeal.

Any rejection of an appeal by the President of the College shall be final.

In the event the President of the College accepts the appeal, s/he shall send the matter back to the Title IX Team with one of the following instructions: 1) that a member or members of the Title IX Team recuse her/himself; 2) that the Title IX Team send the matter back to the investigator for consideration of additional evidence; or 3) that the Title IX Team and/or investigator comply with the investigation and/or adjudication procedures set forth in this Policy, specifying what procedures have not been properly followed, and reconsider the matter using the proper procedures.

**Timeframe**

The College will strive to resolve any matter falling under this Policy within sixty (60) days of receiving notice of a Prohibited Act, including investigation, adjudication and appeal.

**OPTIONS FOR ASSISTANCE**

A. **Options for Assistance Following a Sexual Assault or Other Prohibited Act**

The College is committed to providing assistance to any member of the College community who is a victim of sexual misconduct or other Prohibited Act.

**What to Do If You Are the Victim of Sexual Assault**

In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it be the victim’s home, a friend’s home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and strongly recommended for the victim to receive a forensic examination.

DNA evidence is an integral part of a law enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of any biological material left on the victim’s body. Victims should make every effort to save anything that might contain the perpetrator’s DNA and should not:

• Bathe or shower;
• Use the restroom;
• Change clothes;
• Comb hair;
• Clean up the crime scene; or
• Move anything the perpetrator may have touched.
Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

**Resources for Immediate Assistance**

The resources below are available to anyone who has been the victim of sexual assault or any other Prohibited Act.

**Title IX Coordinator**

At the College, the Title IX Coordinator, Jennifer Carlock, can be contacted at (309) 655-7100 at any time to assist a victim in connecting with trained advocates and counselors who can provide an immediate response in a crisis situation, regardless of whether the victim wishes to make an official report or participate in the institutional disciplinary or criminal process.

The Title IX Coordinator can also provide assistance in contacting law enforcement, should the victim wish to do so. The victim has the right to decline to report to law enforcement. (See Section 0 "Reporting and Confidentiality" on page 21 of this Policy for further information.)

And, the Title IX Coordinator can provide information to the victim about obtaining a no-contact order against the perpetrator, issued by a court. This option is available to the victim regardless of whether s/he wishes to make a formal complaint with the College or report the matter to law enforcement.

**Employee Assistance Program (Available to Students Also)**

The College's free and confidential Employee Assistance Program is available to both students and employees 24 hours per day, 7 days per week. This program provides individuals with the services of licensed professionals, including counselors and legal consultants, at no charge to the victim.

- OSF HealthCare Employee Assistance Program
  800-433-7916

**Off-Campus Advocates and Counselors**

Immediate confidential assistance from off-campus advocates and counselors can be obtained from the following resources:

- Center for Prevention of Abuse (sexual assault resources)
  720 Joan Court, Peoria, IL
  (309) 691-0551
  [www.centerforpreventionofabuse.org](http://www.centerforpreventionofabuse.org)

- Sexual Assault Center for Prevention of Abuse – 24 Hour Hotline
  (309) 691-4111 or (1-800) 559-SAFE
Law Enforcement

Regardless of whether a victim of sex-based harassment, sexual assault, sexual exploitation, domestic or dating violence or stalking wishes to make a report to the College, the option to report to local law enforcement is always available. Assistance can be obtained from law enforcement as follows:

- Peoria Police Department
  Emergency: 911
  Non-Emergency: (309) 673-4521
  600 SW Adams Street
  Peoria, IL 61602
  www.peoriagov.org/peoria-police-department/

Medical Care

Immediate medical care for treatment of injuries, preventative treatment for sexually-transmitted diseases and other health care services can be obtained from the following resources:

- OSF Saint Francis Medical Center Emergency Department
  (309) 655-2000
  1306 N. Berkley Avenue
  Peoria, IL 61603
  www.osfsaintfrancis.org/services/EmergencyServices/

- Unity Point Methodist Emergency Department
  (309) 672-5522
  Hamilton Boulevard and NE Crescent Avenue
  Peoria, IL 61636
  www.unitypoint.org/peoria/services-emergency-department.aspx

Both of these providers have trained Sexual Assault Nurse Examiners available to perform a rape kit in order to preserve evidence of a sexual assault. A victim of sexual assault does not need to make an immediate decision as to whether to seek criminal charges against a perpetrator; however, having a rape kit performed allows the victim the ability to preserve evidence should the victim choose to pursue criminal charges immediately or in the future.

Resources for Ongoing Assistance

The resources below are available to anyone who has been the victim of sexual assault or any other Prohibited Act.
Title IX Coordinator

At the College, the Title IX Coordinator, Jennifer Carlock, can be contacted by phone at (309) 655-7100 or by email at Jennifer.m.carlock@osfhealthcare.org to help a victim of a Prohibited Act connect with trained advocates and counselors who can provide ongoing assistance, regardless of whether the victim wishes to make an official report or participate in the institutional disciplinary or criminal process. (See Section 0 "Reporting and Confidentiality" on page 21 of this Policy for further information.)

Employee Assistance Program (Available to Students Also)

Ongoing counseling and other assistance can also be obtained on-campus by contacting the College's Employee Assistance Program, which is a confidential resource available to both students and employees, at 1-800-433-7916.

Off-Campus Advocates and Counselors

Ongoing confidential assistance from off-campus advocates and counselors can also be obtained from the following resources:

- Center for Prevention of Abuse (sexual assault resources)
  (309) 691-0551
  720 Joan Court, Peoria, IL
  www.centerforpreventionofabuse.org

- Agape Counseling
  2001 West Willow Knolls Drive, Peoria, IL 61614
  (309) 692-4433
  www.agapecounselors.net

- Illinois Coalition Against Domestic Violence
  Illinois Domestic Violence Hotline: 877-863-6338
  National Domestic Violence Hotline: 800-799-7233/TTY 800-787-3224
  www.iladv.org

- Illinois Coalition Against Sexual Assault
  www.icasa.org
  National Sexual Assault Hotline: 800-656-HOPE (4673)

- Illinois Domestic Violence Help Line
  (877) 863-6338

- Rape, Abuse and Incest National Network (RAINN)
  (800) 656-HOPE
  www.rainn.org
A. **Talking about What Happened**

The College encourages victims of sexual assault and other Prohibited Acts to talk to somebody in order to can get the support they need, and so the College can respond appropriately.

This Policy is intended to make the College community aware of the various reporting and confidential disclosure options available – so individuals can make informed choices about where to turn should they become a victim of a Prohibited Act. The College encourages victims to talk to someone identified in one or more of these groups.

**The Options**

**Privileged and Confidential Communications**

Victims who wish to speak with someone in confidence without triggering an investigation by the College have several options.

**Professional Counselors**

Professional, licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) will not report any information about an incident to the College without a victim’s permission.

Following is the contact information for these individuals provided by the College at no charge to the victim:

- OSF HealthCare Employee Assistance Program
  (800) 433-7916
  (This service is available to students as well as employees of the College.)

**Off-Campus Counselors and Advocates**

Off-campus counselors, advocates and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

Following is contact information for such off-campus resources:

- Center for Prevention of Abuse (sexual assault resources)
  (309) 691-0551
  720 Joan Court, Peoria, IL
  [www.centerforpreventionofabuse.org](http://www.centerforpreventionofabuse.org)

- Agape Counseling
  2001 West Willow Knolls Drive, Peoria, IL 61614
  (309) 692-4433
  [www.agapecounselors.net](http://www.agapecounselors.net)
• Illinois Coalition Against Domestic Violence  
  Illinois Domestic Violence Hotline: 877-863-6338  
  National Domestic Violence Hotline: 800-799-7233/TTY 800-787-3224  
  www.ilcadv.org

• Illinois Coalition Against Sexual Assault  
  www.icasa.org  
  National Sexual Assault Hotline: 800-656-HOPE (4673)

• Illinois Domestic Violence Help Line  
  (877) 863-6338

• Rape, Abuse and Incest National Network (RAINN)  
  (800) 656-HOPE  
  www.rainn.org

Exceptions to Confidentiality

While professional and non-professional counselors and advocates may maintain a victim’s confidentiality with respect to the College, they may have reporting or other obligations under state law. Examples of such instances under Illinois law include the following:

• Physicians, nurses and/or medical facility administrators are required to notify local law enforcement when an individual who is not accompanied by a law enforcement official requests treatment at a medical facility and reasonably appears to be the victim of a crime; and

• Physicians, clinical psychologists, and other qualified examiners must report to the Illinois Department of Human Services any person who is determined to pose a clear and present danger to himself, herself or others. Other categories of individuals, including therapists, are legally permitted to disclose information when they determine such disclosure to be necessary in order to protect against an imminent risk of injury to self or others. Such disclosure may include disclosure to law enforcement.

Communications Which Are Not Privileged or Confidential

Reporting to a College Employee

When a victim tells a College employee about a Prohibited Act, the victim can expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A College employee must report to the Title IX Coordinator all relevant details about the incident shared by the victim that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a College employee will be shared only with people responsible for handling the College’s response to the report. A College employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.
Before a victim reveals any information to a College employee, the employee should try to ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the College employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the victim’s request for confidentiality.

College employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the College to fully investigate an incident. By the same token, College employees will not pressure a victim to make a full report if the victim is not ready or does not wish to do so.

**Requesting Confidentiality from the College**

If a victim discloses an incident to a College employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College, through the Title IX Coordinator, must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim. (For further information on how the decision to investigate is made, see Section 0 "Investigation Procedures" on page 14 of this Policy.)

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim’s request for confidentiality in order to provide a safe, non-discriminatory environment for all students. The College's Title IX Coordinator will evaluate requests for confidentiality once an employee is on notice of alleged Prohibited Act. When weighing a victim’s request for confidentiality or request that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of misconduct or violence, such as:

- whether there have been other complaints about the same alleged perpetrator
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others
- whether sexual violence was committed by multiple perpetrators;
- whether sexual or other violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and
- whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim’s request for confidentiality.

If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College’s response. The College will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to do so.

If the College determines that it can respect a victim’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

**Miscellaneous**

**Take Back the Night and Other Public Awareness Events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, reveal the need for campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.

**Clergy Act Reporting**

Certain campus officials have a duty to report sexual misconduct and certain other Prohibited Acts for federal statistical reporting purposes under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). All personally-identifiable information is kept confidential – neither the identity of the victim or offender are ever revealed in the College's annual Campus Security Report – but statistical information regarding the type, date and general location of the incident (i.e., on-campus, off-campus, etc.) may be published. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

**Emergency Notifications and Timely Warnings**

Victims of sexual misconduct and certain other Prohibited Acts should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. When it has been determined that a crime creates a threat of continuing danger to the campus community, a crime alert will be posted throughout the campus, and an e-mail will be sent to the campus community. Kevin Stephens, Assistant Dean Support Services, will be responsible for issuing the timely warnings.
TITLE IX COORDINATOR

A. Role of the Title IX Coordinator

Pursuant to federal law, the College’s Title IX Coordinator has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault and sexual exploitation, can be a form of sex discrimination under Title IX, as can domestic or dating violence or stalking. The Title IX coordinator oversees the College’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

A member of the College community should contact the Title IX Coordinator in order to:

- Seek information or training about individuals’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including Prohibited Acts;
- File a complaint or make a report of sex discrimination, including Prohibited Acts;
- Notify the College of an incident or policy or procedure that may raise potential Title IX concerns;
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including Prohibited Acts; and
- Ask questions about the College’s policies and procedures related to sex discrimination, including this Policy.

Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator’s functions and responsibilities include the following:

Training for Students and Employees

The Title IX Coordinator provides or facilitates ongoing training, consultation and technical assistance on Title IX for all students and employees, including:

- Regular training for employees outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate College officials and the extent to which counselors and advocates may keep a report confidential; and
- Regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include: what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to employees, campus and local law enforcement, and confidential reporting to

counselors or advocates), the grievance procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator and Title IX’s protections against retaliation.

Investigations

The College is responsible for conducting adequate, reliable and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- Determining whether the report or complaint alleges conduct that may, upon investigation, constitute a Prohibited Act;
- Appointing an investigative team upon such determination;
- Making certain that individual reports and complaints are handled properly and in a prompt and timely manner;
- Informing all parties regarding the grievance process;
- Confirming that all parties have been notified of grievance decisions and of the right to, and procedures for, appeal, if applicable;
- Maintaining information and documentation related to the investigation in a secure manner; and
- Monitoring compliance with timeframes specified in the grievance procedures.

The Title IX Coordinator also evaluates requests for confidentiality by those who report or complain about a Prohibited Act in the context of the College’s responsibility to provide a safe and nondiscriminatory environment for all students.

Remedies, Including Interim Measures

Upon learning of a report or complaint of a Prohibited Act, the Title IX Coordinator will promptly take steps to ensure the complainant’s equal access to the College’s programs and activities and to protect the complainant, as necessary. Such steps include taking interim measures before the final outcome of any investigation, providing remedial measures after the final outcome of investigation and making the complainant aware of all available resources, including victim advocacy, academic support, counseling, disability services, health and mental health services, and legal assistance.

Upon a finding that a Prohibited Act occurred, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College’s policies, increased monitoring, supervision or security at specific locations, and increased education and prevention efforts.

If the Title IX Team finds that an individual engaged in a Prohibited Act, the Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the College’s interim and long-term measures taken in response to the sexual misconduct, are reasonably calculated to stop the sexual misconduct and prevent its recurrence.
Monitoring and Advising

In order to address sexual misconduct on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

- Coordinates campus climate surveys;
- Analyzes data collected by any climate surveys to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors; knowledge of the College’s sexual misconduct policies, procedures and resources and the consequences of violating such policies; and the effectiveness of the College’s efforts to ensure that the College is free from sexual misconduct;
- Reviews regularly all reports and complaints raising potential Title IX issues throughout the College to ensure that the College responded consistent with its Title IX obligations, even if the report or complaint was initially filed or raised with another individual;
- Reviews regularly all reports and complaints raising potential Title IX issues throughout the College to identify and address any patterns;
- Reviews regularly the College’s policies and procedures to ensure that they comply with the requirements of Title IX;
- Organizes and maintains files related to grievances, reports, complaints and other records of potential sex discrimination, including sexual misconduct, in a secure manner;
- Assesses regularly the College’s compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual misconduct, and recommends modifications where appropriate;
- Consults regularly with the President of the College and campus stakeholders to promote campus-wide awareness and discussion of Title IX-related issues, and develop and implement any modifications of policies and procedures to prevent and eliminate sex discrimination, including sexual misconduct; and
- Ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

Title IX Team

The College’s Title IX Team includes:

- Jennifer Carlock is the College’s Title IX Coordinator and can be reached in person at 511 NE Greenleaf St. Peoria, IL Room 112, by telephone at (309) 655-7100 or by email at Jennifer.m.carlock@osfhealthcare.org.
- Sue Brown is a member of the College’s Title IX Team and can be reached in person at 511 NE Greenleaf St., Peoria, IL, Room 606, by telephone at (309) 655-2206 or by email at sue.c.brown@osfhealthcare.org.
- Kimberly Mitchell is a member of the College’s Title IX Team and can be reached in person at 511 NE Greenleaf St, Peoria, IL, Room 607, by telephone at (309) 655-2230 or by email at kim.a.mitchell@osfhealthcare.org.
- Kevin Stephens is a member of the College’s Title IX Team and can be reached in person at 511 NE Greenleaf St., Peoria, IL, Room 622, by telephone at (309) 655-2291 or by email at kevin.n.stephens@osfhealthcare.org.
Robin Strange is a member of the College’s Title IX Team and can be reached in person at 511 NE Greenleaf St., Peoria, IL, Room 603, by telephone at (309) 655-2221 or by email at robin.l.strange@osfhealthcare.org.

The Title IX Team is responsible for adjudicating complaints of Prohibited Acts. The Title IX Team will receive annual sexual violence training, including training on how to conduct investigations, protect the safety of victims and promote accountability.

Conflicts of Interest

In the event that the incident, policy or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX Team, students may contact any other member of the team or notify the President of the College, Dr. Patricia Stockert at (309) 655-4124.

PREVENTION, EDUCATION AND TRAINING

The College is committed to providing prevention training and education to its community, including training on this Policy. The Title IX Coordinator shall ensure that training or educational programs are available to students and employees on an at least yearly basis on the topics of sexual harassment, sexual assault, domestic / dating violence and/or stalking. The Title IX Coordinator shall also ensure that the Title IX Team and all employees receive adequate training on issues related to sexual harassment, sexual assault, domestic / dating violence and stalking, as well as on this Policy.

ADMINISTRATIVE CONTACTS

While the College strives to be able to resolve any complaints of Prohibited Acts within the organization, the College acknowledges the right of an aggrieved person to contact federal or state entities for purposes of discussing and potentially filing a formal complaint.

An aggrieved individual may file a charge of sexual harassment with the Illinois Department of Human Rights and/or the Federal Equal Employment Opportunity Commission.

Illinois Department of Human Rights
222 South College
Floor 1
Springfield, IL 62704
(217) 785-5100

Illinois Human Rights Commission
State of Illinois
100 W. Randolph Street
James R. Thompson Center
Suite 5-100
Chicago, IL 60601
Telephone: (312) 814-6269
An aggrieved person may also file a complaint with the Office for Civil Rights under the U.S. Department of Education (the "OCR"). The OCR office for Illinois is located at:

Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

Telephone: (312) 730-1560
FAX: (312) 730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

Or, an aggrieved person may contact the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice at http://www.justice.gov/crt/complaint/#three