Saint Francis Medical Center
College of Nursing

Student Handbook 2026-2027

"A Tradition of Excellence in Nursing Education"

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Peoria, IL 61603
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SAINT FRANCIS MEDICAL CENTER COLLEGE OF NURSING

Peoria, Illinois

The Student Handbook is published for the information and use of the Saint Francis Medical Center College of Nursing Community. 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 College will provide a paper copy of the Student Handbook upon request. Awareness of all College policies and regulations affecting academic and campus 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 student.

August, 2026

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 Baccalaureate of Science in Nursing, Master of Science in Nursing, and Doctor of Nursing Practice programs from the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, phone: (800) 621-7440. The baccalaureate degree in nursing, master's degree in nursing, Doctor of Nursing Practice, and post-graduate APRN certificate at Saint Francis Medical Center College of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

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SFMC Academic Calendar 2026 to 2030

STUDENT CALENDAR	2026-2027	2027-2028	2028-2029	2029-2030
FALL SEMESTER				
New Student Orientation & Boot Camp	August 19-20	August 18-19	August 23-24	August 22-23
Classes Begin	August 24	August 23	August 28	August 27
Opening Mass	August 31	August 30	September 11	September 10
Last day to add/drop 1st 7.5-week courses	August 28	August 27	September 1	August 31
Last day to add/drop 15-week courses	September 2	September 1	September 6	September 5
Labor Day – college closed	September 7	September 6	September 4	September 3
White Coat				
Last day to withdraw 1st 7.5-week Courses	September 23	September 22	September 27	September 26
1st 7.5-week Classes End	October 13	October 12	October 17	October 16
1st 7.5-week courses final grades due in SONIS by 8:00 a.m.	October 16	October 15	October 20	October 19
2nd 7.5-week courses start	October 14	October 13	October 18	October 17
Last day to add/drop 2nd 7.5-week courses	October 19	October 18	October 23	October 22
Last day to withdraw 15-week courses	October 30	October 29	November 3	November 2
Spring and Summer Registration	October 19 – November 2	October 18 – November 1	October 23 – November 6	October 22 – November 5
Last day to withdraw 2nd 7.5-week course	November 13	November 12	November 17	November 16
Fall Break – no classes	Nov 23-25	Nov 22-24	Nov 20-22	Nov 19-21
Thanksgiving Day – college closed	Nov 26	Nov 25	Nov 23	Nov 22
Black Friday – campus closed	Nov 27	Nov 26	Nov 24	Nov 23
Classes End	December 4	December 3	December 8	December 7
Final Examinations	December 7-11	December 6-10	December 11-15	December 10-14
Fall Commencement	December12	December11	December16	December15
Winter Break – no classes	December 21-January 8	December 20 – January 7	December 18 – January 15	December 14 – January 11
Christmas Holiday– campus closed	December 24-25	December 23-24 (observed)*	December 25-26 (observed)*	December 24-25

STUDENT CALENDAR	2026-2027	2027-2028	2028-2029	2029-2030
SPRING SEMESTER				
New Student Orientation & Boot Camp	January 6-7	January 5-6	January 10-11	January 9-10
Classes Begin	January 11	January 10	January 16	January 14
Opening Mass SFMC	January 25	January 24	January 22	January 28
Last day to add/drop 1st 7.5-week courses	January 15	January 14	January 22	January 18
Martin Luther King, Jr. Day – campus closed	January 18	January 17	January 15	January 21
White Coat Ceremony				
Last Day to add/drop 15-week courses	January 20	January 19	January 25	January 23
Last day to withdraw 1st 7.5-week Courses	February 10	February 9	February 15	February 13
1st 7.5-week Classes End	March 2	February 29	March 13	March 12
2nd 7.5-week courses start	March 3	March 1	March 14	March 13
Last day to add/drop 2nd 7.5-week courses	March 15	March 13	March 19	March 18
Last day to withdraw 15-week courses	March 25	March 24	March 29	March 29
Fall Registration	3/29-4/09	3/27-4/07	3/26-4/06	3/25-4/05
Last day to withdraw 2nd 7.5-week course	April 9	April 7	April 13	April 12
Spring Break - no classes	March 8-12	March 6-10	March 5-9	March 4-8
Good Friday – campus closed	March 26	April 14	March 30	April 19
Classes End	April 23	April 21	April 27	April 26
Final Examinations	April 26-30	April 24-28	April 30-May 4	April 29-May 3
Spring Commencement	May 15	April 29	May 5	May 4

STUDENT CALENDAR	2026-2027	2027-2028	2028-2029	2029-2030
SUMMER SESSION				
Classes Begin	May 10	May 8	May 14	May 13
Last day to add/drop	May 17	May 15	May 21	May 20
Memorial Day – college closed	May 31	May 29	May 28	May 27
Independence Day – college closed	July 5	July 4	July 4	July 4
Juneteenth – campus closed	June 19	June 19	June 19	June 19
Last Day to Withdraw	June 25	June 23	June 29	June 28
Classes End	July 16	July 14	July 20	July 19
Final Examinations	July 19-23	July 17-21	July 23-27	July 22-26

MISSION

In the Spirit of Christ and the example of Francis of Assisi, the Mission of Saint Francis Medical Center College of Nursing, a private single purpose Catholic college, is to provide excellent nursing education that fosters the learner's holistic development in an environment that encourages open inquiry and lifelong learning while serving all persons with the greatest care and love.

VISION

Through God's providence, leading our community in the art and science of nursing through excellence in education, practice, and service.

PHILOSOPHY

The philosophy of Saint Francis Medical Center College of Nursing, developed by the faculty, is congruent with the philosophy and Mission of the Sisters of the Third Order of St. Francis. It is also influenced by Catholic philosophy and the ideals of St. Francis of Assisi.

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 and values of The Sisters of the Third Order of Saint Francis provide the basis for the philosophy and values of Saint Francis Medical Center College of Nursing. The values are 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 permeate all aspects of the College.

1. **Lifelong Learning** – An interactive, learner-centered process in which critical thinking and inquiry skills are developed and lead to a lifelong commitment to discovering and disseminating new knowledge.
2. **Compassion** – A caring response to the holistic needs of the people we serve.
3. **Leadership** - Developing skills and talents through innovation, agility, and collaboration to meet the healthcare and education needs of the community.
4. **Justice** – Respecting the personal worth and dignity of each person as an individual.

5. **Trust** – Open and honest communications, actions, and behaviors that foster trusting relationships among mission partners, students, and those served.
6. **Integrity** – Upholding the Catholic ethical principles; Catholic social, emotional and intellectual teachings; and professional codes of conduct and ethical standards in education and practice.
7. **Accountability** – The obligation to provide quality and evidence-based education and care while being responsible for outcomes and good stewards of resources.
8. **Supportive Work and Learning Environment** - Creating an atmosphere that provides support, encouragement and nurturing for the physical, emotional, mental, and spiritual health of the college community.

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.

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 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 sub concepts.

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 sub concepts 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.

Sub concepts, 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 <u>individual</u> 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, 20)

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 caregiver, 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 blasé …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)

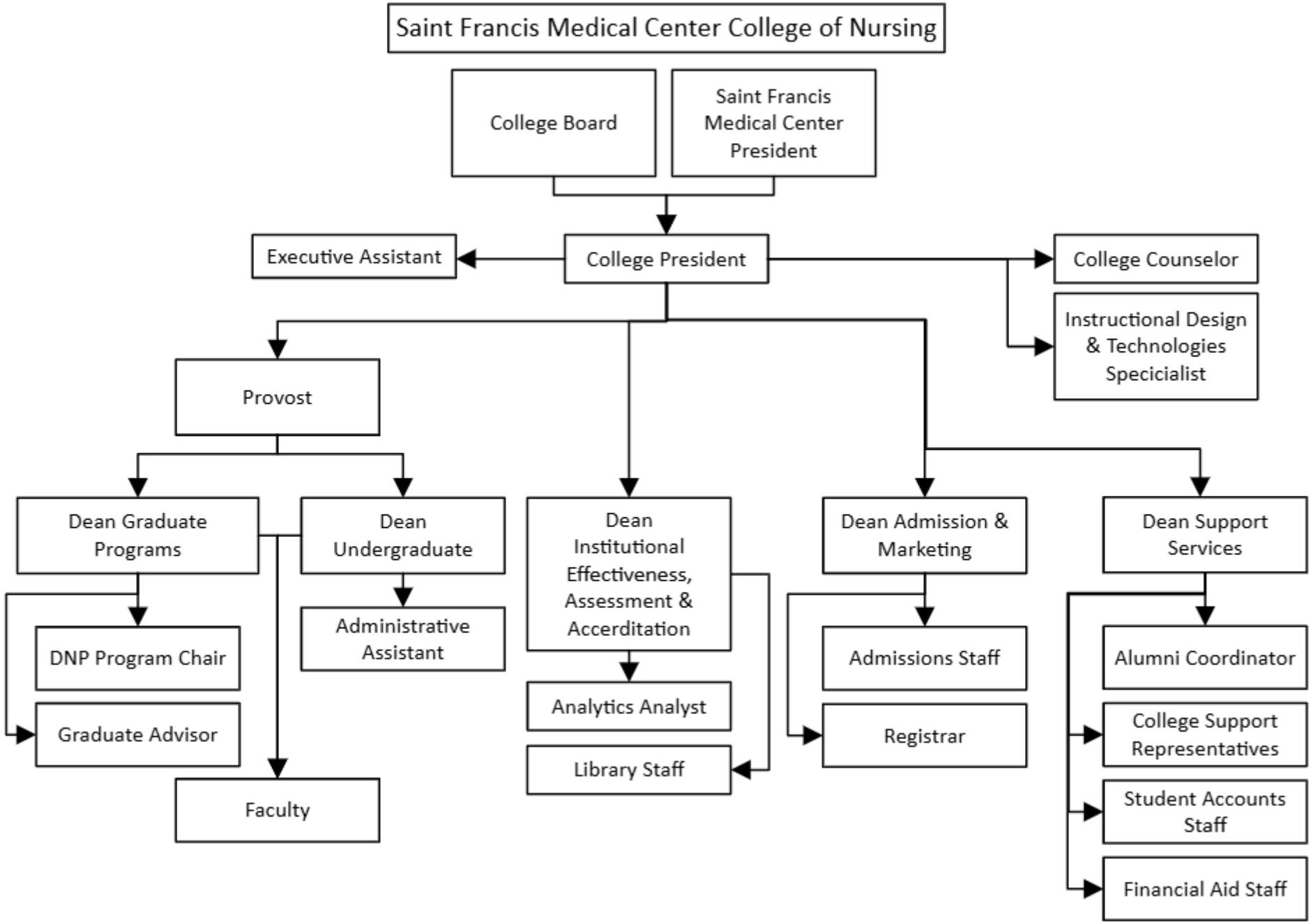
- Facilitating the development of time-management and teamwork skills in response to societal and workplace expectations;
- Developing partnerships with students, faculty, and employers to provide graduates with the knowledge, skills and experience they need to lead successful professional lives.

Dewey, J. ([1910], 1991). *How we think*. Amherst, NY: Prometheus Books. Dewey, J. (1916). *Democracy and education*. New York: Macmillan Company. Dewey, J. (1947). *Experience and education*. New York: Macmillan Company.
Kolb, D.A., (1984). *Experiential Learning, Prentice-Hall Inc.*, Englewood Cliffs, N.J.
McCombs, B. and Whistler, J.S. (1997). The Learner-Centered Classroom and School: Strategies for Increasing Student Motivation and Achievement. San Francisco: Josey- Bass Publishers.
Pender, N., Murdaugh, C., & Parsons, M.A. (2006). *Health promotion in nursing practice.* (5th ed) Upper

Saddle River, NJ: Prentice Hall

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

Approved Curriculum Committee 4/2008
Approved College Senate 5/2008 Approved
College Board 6/2008
Approved OSF Healthcare System Board of Directors 7/2012


Saint Francis Medical Center College of Nursing
College Board
Saint Francis Medical Center President
Executive Assistant
College President
College Counselor
Instructional Design & Technologies Specicialist
Provost
Dean Graduate Programs
Dean Undergraduate
Dean Institutional Effectiveness, Assessment & Accerditation
Dean Admission & Marketing
Dean Support Services
DNP Program Chair
Graduate Advisor
Administrative Assistant
Faculty
Analytics Analyst
Library Staff
Admissions Staff
Registrar
Alumni Coordinator
College Support Representatives
Student Accounts Staff
Financial Aid Staff

NURSING

Active learning is an integral part of nursing education and helps to promote critical thinking. Students are required to take a learning strategies course their first semester at the College that will build upon their individual learning style. The nursing courses in the first semester of the junior year introduce the interrelated concepts of nursing, person, health, society, and environment. Nursing, caring, communication skills and teaching-learning principles are introduced as the basis for effective implementation of the nursing process throughout the curriculum. Students discuss cultural and spiritual beliefs and practices that foster the view of each individual as a holistic being. Focusing on the person as a member of society, the student assesses the individual's physical, emotional, social, cultural, intellectual, and spiritual needs. The student is introduced to professional standards and nursing theory models as they relate to nursing practice.

The student studies concepts of nursing care related to the promotion and maintenance of patient health and begins to use the nursing process in the clinical setting in predictable situations. Psychomotor skills basic to the delivery of nursing care and the use of the nursing process are developed. The student recognizes methods of problem solving which requires intellectual inquiry and critical thinking. The roles and characteristics of the professional nurse, with emphasis on the roles of caregiver and educator, are discussed.

Drug classifications with related actions, effects, and interactions are studied as well as the roles and responsibilities of the professional nurse in drug therapy. Students apply knowledge of physiological needs to the study of health-related alterations. Students clarify their own values, begin to assume the characteristics of a professional nurse, and accept responsibility for learning by meeting the course outcome.

In the nursing courses in the second semester of the junior year and the first semester of the senior year, students focus on the body of nursing knowledge necessary for the use of the nursing process with patients in states of wellness or illness to facilitate the promotion, maintenance, restoration, or rehabilitation of health. The student continues to promote and maintain health, synthesizing previous learning with current courses. The student cares for families across the lifespan, focusing on women’s health, mental health, older adults, and children and adults in acute care settings.

Nurse-patient interactions occur primarily in predictable situations; however, the student recognizes the potential for change and initiates immediate nursing actions in unpredictable situations. The student assists the patient in meeting physical, emotional, social, cultural, intellectual, and spiritual needs with specific course emphasis on higher level needs. Integrated throughout these semesters are the nursing responsibilities associated with therapeutic interventions. The nursing process is used to facilitate patient’s adaptation to achieve optimal health. Caring relationships are developed with patients using communication skills and principles of teaching/learning. The student interacts with members of the health team in a variety of health settings including acute care settings, outpatient settings, and community settings. The student develops an understanding of the research process and uses evidence – based findings in exploring nursing care alternatives and in formulating the rationale for nursing diagnoses and interventions. The professional nursing roles actualized by the student in these semesters are mainly those of care giver, facilitator, and educator. Interactions with families and groups provide opportunities for the student to develop leadership skills. Ethical decision-making emphasizing the Judeo- Christian tenets and ethical issues related to health care are studied. The student integrates ethical, legal and accepted standards of professional nursing practice with his/her own values. Critical analysis and intellectual inquiry are fostered throughout the courses. The student participates in the selection of learning experiences to achieve course objectives.

In the nursing courses in the second semester of the senior year, the student implements the nursing process with individuals, families, or groups and populations in the community and acute care settings. The student cares for patients with complex health problems in primarily unpredictable situations or complex problems in the community setting.

Previous learning is synthesized with concepts of management in the nursing care of patients/groups with complex problems. Throughout this semester, the student has increased opportunities to use critical analysis and intellectual inquiry. Caring is expressed in interactions with patients, families, peers, the health care team and groups in the community. The student selects and uses appropriate services to assist people’s adaptation

within their environment. Leadership skills and principles of management are demonstrated in the delivery of health care and in collaboration with health care team members. The student evaluates and applies research findings to nursing practice. The professional roles assumed in this semester are care giver, advocate, educator, facilitator, leader, manager, collaborator, and researcher. Professional issues, perspectives, and nursing theories/models are studied in relation to their impact on nursing as a profession, the individual, and society. The commitment to professional growth and continued learning fostered throughout the curriculum is further enhanced by the student's participation in the selection and design of learning experiences, particularly in the independent study and elective courses.

ACADEMIC INFORMATION AND POLICIES

Academic Accommodations Policy. (493)
In compliance with Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), Saint Francis Medical Center College of Nursing does not discriminate on the basis of disability in the administration of its educational policies, programs or activities; admission policies and practices, student aid and other College administered programs or activities receiving federal funds or in the employment of its faculty and staff. Additionally, the College prohibits discrimination by others, including faculty, staff, students, partner agencies, contractors/agents/licensors, and/or visitors to its programs and facilities.

Section 504, states in part that, "no qualified individual with a disability in the United States as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" 29 USC 794.

"Individual with a disability" means person with a physical or mental health condition that substantially limits a major life activity. "Individual with a disability" also means an individual regarded as having a disability when s/he does not or who has a record of a disability. Disabilities may include but are not limited to attention deficit disorder and health, mental/psychological, physical, and sensory and learning disabilities. Major life activities include such things as: caring for one´s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

"Qualified individual with a disability" means an individual with a disability who meets the eligibility criteria established for acceptance and continued participation in the College's nursing program, including performance of the Core Performance Standards of the program, with or without reasonable accommodations.

"Basis of disability" means on the basis of a real or perceived disability or a record of a disability.

College Responsibilities
Saint Francis Medical Center College of Nursing is committed to making its programs accessible to all students. Through the Offices of the Academic Accommodation Coordinator, the College will work with students, staff and faculty to provide timely, equitable access to all aspects of the programs offered through the use of reasonable academic accommodations.

Additional assistance is available to students through the offices of the Academic Development Center 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 Academic Accommodations Coordinator 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 Academic Accommodation Coordinator.

- 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 Academic Accommodation Coordinator will provide students with Instructor Notification Forms for each class in which accommodations are granted to assist the student in this notification process.

- Obtain the Instructor Notification Form from the Academic Accommodation Coordinator Office and to notify the instructor the first week of the semester so that the instructor can assist the student with the needed accommodations. The faculty member will work with the Academic Accommodation Coordinator 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 Academic Accommodation Coordinator for questions or assistance.

Requesting Accommodations. The College requires students with disabilities who believe that they need special classroom/clinical accommodations to identify themselves to the Academic Accommodation Coordinator, as appropriate, and provide appropriate documentation of the disability and its impact on the student's ability to meet the Core Performance Standards. The President or his/her designee shall develop documentation guidelines to assist with this process and insure their availability to students or other individuals upon request.

Whether a student is a qualified individual with a disability is an individualized decision determined by a group of knowledgeable individuals, which may include the student and the student's medical providers if appropriate under the circumstances. Mitigating measures are not taken into consideration when the College determines whether a student is a qualified individual with a disability, other than those recognized by law, such as glasses. However, mitigating measures may be considered when determining whether requested accommodations are necessary or reasonable. Examples of mitigating measures include but are not limited to, medication or use of assistive technology.

Appeal. Students who disagree with the determination made in regard to requests for reasonable accommodations may appeal the determination to the President, whose decision shall be final. Any such appeal should be made in writing within five (5) business days of receipt of the decision of the Academic Accommodation Coordinator.

Faculty Notification. Students are required to notify the faculty of any accommodation approved through the consultative process discussed above. The student is to submit to the Academic Accommodation Coordinator the requested accommodation.

Nondiscrimination. No student shall be discriminated against for exercising his/her rights under this policy. Any individual who is aware of circumstances s/he believes is or may be discriminatory is encouraged to notify one of the College's Academic Accommodation Coordinators listed below or the President.

Academic Accommodation Coordinators:
- Sue Brown, PhD, DNP, RN, Dean, Undergraduate Program 309-655-2206 sue.c.brown@osfhealthcare.org
- Kevin Stephens, Dean, Support Services 309-655-2291 kevin.n.stephens@osfhealthcare.org

Any complaints received will be promptly investigated, consistent with the College's procedures for investigating discrimination complaints.

Prohibition Against Retaliation. Retaliation, coercion or threats against or the intimidation of any person who exercises his or her rights under this policy or for reporting or participating in the investigation of complaints of discrimination is strictly prohibited and should be reported as soon as practicable to the Academic Accommodation Coordinator or President. Individuals who knowingly and willfully file false reports or provide false information during an investigation, however, may be subject to disciplinary action, up to and including termination from the program or employment.

Revised and approved by A and P on 2-27-15
Approved College Senate 5/15/2015

Procedure

Notifying College of Disability and Request for Accommodations

1. Students should notify the Academic Accommodation Coordinator of disabilities for which they are asking for reasonable accommodations.
2. Students should submit acceptable documentation (See Documentation Guidelines) to the Academic Accommodation Coordinator at least two weeks prior to the start of the semester in which accommodations are being requested.
3. The Academic Accommodation Coordinator will review the documentation and if necessary, talk with the students regarding the request. The Academic Accommodation Coordinator reserves the right to determine which accommodation(s) are reasonable.
4. The Academic Accommodation Coordinator 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*.
6. Students who disagree with the Academic Accommodation Coordinator's decision may appeal the decision to the President within 14 days of receipt of written notification of the decision. The appeal should include the basis for the disagreement and the reasonable accommodations sought as a result of the appeal, as well as the written decision of the Academic Accommodation Coordinator.
7. The President shall review the record regarding the request for reasonable accommodations and may, as his/her sole discretion, request additional information from the student and/or the Academic Accommodation Coordinator. The President shall make best efforts to provide written notice of a decision on the appeal to the student and the Academic Accommodation Coordinator within 5 days of receipt of the appeal. The President may remand the matter back to the Academic Accommodation Coordinator and student for further discussion and consideration of information not previously reviewed.

Documentation Guidelines

Students must submit comprehensive documentation of their disability consisting of a diagnostic statement from a qualified professional 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 the disability with the Academic Accommodations Coordinator. 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 Academic Accommodations Coordinator to determine if the accommodation recommended is reasonable for the course. Any accommodations that 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.

<u>Learning Disabilities</u>

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), as well as any other treatments, should all be included in the psychological report.

Reports must be current 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 Academic Accommodations Coordinator 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), as 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 the Academic Accommodations Coordinator. 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.

Confidentiality

All documentation and information submitted to the Dean of the Undergraduate Program will be kept in a file in the Academic Accommodations Coordinator'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 Academic Accommodations Coordinator, 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.

Notifying Faculty of Accommodations

1. Upon receipt of the notification letter from the Academic Accommodations Coordinator, the student should contact the Dean to obtain the Instructor Notification Forms for each course.
2. It is the responsibility of the student to inform course instructors of needed and approved accommodations. 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. Accommodations are not required to be provided until such notification occurs.
3. Each semester that the student is enrolled, the student should contact the Academic Accommodations Coordinator to obtain Instructor Notification Forms for courses during the semester.

Renewal/Review of Need for Accommodations

Renewal

Accommodation approvals are required to be renewed for each semester that the student is enrolled if the student continues to seek reasonable accommodations for the programs/activities in which the student will be involved that semester. Documentation supporting an accommodation request that already is on file need not be resubmitted for renewal purposes. However, the Academic Accommodations Coordinator reserve the right to request supplemental or updated documentation as necessary to make an informed decision regarding renewal requests, e.g. whenever there is a requested change to an accommodation plan or alternate accommodations may be appropriate given a change in program or class expectations.

Review

The student's need for reasonable accommodations may be reviewed at any time if the student or faculty express concern that the accommodations granted are not effective or are no longer necessary. Any such review would involve a consultative process with the Academic Accommodations Coordinator and student and may also involve applicable faculty members or others knowledgeable of the student, disability or program, activity or service for which an accommodation revision is requested. A change in accommodations approved for the semester in which review is undertaken would not be made until such time as a review meeting is held and a decision made, including any decision on appeal if applicable. Should the semester expire before a final administrative decision is made, the review process will continue as appropriate in the context of a request for renewal or terminated on the basis of the question no longer being relevant.

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:

_____ _____

Sue Brown, PhD, RN Date

Dean, Undergraduate Program

Core Performance Standards (497)

Students admitted into the College of Nursing Program must be able to engage in the essential skills listed in the table below, with or without reasonable accommodations, throughout the period of their enrollment. These skills are essential requirements for this program and reflect what typically are deemed to be essential skills to support licensing and employment in the nursing profession. There may be other essential duties for some clinical agencies with which the College of Nursing partners, which will be disclosed to students at the time of their consideration for placement at those agencies or upon request.

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Patient Client needs/Problem Solving/Critical thinking ability sufficient for clinical judgment. Use verbal, nonverbal cues to identify patient/client needs/problems.	Identify cause-effect relationships in clinical situations. Develop and implement nursing care plans. Make judgments regarding appropriate interventions based on signs and symptoms.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, economic, religious, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues and other health care providers.
Communication	Communication proficiency at a competent level in English, both verbal and written, to include reading, writing, spelling, speaking and listening.	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.
Mobility	Physical abilities sufficient to provide safe and effective nursing care. Must be able to lift up to 60 pounds and carry objects weighing up to 20 pounds.	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
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; administer medications; position patients/clients.
Hearing	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.	Hear and respond to verbal communication and requests: respond to emergency signals, auscultatory sounds, percussion and auscultation, and hear cries for help.
Visual	Visual ability sufficient for observation, assessment and provision of nursing care.	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

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Tactile	Tactile ability sufficient for observation, assessment and provision of nursing care	Perform palpation and other functions of physical examination or those related to therapeutic intervention, e.g., insertion of a Foley catheter.
Other	Mental alertness sufficient to provide safe, effective nursing care.	Observe and respond to patients/clients and provide therapeutic interventions accurately and safely. Able to concentrate and remain on task to completion.

Adapted from the Southern Council on Collegiate Education in Nursing Guidelines with minor additions or changes
Revised A&P 1/16/2015, College Senate 5/21/2015, 5/21/2020

Academic Advisement/Plan of Study

Each student will be assigned an academic advisor. Registration for the first semester will occur after the student has met 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 a 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 plan of study can be obtained from the academic advisor. The Plan of Study form for undergraduate students can be found in Appendix A of the Student Handbook.

Classification of Students

Undergraduate Student Classification:
Students who have completed all of the required pre- nursing courses and are enrolled in the College pursuing a degree may be either part-time or full-time. Students carrying twelve or more semester hours are considered full-time. A student may enroll in a maximum of ten semester hours as a student-at-large.

Graduate Student Classification:
Unconditional acceptance is given to all applicants who meet all the admission criteria. Conditional acceptance is given to MSN applicants who do not meet all the admission criteria, such as applicants with less than a 2.8 GPA (and greater than a 2.5).

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 MSN student 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.

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 twelve semester hours as a student-at-large. All graduate students must be continuously enrolled either full-time or part-time each semester.
Graduate Committee Revised 3/29/2019 Senate Approved Changes 5/23/2019

Nondiscrimination Policy (404)

Saint Francis Medical Center College of Nursing conducts its program and implements policies on a non-discriminatory basis without regard to race, age, religion, sex, national origin, marital status**,** military service, status upon military discharge, disability, or any other classification protected by law.

The College admits qualified students without regard to national or ethnic origin, race, color, creed, sex, age, or other legally protected category applicable to the College.

The Board, administration, and faculty affirm that all students in a College of Nursing program must possess intellectual, physical, ethical, emotional, and interpersonal capabilities necessary to complete that degree and to achieve the levels of competency required for safe professional nursing practice at that level. Disabled individuals who apply to Saint Francis Medical Center College of Nursing are considered on an individual basis and in compliance with state and federal laws. The College cherishes its right and duty to seek and retain individuals who will make a positive contribution to all aspects of the College Mission.

Credit Hours

The College of Nursing is on a semester system, which is fourteen (14) weeks in length with an examination period provided at the end of the semester. One credit hour is defined as one theory class hour per week for 14 weeks, plus a minimum of 2 additional hours per week in outside the classroom preparatory/study work. For undergraduate clinical/laboratory, one credit hour is defined as three clinical/laboratory hours per week for 14 weeks, plus 2 additional hours per week in outside the clinical/practicum preparatory/study work. For the graduate clinical/practicum, one credit hour represents four clinical/practicum hours per week for 14 weeks, plus 2 additional hours per week in outside the clinical/practicum preparatory/study work.

At the College of Nursing, a standard 3 credit theory course at the undergraduate levels meets for 3 hours per week, for 14 weeks. For courses that meet via distance education or are hybrid courses, a three theory credit hour will be determined by the assigned faculty member as an equivalent time commitment of three hours per week of planned learning experiences. In distance education courses, class time is considered time spent reading weekly required course materials posted by the course faculty, reading and posting in online discussions, or participating in synchronous sessions or live chats.

REGISTRATION

Course Registration Policy (320)

POLICY:
The College requires students to meet with their academic advisor prior to registration to ensure alignment with an academic plan which is successful. Advisors will remove the advising hold to allow the continuation of the online registration process.

New students must arrange to meet with their faculty advisor prior to registration in order to develop a Plan of Study. Without the assigned faculty advisor's approval, the students cannot submit their registration to the Registrar.

Students are responsible for registering on time and for the correct courses. Students may not attend classes without being properly registered and cannot receive credit for courses in which they are not registered. Students may not register or add individual courses retroactively.

Classes are held on a semester basis (August-December, January-May, and May-July). Students select and register for new classes each semester.

The Registrar will distribute a schedule of classes, registration dates and instructions before the registration period. The registration schedule is new each semester and found on the College website. All students will be notified of the registration period through their OSF e-mail. Each student is assigned a registration time within this period and may not

register before this time. Registration times are assigned on the basis of hours earned:

- Students continuing enrollment in the College of Nursing will pre-register for the following semester in accordance with the dates and procedure established for registration: March (for summer courses), April (for fall courses), and November (for spring courses).
- New students will be notified of these dates and will receive registration information and instructions via email.

Currently enrolled students and incoming Junior 1 students will have online access to register during the registration dates noted in the Class Schedule and Registration Guide.
The College of Nursing reserves the right to change or adjust clinical or lab schedules of students as needed.

Students will not be able to register if they have delinquent financial obligations to the College or financial aid programs.

Course registration after the registration deadline must be approved by the program dean. There is no guarantee of placement in classes if the registration occurs after the deadline date.

A late registration fee will be charged to students who do not register by the registration deadline dates.

Students may not enroll in a course unless the published prerequisites have been fulfilled. Registration in the course will be automatically blocked if the registration system does not find the prerequisite course on your student record.

Schedule adjustments (e.g., adding or dropping courses) may occur after the semester has begun, but only until the add/drop deadline date. The *Academic Calendar* publishes the deadline dates for enrollment adjustments. The College rigorously enforces these deadlines. Students are urged to consult with the academic advisor before adjusting their registration.

A student cannot pre-register for a course if currently enrolled in that course. A student must have withdrawn or failed a course prior to pre-registering for a previously enrolled course.

Graduate students will maintain on-going matriculation with the exception of 1 semester off for academic, health or personal reasons after a discussion with the Dean for Graduate Program. A leave of absence must be taken if 2 or more semesters are being requested off; see Leave of Absence for Students policy (436).

The Undergraduate Admission & Progression Committees reserve the right at any time to restrict a new or continuing student's enrollment, if the Committee feels to do so is in the student's best interest. Restrictions may include, but are not limited to, part-time enrollment or specific course enrollments. Notice of such restrictions will be sent to the student, student's advisor, Registrar, and the Dean for Support Services.

Students who fail to attend a class are not dropped from the course automatically. All students wishing to drop a course must obtain the necessary signatures on a Student Registration/Withdrawal Form and submit it to the Registrar's Office. Refer to Policy for Course Addition or Withdrawal, for more specific directions.

PROCEDURE:

Registration terms defined:

- *Prerequisite* - Indicates a course or placement test that students must have satisfactorily completed or received an appropriate score in before enrolling in the course. NOTE: Prerequisites are enforced at the time of registration for a course.
- *Co-requisite* - Indicates a course that students must have satisfactorily completed or be enrolled in at the same time as the listed course.
- *Requirement* - A mandatory criterion for enrollment in a course. For example, documentation of CPR certification might be a requirement for a course. NOTE: Requirements are enforced at any time before the semester begins or the start of the semester.
- *Recommendation* - Knowledge, skills, and the completion of courses and other requirements that may assist in a course, but are not required, are recommendations. For example, a particular student workbook might be a recommended text while enrolled in a specific nursing course.

- *Out-of-Sequence Student* – Failure to progress through the academic program plan in effect upon matriculation. Altered progression may be the result of a variety of causes including, but not limited to, student choice, course withdrawal, course failure, and a leave of absence.

Registration Procedure:

- Students will register online during the open registration period (deadline for each semester will be announced at least one month in advance of the registration deadline).
- Students must meet with their academic advisor prior to registration to ensure alignment with an academic plan which is successful. Advisors will remove the advising hold to allow the continuation of the online registration process.
- The Course Schedule will be published in advance of the registration period. This schedule indicates the classes being offered and their timeframes.
- The registration schedule will be published each semester on the SFMC CON website.
- Students will be notified of the registration period through their OSF e-mail. Each student is assigned a registration time within this period and may not register before this time. Registration times are assigned on the basis of hours earned.

Specific directions are found in each semester's Class Schedule and Registration Guide booklet. For questions about registration, please contact the Registrar's Office.

Course Placement:

The SFMC College of Nursing strives to provide quality learning opportunities for students while maintaining the established student-to- faculty ratio. Seats in classes and clinical sections are limited; therefore, students are assigned in the following rank order:

1. Full-time students progressing successfully
2. Part-time students and RNs progressing successfully
3. Students who withdrew passing. These students will be assigned to clinical slots in the order that their letter requesting to repeat the class is received.
4. Students who were successfully progressing in the program and took a leave of absence.
5. Students who failed a course or who withdrew failing and wish to retake the class.
6. Transfer students from another college of nursing.
7. Students applying for readmission to the College.
8. Students-at-large

If more than one student within the same category of the rank order seeks placement in a clinical course, (e.g., two part-time students and RNs progressing successfully), then the student's CON GPA would be the discerning factor in determining who would get assigned to the clinical course. The Students Called to Active Military Duty Policy will apply to students who must withdraw from the College due to orders for active military duty.

- The process for adding out-of-sequence or readmitted students is as follows:
- Students will be added to a course on a space available basis with the approval of the Dean. The Dean may consult with course faculty before the addition of students. Decisions will be based on the current size of the class, number of faculty in the course, classroom size, and/or clinical placements available.
- Out-of-sequence students may request wait-list placement in a course and submit fees associated with the registration as soon as final grades in a course are posted. Registration may only occur following the closure of the registration period for continuing and newly admitted students.
- In the event that the number of students requesting placement into a course exceeds space available, readmitted students will be added according to the order of dates on which the student was granted approval to return to college.
- Schedules and pre-bills will be made available to students through SONIS within two weeks after the close of registration. Final bills will be available after financial aid is confirmed.
- All previous bills must be paid in full prior to registering for the next semester. Late payment fees are applied. Students who fail to pay for their classes on-time may be dropped from their courses. There is no guarantee of enrollment if a student is dropped for non-payment. See Policy 317 for additional information.
- Students with registration holds are held to the same deadlines and penalties as all other students.
- Students returning from an approved LOA must meet with the appropriate Dean prior to registering for courses in order to review current curriculum.

Changes in Course Registration:

Any student that needs to adjust their registration after the close of the registration period may do so by completing a Student Registration/Withdrawal form and submit it to the Registrar.

The student who wishes to adjust their academic schedule is urged to consult with their academic advisor before adjusting their registration. Course registration changes are permitted without academic penalty during the first week of classes. Students should obtain an Add/Drop Form from the Registrar and secure the required signatures. Withdrawal from Graduate courses occurs through completion and submission of the online withdrawal form.

No courses may be added after the add/drop period. Courses dropped or withdrawn are subject to the Course Withdrawal Policy (433).

Auditing a Course Policy (430)

With permission of the faculty member and academic Dean, a student may register to audit the theory portion of any course pending space available. 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. Students who audit a course are expected to participate in courses activities, complete course assignments, and abide by college and course regulations. The student will not be permitted to take examinations. An auditing student may not attend test/examination review or participate during clinical. 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 regular tuition. To change from audit to credit or credit to audit, the student follows the Change in Registration Policy (431).

Reviewed by A & P Committee: 4/23/10, 9/26/2014, 11/21/2014, 2/26/2016, 9/7/2018

Student-at-Large (SAL) Policy (412)

SAL students are students who wish to take classes but are not pursuing a degree or post-graduate certificate at the College. Undergraduate students-at- large may earn credit for a maximum of ten hours of credit. Graduate students-at-large may enroll in a maximum of twelve semester hours as a SAL. All graduate students must be continuously enrolled either full-time or part-time each semester.

SAL status may not be used for enrollment of a student who does not meet admission criteria. It is not intended to serve as an alternative method of admission into the college. Similarly, it is not to be used as a vehicle for enrolling students who did not begin the application process early enough for admission to the college.

Acceptance as a SAL does not guarantee admission into a degree program. If a SAL later wishes to pursue degree seeking status at the College, the student must apply according to the undergraduate or graduate degree program admission process.

Students wishing to transfer course credits to another college or university are advised to verify transferability with the receiving school prior to taking a course.

SAL status does not alter the tuition and fees**.**

SAL students are not eligible for Title IV Financial Aid and SFMC scholarships through the college.

SAL students, who wish to become degree- or certificate-seeking students must complete the established application process for the degree or certificate. Courses taken as a SAL would be included in the GPA if the student decides to pursue a degree or certificate at the College. A maximum of 10 undergraduate and 12 graduate credits as a non-degree student may be applied to the program requirements.

SAL students 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 from any college may not take courses as a SAL.

Procedure
To enroll, students should complete the SAL application and pay the $50 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). Official transcripts documenting required prerequisites must be sent directly to the college.

Students taking clinical courses must complete the College of Nursing Health Requirements, show documentation of acceptable CPR certification, and complete the background check/fingerprinting, as outlined in the Catalog. Students holding SAL status are prohibited from enrollment in clinical courses.

SAL students must use the electronic tracking system, if applicable.

SAL students may register for classes based on availability and the course placement procedures within Course Registration policy (320). Priority registration is given to degree seeking students. SAL registration will be approved following the standard enrollment period if seats remain available

No advisor is assigned to SAL students.

Transfer of Credit Policy (403)
The course and credit evaluation will be the responsibility of the Dean of Admissions and Marketing, and the Registrar. 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 a course outline or syllabus. A personal interview may be requested. All policies in regard to admission, academic advisement, progression in the nursing major, and program completion apply to those seeking transfer of nursing credit.

Undergraduate:
Students desiring to transfer credit from another baccalaureate nursing program will be considered on an individual basis. Transfer of credits from an institution not holding a status of candidate or regional accreditation will be evaluated on an individual basis.

Official transcripts of credit earned at other colleges and universities must be submitted to the Dean of Admissions and Marketing for preliminary evaluation.

A written request for transfer credit evaluation, an official transcript, and the course syllabus for each course to be evaluated must be submitted to the program dean for evaluation to those seeking transfer of nursing credit.

Transfer credit for upper division nursing courses requires approval of the Dean of the Undergraduate Program in consultation with the appropriate course faculty and the Admissions and Progression Committee.

Transfer credit will be accepted for undergraduate course work in which a grade of a "C" or better has been earned and which meets program requirements.

Continuing education courses will not be considered for transfer.

Nursing courses under consideration for transfer credit must have been taken no more than five years prior to enrollment at Saint Francis Medical Center College of Nursing.

Credit for nursing courses taken more than five years prior to enrollment may request evaluation of equivalent knowledge, skills and attributes in a manner determined as appropriate by the academic Dean.

Requests for transfer credit after the student's matriculation at Saint Francis Medical Center College of Nursing.

The College requires any student earning a degree complete a minimum of 30 credit hours at the college of nursing.

Quarter hours submitted for transfer credit are converted to credit hours based on the following formula: one- quarter hour equals 2/3 of a semester hour unless stated otherwise in the transfer documents.

Graduate:
To request transfer of credit, the student should submit an official transcript showing the course title and grade and a catalog course description and course syllabus.

Students desiring to transfer credits from another graduate program will be considered on an individual basis. The graduate student may request up to 12 hours for transfer credit.

Transfer credit will be accepted for graduate coursework in which a grade of a "B" or better has been earned and which meets program requirements.

The maximum number of transfer and/or proficiency exam credits awarded may be restricted by the College residency requirements.

Any student who plans to enroll in a graduate course at another institution while enrolled in the Graduate Program at the College should discuss this plan with the Dean of the Graduate Program prior to enrollment.

The request for transfer of credit must be approved by the Dean of the Graduate Program.

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.

Only courses completed at the graduate level and that are comparable to courses offered by the Graduate Program at the College will be considered for transfer.

Continuing education courses will not be considered for transfer.

To be eligible for transfer credit, the student must have completed the course at a regionally accredited institution, achieved a grade of B or better, and completed the course within the last five years.

Credit for nursing courses taken more than five years prior to enrollment may request evaluation of equivalent knowledge, skills and attributes in a manner determined as appropriate by the academic Dean.
Requests for transfer credit after the student's matriculation at Saint Francis Medical Center College of Nursing are rarely accepted and will be subject to the approval of the appropriate program Dean.

Quarter hours submitted for transfer credits are converted to credit 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 transfer credits may still apply toward the degree or post graduate certificate.

Electronic Health Record (EHR) Policy (462)

All students registered for courses with a clinical/practicum component are required to complete an electronic health record (EHR) training session, if applicable to the course. 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/practicum 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 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 outcomes as a result of delayed EHR training.

Students are not allowed to copy and paste or photograph any information from EHR into any electronic device or document. Documents that are printed for clinical use must be properly disposed before leaving the clinical unit. Students are only allowed to access the EHR from a computer in the medical center, college, or affiliate.

Approved College Senate May 7, 2010
Revisions approved by Admissions and Progression Committee on 11/15/2013, 9/25/2015, 5/4/2018 College Senate Revised 5/22/2014, 3/16/2016, 5/24/2018

COLLEGE OF NURSING HEALTH REQUIREMENTS

Mandatory Health Compliance
The College of Nursing requires all nursing students to have current proof of health safety requirements on file uploaded 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 requirements are submitted **no later than three weeks prior to the start of the term**.

A student will not be allowed to participate in classroom activities, clinical, or practicum, and will not have access to the learning management system if there is a deficiency in any of these requirements. A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student is in compliance with all requirements. The zero (0) grade(s) will stand even after the student is compliant with all requirements. College Senate 3/06, 5/21/2020

Electronic Health Requirements

The College requires all new students to submit necessary health documentation electronically. Students are required to pay all fees related to creating their online health tracker account.

The College uses a service that allows students to 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. See Appendix M for detailed instructions and list of requirements.

Students are required to complete and submit the following documentation to the designated agency:

1) ***Health History & Immunization Forms***

2) ***Urine Drug Test 11 Panel Results***

   The Student Drug Screening Policy (420) 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 non- prescribed illegal substances will be denied admission to the College. If students are already registered for courses, they will be administratively dropped from all courses.

   Students are required to sign a Disclosure of Information consent form that gives the College permission to share the results of the drug screen and immunization records with clinical/practicum agencies upon request.

3) ***Other Required Health Documents*** - The forms are included in the student health packet. They must be filled out, including student signature & date and uploaded to the College-selected vendor website.
   1) **RN License –** for RN to BSN students and Graduate students
   2) **HIPAA Certification Form**
   3) **Latex Sensitivity Health History Form**
   4) **Core Performance Standards Form**

5) **Medical History Form**
6) **Confirmation of Records Form -** To be completed by the student's Physician or Advance Practice Provider.

4) **Important information about CPR certification**: SFMC College of Nursing will only accept CPR certification at the healthcare provider level. This includes adult/child/infant CPR, use of the AED, proper techniques for using a bag-valve mask (BVM), instruction on airway adjuncts, and an emphasis on high-quality CPR/team dynamics. Only actual American Heart Association (AHA) courses at the healthcare provider level are acceptable. Any other CPR courses will be rejected.

The **only a**cceptable CPR courses are:

- **American Heart Association (AHA) – BLS (Basic Life Support) Provider**

Current, acceptable CPR certification is required to be on file in the College-selected vendor website at all times. Failure to meet this requirement will result in the student not being allowed to participate in class, clinical, or practicum along with loss of access to the learning management system. A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student is in compliance with the requirement. The zero (0) grade(s) will stand even after the student is compliant with this requirement.

It is also important to note that it is the student's responsibility to keep CPR certification up-to- date and on file in the College-selected vendor website at all times while attending SFMC College of Nursing. CPR renewal should be scheduled well in advance of expiration to allow ample time for completion before certification expires.

***OSF Mission Partners only: The online RQI certificate and Hands-On completion certificate from Corporate University will be accepted as proof of certification. Both certificates must be uploaded together at the same time to complete the requirement.

Required Screening/Immunizations

In accordance with regulations of the Illinois Department of Public Health and OSF HealthCare Saint Francis Medical Center, all students are required to present proof of immunity against vaccine preventable diseases prior to beginning classes at the College. All documents are to be submitted to the College-selected vendor for health records. Uploading all of the documentation is the responsibility of the student.

Failure to complete the requirements will result in the student not being allowed to participate in class, clinical, or practicum along with loss of access to the learning management system. A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student is in compliance with the requirement. The zero (0) grade(s) will stand even after the student is compliant with all requirements.

Students who plan to stay in the dorms are not permitted to move in until all of the requirements are met.

The following screening/immunizations are necessary to help protect the student, classmates, and patients in the classroom and clinical setting:

Tuberculosis Screening (one of the following is required):

- 2 Step TB skin test done 1-3 weeks apart with negative results (within the 12 months).
- QFT (Quantiferon Gold TB) blood draw with a negative result.
- If a student has a positive TB test, a clear chest x-ray is required.
- Please note that a 1-step (PPD) TB skin test will **not** be accepted, even if you have had more than one done in a year. A 2-step skin test or QFT is required as outlined above.

- **Each semester has its own due date for submission of all health records.****

- ***For summer session only***: Incoming students who are only taking summer Pharmacology are still required to complete the background check & drug screen by the summer due dates. However, the remaining requirements may be done with the fall cohort.

11 Panel Drug Screen

- A student must register for the drug screen through Viewpoint. Viewpoint will assign you to the closest drug testing facility.
- **Screening must take place at the facilty that Viewpoint assigns.**
- **A drug screen completed elsewhere will be rejected,** and you will then be required to repeat the drug screen at a Viewpoint assigned facility.
- **The drug screen must be completed by the prescribed submission deadline**.
- For summer session only: Incoming students who a re only taking Pharmacology are still required to complete the background check & drug screen (along with proof of influenza vaccine) by the summer due dates. However, the remaining requirements may be done with their **Fall** cohort.
- **** It is important to pay attention to the window of time in which the drug screen must be completed.** Otherwise, you may be required to repeat the drug screen. **Do not print the drug screen results off and scan/fax them. It must be done as a file transfer**.

Required Immunizations

MMR Immunity

- Provide proof of immunity to Measles (Rubeola), Mumps & Rubella if born in 1957 or later.
- A student must provide documentation showing two (2) MMR vaccines.
- If proof of two (2) MMR vaccines cannot be provided, then titers are required for Measles (Rubeola), Mumps & Rubella. **A quantitative lab report** with result, reference range, and interpretation must be uploaded to Viewpoint.
- If any of the MMR titers are negative, the student is required to receive a MMR booster vaccine. Proof of immunization must be uploaded to Viewpoint.
-

Varicella (Chicken Pox) Immunity

- Due to direct patient contact in the area of high risk health conditions, a **Varicella titer is required**. Documentation of previous vaccination alone is not sufficient.
- A positive Varicella antibody titer (with quantitative lab report) is required.
- A quantitative lab report with result, reference range, and interpretation must be uploaded to the College-selected vendor website.
- If the titer is negative, a 2-vaccine Varicella series done 4-8 weeks apart is required. Proof of immunization must be uploaded to The College-selected vendor website.

Hepatitis B (series of 3 vaccines)

- If the student has received the 3-vaccine series at any time previously, upload documentation with the dates of that original series (if available).
- A positive **Hepatitis B Surface Antibody titer** is also required to detect immunity**,** and a quantitative lab report with result, reference range, and interpretation must be uploaded to The College-selected vendor website.
- The CDC recommends, and the College requires, that healthcare personnel with written documentation of having received a properly spaced series of Hepatitis B vaccine in the past (such as in infancy or adolescence) but who now test negative for anti-HBs should receive the series of 3 vaccines (or 2 vaccines followed by another titer. If the 2nd titer is also negative, the student is required to receive the 3rd Hepatitis B vaccine).
- "High Risk" individuals should **not** receive the Hepatitis B vaccine series. These include:
  - History of Hepatitis B infection or presence of a serious concurrent infection
  - Presence of a serious concurrent infection
  - Documented allergy to yeast or formaldehyde
- "High Risk" individuals should contact the Health Nurse for a declination waiver.

Please Note: A titer is a blood test that will show if a student has immunity. An equivocal or negative titer means that the student will need additional immunizations.

- Per the CDC, many years of experience with Hepatitis B vaccines indicate no apparent risk for adverse events

to a developing fetus. Current Hepatitis B vaccines contain noninfectious Hepatitis B surface antigen (HBsAg) and should pose no risk to the fetus. **However, please double-check with your OB provider prior to receiving any vaccine(s) during pregnancy.**

If the ***Hepatitis B* 3-vaccine series** is needed for any reason, the series is normally done over a 6-month time frame. Although the series does **not** have to be completed prior to, the first vaccine must be received prior to the beginning of classes (unless an alternate plan has been arranged with the Health Nurse). Please upload each vaccine as it is received – do not wait until the series is completed.

This also applies to the *Varicella* 2-vaccine series which is done 4-8 weeks apart.

The Hepatitis B 3-vaccine schedule is as follows: **Vaccine #1 is received, Vaccine #2 is received four weeks later, & Vaccine #3 is received five months after vaccine #2.** If a student chooses to have two vaccines and then a 2nd titer, the titer is drawn four weeks after vaccine #2. If the 2nd titer is negative, the student is required to receive the 3rd vaccine.

Meningococcal Conjugate Vaccine (MCV)

- Any incoming student under the age of 22 must provide documentation showing receipt of 1 dose of the Meningococcal Conjugate Vaccine on or after their **16th** birthday.
- Students under 22 **must** select "Yes" and submit proof of the MCV.
- This vaccine is also strongly recommended for all incoming dorm students who are ≥ 22 years of age.
- If you are 22 years of age or older and will **not** be submitting an MCV, please select "No" under this requirement in Viewpoint.

TDaP

- All students in Illinois must provide documentation of a minimum of three (3) doses (DPT/Td) with at least one (1) dose of TDaP within the past 10 years.
- Proof of TDaP received **within the past 10 years** is required for all students.
- TDaP must be renewed every 10 years (required for all students).
- If a student is unable to receive the vaccine due to allergy, medical condition, etc., a written note must be provided by the student's Healthcare Provider.

Influenza

- All healthcare workers (including students) in the state of Illinois are required to receive a yearly Influenza vaccine. Documentation of an annual vaccination **for the current flu season** is required for all students and must be uploaded to the College-selected vendor website.
- Incoming students for the **fall semester** must wait until September/October to receive the Influenza vaccine and upload proof of vaccination for the *current* flu season.
- Incoming students for the **spring semester** are required to provide proof of vaccination by the health record deadlines.
- The **only** exemptions allowed in the state of Illinois are for 1) a sincere, deeply held religious objection or 2) a valid medical reason. General philosophical or personal beliefs are not considered to be a valid reason.
- Any student requesting a religious or medical exemption must complete the appropriate paperwork and submit it along with supporting documentation for approval. The documentation will be reviewed, and the student will be notified of approval or denial of the exemption.

If a student does not receive a flu shot due to an approved medical or religious exemption, that student will be required to wear a mask, covering both nares and mouth, **at all times** when in the College of Nursing building, Saint Francis Medical Center building(s), practice lab, or any clinical site when flu precautions are in place.

*****If a student does not receive a flu shot and does not have an approved medical or religious exemption by the deadline for obtaining the influenza vaccine, that student will not be allowed on any Saint Francis Medical Center property or at any clinical site**.

- Failure to complete the influenza requirement will result in the student not being allowed to participate in

class, clinical, or practicum along with loss of access to the learning management system. A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student 1) has received a flu shot, 2) has an approved medical exemption, or 3) has an approved religious exemption on file in the College- selected vendor website. The zero (0) grade(s) will stand even after the student is compliant with this requirement.

Pregnancy Accommodations
The College adheres to all policies related to pregnancy in the Illinois Human Rights Act, Pregnancy Discrimination Act, and Americans with Disabilities Act. Please see the Dean for questions on the policy or for requesting accommodations.
Reviewed by A & P Committee: 2/26/2016
Approved by College Senate: 3/2006, 5/26/16

Student Attendance Policy (445)
Information specific to class attendance, make up privileges, and acceptance of late assignments are stated in the course syllabus.

Attendance at all classes and laboratory or clinical/practicum experiences is expected. Students are responsible for all material presented and for the completion of course requirements and achievement of outcomes.

Promptness and attendance are hallmarks of professionalism. Patterns of absenteeism and tardiness are monitored by faculty and recorded on a per class basis. Tardiness in graduate courses may be acceptable if there are unavoidable conflicts of professional and student class schedules.

When illness or other special circumstances prevent attendance, the student is responsible for contacting the faculty member to plan for meeting the outcomes. Undergraduate students may be required to make up a missed clinical experience at the discretion of the faculty member. Graduate students are required to notify the preceptor for practicum/residency courses of an absence and to reschedule the missed practicum time.

Extenuating circumstances associated with an absence or tardiness are reviewed on an individual basis.

Regardless of absenteeism, the course requirements and/or clinical competencies must be met by each student.

Excessive absences of greater than 10% of the required clinical hours for each clinical course, or course with a laboratory component, may impact the undergraduate student's overall grade or result in failure of the course. An exception to the policy may be made at the discretion of course faculty. Excessive absences may jeopardize the student's academic standing.

Course faculty are to maintain attendance records in order to track attendance, meet the requirements of various financial aid programs, and provide information for employment references.

Students in online courses are expected to support course attendance/participation policies.

Cardiopulmonary Resuscitation (CPR) Certification Policy (306)

The College of Nursing requires CPR certification at the healthcare provider level.
This includes:
- adult/child/infant CPR,
- use of the AED,
- proper techniques for using a bag-valve mask (BVM),
- instruction on airway adjuncts,
- an emphasis on high-quality CPR / team dynamics.

Only the actual American Heart Association (AHA) course at the healthcare provider level is acceptable. Any other CPR courses will be rejected***. The only acceptable CPR course is:
- American Heart Association (AHA) – BLS (Basic Life Support) for Healthcare Providers

***OSF Mission Partners only: The online RQI certificate and Hands-On completion certificate from appropriate online learning platform will be accepted as proof of certification.

Both certificates must be uploaded together at the same time to complete the requirement.

Current, acceptable CPR certification is required to be on file in the College-selected vendor website at all times. The certification must be renewed every two years. The expiration date will be as indicated on the CPR card for licensed RNs.

Student Criminal Background and Fingerprinting Check

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 College has made arrangements for fingerprinting with OSF Occupational Health for this process. The student is responsible for the cost of fingerprinting. Student should fill out the form, obtained from the appropriate dean, before going to OSF Occupational Health for fingerprinting. Students need to call ahead for an appointment, preferably on a Thursday.

Fingerprinting may be required at random by the Illinois State Police to complete a criminal background check. If required, the student will be notified through the College-selected vendor and directions for completion will be provided. *College Senate Approved Changes 5/23/2019, 5/21 2020*

Student Criminal Background Check Policy (411)
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 requires a criminal background check using a vendor selected by the College. Fees are the responsibility of the student. Students who receive a non-negative results on the criminal background check will be required to present a deposition 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 notified by the Admissions office about the Criminal Background Check and fingerprinting process. Instructions on how to complete the process areprovided.
2. Prior to admission, all students will contact the College selected vendor and complete a statewide criminal background check. Students may not use similar reports on file at other agencies to satisfy this requirement.
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 the College selected vendor 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 theprogram.
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 will access the electronic report from the selected company.

2. Students who have a non-negative result from a Criminal Background Check will be notified immediately by the Dean of the positive result.
3. The Dean will meet with the student to verify if the result 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 College will use Illinois Department of Financial and Professional Regulation (IDFPR) standards in determining the decisions on a case by case basis and communicate with the student individually.
7. The Dean will discuss the result with the appropriate person at the clinical agencies. If a clinical agency denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the program successfully. Thus, the student will be dismissed from theprogram.
8. The criminal background check results will be kept confidential. All criminal background check reports and information related to the investigation of a non-negative result will be kept in a secure file in the office of the Dean separate from the student's admission/academic file.

Reviewed by A&P 11/16/12, 5/01/15, 2/24/2017, 9/6/2019 College Senate
Rev. 5/21/2015, 5/25/2017, 5/23/2019, 5/21/2020

Student Drug Screen Policy (420)
Saint Francis Medical Center College of Nursing adheres to the policies of clinical agencies with which the College of Nursing is affiliated 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 nursing students at Saint Francis Medical Center College of Nursing (SFMC CON). This screening is in compliance with the clinical agencies used by the college 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 (SFMC CON) is committed to providing a safe environment for students, patients, and employees of the college. Therefore, SFMC CON shall require a urine drug screening as a part of the health requirements for all students who are enrolling at the college. Students are required to order their urine drug screen through the designated agency as a component of the college's health requirements. The urine drug screen MUST be completed through the college approved vendor prior to the start of classes, but not sooner than thirty (30) days prior to the start of class. 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 completed. The student is responsible for the cost of this drug screening.

Some clinical agencies require an additional drug screen sixty (60) days prior to a clinical/practicum experience. Students are responsible for completing this additional screening in a timely manner and for the cost of the drug screen.

All drug screen information will be kept confidential.

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 sign the Consent to Disclosure of Information Form which gives the College permission to access the drug screen results in the online health tracker account 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.
3. Students who have not completed the drug screening or who refuse to have the screening done by the

designated due date will be administratively dropped from courses at the College.

Dealing with Positive Results

1. The appropriate Dean of the Program will access the electronic report from the designated agency.
2. Students who have a positive urine drug screen will be notified by the Dean of the positive result.
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.

Reviewed by A & P Committee: 2/26/2016 Approved by College Senate: 3/18/2016, 5/21/2020

TRANSPORTATION

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

HEALTH INSURANCE POLICY (307)

All students are expected to carry health and hospitalization insurance. All costs incurred by a student and not covered by insurance will be billed to the student.

All students registered for a laboratory/clinical course are enrolled in the OSF self-insured liability insurance plan.

Students using their own cars for transportation during any clinical experience may be required to show evidence of automobile liability insurance.

Visitors in Class Policy (447)

Only students registered for the course are allowed in the classroom, clinical, or laboratory setting.
Reviewed by A & P Committee 9/26/2014, 2/26/2016, 11/16/2018, College Senate Approved 5/23/2019

College Closure for Inclement Weather (802)

Weather conditions often develop which require the College to consider the status of operations. These considerations involve the weather forecast, status of snow removal, class cancellations, and the maintenance of essential College services.

The College reserves the right to cancel classes and/or clinical in the case of severe weather.

Decisions concerning class cancellations or College closure are undertaken by the President, Provost, or designated Dean in the absence of the President.

The possible decisions are:

1. Full College operations including scheduled classes, will continue as normal, with campus offices and facilities operational remaining operational.
2. Classes are cancelled with campus offices and facilities remaining operational. Employees should exercise judgment in terms of travel conditions. Designated essential College staff are 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.
4. Remote learning may be implemented, when applicable.

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 Facebook page and the learning management system.

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 must notify the appropriate faculty or clinical unit that they will not be attending. For students, absences for severe weather conditions where policy is followed with the proper notification are deemed excused and work may be made up at the discretion of the faculty. It is the faculty's 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 the learning management system and for emails from faculty for possible alternate assignments when the College is closed due to severe weather.

RESEARCH REQUIREMENT

Any student or member of the faculty wishing to conduct research on human subjects or anyone who would like to conduct research on faculty or students at the College, must have the study reviewed by the Saint Francis Medical Center College of Nursing Research Committee. Research involving procedures not normally a part of the regular patient care or students' professional activities of the unit, clinic, or department must be reviewed by the College Research Committee.

a. Submission of proposals for research should be made in writing to the Research Committee by submitting the proposal to the College President and the Dean of the Graduate Program two weeks prior to the meeting date. The researcher, and the researcher's advisor, if the researcher is a student, should attend the Research Committee meeting in order to facilitate the process.

b. Research from student investigators must provide written approval from the appropriate research advisor.

c. Investigators desiring to do research on a unit, clinic, or department must obtain written permission from the OSF Clinical Research Office and unit manager prior to submitting the proposal to the Research Committee and Nursing Allied Health Research and EBP Committee.

d. If the researcher plans to publish the findings, it is expected that the confidentiality of institution and human subjects will be respected.

e. The Research committee meets as needed and is activated by the Dean of the Graduate Program. 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:

- completion of CITI Certification
- 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

f. The Dean will provide a letter to the researcher of College of Nursing for approval.

College Senate Approved 5/21/2020

CHANGE IN COURSE REGISTRATION

Add/Drop Period

Course registration changes are permitted without academic penalty during the Add/Drop period. A student may only add or drop a course during the College's specified Add/Drop period. The courses that are dropped do not appear on the transcript. Students should contact the Office of the Registrar for specific Add/Drop periods and to complete this process.

Course Withdrawal Policy (433)

A student who wishes to withdraw from a course must request the appropriate online form from the Registrar or College website 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 Associate 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 may withdraw from a course only one time and may repeat the same course only once. No course may be taken more than twice.

Reviewed/Revised A&P Committee 2/27/2015, 2/24/2017, 3/1/2019
Approved College Senate 5/1/2009, 5/7/2010, 1/14/2011, 5/25/2017, 5/23/2019

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.

Telephone messages and/or non-attendance are not official notifications of withdrawal and constitute an unapproved withdrawal.

College withdrawals made after the semester withdrawal deadline or unapproved college withdrawals may result in a failing grade for each course that the student was enrolled in. Contact the Registrar's Office for specific withdrawal deadlines.

An individual who has officially withdrawn may apply for readmission by submitting a letter of request to the appropriate Dean and College President.

Failure to follow the outlined withdrawal from college policies and procedures will result in dismissal from the College.

Procedure:
The student will:

- Meet with the academic advisor.
- Talk with financial aid 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.

- Complete the College of Nursing *Withdrawal* form from www.sfmccon.edu, which will submit directly to the Registrar.
- Satisfy all financial obligations to the College.
- Return all college materials to the College Support Representative (ID badge, room key, mailbox key, parking deck card and library materials as appropriate).

Official notification of withdrawal from the College is sent to faculty and academic advisors by email from the Registrar. The official date of withdrawal is the date the completed form is filed by the Registrar.

Withdrawals may result in financial responsibility to the College. Please contact the Student Finance Office for specific details.

Saint Francis Medical Center College of Nursing				
Important Deadlines	**Term/Session Lengths in Weeks**			
	15 Week	**11 Week**	**1st 7.5 Week**	**2nd 7.5 Week**
Add/Drop	10 Calendar Days	7 Calendar Days	5 Calendar Days	5 Calendar Days
100% Refund	Weeks 1 & 2	Weeks 1 & 2	Week 1	Week 1
40% Refund	Week 3	Week 3	n/a	n/a
20% Refund	Week 4	Week 4	Week 2	Week 2
Withdraw with "W"	Friday of Week 10	Friday of Week 7	Wednesday of Week 5	Friday of Week 5

Administrative Drop/Withdrawal Policy (428)

Purpose: This policy establishes guidelines for administrative drop/withdrawal of students who quit attending class or fail to meet course prerequisites.

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: Administration may initiate a withdrawal of a student for non-compliance with any college policy or violation of Professional Standards including but not limited to the points listed below.

- 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 will be considered the withdrawal date.

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.

Procedure: Faculty, student advisor, or administration will first notify the student(s) that they do not meet course prerequisites or are in noncompliance with College policies, which specify dismissal. Student(s) are informed that they will be dropped/withdrawn and will be given a date requiring student(s) to contact the faculty by the set date.

- The faculty informs the Registrar of students' nonattendance. 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 student(s) and the appropriate College offices.
- Administrative drops relating to nonattendance 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 3/28/2008, Rev: 5/11, 5/14, 5/21/15, 5/25/2017
Educational Affairs Committee 5/13/2008, Rev. 5/2011 College
Board 6/20/2008, Rev 6/2011
Effective Fall 2008 Revised: 4/2011
Revisions approved by A&P 11/15/13, 2/27/15, 2/24/2017, Reviewed: 4/26/2019, 11/17/2022

Physical or Financial Hardship Withdrawal Policy (323)

Purpose: The purpose of the policy is for Saint Francis Medical Center College of Nursing to be in compliance with Section 20 (a) of the Illinois Student Debt Assistance Act.

Policy: he Illinois Student Debt Assistance Act requires institutions of higher learning to develop a financial or physical hardship withdrawal process. The process must work to limit debt owed by students who have to withdraw from the College due to a significant financial or physical hardship and to assist those students if and when they choose to re-enroll.

Process:

1) Student must contact their academic advisor to discuss withdrawing from the semester/college.
2) Academic advisor along with the Director of Admission/Registrar will determine the last date of participation in courses to determine the date of withdrawal.
3) Financial Aid will review the date of withdrawal and determine if any financial aid adjustments are required based on Department of Education regulations
4) Student Accounts will determine the impact of the withdrawal on the student account balance and will work with the student if and when they choose to re-enroll.
5) Financial Aid and Student accounts will work together to limit debt owed by the student.
6) Registrar will provide information to the student about the process of withdrawing.

Incomplete Grades Policy (432)

Purpose: Any student taking courses at the College of Nursing are subject to grading policies. This policy specifically addresses the assignment of Incomplete grades.

Policy: Instructors must announce, in writing, at the beginning of each semester, specific grading policies for each class. A grade of incomplete "I" is given only when circumstances beyond control of the student prevent completion of course requirements.

To qualify for an incomplete for a theory course, the student must have completed a minimum of 75% of the course work, 75% of the class time and have a passing course grade.

Undergraduate students enrolled in clinical courses must complete 75% of the hours and have a passing grade. For undergraduate students, a passing grade is "C" or better.

Graduate students enrolled in courses with a practicum must have 50% of the required hours completed and have a passing grade. For graduate students a passing grade of "B" or better is required.

Failure to appear for a final exam or to complete course work in the time allowed is not justification for an Incomplete. The student must obtain an *Incomplete Form* from the www.sfmccon.edu and secure the required signatures.

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 the Dean is required. The completed form should be returned to the Registrar.

Incomplete courses should be completed prior to the beginning of the next semester. The maximum time to complete a course is one semester.

Failure to complete the requirements by the established deadline will result in the "I" grade being converted to "F". 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 the Dean. If a student does not complete a course and does not submit an incomplete form, a grade of "F" will be assigned.

The faculty member, in consultation with the appropriate Dean accepts or denies the request for an incomplete. If granted, the student and instructor will complete the *Contract Related To An Incomplete Grade***.** The contract will include the remaining work to be completed with specific due dates as established by the faculty member and in accordance with College policy.

All completes must be assigned a letter grade following conclusion of the designated period for Incomplete. Failure to complete the contract within this time frame results in the conversion to a Fail ("F") grade at the undergraduate level. At the Graduate level, if the remaining work is not completed at the end of the contract, the final grade will be calculated based on all completed work against all course requirements.

Failure to complete the contract within this time frame results in the calculation of the grade earned based on performance against all course requirements at the graduate level. An extension of time to remove the incomplete may be granted if:

- A Leave of Absence is granted.
- Extenuating circumstances prohibited the student from completing the work and the faculty member recommends extension and the Dean approves it.

An Incomplete grade does not constitute a passing grade, fulfill course prerequisite functions, and is not included in grade point computation.

Procedure:

- The student must acquire approval of the course faculty and the Dean.
- The student must download and complete the *Incomplete Form* from www.sfmccon.edu and email the course faculty, advisor, appropriate Dean, and 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.
- If the request for an incomplete is approved, the student and faculty will complete the *Contract Related to an Incomplete Grade***.**
- The student must return the completed forms to the Registrar.
- Incomplete courses should be completed prior to the beginning of the next semester. The maximum time to complete a course is one semester.
- Incomplete grades will be monitored by the Registrar.
- A grade change form will be completed by course faculty, signed by the academic Dean and submitted to the registrar.
- The contract and grade change form will be kept in the student file.

Reviewed by Admission & Progression 1/15/2016, 11/15/2019
College Senate Approved 3/27/2009, Rev. 5/22/2014, 3/18/2016, 5/21/2020

Leave of Absence (436)

Purpose: Because SFMC CON understands that things may come up for students, there are procedures that allow them time away when needed. Reasons can include studying abroad, medical conditions, death in the family, or other emergencies. A Leave of Absence (LOA) is a period of time when a student is not enrolled in classes but typically intends to reenroll. It can last anywhere from a few weeks to a full academic year.
This policy addresses the policy and procedures with an academic leave of absence for students.

Policy: A student who must interrupt the academic program for reasons of prolonged illness or compelling personal situations may apply for a leave of absence. A leave of absence is an interruption in the program of nursing education for at least one semester and no more than one full year (two semesters plus a summer session). A leave of absence may be taken for academic, financial, personal, or health reasons.

Students must be in good academic standing to be considered for approval.

Undergraduate students have a maximum duration of 5 years to complete the baccalaureate nursing program from the start of their first semester at the College of Nursing. As long as the nursing program is completed within 5 years, the student may be allowed up to two leaves of absence during the program of study. ABSN students must complete their program within 2 years. Each leave of absence must be separated by at least 1 term of active enrollment.

MSN students have a maximum of 6 years after admission to complete the program. MSN-DNP students have a maximum of 7 years to complete the program. BSN-APN DNP students have a maximum of 8 years after admission to complete the program. As long as the nursing program is completed within the stated maximum time frame, the student may be allowed two leaves of absence.

The leave of absence is not to exceed one academic year. If the student does not return after the one year leave of absence, the student must request an extension to the leave of absence or apply for readmission to the College. Failure to request an extension or apply for readmission will result in the student being withdrawn from the College and the file being closed.

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 using the Leave of Absence form available from Admissions. 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.

Students receiving financial aid are responsible to contact the financial aid office regarding how these actions will affect their financial aid.

At least two (2) months prior to intended re-enrollment, 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 re-enrollment. 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 sequence 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.

Students must comply with the LOA procedure and return to the program of study within the specified time or the student could face dismissal from the College. The student may then reapply for readmission.

Graduation requirements will apply as stated in the College Catalog at the time of readmission.

Procedure:

- A student may request a leave of absence by completing the following:
  - Requests must be submitted in writing to the Dean using the Leave of Absence form available from Admissions.
  - Meet with the appropriate Academic Dean to discuss the request. If appropriate, the request is granted by the dean and the student continues the formal filing of paperwork.
  - Meet with the Academic Advisor and obtain all signatures required on LOA form;
    - In the event of extenuating circumstances when the student is unable to personally complete the *Request for Leave of Absence* form, the Registrar may complete the form and process it on the student's behalf.
    - The form is submitted to the Registrar.

- The Academic Dean will notify the Dean for Support Services that the leave of absence was approved.
- The student must notify the appropriate academic dean of the intent to return to the program 2 months (60 days)

prior to the end of the approved leave period. This notification must be in writing.

- The student will be granted permission to return provided there is space available in the courses.
- The student must meet all registration requirements in place at the time of return from the leave of absence.
- Following the meeting with the dean, the student will communicate with the Dean for Support Services for assistance in registering for courses.
- At the time of return, the student and advisor must develop a revised plan of study.

Should the student need to extend their Leave of Absence, an extension may be requested.

A & P Committee Rev. 5/21/2015, 3/1/2019 Senate Approved 3/27/2009, 5/23/2019

Students Called to Active Military Duty Policy (383)
Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean of Support Services. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.

Saint Francis Medical Center College of Nursing recognizes that certain situations may develop in response to a state or national emergency that require students to leave school due to circumstances beyond their control, thereby preventing the students from completing the current term. Such circumstances may include, but are not limited to, military reserve units or National Guard units called to active duty. SFMC CON further recognizes that when a call for service or national emergency is issued, it may not be possible for students to comply with normal deadlines; therefore, the College is committed to providing the most supportive stance possible to the student called to active military duty.

Procedure: Students who are called to active duty under the above circumstances will be referred to the Dean for Support Services for assistance with leaving school and making academic decisions. The student may contact the Dean either in person, by mail, e-mail, or by telephone; however, written documentation of the student's orders must be provided before the policy will apply.

Active-duty military personnel, or students in the military reserves or the National Guard who are called to active military duty after the beginning of a semester or summer session or active duty personnel have two time-sensitive options in determining enrollment status with the college:

Students who must withdraw prior to the published refund period of the semester will receive a full refund.-

Students who must withdraw after the published refund period of the semester may request a withdrawal for military service.

- A withdrawal for military service will be indicated for current courses as a "WM" on the transcript. A military-related withdrawal will allow the student to return the first semester after military discharge and to re-enroll in the courses so designated, if the course is offered and space is available. The student will not have to resubmit tuition for those courses that semester.

The Dean will notify the Registrar of the student's status and the necessary action will be completed to arrange for military withdrawal grades and communicate the need for the appropriate tuition and student fee adjustments. The effective date of the withdrawal will be the date that the student completes the withdrawal form or the date the Dean is notified in writing of the need to withdraw.

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

Readmission following the student's release or return from active duty or mobilization is handled through the office of the Dean. Students are encouraged to work with the appropriate academic Dean for curricular advising.

A student withdrawing under this policy shall:

- inform the Dean of the date the service obligation is fulfilled.
- present evidence of discharge from active-duty status.
- notify of the Dean of an intent to re-enroll within six months of that date.
- re-enroll within one year of discharge to qualify for the tuition waiver.
- adhere to any curriculum/catalog changes as mandated by the Leave of Absence policy.

Reviewed by A & P 11/16/12, Revised by A & P 9/26/14, 3/1/2019
Approved College Senate 5/21/15, 5/23/2019

ACADEMIC PROGRESSION

Undergraduate nursing students must successfully complete all prerequisite courses before beginning in the nursing major. All courses with a clinical/laboratory component within a semester of the nursing major must be completed satisfactorily before progressing to the next semester. The upper division must be completed within five years of the initial enrollment. Graduate students must complete program prerequisites (statistics) within the first 9 credit hours in order to progress.

Graduate students must complete prerequisites to courses prior to enrolling in the course, or the students must obtain written permission from the faculty teaching the course to take a course out of sequence. The Out of Sequence form can be obtained from the Registrar. Students must successfully complete the prescribed curriculum within 5 years (6 years for RN-MSN, AG-ACNP, and DNP-L students needing practicum hours over the 512 included in the curriculum, and 9 years for BSN-DNP options).

Undergraduate students must achieve a course grade of "C" or above on all courses. Graduate students must achieve a "B" or above in all courses for the major. If a course grade of "D", "F", or "WF (or "C" for graduate students) is earned, the grade is unsatisfactory, and the entire course, including any clinical/practicum hours, must be repeated except for courses not needed for the major. The credit hours and GPA of the grade for the repeated course will be counted in the cumulative GPA. A failed grade for a course that is not in the major is counted in the GPA. Both grades (first course grade and grade for the repeated course) will appear on the transcript. A student may only repeat a course with an unsatisfactory grade as defined above. A student earning an unsatisfactory grade in two courses will be academically dismissed. Each course may be repeated only one time. If a student earns an unsatisfactory grade in a course, the student is required to repeat the course the next time it is offered (please see Course Placement Procedure as defined in the Registration Policy (320)). In case of course failure, select courses may be taken at another school with written approval from the appropriate Dean prior to enrolling in the course.

The College reserves the right to dismiss a student regardless of cumulative GPA for:

1. A grade of "D" "F", "WF", "Fail" or "U", (or "C" for graduate students), in any two College of Nursing courses.
2. Inability to demonstrate professional responsibility in nursing practice;
3. Excessive absence. (See Student Attendance Policy (445) in this handbook)

The faculty reserves the right to request the withdrawal of any student whose conduct, physical or mental health, or performance demonstrates lack of fitness for continuance in the nursing profession. Any such student not voluntarily withdrawing will be dismissed. The student has the right to appeal according to the Appeal Procedure.

Revised by A & P Committee 5/2/2014, 1/15/2016, 02/28/2020 Graduate Committee 3/29/2019 College Senate 5/22/2014, 3/18/2016, 5/23/2019, 5/21/2020

DNP Students Practicum Hours

Students in the DNP major need a minimum of 1000 practicum hours for graduation. Students in the clinical option typically have 500 hours that can be applied toward the 1000 hours. Verification of the practicum hours must be obtained from the student's program using the MSN Confirmation of Clinical Hours form. Students in the DNP program without a clinical focus can meet the requirement for the 500 hours with additional practicum hours, which the College offers, or successfully passing the American Organization for Nursing Leadership's (AONL) Executive Nursing Practice Certification or Certified Nurse Manager and Leader. Other options for credit include the American Nurses Credentialing Center's (ANCC) Nurse Executive Certification (basic) or Nurse Executive, Advanced Certification. Students must

complete and pass the certification exam to be considered for 200 hours of credit. The student must pass the certification exam by the fall semester prior to graduation. Otherwise, the student will complete practicum hours in the spring of the graduation semester.

College Senate 5/21/2020

GRADES

Grading Scale Policy (414)

Letter Grades	Percentage Scale	Quality Points
A	≥ 90 and 100	4.0
B	≥ 80 and < 89	3.0
C	≥ 70 and < 79	2.0
D	≥ 60 and < 69	1.0
F	< 60	0.0
P	Pass	0.0
W	(Withdrawal prior to designated date)	0.0
WM	(Withdrew Military Service)	0.0
U	(Unsatisfactory)	
I	(Incomplete)	
AU	(Audit, satisfactory attendance)	
AX	(Audit, unsatisfactory attendance)	

An earned grade of C or higher is required in all courses taken to meet Saint Francis Medical Center College of Nursing undergraduate degree requirements. The course must be repeated if a grade below C is received and is required for graduation.

In the graduate program, an earned course grade below a B is grounds for review by the Graduate Committee. The course must be repeated if a grade below a B is received and is required for graduation.

Procedures:
At the conclusion of a semester, or upon completion of a course, the final cumulative grade (to the 100th decimal place to determine the letter grade) for the course will be calculated based upon points earned and entered into the student record. Grades will not be rounded.

Grades will be submitted to the Registrar.

Students can access their individual accounts and final grades on the student information system.

Students can access their individual accounts on the student information system 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.

Revised by Admission and Progression Committee 5-2-14
College Senate Revised 5/22/2014
Approved by A & P Committee 5/2/2014, 1/15/2016
Approved by Curriculum Committee 5/4/2018
Revised College Senate 5/22/2014, 3/18/2016, 5/24/2018

Test Challenge Policy (446)
After each exam, the statistics for each question are reviewed by faculty. Points may be given back based on the statistics. If points are given back, then challenges to questions *cannot* be made.
In the event that no points are given back, the procedure to challenge a question is as follow:

1. The student must make a written (email is acceptable) request to faculty within four (4) days of the exam closing.

2. The written challenge must include the following: a) the general question missed, b) at least three (3) evidence-based resources in support of the answer the student is challenging. The evidence- based resources may be the course textbooks, optional readings, or published clinical guidelines from a United States publication or association. (Resources cannot be obscure evidence-based guidelines from another country.)
3. Faculty will review exam question challenges and provide a response to the student within 48 hours.
4. Further challenges beyond this process (as described in steps 1-3) will go through SFMCCON grade appeal process.
5. Challenges to questions from final exams will go through SFMCCON grade appeal process.

Exam Honesty Statement

Students may not look at any other student's computer or work during the exam. Students may not use any device, papers, books or other materials without prior written approval of the nursing faculty or Dean of the undergraduate program. They must obtain this approval at least seven days in advance of the exam. Students may not have more than one Web browser and/or one Browser Tab open on their computer for computerized exams. They may not have any other software open on their computer except what is needed for the exam per the written directions of the faculty. Talking during the exam may be determined to be academic dishonesty. Any perceived cheating will be handled as actual cheating per the policies of the College of Nursing.

Make up Exams Policy (453)

Students are expected to take examinations, tests, and/or quizzes as scheduled or a grade of zero will be received.

Permission to take a missed examination should be very rare and granted by the course coordinator only in the case of a serious emergency, illness, or extenuating circumstances. The student may be asked to provide documentation.

Permission to reschedule an examination must be requested and acknowledged by the course faculty prior to the missed examination unless the critical nature of the emergency prohibits it.

If the student misses an exam for any reason, the student MUST arrange a time to take the exam before the next scheduled class time.

Missed examinations are to be as soon as reasonably feasible. The time for the test administration will be collaboratively designated by the faculty member, student, and academic dean. However, students with extenuating circumstances will need to make up an exam within 1 week of returning to classes.

Make up exams may differ from the original exam given in class. Make up exam format is to be at the discretion of the faculty.

If the exam is not made up by the next scheduled class period, 10% per week will be deducted from the individual exam score. If the student misses more than one exam on the scheduled date (does not take the exams on the originally scheduled date and time), deductions from each exam will be as follows:

- First missed exam: No reduction
- Second missed exam: 10% reduction
- Third missed exam: 20% reduction
- Fourth missed exam: 30% reduction

Medication Calculation Policy (418)

Medication calculation quiz - students must achieve a score of 90% or above on the drug calculation quiz. If the student does not earn the 90% on the first attempt, they will receive 0's on all sections/outcomes of the clinical evaluation tool for the week defined by each level (levels will disclose the week in their syllabus). If the student does not pass the second attempt, they must withdraw from the clinical course.

Faculty Guidelines:

1. One person in the course should grade all quizzes in order to ensure consistency with grading.
2. J2, S1 and S2 clinical courses need to complete the quizzes before the end of week 2 of the course.
3. Students must be taught the content prior to taking the quiz and should be offered remediation between

retakes.

4. The CBN 1 quiz should be 20 questions in length. The quizzes in the other CBN courses should be 10 questions in length.
5. Faculty will provide simple calculators.
6. All course levels will utilize the NCSBN rounding guidelines.
7. Calculations only –Students can mark the dosage on an image of a syringe. Questions regarding correct syringe or needle sizes will not be included.
8. Grading for med calc quizzes will only be entered on the CE tool as zeros for students who did not meet the passing standard described above. Med Calc quiz grades for all students may be entered into the LMS gradebook for purposes of communication.

Approved by A & P Committee 5/2018, 1/2019 College Senate Approved 5/24/2018, 1/11/2019, Rev. 6/2022

Academic or Disciplinary Probation Policy (426)

Purpose:
Saint Francis Medical Center College of Nursing utilizes probationary status to respond to actions or performances which indicate that the student may lack academic or professional conduct/competence befitting the baccalaureate and graduate degrees and/or profession of nursing. The College identifies three types of probation: academic, disciplinary, and satisfactory academic progress for financial aid. This policy addresses academic and disciplinary probation. Satisfactory academic progress for financial aid probation is addressed in the Standards for Academic Progress for Financial Aid.

Policy:
Students enrolled at Saint Francis Medical Center College of Nursing are required to maintain a specific level of academic performance to be in good scholastic standing. If a student cannot meet minimum academic and behavioral standards, they will be placed on a probationary status.

Probation is a period of evaluation. Decisions to impose, continue, or remove probationary status are the responsibility of the Undergraduate Admission & Progression and Graduate Committees of the College of Nursing.

More than one probation is grounds for a full review of the student's status in the program and may result in the student's dismissal from the College.

Students on probation will be prohibited from:
- Holding office in the Student Organization; and/or
- Serving as a representative of the Student Organization

Procedure:

Academic Probation
Undergraduate students: A semester GPA and a cumulative GPA are calculated at the end of each semester based on College of Nursing courses only.

Academic Probation is imposed when a student achieves a:
- Semester GPA below 2.0
- Cumulative GPA -below 2.0
- Grade less than "C" in a course taken at the College

Any student placed on probation will receive written notice via email or postal service from the Registrar.

Academic probation is limited to one semester in the entire nursing program.

The semester and cumulative GPA must be raised to 2.0 by the end of the next semester.
Failure to raise either the semester or cumulative GPA to 2.0 as required will result in academic dismissal.

Students on academic probation will be assisted by their academic advisor, course faculty, and ASC staff to regain good

standing and facilitate academic goal completion.

Undergraduate students on academic probation will be required to complete an evaluation of learning needs through the Academic Support Center (ASC). Based on the evaluation, the student may be required to continue to work with ASC faculty to improve academic performance. Failure to meet with ASC faculty and/or follow through with recommendations could result in dismissal from the BSN program.

Graduate students
A semester GPA and a cumulative GPA are calculated at the end of each semester based on College of Nursing courses only.

Academic Probation is imposed when a student achieves a:
- Semester GPA below 3.0
- Cumulative GPA -below 3.0 in any one term; and/or
- Grade less than "B" in a graduate course taken at the College

Any student placed on probation will receive written notice via email or postal service from the Registrar.

Graduate students on probation are required to meet with their academic advisors to develop a plan for success.

Failure to attain good academic standing after one semester may result in dismissal from the College.

Once placed on academic probation the graduate student must receive a semester GPA of at least 3.00 in the next semester. Failure to do so may result in academic dismissal and enrollment in future classes will be prohibited.

Students on academic probation will be assisted by their academic advisor and course faculty to regain good standing and facilitate academic goal completion.

Students may be admitted to the College on academic probation when the application materials indicate the student has a deficit but is likely to be successful in the program.

Academic dismissal occurs when a graduate student does not achieve at least a 3.00 semester GPA while on probation and/or from failing to achieve a 3.00 overall GPA. For additional information see the Dismissal from College Policy (438)

Disciplinary Probation
Disciplinary Probation may be imposed when a student fails to comply with Saint Francis Medical Center College of Nursing policies, regulations, and rules will be subject to disciplinary action including dismissal from the College. In cases which involve academic concerns, complaint investigations will be initiated with instructor, course coordinator, and academic Dean. In cases of inappropriate conduct, complaint investigations will begin with the Dean of Support Services.

Disciplinary hearings will be facilitated through the office of the program Dean or Dean of Support Services, and conducted by the appropriate Undergraduate Admission and Progression or Graduate Committee. In cases of sanction or dismissal, the decision of the Committee may be grieved through the Judicial Committee.

A student accused of violating College policies and/or regulations may be diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, as a result of the psychological disorder, engages or threatens to engage in a behavior which poses a danger of causing physical harm to self or others, or would cause significant property damage or impedes the lawful activities of others.

Procedure:
- The course faculty will notify the Registrar and program Dean if a student earned a grade less than "C" at the undergraduate level or "B" at the graduate level.
- Faculty will notify the Dean of Support Services and program Dean when a student has engaged in behaviors or violations of college policies associated with a potential disciplinary charge. TheDean and program Dean will investigate the issue of concern.

- The Dean will notify the appropriate undergraduate or graduate Committee of all students who need to be reviewed for academic performance deficits or disciplinary concerns.
- The Undergraduate Admission and Progression or Graduate Committee will evaluate the student performance and determine the student's status in relation to academic or disciplinary probation or dismissal.
- Students receiving a semester or cumulative GPA lower than 2.0 for undergraduate program students or 3.0 for graduate students will be notified in writing by the Registrar of their placement on academic probation and requirements to be met in order to stay in the BSN program.
- The Academic Support Center (ASC) faculty and student advisor will be notified of the academic probation status by the Registrar.
- The student will be responsible for contacting ASC faculty and setting up an appointment for evaluation within the first two weeks of the semester of academic probation. This is not mentioned in the graduate student section of the policy .
- The ASC Faculty will notify Dean of the Undergraduate Program, advisor and registrar if the student does not schedule an appointment within the first two weeks of the semester of academic probation. The Dean will follow up with the student.
- Failure to comply with an ASC evaluation within the first two weeks of the semester could result in dismissal from the program.
- Based on the recommendations of the ASC faculty, the student may be required to continue working with ASC faculty and/or counseling staff at the College
- The student is expected to seek assistance from appropriate faculty and/or academic Dean.
- The Undergraduate Admission and Progression or Graduate Committee will evaluate the student performance and determine the student's status in relation to cessation of academic or disciplinary probation status.
- The student's status will be reevaluated at the end of a semester of academic probation.
- If the student has a semester or cumulative GPA of 2.0 or greater with the undergraduate program, they may continue in the BSN program. If the student has not been able to raise their semester or cumulative GPA to a minimum of 2.0 they are dismissed from the BSN program.
- If the student has a semester or cumulative GPA of 3.0 or greater with the graduate program, they may continue in the graduate track in which enrolled. If the student has not been able to raise their semester or cumulative GPA to a minimum of 3.0 they are dismissed from the graduate program.

Dismissal from College (438)

Policy: To define the College's right and processes for dismissing a student from the College.

Procedure: Saint Francis Medical Center College of Nursing reserves the right to dismiss any student whose academic performance, personal and professional conduct, or nursing practice makes it inadvisable for the student to remain in the College.

A student who has been dismissed from Saint Francis Medical College of Nursing program will be eligible to apply for readmission to that program.

Saint Francis Medical Center College of Nursing reserves the right to dismiss a student for:

1. Academic failure in any two College of Nursing courses.
2. A second incident of probation.
3. Failure to achieve a cumulative grade point average of 2.0 at the undergraduate level and 3.0 at the graduate level.
4. Evidence of unsatisfactory professional behavior including, but not limited to:
   a. Unsafe nursing practice that may endanger the well-being of patients;
   b. Falsification of health care facility records and/or reports;
   c. Dishonest behavior; and
   d. Unethical nursing practice.
5. Evidence of unsatisfactory personal behavior including, but not limited to:
   a. Falsification of documents and/or other records;
   b. Academic dishonesty;
   c. Unacceptable behavior that would threaten the well-being of others;
   d. Conduct that brings discredit to the College or profession; and
   e. Conduct reported by a local, state or federal agency that is in conflict with the Illinois Nursing and Advanced Nursing Practice Act or the Illinois Health Care Worker Background Check Act.

The student will be notified of the dismissal by the College Registrar.

Students in disagreement with the decision of the College have the right to file an appeal of the dismissal following the Student Appeal Process.

Moving to a Different State

Students must contact their advisor to discuss any change in their state of residence prior to relocation. Should a student relocate to a state in which Saint Francis Medical Center College of Nursing is not authorized to provide distance education, continued enrollment cannot be guaranteed.

This may also impact the student's Title IV financial aid eligibility, loan repayment or deferment, and/or veteran's benefits. Students should consult with the Student Finance Office to determine impact of a change in location.

College Senate Approved 5/21/2020

TIME LIMITATIONS FOR COMPLETION OF GRADUATE 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. Exceptions include BSN-DNP students who have an 8 year limit. Additionally, the RN-MSN option, the MSN Adult Gerontology Acute Care NP, the MSN Psychiatric Mental Health NP and the DNP-L students who need practicum hours in addition to the 512 included in the curriculum, have a 7 year time limit due to the number of credit hours required for completion of these options. 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.

College Senate Approved 5/21/2020

Health Education Systems, Inc. (HESI) Exams Policy (481)

Purpose:
To ensure student success in an academic environment that promotes *a tradition of excellence in nursing education* and enable the achievement of our success measure of "NCLEX pass rates will be maintained at 90% for the first time writer."

Objectives:
1. To foster a *tradition of excellence in nursing education* by use of a test with documented reliability and validity enabling the prediction of the student's ability to successfully complete the program and pass the NCLEX-RN EXAM.
2. To provide students experience in testing in a computer environment as occurs with the NCLEX-RN EXAM.
3. To provide students immediate feedback upon completion of the achievement tests.
4. To provide faculty advisors data to assist advisees in developing a successful plan of study in preparing for the NCLEX-RN EXAM.

Scope:
This academic electronic h covers all students prior to attending the College, at the completion of the J-2 academic semester as well as at the completion of the S-2 academic semester.

Definitions:

1) Evolve Reach, powered by Health Education Systems, Incorporated (HESI) is a testing company that has products to help students pass the NCLEX-RN exam. Questions are developed by experts to reflect questions on the actual NCLEX-RN exams, and all items have evidence-based reliability and validity to ensure accurate measurement of

test scores and prediction of NCLEX-RN examination success. Immediate diagnostic reports are provided to identify areas that need further study.

2) Our Mid-Curricular (MC) Exam, a custom made test developed by HESI, was constructed based on the first half of our curriculum and allows for a comprehensive evaluation of students' knowledge after the Junior year in the BSN curriculum. A HESI on-line nursing tutorial and remediation program, will be used for those students who do not meet the benchmark score on the MC exam to provide assistance in their identified areas of need.
3) The Exit Exam (E2) evaluates student readiness for the NCLEX-RN exam, with predictive accuracy of 98.5%. Remediation is also available for this exam.

General Guidelines:

- The MC and E2 are required exams.
- Students will take all HESI exams via computer at an off-campus site.
- The MC and E2 exams will be taken at the end of the semester. Dates, times, and location of testing for the MC and E2 are available to students by mid-semester.
- Students are responsible for scheduling a testing time and providing their own transportation to the testing site.
- Students will know their results immediately following completion of the test.
- Students will complete a confidentiality statement at the time of HESI test taking, as these are secured exams.
- All HESI tests include free remediation.

Mid-Curricular (MC) Exam

The MC exam reflects the curriculum of the junior year at the College.

- If the student does not attain the required 900 HESI score, the student will identify areas of weakness from his/her HESI exam. The student will do this by reviewing the exam results sent to the student in an email from HESI. The student may contact his/her advisor if any questions arise regarding HESI remediation.
- Students will be required to complete HESI remediation if the benchmark score of 900 is not achieved.
- Students must complete all of the required remediation no later than 9 AM on the Wednesday prior to the beginning of classes for the next academic term.
- Successful completion of the HESI mid-curricular exam is a prerequisite to Conceptual Basis for Nursing III. Successful completion is defined as achievement of a HESI score of 900 or greater or completion of assigned remediation.
- The College may administratively drop the student from Clinical Nursing III if the assigned remediation is not completed as required.
- This is a required college test. Failure to take the exam during the scheduled time is regarded as attaining less than the satisfactory score and the student will be required to complete the required remediation.

HESI Exit Exam (E2)

- The Exit Exam is a part of the course grade for Conceptual Basis to Nursing IV Theory course. Students will not be allowed to retake the E2 for the purpose of improving their course grade.
- Students are highly encouraged to complete remediation to improve performance on the NCLEX exam

Revised and approved by Admission and Progression Committee 5-2-14 College Senate Revised 5/22/2014

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 program. 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 Support Center (ASC) 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 promotes retention for undergraduate students. The availability of financial assistance and financial literacy counseling through the Financial Aid Office further facilitates retention.
A & P Approved Changes 11-21-14 College Senate Rev. 3/23/2012, 5/21/15

Readmission and Reenrollment Policy (441)

Re-Enrollment After an Absence
Students in good academic standing who have not been enrolled at Saint Francis Medical Center College of Nursing (SFMC CON) for one semester must notify the Director of Admissions/Registrar in writing of their intent to return. An interview with the Director of Admissions/Registrar and the Student Finance representative may be required. Re-enrollment is contingent upon space availability and adherence to the College's course placement procedure.

Readmission After Voluntary Withdrawal
A student who voluntarily withdraws from the program may request readmission by submitting a written request to the Dean of the appropriate program. An interview with the Dean is required. During the interview, the student must present the rationale for seeking readmission and provide evidence of readiness to successfully complete the program. Readmission following voluntary withdrawal is not guaranteed and may be considered only at the discretion of both the Dean and the Provost. If consideration is granted, the Dean will forward a recommendation to the Admissions and Progression Committee (for undergraduate students) or the Graduate Committee (for graduate students). The respective committee will review and act upon the request.

The student may attend the committee meeting accompanied by their former advisor, the College counselor, a faculty member, or another College support person. The support person's role is limited to providing moral support and does not include active participation in the proceedings. Recording of the meeting is not permitted.
Decisions regarding readmission after voluntary withdrawal are based on an individualized review of the student's prior academic performance and supporting evidence. Course placement, if readmission is approved, is determined by space availability and the established placement procedure. The decision of the Admissions and Progression Committee or Graduate Committee is final.

Applicable Policies and Tuition
Students approved for reentry are subject to all academic policies, program requirements, and course sequences in effect at the time of their return. Tuition and fees will be assessed at the current rate in effect during the semester of re-enrollment. The College reserves the right to deny readmission to any student at any time.

Ineligibility Following Dismissal
A student who has been dismissed from the program is not eligible to reapply for admission. Dismissal decisions are final, and the individual may not seek readmission under any circumstances.

College Senate Approved 1/16/2009, Revised 5/21/15, 5/24/2018, 4/24/2020, 12/19/2025

Change in MSN or DNP Option

Masters or doctoral students wishing to change options (majors) must submit the Request for Change in MSN or DNP

Option form (located in the learning management system) no later than the second Friday of classes following the start of the fall, spring, or summer session. Approval of option changes are based on space and resource availability, and the earliest a student could begin the curriculum for the new option is the following semester. Once the Dean of the Graduate Program receives the form and analyzes the situation, the student will be notified by e-mail of acceptance or denial of the request. Students whose request is denied may choose to stay in the current option or leave the program.

Administrative Distance Learning Policy (486)

Purpose: This policy establishes definitions, standards, requirements, and procedures related to distance learning. It defines the roles and responsibilities of students, faculty, administration, and the Instructional Design and Technology Specialist. It also includes procedures and requirements for the management of the Learning Management System (LMS).

Policy: It is the purpose of the College to adapt to the changes in learning and education by integrating technology into its curriculum. This integration involves blended learning environments for traditional undergraduate classroom courses and predominately online courses for all graduate degrees.

Saint Francis Medical Center College of Nursing recognizes the advantages provided by technology and the ever-changing student body. The College of Nursing is committed to providing the resources, standards and guidelines needed to support distance education. This policy recognizes the importance of student services, academic freedom, and supports policies relating to instruction. The policy serves as the authoritative guide for all decisions relating to planning, implementing, administering, and evaluating distance education.

The College has a commitment to prepare faculty, staff, and students to use distance technology. To fulfill this commitment, those members participating in the delivery of distance learning and hybrid/blended courses will be provided educational opportunities in technology, equipment, and methodologies to enhance online courses. In addition, education will be provided as changes and updates to distance education take place. Education will occur both on campus and online in the forms of workshops, tutorials, and individual education.

Definitions

Distance Learning**:** Saint Francis Medical Center College of Nursing defines distance learning as a course whose delivery is predominantly online. This physical separation is bridged through the use of technology. Learning can take place synchronously, asynchronously, or a combination of both. Content delivery methods may include audio, video, computer technologies, internet, wireless communication devices, conferencing, DVDs, and CDs. Through interactivity students will create a connection between themselves, faculty, and their classmates. All students are accountable for their own learning and are expected to collaborate with faculty and other participants. Faculty members are responsible for creating safe and engaging environments for students to learn and interact while facilitating learning events. This is congruent with the mission and philosophy of the College.

Blended or Hybrid Learning**:** involves the integration of online educational elements (as described above) into a traditional face-to-face course. Blended or Hybrid courses are taught in the traditional classroom setting and use a Learning Management System to distribute syllabi and course materials along with the integration of other features such as journaling, grade book, threaded discussions, drop box, and email, which may replace inseat class attendance. All students are accountable for their own learning and are expected to collaborate with faculty and other participants. Faculty members are responsible for creating safe and engaging environments for students to learn and interact while facilitating learning events.

Traditional Learning**:** involves courses that deliver content in the classroom, clinical, and may include web-enhanced activities that do not replace classroom attendance. Courses with the predominate amount of instruction occurring in clinical settings with both the instructor/preceptor and student at the same place at the same time are considered traditional courses. All students are accountable for their own learning and are expected to collaborate with faculty and other participants. Faculty members are responsible for creating safe and engaging environments for student learning and interaction while facilitating learning activities.

Learning Management System (LMS): is the software program used to deliver courses to students through the online format.

Student Information System (SIS): is a software program used for maintaining student records which contain the student's name, address, courses, and grades.

Areas of Responsibility

The College Board, administration, faculty, and students share in determining the desirability and the feasibility of using distance learning systems. The College Board oversees the resources and implementation of the program. The Deans collaborate with the designated faculty, the Curriculum Committee, Graduate Committee, and College Senate to appropriately assign courses delivered online. The faculty assures the rigor of the program and quality of instruction by retaining responsibilities for the curriculum, course development, implementation, evaluation and revision of the program. The Faculty agrees with the 1999 AAUP Statement on Distance Education, which asserts the fundamental principle that:

> *As with all other curricular matters, the faculty should have primary responsibility for determining the policies and practices of the institution in regard to distance education. The rules governing distance education and its technologies should be approved by vote of the faculty…and published and distributed to all concerned.*

Students enrolled in distance learning courses will be expected to comply with course requirements. Administration will approve and oversee technology acquisition and allocation of funds to support technology needs and provide academic, clerical, and technical assistance and provide faculty time for adequate preparation for course delivery. Administration will ensure that appropriate library resources and student support services are available, based on need. The Instructional Design and Technology Specialist will serve as support for the distance learning courses and/or programs offered through the distance learning equipment.

Accountability

All students are accountable for their own learning and are expected to collaborate with faculty and other participants. Faculty members are responsible for creating safe and engaging environments for student learning and interaction while facilitating learning activities.

COPYRIGHT AND INTELLECTUAL PROPERTY

Copyright is a form of legal protection granted to creators of original works that have been "fixed" in a tangible form of expression. Copyright secures for the owner the exclusive control for making or distributing copies of a work. U. S. Copyright and Intellectual Property Laws serves as a guide for faculty, students, and staff concerning the use of copyrighted materials at the Saint Francis Medical Center College of Nursing. For more details, see http://www.copyright.gov/legislation/s505.pdf

Guidelines for Classroom Use

Educational institutions are permitted to display and perform other works in the course of face-to-face teaching activities for private study, scholarship, and research, but not for commercial purposes**.** Single copies for teachers may be made of any of the following for a teacher or individual request for scholarly research or use in teaching or preparation to teach class:

- □ Chapter from a book
- □ Article from a periodical
- □ Short essay, story, or poem, whether or not from a collective work
- □ Chart, graph, diagram, cartoon, or picture from a book or periodical

Multiple copies for classroom use should not exceed more than one copy per pupil in a course.
Note: Copying shall not be a substitute for the purchases of the book publisher's reprints or periodicals.

Library Rules for Copying: Under Title 17 of the Copyright Act, the Library has provisions covering unsupervised copying and interlibrary loans. The Library posts notices in prominent locations near computers, printers, and photocopy machines, informing users that making copies may be subject to copyright law.

Copyright Notices: The Library maintains the necessary interlibrary loan records as required by copyright law. Copyright notices are included in the signature of all outgoing interlibrary loan correspondence.

Use of Copyrighted Material
Faculty, students, and staff may use copyrighted material under the following conditions:

- □ Use works no longer protected by copyright or in public domain
- □ Use works applying the principles of "fair use"
- □ Obtain permission to use the copyrighted work from the copyright holder

Public Domain (Section 303, U. S. Copyright Law)
Works available in the public domain no longer require the permission of the copyright owner or their copyrights have expired. To determine whether a work is in the public domain, you first need to find out when it was published and apply the following rules to determine if the copyright has expired:

- □ All works published in the United States before 1923 are in the public domain.
- □ Works published after 1922, but before 1978, are protected for 95 years from the date of publication. If the work was created, but not published, before 1978, the copyright lasts for the author's life plus 70 years.
- □ For work published anonymously or under a pseudonym, the copyright lasts between 95 and 120 years, depending on the date the work is published.
- □ If the work was published between 1923 and 1963, check with the U. S. Copyright Office to see whether the copyright was properly renewed. If the author failed to renew the copyright, the work has fallen into the public domain and you may use it.

Fair Use (17 U. S. Code 107)
Under Fair Use, copyrighted materials can be used for a limited and "transformative" purpose, such as criticism, comment, education, scholarship, or research. The Technology, Education and Copyright Harmonization (TEACH) Act provides for the performance and display of online resources that would ordinarily be used in a physical classroom (U. S. Copyright Act, Sections 110 and 112). Fair use depends on the circumstances of each individual case; however, copyright law offers four factors in determining fair use:

1. Purpose of the use
2. Nature of the copyrighted work
3. Amount and proportion of the copying
4. Effect of the copying on the potential market for the original work

Note: Faculty, staff, and students using copyrighted material should evaluate their use of this material with a Fair Use checklist that is available in the Library.

TEACH Act Requirements
In exchange for access to copyrighted material for distance education, the TEACH Act requires that the College meet specific requirements for copyright compliance and education. In order to use the copyrighted materials in distance education to qualify for the TEACH Act exemptions, the following criteria must be met:

- □ The institution must be accredited, non-profit educational institution
- □ The use must be part of mediated instructional activities
- □ The use must be limited to specific number of students enrolled in a specific class
- □ The use must either be for "live" or synchronous class sessions
- □ The use must not include transmission of textbook materials, materials "typically purchased or acquired by students" or works developed specifically for online uses
- □ The institution must have developed and publicized its copyright policies, specifically informing students that the course content may be covered by copyrights and include a notice of copyright on the online materials

  The institution must implement technological measures to ensure compliance such as assigning passwords, providing authentication through Internet Protocol, content timeouts, print-disabling, cut and paste disabling

What the TEACH Act does not allow
Exemptions under the TEACH Act specifically do not extend to:

- □ Electronic reserves, course packs or interlibrary loan (ILL)
- □ Commercial document delivery
- □ Textbook or other digital content provided under license for the author or publisher
- □ Conversion of materials from analog to digital version of a work unavailable or protected by technological measures

Note: The TEACH Act does not supersede fair use or existing digital license agreements. TEACH requirements listed above have been adapted from the Copyright Clearance Center.
(Copyright Clearance Center, 2011)

Obtaining Permission from the Copyright Holder
Permission to use copyrighted material may sometimes be obtained from the copyright holder via a letter describing the material and how it is to be used. However, lack of a reply from such correspondence does not indicate permission. Materials which do not require copyright permission include exams, syllabi, and lecture notes. A sample letter with a permission request form is available in the library.

Intellectual Property (U. S. Copyright Law, Title 17)
The College has the right to ownership of any intellectual property if the work results from a specific assignment or when the College provided specific resources to the development of intellectual property. The College retains ownership when it directs a faculty or faculty member to create a specific work as a requirement of employment or contributes special services and facilities to its production beyond what is traditionally provided to faculty members. Faculty retains ownership of work created independently or at faculty's own initiative for academic purposes, except if faculty voluntarily chooses to transfer the property.

Course syllabi, jointly prepared by faculty, remain the property of the College. Assignments, tests, and handouts developed by faculty in teaching remain the property of the faculty, but the College shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored course outlines and teaching materials.

Academic Concerns

Academic Honesty

Students taking distance learning courses are held to the same requirements of academic honesty as students taking traditional courses.

Refer to Ethical and Professional Conduct Policy.

Distance Learning Education

The College has a commitment to prepare faculty, staff, and students to use distance technology. To fulfill this commitment, those members participating in the delivery of distance learning and hybrid/blended courses will be provided educational opportunities in technology, equipment, and methodologies to enhance online courses. In addition, education will be provided as changes and updates to distance education take place. Education will occur both on campus and online in the forms of workshops, tutorials, and individual education.

Site Management Technical Considerations

The College assumes the responsibility for the technical delivery of the course and technical support. Faculty is responsible to have sufficient technical skills to present the subject matter and to assume final responsibility for the presentation of the content as approved by the College Senate.

Student Access to LMS and Courses

Students will be given access (course opened) to the LMS and their course one week prior to the semester's first class. Students will be batch loaded into the LMS one week after faculty has been provided access and/or upon confirmation from faculty that the courses are copied correctly. Students will have access to their enrolled courses until two weeks following the end of the semester. It is the student's responsibility to maintain copies of their course materials for use in their portfolios. Semesters will be closed two weeks following the end of a semester. Due to software limitations no access will be granted to closed semesters or courses.

Availability of Assistance

Support is provided by the Instructional Design and Technology Specialist, OSF Saint Francis Medical Center Help Desk, and the Canvas (Learning Management System) Help Desk. The availability of OSF Saint Francis Medical Center's Help Desk (309-655-2293) is 24/7 and provides support for College hardware, student .EDU email access issues and software. Canvas helpdesk is available 24/7 and provides support for learning management system issues. Support from the Instructional Design and Technology Specialist is during normal business hours and consists of assistance for hardware, software, .edu email and Canvas issues along with course design questions.

Authentication and System Integration

The Instructional Design and Technology Specialist will create a user account for each user who needs access to the LMS. The users first and last name, birth date, and email address will be required to create a user account. The username will be set to the users Student Information System (SIS) ID. The password will be their 6 digit birth date in the MMDDYY format. Users will not be allowed to change their password. Users are responsible for maintaining a current email address in the LMS and SIS.

SYSTEM SECURITY POLICY (496)

Policy: The Learning Management System (LMS) and Student Information System (SIS) are secure password protected systems.

User IDs and passwords should not be shared. Only the user assigned a particular ID and password should utilize that ID and password to access these systems.

Procedure: Once students are enrolled, they are assigned an ID number, log in information for the OSF network and are directed to create their own custom password. In addition to this, the LMS and SIS have the same process students to control access to various functions and courses in the Student Record.

ACADEMIC AWARDS

Dean's List

Undergraduate students who have achieved a grade point average (GPA) of 3.4 and above for the semester and who are enrolled in at least 12 semester hours are recognized by being named to the Dean's List. Students receive an individual certificate of achievement.

Graduation Honors

Undergraduate Honors:
Graduation recognition and honor cords for undergraduate student academic performance is based on the following cumulative GPA:

Summa Cum Laude	3.85 - 4.00
Magna Cum Laude	3.70 - 3.84
Cum Laude	3.55 - 3.69

Masters Honors:
Graduating With Distinction
The MSN students graduating with a cumulative GPA of 3.75 or higher will receive recognition and honor cords for "Graduating with Distinction."

Graduation Awards

Undergraduate:
The College of Nursing established two awards for graduating seniors for the purpose of acknowledging and fostering a commitment to the ideals of professional nursing. The **"Excellence in Nursing Award"** recognizes a pre-licensure graduate and the **"Nursing Achievement Award"** recognizes an RN graduate. Seniors who have a minimum cumulative grade point average of 3.0 are eligible to be nominated for these awards. Nominees are considered on the basis of involvement and contribution to the College and community, enthusiasm, leadership, caring, positive attitude, and professional role model. Candidates are nominated by the faculty and selected by the Admission and Progression Committee.

Reviewed by A&P 11/21/2014, Revised 5/21/2015, 04/24/2020 College Senate Approved 1/16/2009, 5/21/2020

Graduate:
The College has an award for the outstanding MSN graduate. The criteria for the Sister M Ludgera Memorial Award for Outstanding Masters in Nursing are as follows: 1) High academic achievement as evidenced by graduating with distinction, 2) Excellent leadership abilities demonstrated by serving as a positive role model to others, willingly mentoring/tutoring other graduate students, and employing innovative approaches to issues, 3) Professionalism is shown by maintaining integrity, high ethical standards, and by being as asset to the profession of nursing, 4) Demonstrating a consistently positive attitude and a willingness to go "above and beyond".

The Sister Diane Marie Award for an outstanding DNP graduate. The criteria for the Sister Diane Marie Award for Outstanding Doctorate in Nursing Practice include high academic achievement as evidence by GPA of 3.6, service to the discipline of nursing and to the community, professionalism evidenced by maintaining integrity and high ethical standards in practice, significant impact on nursing practice through their DNP scholarly project and demonstration of nursing leadership to transform healthcare. The awardee is selected jointly by the Graduate Dean and DNP Chair.

College Senate Approved 1/16/2009, 5/2/2020 Reviewed by A & P Committee 11/21/2014, 04/24/2020

GRADUATION

Graduation Requirements Policy (440)
Upon successful completion of the prescribed program, a degree is awarded-a Bachelor of Science Degree in Nursing (BSN), Master of Science Degree (MSN) or Doctor of Nursing Practice (DNP) as appropriate. Graduation exercises are held in December and May. Students are encouraged to attend the ceremony. All students expecting to graduate must apply for graduation by a specified date.

Graduation Requirements-BSN
To be eligible for the Bachelor of Science Degree in Nursing, a student must:
1. Have a cumulative GPA of 2.0 or better including transfer courses as part of the BSN degree program.
2. Successfully complete the prescribed curriculum for BSN no later than 5 years after initial enrollment.
3. Earn minimum semester hours for the BSN program of credit on campus as defined in Residency Requirements policy (401).
4. Provide official transcripts of any courses taken outside the College during the nursing major.
5. Complete the "Application for Graduation" available at www.sfmccon.edu.
6. Meet the requirement of specific financial aid programs for an exit interview as applicable.
7. All financial obligations to SFMC CON must be settled prior to graduation.
8. Meet all requirements of the College of Nursing.

In the last semester of the nursing major, all students are expected to participate in comprehensive examinations which

assist in preparing students for the licensure examination. Individual results are used in academic advising. The overall group results of the examinations are used by faculty in program evaluation.

Graduation Requirements-Graduate Program-MSN or DNP

To be eligible for the MSN or DNP degree, a student must:

1. Have a final semester GPA of at least 3.0 including transfer courses as part of all graduate programs.
2. Have a cumulative GPA of at least 3.0 including transfer courses as part of all graduate programs.
3. Successfully complete the prescribed curriculum within the published program maximum period.
4. Meet all requirements of the College of Nursing.
5. Earn the specified number of required semester hours for the enrolled program of study as stated in the Residency Requirements policy (401).
6. Provide official transcripts of any courses taken outside the College during the program.
7. Complete and submit the Application for Graduation (See Student Handbook for application process).
8. Meet the requirement of specific financial aid programs for an exit interview as applicable.
9. All financial obligations to SFMC CON must be settled prior to graduation.

Graduation exercises are held in December and May. Students are encouraged to attend the ceremony.

Approved 1/16/2009, Revisions approved by College Senate 1/1/2018, 5/21/2020

Graduation Application Process

At the end of the semester prior to graduation, Admissions personnel send a memo to the undergraduate students regarding graduation costs including NCLEX-RN EXAM fees, the fingerprinting fee, and the graduation fee. Admissions personnel also send a memo to graduate students about the graduation fee so all students will be informed and able to budget for the expenses related to the final semester of the program. The graduation fee pays for the student's nursing pin (if applicable) and the cap, gown, tassel, and hood (if applicable).

The Applications for Graduation Forms are emailed to students. The Application for Graduation form must be signed by the student and then submitted to the Registrar's Office during the designated course registration dates. The graduate students must have their academic advisor sign the form verifying they have completed the courses required for graduation. All students must meet graduation requirements as stated in the Saint Francis Medical Center College of Nursing Catalog in order to graduate. Students must clear all financial obligations with the College of Nursing in order to assure the release of the diploma and final transcript.
8/21

Criminal Background Check and Fingerprinting Prior to Graduation for Prelicensure Students Section 60-10 of the Nurse Practice Act requires applicants for initial licensure (Registered Nurse) to submit to a criminal background check as part of the qualifications for licensure.

All individuals applying for initial licensure as a Registered Nurse in Illinois must submit to a criminal background check and provide verification of fingerprint processing from the Illinois Department of State Police, or its designated agent, for fingerprint processing. This service is provided at the College of Nursing for students within sixty (60) days of application for licensure. If unable to attend this session, students should contact the approved vendor or Illinois State Police to schedule an appointment. Each applicant will be provided a written receipt from the vendor or State Police once they have been printed. This receipt **must** accompany the examination application and fee in order for the applicant to be scheduled for the examination and receive their examination approval letter. The cost of fingerprinting and the background check fee will be the responsibility of the student.

Revised and approved by Admission and Progression Committee 2/27/15, Approved College Senate 5/7/10, 5/21/15

Licensure

The practice of professional nursing requires a current, valid license in the state in which employed. After receiving the baccalaureate degree, graduates are eligible to take the examination for licensure as a registered professional nurse. College Administration will provide information for the National Council Licensure Examination for Registered Nurses (NCLEX-RN EXAM).

The Illinois Application for Licensure requires all applicants to answer truthfully a section titled "Personal History Information" which includes the following five questions:

*1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
*2. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession?
*3. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
*4. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position?
*5. Are you a U.S. citizen OR a lawfully admitted alien of the United States?

*An applicant who answers "yes" to one or more of the first four questions must submit specific additional documentation with the application.

For further information or questions, please contact the President or Dean of the Undergraduate Program.

Transcripts

Transcripts are issued online or upon a written request of the student. The fee for each transcript is $12.00.

Pursuant to and in compliance with the Illinois Student Debt Assistance Act, Saint Francis Medical Center College of Nursing will not:

1. Refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt.
2. Condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript.
3. Charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

The college will provide an official transcript of a current or former student even if the current or former student owes a debt if the student requests the official transcript to:

1. Complete a job application;
2. Transfer from one institution of higher education to another;
3. Apply for State, federal, or institutional financial aid;
4. Join the United Stated Armed Forces or Illinois National Guard; or
5. Pursue other postsecondary opportunities;

The college will not condition the provision of an official transcript to a current or potential employer on the payment of a debt, other than a fee charged to provide the transcript; and will not charge a higher fee for transferring an official transcript to a current or potential employer or provide less favorable treatment for such a request because a current or former student owes a debt.

Graduation Pictures

Each semester graduating students will be notified of available dates and times to have their pictures taken. The College currently works with a local vendor. Around the fourth week of the semester, a notice will be sent from College Support Representatives outlining the details for pictures.

Professional Standards for Classroom and Clinical Conduct Policy (354)

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.

Classroom Behavior

Appropriate and professional behavior is required in all classes.

The dress code for classroom is observed for all classes.

Laboratory and classroom food and beverage restrictions, posted in the Student Handbook and/or on-site, are to be followed.

In classrooms, the Learning Resource Center (LRC), and lab, all phones, pagers, and PDAs are to be set to vibrate or turned off. Out of consideration for others, cell phone/pager users are to step out of the classroom, LRC, or lab, if necessary to answer a cell phone or pager.

All electronic devices including, but not limited to, cell phones, pagers and PDAs, are prohibited during all exams, quizzes, test, etc. Use of such devices during an exam, quiz, or test, may result in a zero grade for that experience. For urgent matters, students may leave the number of the college front desk. The front desk receptionist will contact the instructor who will notify the student.

During proctored exams, quizzes, or tests, baccalaureate students may only use college computers and calculators. No other calculators or computers, i.e., personal computers, PDAs, are to be used.

Any exceptions to this policy must be approved by the course coordinator and included in the syllabus.

Clinical Behavior

1. Appropriate and professional behavior is required during all hospital and community clinical experiences. The dress code is required as appropriate for hospital or community experiences.
2. Students MUST maintain professional confidentiality. Patients should not be discussed in the cafeteria, public places, at social functions, or with family and friends
3. Students may not give information concerning patients 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.
4. Undergraduate students may not sign as a witness to legal documents (ie. Wills, Power of Attorney), baptisms, marriages, surgical/procedural or autopsy permits/consents.
5. Students must observe OSF Saint Francis Medical Center or clinical agency regulations when visiting patients 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.
6. Students must promote a quiet environment in patient care areas.
7. Students may use telephones in clinical agencies for professional purposes only and not for personal calls.
8. In order to maintain compliance with federal laws regarding immediate notification of emergency events, students will be allowed to keep their cell phones with them during classroom and clinical instruction. The phones are to be kept on the vibrate mode and are to be used ONLY for emergency notifications and not for other types of personal communication. Faculty reserves the right to dismiss the student from the learning experience for inappropriate cell phone usage.

   Clinical agencies guidelines are to be followed regarding the use of pagers and/or cell phones. If allowed, pagers and/or cell phones can be set to vibrate with consideration for others during speaking.
9. The student, when answering a clinical agency telephone, identifies the agency, unit and gives both name and title.
10. Students, with authorization of the instructor, may use the public address system or audio pagers of the clinical agency.
11. Students should conduct all communications with physicians, patients and employees in a professional manner. Physicians are not to be called without first consulting with the instructor/preceptor.
12. Students shall report to the instructor/preceptor when arriving on the nursing unit/agency and when leaving.
13. Students shall report any broken or defective equipment or supplies to the instructor or appropriate clinical agency personnel.

Violation of Policy 354 will be subject to disciplinary action by the individual faculty member or the appropriate program dean.

Ethical and Professional Conduct Policy (353)

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).

Violations of academic honesty will result in disciplinary action. Actions will include, but are not limited to, one or more of the following:

- □ Automatic failure of the work
- □ Automatic failure of the course
- □ Dismissal from the College

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.).

I. Responsibilities

A. 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, ask 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-
      1. 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.
      2. 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
      1. As part of the course new undergraduate students will take prior to coming to the CON, the students will complete the educational module found in Canvas.
      2. Graduate-Graduate students will complete the aforementioned module. Additionally, students will demonstrate acceptance and adherence to the Honor Pledge by reading it and completing the "Honor Code Commitment" form found in Canvas. Completion of the Honor Code Commitment form will be incorporated into the participation grade for each course the student is taking the first semester.

Revised and approved by Admission and Progression Committee 11/15/2013, 11/17/2015 College Senate Revised 05/30/2006, 05/22/2014, 3/18/2016

Professional Standards Policy (409)

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 maintain these professional standards shall constitute misconduct. Misconduct is subject to discipline, up to and including dismissal from the College. Any violations of the professional standards will be referred to the appropriate person/committee: College Administration, Admission & Progression Committee, Graduate Committee, or the Judicial Board. Disciplinary action may include but will not be limited to: reprimand, fines, loss of dorm/study room privileges, probation, 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 a professional standards violation, who was assigned a disciplinary action greater than a reprimand, shall have the right to an appeal, as set forth in the College's Student Appeal Process.

<u>Violation examples include but are not limited to:</u>

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. Failure to use the appropriate login during academic and clinical experiences. 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/HIPAA
   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.

Revised and approved by Admissions and Progression Committee on 3/21/2014, 11/21/2014, 11/17/2015, 4/24/2020
College Senate Revised 5/22/2014, 5/21/15, 3/18/2016, 5/21/2020

OSF Healthcare's HIPAA Orientation and Confidentiality Statement

DEFINITIONS:

1. Breach: The acquisition, access, use, or disclosure of PHI in a manner not permitted by the HIPAA Privacy Rule which compromises the security or privacy of the PHI:
   a. For purposes of this definition, the phrase, "compromises the security or privacy of the protected health information," means that as a result of conducting a risk assessment, it has been determined that there is greater than a low probability that the PHI has been compromised.
   b. A Breach excludes:
      i. Any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of a covered entity or a business associate, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further unauthorized use or disclosure.
      ii. Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same covered entity or business associate, or organized health care arrangement in which the covered entity participates, and the information received as a result of such disclosure is not further used or disclosed in an unauthorized manner.
      iii. A disclosure of PHI where a covered entity or business associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
2. Disclosure: The release, transfer, provision of access to, or divulging in any other manner, information outside the entity holding the information.
3. Protected Health Information (PHI): Demographic or health information that identifies (or could be used to identify) an individual, and is or was created or received by a health care provider, health plan, employer or health clearinghouse, that relates to the individual's health or medical condition, provision of health care or payment for health care, which may be transmitted or maintained in any medium.
4. Workforce: Employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity or business associate, is under the direct control of such covered entity or business associate, whether or not they are paid by the covered entity or business associate.

PURPOSE:

To provide compliance with orientation to confidentiality and privacy practices requirements, as stated under the Privacy Rules of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

POLICY:

1. All personally identifiable information provided by patients or regarding medical services provided to patients, in whatever form such information exists, including oral, written, printed, photographic and electronic is considered PHI. PHI is strictly confidential, and is protected by federal and state laws, and regulations that prohibit its unauthorized use or disclosure.
2. Any OSF Healthcare (OSF) Mission Partner could be exposed to or engaged in the collection, handling, documentation, or distribution of personally identifiable information.
3. All Mission Partners are responsible for protecting the confidentiality and privacy of such information.
4. Mission Partners are not to discuss personally identifiable information with other members of the workforce that are not involved in the care of an individual.
5. Any personally identifiable information acquired or accessed during the performance of work at OSF in the course of assigned duties, or in contact with any of OSF's affiliates is to be kept confidential.
6. All OSF Mission Partners are required to sign a Confidentiality Statement upon initial employment at OSF.
7. New Mission Partners are required to complete Privacy Program training during New Mission Partner Orientation for which completion is documented.
8. All new Mission Partners, volunteers, students, agency and contract staff are required to receive education on OSF's confidentiality and privacy practices.
9. The responsibility for protecting confidentiality and privacy does not end when a Mission Partner terminates employment with OSF.
10. OSF will mitigate any harmful effect of a breach of confidentiality or privacy of personally identifiable information. In order to lessen any harmful effect, OSF will demonstrate the education and understanding by the OSF workforce regarding the confidentiality and privacy of health information, including billing information.

Students and Protected Health Information (PHI)

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 (See Handbooks). The protection of PHI does not end when the student leaves the College through graduation or for other reasons. Students who violate or continue to violate confidentiality may be dismissed from the College.

Students will participate as required in an 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.

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 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. Some examples of inappropriate actions:
   a. Discussion of patient information in public areas.
   b. Repeating patient information to friends and/or relatives when information is learned during the course of the college curriculum.
   c. Accessing patient information without "a need to know", this includes accessing your own health information.
   d. Asking about patient information without a need to know.
7. Students should not provide any information to the media.
8. 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 appropriate Dean. Graduate students must sign a Confidentiality Agreement once a semester. The agreement is sent electronically and stored electronically. The student's signature indicate the student agrees to comply with the confidentiality/ HIPAA policies.
9. When communicating about patients in post conference, utmost care should be given to protect the confidentiality and privacy of PHI.
   Revised and approved by A&P 2/27/2015, 2/26/2016, Approved College Senate 5/5/2006, 5/7/2010, 5/21/2015, 3/18/2016

Guidelines for Use of Social Media

This social media policy (Social Media (143)) applies across the OSF Healthcare System, which includes Mission Partners (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. The College of Nursing also 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).

Websites and Social Media (143)

DEFINITIONS:

a. Website: Any public-facing collection of information on the Internet.
b. Social Media: Any website or mobile application that allows for open two-party communication and sharing of information on the Internet including, but not limited to:
   a. Social Networking Sites (i.e., LinkedIn, Facebook, etc.)
   b. Micro-blogging Sites (i.e., Twitter)
   c. Blogs (including company and personal blogs)
   d. Video and photo-sharing platforms (i.e., YouTube, Flickr, Instagram, Snapchat, TikTok)

PURPOSE:

1. This policy provides guidelines to all Mission Partners, volunteers, and students who create, purchase, develop or manage websites or participate in the use of social media.
2. This policy is not intended to restrict communications or actions protected or required by state or federal law or endorsed by or on behalf of OSF.

POLICY:

1. In order to minimize organizational and legal risks, to avoid loss of productivity and distraction from Mission Partners' job performance, and to ensure that IT resources and communications systems are used appropriately, OSF expects its Mission Partners to adhere to the following guidelines and rules regarding posting (See Electronic Communications (104) policy).
2. The same principles and guidelines found in all OSF policies apply to Mission Partners' activities online (See Standards of Conduct (604) policy).
3. Harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers on websites and social media.

4. Mission Partners may be legally responsible for defamatory, obscene, or libelous statements made on websites and social media.
5. Abusive language, hate speech and personal attacks of any kind posted on websites or social media may subject the Mission Partner to Positive Discipline.
6. Unless explicitly given permission to do so by OSF Marketing and Communications, do not create, purchase, develop or manage websites or social media on behalf of OSF nor represent yourself as a spokesperson for OSF.
7. Limit the use of social media during working hours to that which is work-related and authorized by your Leader.
8. Caregivers are discouraged from interacting with patients and their families on social media to comply with HIPAA and maintain professional boundaries and therapeutic relationship.
9. Mission Partners' content should be accurate when developing any website and/or social media content. Never post any information or rumors that you know to be false about OSF, its Mission Partners, or its patients.
10. Mission Partners should refrain from endorsing or promoting any personal opinion, cause or political candidate on any OSF website or social media, except as specifically permitted by Section 7 of the National Labor Relations Act.
11. Mission Partners (who are not posting as part of their job or as OSF digital influencers or brand ambassadors) should only express personal opinions, recommendations, or endorsements on external social media. Where your connection to OSF is apparent, make it clear that you are speaking for yourself and not on behalf of OSF. 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.
12. Mission Partners are welcome to share social media posts directly from OSF accounts to promote services, special events, and job opportunities.
13. Do not share confidential or proprietary information that you acquire in the course of your employment with OSF, including on websites or social media. Examples of confidential or propriety information include protected health information (as defined by HIPAA), information about prospective OSF business plans, trade secrets, systems, processes, products, know-how, technology, internal reports, procedures, or other internal business-related confidential communications.
    a. Maintain patient privacy as required by HIPAA and all other relevant rules, regulations and policies.
    b. 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.
14. For the protection of OSF, as well as yourself, 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-owned copyrights, trademarks, and brands.
15. Mission Partners are solely responsible for their individual content posted to websites.
    a. OSF reserves the right, in its sole discretion, to disallow the use of a particular website or to terminate any user's access at any time.
    b. OSF reserves the right to remove any content that Mission Partners post to an OSF website or social media.
16. The Director of Marketing Technology and the Chief Information Officer must approve Internet domain, Secure Sockets Layer (SSL) certificate and hosting service purchases.

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) (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 arm 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) (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.

The College of Nursing also recommends review of the NCSBN white paper, "A Nurse's Guide to the Use of Social Media" found at https://ncsbn.org/Social_Media.pdf.

Students must adhere to all clinical agency policies regarding confidentiality, as well as use of social media. Inappropriate use of social media is a violation of the College's Professional Standards policy related to confidentiality and HIPAA located in the *Student Handbook*.

Violations of the Professional Standards will be referred to the appropriate person/committee: College Administration, the Admission & Progression Committee, Graduate Committee, or the Judicial Board. Disciplinary action will include but is not limited to: reprimand, fines, suspension, or dismissal from the College. October 2010

References

American Nurses Association (ANA). (2011). *Fact sheet: Navigating the world of social media.* Silver Springs, MD., ANA.

Revised: A & P 2/27/2015, College Senate approved 5/15/2015 Reviewed by A & P 5/2019

Dress Code for Clinical Experiences (454)

Purpose: Behavior is often influenced by dress and appearance. College of Nursing students are expected to present a professional, appropriate appearance. Saint Francis Medical Center College of Nursing has established a dress code for the purpose of promoting a professional image in the clinical area and for the safety of the student.

Policy: Dress code criteria will be communicated in the Student Handbook and students will present to clinical in alignment with it. Faculty are expected to enforce the dress code.

Faculty may enforce additional guidelines if a cooperating clinical agency so requests. Although dress codes may vary from site to site, students are expected to dress professionally, regardless of how employees at those clinical sites may dress.

Faculty can and will dismiss a student from class or clinical if that student is dressed inappropriately for the clinical experience.

All clothing/uniforms must be neat and clean, properly fitted, and meet the course specific requirements.

Attire should not be revealing, and undergarments should not be visible (From General Guidelines of OSF Dress Code, Personal Appearance and Grooming Guidelines HR Policy 115).

Procedure:

Clinical Clothing Policies:

1. Students will wear navy tops or dresses and navy-blue pants or skirts. Undergarments must not be visible. Uniform tops must extend below the waist. Uniforms may include pants, dresses, jumpers, split skirts, and jumpsuits. Knit tops, henley shirts, mock-turtlenecks, turtlenecks, short or long-sleeved polo shirts, in high quality material, are acceptable. All skirts/split skirts must be below the knee in length. Pants should be below the ankle and above the sole of the shoe and should not touch the floor. White lab coats may be worn with the student uniform on the clinical area.
2. The school emblem must be sewn on the deltoid of the left sleeve of all uniforms and lab coats.
3. Items of clothing that are not acceptable are as follows:

A. T-shirts, sweatshirts, hoodies, sleeveless tops, crop tops or tank tops.
B. Low necklines
C. Sheer or see-through material
D. Blouses, sweaters, or tops with messages
E. Shorts
F. Leggings, stretch pants, nylon sport pants or sweatpants
G. Jeans or jean style pants
H. Capri pants, flood pants, , or printed pajama pants

4. Hosiery/socks
   A. Hosiery/socks must be plain white, navy, or black.
   B. Women's full-length hosiery will be worn with dresses, skirts, culottes, and jumpers and must be plain white or nude in color.
5. Shoes
   A. All white, navy, or black clean, closed toe vinyl/leather shoes are required; clogs with heel straps may be worn.
   B. Shoes may contain manufacturer's insignia in subdued color.
6. When not giving direct client care, but within the clinical area, the student must wear his/her personal name badge and a lab coat over professional dress clothes.
7. When caring for patients with psychosocial problems: Specific *c*lothing guidelines will be presented during course orientation.
8. When caring for pediatric and obstetric patients:
   A. Printed tops or lab coats may be worn on the pediatric and obstetric units.
   B. Students may wear conservative blouses/tops and jewelry for two weeks prior to the holidays of Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Easter.
   C. When working with neonates, specific guidelines will be discussed during the course orientation.
9. When caring for patients in the community:
   A. Navy blue pants or skirts. Pant length should be below the ankle and above the sole of the shoe and skirts should be below the knee.
   B. Solid colored polo shirts, such as light blue, white, or gray, are allowed in addition to navy scrub top. Jackets or ¾ zip pullover with CON or OSF logo in blue, black, or gray may be worn. .
   C. Dark shoes; navy or black preferred. Should be low heel. Loafers are acceptable. Boots may be worn during winter months.
   D. Navy, black, or tan hose.
10. Graduate students in outpatient offices will dress appropriately for the site. For example, if the Masters or doctoral prepared nurses at the site wear scrubs, the graduate student should dress similarly. If the preceptor wears professional dress clothes and a clean lab coat, the student should dress similarly. The lab coat should have the Saint Francis patch on the left shoulder of the sleeve. Students should always dress conservatively in accordance with the dress code of the College.

<u>Grooming Guidelines</u>

I. Good personal hygiene is expected of all students.
2. Neat and clean uniforms/clothing must be worn each day. All clothing must be appropriate for size and not be tight or sloppy.
3. Hair must be neat, clean, controlled and worn off the collar in such a manner as not to cause potential contamination to clients or present a safety hazard. Hair ornaments must be small and conservative. Hair color must be of a natural tone. Headwear, if required for safety or religious practices, must be plain and unadorned.

   Male students are expected to be clean-shaven or wear neatly trimmed mustaches, sideburns, and beards which are not greater than two inches in length. However, personal protective equipment (PPE) guidelines must be followed and facial hair cannot interfere with proper donning of PPE. Fingernails are to be neatly manicured and of reasonable length (less than ¼ inch beyond the fingertip). Nail polish may be wornbut must be free of chipping. Dark colors (purple, black, blue, orange, green) are not appropriate.

Artificial nails or enhancements are not allowed. Anything applied to natural nails other than nail polish is considered an enhancement. This includes, but is not limited to, artificial nails, tips, wraps, appliqués, acrylics, gels, and any additional items applied to the nail surface.

4. Tattoos must be concealed and covered unless contraindicated per clinical agency policy.
5. Fragrances (cologne, perfume, essential oils, etc.) must be avoided so as not to be offensive to others or cause medical issues such as asthma exacerbation or migraine. Presence of smoke odors which may be offensive to others are prohibited.
6. Make-up may be worn in moderation as appropriate for professional appearance.
7. Gum chewing is not allowed in the clinical areas.

Accessory Guidelines

- Bandage scissors, a black ink pen, penlight, stethoscope, and a wristwatch with a second hand are required when in uniform.
- No more than 2 small post-type earrings per ear may be worn with the student uniform. No hoop earrings are allowed. Wedding, engagement, and pre-engagement rings are acceptable jewelry. Chokers, necklaces, bracelets, and neck chains are not allowed.
- Body piercing ornaments worn during work shift (rings in nose, tongue, lips, eyebrow, etc) are inappropriate and not allowed.
- Pins, buttons, and other adornments that are OSF related are allowed on lab jackets provided they are kept to a minimum.
- Gauges must be plugged.

Name Badge Guidelines

- Name badges as supplied by the College of Nursing will be worn by all students while on campus and at the clinical experience.
- Name badges will be worn with picture facing out and worn in a visible location in the shoulder/chest area.
- Name badges will be free of any pins, stickers, or adornments so that our clients can clearly identify students.
- The badge is to be replaced if it is damaged or lost, at the student's expense.
- Students must wear their own name badge and not that of another student or employee
- No other badge is to be worn when in the student role, i.e., employee badge.

Classroom, Library, Cafeteria, and Public Area Guidelines

- Name badge must be worn at all times within the Medical Center complex, including public areas of the College facility.
- Street clothing (not sleepwear) must be worn in all public areas of the College facility (Ground, 1st, 2nd, 6th, and 7th floors).
- Attire that is offensive or in poor taste is not allowed.
- Footwear must be worn in all public areas (Ground, 1st, 2nd, 6th, and 7th floors).

Lab Coat (White)

- OSF Saint Francis Medical Center College of Nursing ID Badge will be worn in a visible location on the chest with the name and picture facing out. The College Logo emblem must be visible.
- For pre-licensure BSN students, the lab coat over professional casual slacks and blouse may be worn to obtain patient assignments. If the lab coat attire is not worn, the uniform is required.
- Shorts, skorts, leggings, and midriff blouses may not be worn with the lab coat.

Nursing Resource Center and Laboratories 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, clinical judgment 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.

Procedure

Sign-up process
Students will sign up for practice lab utilizing the link provided within each course. Refer to course guidelines for specific details regarding sign-up instructions.

Attendance Expectations
If a student has signed up for a practice session and cannot attend, the student is expected to cancel their reservation by 0700 the day of the scheduled practice. If a student is more than 10 minutes late for a scheduled lab practice, the student 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, the student's clinical instructor will be notified of the occurrence and there may be an associated effect on the student's grade, depending on individual course syllabus. If the student does not show up a second time without prior notification, the student will be required to schedule any further practice or proficiency time for the semester through the Nursing Resource Center (NRC) Coordinator. Students that are sent to lab for remediation are to contact the NRC Coordinator.

Use of reference material
Reference material is available in the labs for student and faculty use. Reference material cannot be signed out. Resource materials that are needed outside of the lab setting may be obtained from the Saint Francis Medical Center College of Nursing library.

Equipment Sign Out
Equipment sign out is at the discretion of the NRC Coordinator. The student should contact the NRC 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 NRC Coordinator at the agreed upon day/time. If the student fails to return the equipment by the agreed upon time, the student will not be allowed to borrow equipment from the lab in the future and will be required to pay the cost to replace 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
- Professional behavior is expected as described in the Student Handbook under Professional Standards.

- Practice lab faculty have the authority to ask students to leave a lab due to lack of professional behavior. In the event of such an occurrence, practice lab faculty involved will notify the NRC Coordinator. Discipline for infractions with respect to professional behavior will be handled according to College policy as outlined in the Student Handbook. Students are required to wear their ID badge and closed-toed shoes during any practice lab session. If the student comes to the practice lab without an ID or closed-toed shoes, the student will be asked to reschedule the practice session. 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 simulation mannequins, but faculty members are the only ones who are allowed to manipulate the settings. ***Students are not allowed to be present/practice in the lab unsupervised without permission from the NRC Coordinator.***

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.

A & P Committee Reviewed 5/2008, 4/2010, 1/15/2016 College Senate Reviewed/Approved 3/18/2016

Student Appeal Process (443)
Purpose: This policy addresses the policy & procedures of the student appeal process.

Policy: 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, and disciplinary action resulting from violation of academic or student policies. All parts of the appeal procedure will be private and remain confidential by all in attendance. 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. If bringing an attorney advanced notification to the Dean is required.

Procedure

I. Grade 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 (10) 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 (10) business days. If the appropriate Dean is the instructor assigning the grade, the written request should be submitted to 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 (10) 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 or the Graduate Committee (for graduate students).
3. If unresolved, the student submits a formal written appeal to the Admission and Progression Committee or Graduate Committee chairperson within ten (10) 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 or Graduate Committee meeting. The meeting will be held within ten (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 (3) business days of receipt of the decision.
6. The President shall have a maximum of ten (10) 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 (10) 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 (3) business days following the appeal meeting.
9. The decision of the President shall be final.

II. 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. (See Professional Conduct)

The Judicial Board shall consist of:

1. Three faculty members.
2. Chairperson shall be a faculty member elected by the Judicial 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, but are not limited to,~~:~~ 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 (4).

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 (5) business days of receiving such a disciplinary action. The written request must be accompanied by rationale for a hearing to the President within five (5) 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 (10) 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 (5) 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 (5) 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 (5) 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 (5) 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.

Revised by College Senate 5/22/2014, 3/18/2016
Revised by Admission and Progression committee 11-17-2015

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 and all dorm meetings to keep 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 All Dorm Meetings.
d. Organize and/or support College of Nursing, Student Senate, Student Nurse Association, 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 of assigned floor. Report needed repairs according to established procedure. Clean kitchen when on-call with help of other students. Clean refrigerator and freezers when on-call during the weekend.
b. Prepare and maintain dormitory records as assigned.
c. Assist with Fire Alarms and Drills. (See Resident Assistant (RA) Responsibility, Fire Evacuation Procedure, Student Handbook).
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 CON's 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 visitors 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 OSF 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: weeknights, 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 all times. 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 OSF campus and accessible during assigned on call time.
    - Being the CON contact person in case of emergencies
    - Fire alarms/drills – open gate behind the College and follow Fire Evacuation Procedures.
    - 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 trainings. If unable to attend a scheduled RA meeting, the RA will notify the college counselor by 12:00 pm (noon) on the day of the meeting. The RA must make an individual appointment 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.
c. Knowledgeable of Building Rules and Regulations.
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 $2,250.00 RA Waiver per semester will be given to students fulfilling the RA position. The $2,250.00 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.

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 Dean of Support Services review the applications and reference letters. The Dean of Support Services and Counselor interview the applicants together. The Counselor meets with the Dean and the President before making a final 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 OFFERING SUPPORT (SOS)

An SOS student is a College of Nursing (CON) senior, selected by the Counselor, who has agreed to mentor an assigned group of J1's for the juniors' first two semesters. The SOS team members are available to listen to juniors concerns, answer questions and support them. It is the goal of each SOS senior to have monthly contact with their junior students.

The Counselor coordinates the efforts of the SOS students. After sending notices to the J2's asking for volunteers to be SOS team members when they are seniors, the Counselor selects approximately 20 students. The Counselor meets with each of the SOS team members, providing information on substance abuse and prevention, and the use of supportive communications. The Counselor discusses with each SOS student the importance of referring any J1 they become concerned about to the Counselor.

The SOS team actively helps J1's during orientation, providing information and support to help make a positive adjustment to nurses training and to CON. The SOS students are active participants in each orientation's schedule of presentations.

STUDENT REPRESENTATION ON FACULTY COMMITTEES

The following standing committees of the College Senate have student representation.

Admission and Progression

This committee:

- evaluates and recommends policies for admission, progression and graduation of students to the College

Senate;
- establishes procedures and guidelines for admission, progression and graduation of students;
- makes decisions on appeals from students relative to admission, progression or graduation;
- implements admission, progression and graduation policies for students as requested by the Director of Admissions;
- establishes criteria for the Dean's list;
- establishes criteria for graduation honors;
- reports annually on attrition and retention rates.

Curriculum
This committee:
- uses assessment data for the development, revision, and maintenance of the curriculum;
- reviews evaluation data for additions, deletions, and changes in curriculum structure;
- recommends revisions, deletions and changes in the curriculum to the College Senate;
- recommends course offerings and schedules each semester to College Senate;
- recommends content and credit hour requirements of prerequisite courses to the College Senate;
- facilitates implementation of curriculum changes;
- evaluates and approves elective course offerings;
- reviews recommendations of the Dean regarding the curriculum satisfaction survey.

Graduate Committee
Some of the functions of this committee:
- Evaluate, review, recommend, and implement policies for admission, progression, and graduation of students to the College Senate.
- Conduct ongoing development of the curriculum and/or the program and facilitation implementation of the curriculum.

Student Organization Policy (301)

Purpose
To provide opportunities for leadership and participation between students with the primary purpose being professional, social, political, and religious interests that represent the good of the College community.

Policy
The College accepts the responsibility for providing a framework of policies and procedures that outline the application for recognition, organizational structure, College supported funding, privileges and responsibilities of each organization.

All organizations must abide by the Mission and beliefs of The Sisters of the Third Order; the College of Nursing Mission, Philosophy; all policies and procedure listed in the Student Handbooks; and State or Federal Laws. Student organizations are not just to satisfy the needs of the organization but fulfill a need of the College community. Organizations that may be excluded and not recognized by the College are those in breach of criteria outlined above, immoral in nature, or subversive to the aims of the College.

Application for Recognition
Organization recognition is defined as the acceptance of a group to operate on campus with the identified requirements, privileges, and responsibilities as spelled out in this policy. Any student organization that meets more than once a year for a determined purpose, not directly related to coursework must register by May 30 with the Dean of Support Services. Organizations that do not register annually will lose privileges recognized organizations as outlined below.

Privileges of Recognized Organizations
1. May use the College's name in connection with the campus organization, as outlined in these policies and specifically following the guideline relating to fund-raising.
2. May recruit members on campus.
3. May hold meetings and social and educational functions on campus - with the requirement to follow the College's procedure for facility use.

4. May apply for Student Senate Funding.
5. May seek approval for exhibiting material in the appropriate areas on campus.

Application requirements for College recognition

1. Discuss plan for the organization with the appropriate Dean to ensure that group fits the needs and Mission of College.
2. Secure a minimum of five members.
3. Ensure that membership is open to all enrolled students who meet the organization's membership requirements. The control of the organization must reside within the campus group, not an external organization.
4. Secure a full time faculty/staff member to serve as advisor. The advisor provides their expertise and advice to the organization in regards to the group's purpose. The advisor should also help the students apply principles of leadership, finance, problem solving, conflict resolution, OSF and College mission, College policies and procedures. The advisor should also help the organization to work at their best. The organization is expected to consult with the advisor regularly concerning group activities and programs.
5. Draft bylaws. For a model for the bylaws see the Student Senate Bylaws in the Student Handbook.
6. Must comply with all College policies, regulations, and procedures established by the College and with federal and state regulation. The Dean will oversee the bylaws development of each new organization. Revision of bylaws must occur on a regular basis.
7. Show that the development of the bylaws and the annual election of officers were a group effort.
8. Submit a College of Nursing Student Organization Form with all requested documents to the Office of the Dean by May 30 for the following academic year. The Dean, in consultation with the Dean/Student Activities Committee, will process the application and render a decision to the group by July 1.

Withdrawal of Organization Recognition

Organizations may have their recognition withdrawn by the Deans if the organization is found not to be abiding by Mission and beliefs of The Sisters of the Third Order, the College of Nursing Mission and/or organization's own goals and purpose statement.

Responsibilities of Recognized Groups

1. Must register and provide the required documentation by the established deadline and receive approval to operate on campus each year.
2. Provide a record of officers including their street address, telephone and email address to the Dean's Office. This record must be kept current and accurate throughout the academic year.
3. Must provide a list of members to the Dean, using membership policy in the group's bylaws, if available
4. Provide a current copy of the organization's bylaws for the Dean's Office. When the bylaws are revised; a copy should be submitted to the Dean. The bylaws must abide by the Mission and beliefs of The Sisters of the Third Order and the College of Nursing Mission, Philosophy, all policies and procedure listed in the Student Handbooks, State or Federal Laws, adhere to the organization's goals and purpose statement, and set a date for periodic revisions.
5. Must be accountable for the conduct of its members at the organization's activities. Must abide by the rules and regulations governing the use the facility. Consult the Student Handbook.
6. Submit information to the Administrative Assistant Office for approval prior to posting information at the College. The Administrative Assistant seeks approval from the appropriate Dean. If the announcement is approved, it will be stamped approved by the Administrative Assistant. All posted announcements must follow safety and fire regulations. (Consult Student Handbook.)
7. Must fulfill their purpose and are able to maintain a minimum membership of 5 members including officers.
8. Submit reports to the Student Senate, as requested or stipulated be the Student Senate Bylaws.
9. Submit an annual financial report to Dean and to Student Senate by June 1. If no funds were received from Student Senate, the organization is required to submit a report indicating "not applicable" for tracking purposes.
10. Seek prior approval for use of facilities.
11. Seek prior approval of off-campus activities that are sponsored by the organization.
12. Ensure that any fund raising activity on campus is for the benefit of either the College, organization, or charity. No funds shall be distributed to any person or organization by the officers, advisor, or members without documented approval.
13. No speaker from outside the College of Nursing should be invited to campus without the approval a Dean.

14. Student organizations will access Student Senate funds as stated in the Student Senate Bylaws.

Definition of Groups

1. Professional groups: Activities and membership are based on specific curriculum or course of study (i.e. CNS Group, SNAI, Research, etc.). The College could sponsor an organization (Peer Tutors Group).
2. Special interest groups: Activities and membership are based on a particular interest (i.e. Chi Alpha, social issues, political issues).
3. Honor, leadership, and recognition groups: Activities and membership are based on volunteering and service. The Student Senate is recognized by the College as the student governance body, with bylaws and reports to the Dean, Support Services.

Financial Procedures

1. Each organization should keep sound financial records, including funds collected and disbursed through Student Finance to the Student Senate and submit any financial reports showing revenue and expenses to the Dean of Support Services. The Dean may request an audit at any time.
2. The Student Senate is to submit an annual report of revenues and expenses, showing funds disbursed to each organization.
3. Each organization should designate/elect a member who is responsible for the collection and disbursement of funds and for maintaining the records and books.

Procedure: Established organizations will coordinate meeting times with its members and advisor.

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. Assist the Administration of the College in establishing policies and regulations concerning student life.
d. promote and maintain high educational and professional standards, and to provide opportunity for developing initiative, interest, and participation in college activities.
e. foster good citizenship by acquainting students with responsibility and by providing opportunities for participating in leadership and service.
f. provide the Constitution and By-Laws for each student as included in the *Student Handbook* and on e-college undergraduate community. 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 and/or the other seated advisor 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 Learning Management System.

Section 6. The Advisors shall assist the donor in making decisions regarding Cooper Family Leadership Scholarship Candidates.

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 be in charge of tracking the use of the assigned Visa Card. The original receipts of purchases made by the groups using the credit card will be given to the Administrative Assistant of the College and a copy will be made for the Student Senate Treasurer. The advisor will check the weekly credit card statement to track appropriate usage and will reconcile expenditures with the monthly report sent by OSF Fiscal Services. If a check is required for payment of services or items, the Student Senate Advisor will send an email request to the Administrative Assistant including the amount, recipient, and business or personal social security number requesting a check from OSF Accounting Department. The money will be deducted from the undergraduate activity fee account.

Section 10. In case of misplacement or loss of the Visa Card, the person in possession of the card must notify the Student Senate advisor to cancel the card (directions included with the card). Any purchases made on a lost card that are not legitimate will be reported to the credit card company.

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 editor of *Student Handbook* and post current copy in the Student Senate section on Learning Management System 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 purchase to wear 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 serve 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. meet with the Executive Committee and an advisor to plan the agenda for all meetings at which she/he presides.
d. act as liaison officer between the student body and the Administration of the College when necessary.
e. appoint persons to fill vacancies (with the approval of the Executive Committee) until the next election.
f. consult with Advisors when making decisions.
g. compile and submit an annual report on senate activities to the Advisors for the College's *Annual Report*.
h. establish special committees as deemed appropriate and appoint chairpersons if needed.
i. assist the Vice President whenever necessary during Student Senate sponsored activities.
j. publicize Student Senate Activities through Learning Management System to the student body

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 Advisor/Treasurer for accurate tracking in the academic budget.
e. be responsible for getting and returning Visa 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 Learning Management System 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.
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 Learning Management System and notifies Student Senate members when it is available.
f. count or delegate the counting of the ballots to other members of the executive board for all elections and communicate 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 Learning Management System 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 serve 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. attend all senate meetings unless excused.
b. publicize and promote educational, social, and professional extracurricular and co-curricular activities for nursing students.
c. present student class issues at the Student Senate meetings.
d. vote on action items presented at Student Senate meetings.

e. participate in at least one Student Senate sponsored activity per semester.

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. go to J1 and S1 classes two weeks prior to the election to explain the application process and purpose of Student Senate.
b. confirm the eligibility of all nominees according to Article VIII, Section 1.
c. 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 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.
g. walk with the College Board at December graduation.

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 have access to the Visa credit card for expenditures to not exceed the allotted budgeted amount. The Student Organization advisor or member of the organization will notify the Student Senate advisor to arrange for pickup of the credit card prior to the date needed. The advisor of the student group will be responsible for the card and dispensing it to the appropriate student when a need to buy food or other supplies occurs. The Visa credit card and receipt(s) must be returned to the Student Senate advisor after the purchases have been made. Original receipts of expenditures will be given to the Administrative Assistant by the Student Senate Advisor.

Section 4. In case of misplacement or loss of the Visa Credit Card, the person in possession of the card must notify the Student Senate advisor to cancel the card (directions included with the card). The advisor is responsible for checking the balance against receipts.

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 16:30. 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 the 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 6. The meetings shall be governed by Robert's Rules of Order, 2011, 11th edition. Section 7.

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. Roll call of Senators will be done at all monthly Student Senate meetings.

Section 2. The Student Senate shall reserve the right to hold special elections to replace any class Senator vacancy 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.

8/86 Rev. 5/92
Rev. 5/93 Rev. 5/97
Rev. 4/99 Rev. 4/01
Rev. 4/03 Rev. 3/05
Rev. 4/07 Rev. 4/09
Rev. 4/11 Rev. 3/13
Rev. 4/15 Rev. 4/17
Rev. 4/19

STUDENT NURSES ASSOCIATION

The National Student Nurses Association (NSNA) is the only national organization for students of nursing. Students are eligible for active membership in NSNA, which includes membership in Student Nurses' Association of Illinois and the College Chapter. Students enrolled in the pre-nursing curriculum at other Colleges and universities are eligible for associate membership. Chapter meetings are planned and organized by members of the College Chapter.

STUDENT NURSE ASSOCIATION CONSTITUTION

ARTICLE I - NAME OF ORGANIZATION

Section 1. The name of this organization shall be Saint Francis Medical Center College of Nursing Student Nurse Association. The organization may also be referred to as SNA. From here on refer to Saint Francis Medical Center College of Nursing as SFMCCON SNA.

ARTICLE II - PURPOSE AND FUNCTION

Section 1. Purpose

A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare
B. To provide programs representative of fundamental interests and concerns to nursing students, as well as community involvement
C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life

Section 2. Function

A. To have direct input into standards of nursing education and influence the education process
B. To influence health care, nursing education and practice through legislative activities as appropriate
C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues
D. To represent nursing students to the consumer, to institutions, and other organizations
E. To promote and encourage students' participation in interdisciplinary activities
F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status
G. To promote and encourage collaborative relationships with nursing and health related organizations

ARTICLE III – MEMBERS

Section 1. School Constituent

A. School constituent membership is composed of active members who are members of the National Student Nurses Association (NSNA) and the state association when one exists.
B. SFMCCON Student Nurse Association shall be composed of at least 10 members from SFMCCON. There shall be only one chapter on this school campus.
C. For yearly recognition as a constituent, an officer of the SFMCCON Student Nurse Association shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation. The Constituency Status Application is due each year by April 15th.
D. School Constituency in the Student Nurses' Association of Illinois (SNAI) relies on the membership of at least 5 NSNA/SNAI members from SFMCCON or total school enrollment if less than 5. There shall be only one chapter for the State of Illinois Constituency.
E. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard
F. SFMCCON Student Nurse Association is an entity separate and apart from NSNA and its administration of activities, with NSNA and Student Nurses' Association of Illinois (SNAI) exercising no supervision or control over these immediate daily and regular activities. NSNA and SNAI have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SFMCCON Student Nurse Association or the members thereof. In the event any legal proceedings are brought against NSNA and SNAI, SFMCCON

Student Nurse Association will indemnify and hold harmless the NSNA and SNAI from any liability.

Section 2. Categories of Constituent Membership Members of the

constituent associations shall be:

A. Actively Involved Members*
    1. Attend 75% of all SFMCCON Student Nurse Association meetings held each academic semester
    2. Be involved in at least one community or one SNA organized school based event each semester (these are separate from monthly meetings)
    3. (Note: this is optional, as it is at your expense)Attend at least 1 state or national convention or conference during the duration of SNA membership.

    * Upon graduation, anyone considered an Actively Involved Member of SNA will be eligible to receive an *SNA designated graduation cord* upon graduating from the SFMCCON program. SNA will provide the graduation cords to recognize these participants from funds raised through sources other than the school, if funds are available.

B. Active members:
    1. Students enrolled in state approved programs leading to licensure as a registered nurse
    2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing
    3. Active members shall have all the privileges of membership at the school chapter level

C. Individual members:
Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in NSNA bylaws. Any fees associated with the membership are at the individual's expense.

D. Active membership shall be renewable annually.

Section 3.

A. Active NSNA membership may be extended six months beyond graduation from a student's program in nursing providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV - DUES

Section 1.

A. SFMCCON SNA membership is free for current student nurses in the program. Students wishing to belong to the NSNA will pay national and state dues. Dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
B. Any member who fails to pay current dues shall forfeit all privileges of NSNA membership.
C. All NSNA membership dues will be financed out of the school chapter's annual budget for the SNA board members. This includes the roles of President, Vice President, Treasurer, Secretary, Legislator, and Graduate Advisor/Adjunctive Faculty. The number of NSNA memberships financed shall not exceed six.

ARTICLE V –BOARD OF DIRECTORS

Section 1. Composition

A. The Board of Directors will consist of: President, Vice President, Treasurer, Secretary, and Legislator.

Section 2. Responsibilities

A. The Board of Directors shall be responsible for:
    1. Transacting business of the association between membership meetings and shall report transactions at the next regularly scheduled membership meeting
    2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of

President
3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis

Section 3. Quorum.

A. The quorum for the board meetings shall consist of the President, Vice President, Treasurer, Secretary, and Legislator.

Section 4. Duties of the Board of Directors shall consist of:

A. President
   1. Shall preside at all meetings of this association (except in the case of an emergency), appoint special committee as needed, perform all other duties pertaining to the office and represent this SFMCCON Student Nurse Association in all matters related to SNAI, NSNA, and other professional and student organizations.
   2. Shall serve as chairperson of the Board of Directors
   3. Appoint committees and their delegates
   4. Maintain contact with faculty advisor and nursing department faculty as the Student Nurse Association representative.
5. Calls special meetings of the organization
6. Obtains appropriate facilities for organization activities
7. Notifies all members and student body of the monthly Student Nurse Association meetings
8. Prepares and files any report required; this includes the annual Constituency Status report (Section 1, Article C)
9. Represents organization at official functions
10. Meets with newly elected President at the end of each term to hand down role appropriately and facilitate transition of the board

B. Vice President
   1. Shall preside at all meetings of this association (except in the case of an emergency)
   2. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election
   3. Shall assist the President as delegated and act as advisor to the President
   4. Plans all board member meetings
   5. Coordinates organizational recruitment efforts
   6. Coordinates organization elections held in April of every academic year
   7. Represents organization at official functions as needed
   8. Meets with newly elected Vice President at the end of each term to hand down role appropriately and facilitate transition of the board

C. Secretary
   1. Shall preside at all meetings of this association (except in the case of an emergency)
   2. Shall record and distribute the minutes of all meetings of this association as directed by the President
   3. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary
   4. Refer to dully appointed committees the necessary records for the completion of business
   5. Forwards minutes from all SFMCCON Student Nurse Association meetings to the faculty advisor to be posted in the eCollege Undergraduate course shell, for viewing by general membership. This shall be done within one week's time of the respective meeting.
   6. Prepare the calendar of events for the organization
   7. Keeps a record of all members of the organization
   8. Keeps a record of all activities of the organization
   9. Creates and distributes agendas for each meeting of the organization
   10. Represents organization at official functions as needed
   11. Delegates tasks to the Legislator in order to ensure monthly meeting duties are accomplished
   12. Meets with newly elected Secretary at the end of each term to hand down role appropriately and facilitate transition of the board

D. Treasurer
   1. Shall preside at all meetings of this association (except in the case of an emergency)
   2. Submit financial reports to the membership as directed by President
   3. Prepare financial reports submitted at the monthly Board of Directors Meeting
   4. Keep a permanent record of all dues received from members and any other income and expenses
   5. Remit payment for approved debits according to the following:
      a. Disbursement of Funds
         1) Requests for disbursement of funds shall be made in writing to the faculty advisor of the SFMCCON Student Nurse Association
         2) Upon approval the treasurer will issue checks for those requests approved
         3) No funds will be disbursed without prior approval
   6. Prepare an annual budget and maintain the organization's ledger
   7. Prepare all monetary requests for additional funding for the organization
   8. Is familiar with accounting procedures and policies
   9. Coordinator of fundraising
   10. Represents organization at official functions as needed
   11. Meets with newly elected Treasurer at the end of each term to hand down role appropriately and facilitate transition of the board

E. Legislator
   1. Shall preside at all meetings of this association (except in the case of an emergency)
   2. Sets the goals and objectives of the Student Nurse Association for the academic year
   3. Communicates with other school chapter Board of Directors and SNAI Board of Directors as appropriate
   4. Serves as the primary board member in regards to Political Action Day, held annually in Springfield, Illinois
   5. Represents SFMCCON in the role of Delegate at all SNAI/NSNA functions as allowed, as described in Article VIII
   6. Role of Delegate may be forfeited for the academic year if the Legislator prefers. This change must be voted on by the Board of Directors and passed with a majority vote.
   7. Maintains accuracy of SNA bylaws and initiates amendments in current bylaws to reflect changes within SFMCCON Student Nurse Association, SNAI, and NSNA as needed
   8. Assists the Secretary as needed in monthly meeting duties
   9. Meets with newly elected Legislator at the end of each term to hand down role appropriately and facilitate transition of the new board

Section 5. Absences

A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting
B. An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws
C. Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances
D. It is recommended that all members of the Board of Directors shall be present at 75% of all SFMCCON Student Nurse Association meetings in order to use the organization as a resume enhancement.

ARTICLE VI - ELECTIONS

Section 1. Election of Board of Directors

A. Elections shall be held each first meeting in April for the following academic year
B. The President may schedule an election in the event that an office, other than President, becomes vacant during the term
C. A plurality vote of members present and voting shall constitute an official election
D. All nominations shall be made from the floor

E. All nominees must deliver a short speech as to why they want to become an officer of the SFMCCON Student Nurse Association
F. All elections shall be by secret ballot
G. In the event of a tie, a revote shall be held between the two people in the tie
H. The Vice President shall preside over election balloting and results shall be posted within 24 hours via email and bulletin board
I. Ballots shall be destroyed after finalization of election

Section 2. Exclusions from Voting

A. Senior nursing students holding an officer position may vote
B. All senior and junior nursing students, currently enrolled in the nursing program may vote
C. Pre-nursing students not yet admitted to the SFMCCON, faculty advisors, and adjunct faculty may not vote

ARTICLE VII – MEETINGS

Section 1. Membership Meetings

A. The Board of Directors shall prepare a calendar of scheduled meetings during the first meeting of every semester
B. Meeting location and time will be voted on and approved by a plurality vote by Board of Directors
C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time

Section 2. Meeting Requirements

A. This organization will hold monthly meetings during the academic year on every second Monday of the month
B. This organization will comply with the requirements of the SFMCCON

ARTICLE VIII – DELEGATES

Section 1. Purpose and Function

A. To serve as spokesperson for this association at the annual state and national conventions
B. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association
C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings
D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions

Section 2. Qualification and Appointment

A. The Legislator role on the Board of Directors is the primary delegate at all events, however role can be forfeited as aforementioned (Article V, Section 4)
B. Any member who is in good academic standing with SFMCCON, who is active in Student Nurse Association projects, and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate
C. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position

Section 3. Delegate Representation

A. School constituents:
    1. SFMCCON Student Nurse Association, when recognized as an official NSNA constituent, shall be entitled to

one voting delegate and alternate at the NSNA House of Delegates. An official NSNA constituency consists of at least 10 active NSNA members. In addition, SFMCCON Student Nurse Association shall be entitled to one voting delegate and alternate for every additional 50 members.

2. The SFMCCON Student Nurse Association delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
   a) Selection and/or election by members of the school chapter according to chapter bylaws;or
   b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board (SNAI) to act as a state-appointed alternate for their school chapter
      1. School chapters shall approve the appointment
      2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association (SNAI)
      3. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates
      4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House
      5. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting

ARTICLE IX – AMENDMENTS

A. Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least two weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered

ARTICLE X - PARLIAMENTARY AUTHORITY

A. All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

NATIONAL STUDENT NURSES' ASSOCIATION THE BILL OF RIGHTS

The Student Bill of Rights was adopted by the National Student Nurses' Association (NSNA) House of Delegates in April 1975, and amended in 1994, as follows.

1. Students have a right to a sound education, including:
   - A right to and a responsibility for having a creative educational opportunity;
   - A right to and a responsibility for having the highest quality practitioner-teacher;
   - A right to and a responsibility for achieving self-directed learning;
   - A right to and a responsibility for achieving equal participation in all areas of clinical practice;
   - A right to and a responsibility for participating in interdisciplinary activities.
2. Students have a right to due process including a right to and a responsibility for insuring peer review and self-evaluation.
3. Students have all the rights and privileges of self-governance.
4. Students have a right to and a responsibility to organize and participate in an organization directed towards achieving professional goals:
   - A right to and a responsibility for facilitating change in health care delivery through various channels;
   - A right to and a responsibility for assembling and exploring professional issues and concerns;
   - A right to and a responsibility for organizing a flexible structure to encompass and represent the diversities

within nursing and be representative of the fundamental and current professional issues and concerns;
- A right to and a responsibility for fostering a better correlation between nursing education and practice.

SIGMA THETA TAU INTERNATIONAL (STTI), TAU OMICRON CHAPTER

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 431 chapters located in 14 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.

STUDENT ACTIVITIES

Religious Activities

As part of its commitment to the personal development of students, Saint Francis Medical Center 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; prayers will be offered for these each week.

OSF SFMC Chapel Services

The chapel, located in Saint Francis 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. 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 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

TECHNOLOGY STANDARDS

The College's instructional design and technology specialist is dedicated to assisting faculty in providing active learning opportunities for students, increasing the effectiveness of current communication channels and supporting all faculty, staff and students in their use of technology.

Some of the technologies that are utilized to facilitate engaged, active learning include:
• A learning management system for all courses
• Wireless classrooms for interactive group activities
• Simulations labs that include SimMan, SimBaby, SimMan 3G, SimMom, SimNewB, and SimMan essentials
• A videoconferencing system

MINIMUM COMPUTER REQUIREMENTS

All College of Nursing courses require the use of a computer and an .edu e-mail account. Mobile devices should have Apple iOS 13 or newer/Android OS 8 or newer. 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:

Hardware

- Microsoft Windows PC
- Intel Core i5 processor
- 8GB RAM
- 500GB hard drive
- Wi-Fi 6 (802.11ax)
- HDMI port
- USB 3 port
- 15" HD display
- High-capacity battery charged for class
- Video conferencing capability (microphone, speakers, webcam)
- Headphones

Software

- Adobe Acrobat Reader
- Microsoft Windows 11 Operating System
- Microsoft Edge Chromium Web Browser
- Microsoft Office
- Respondus Lockdown Browser
- VLC Media Player

Check with your professor for additional requirements specific to their course.

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

If you have any questions or concerns regarding computers, the learning management system, and/or student information system, please contact:

Jeff Kepler
Instructional Design and Technology Specialist Phone: (309)

655-4121
Email: jeffrey.d.kepler@osfhealthcare.org

Electronic Communications Policy (350)

Purpose:

Saint Francis Medical Center College of Nursing (SFMC CON) offers various methods of electronic communications to enhance-student learning.

All systems of electronic communications are college-owned information assets and are subject to standard business audit and control guidelines.

SFMC CON provides Internet and e-mail access for educational purposes only. All electronic communications are College property.

To ensure responsible use of electronic communications by SFMC CON students the following policy has been established.

Policy:

Electronic communications is defined as any transfer of signs, signals, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photoelectric or photo-optical system, mobile communication devices and wireless devices, including but not limited to phones, personal digital assistants (PDA), voicemail, hand-held e-mail devices - telephone, e-mail, text messaging, Internet, fax machines, and computers.

The Student Portal and Canvas are parts 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.

Students are allowed to use electronic communications within reasonable limits. Students and staff have the obligation to use the library access to the Internet in a responsible, productive, and informed way. E-mail and Internet services are provided to students to conduct class-related business. Incidental and limited occasional personal use is permitted. However, such use is prohibited to the extent it consumes excessive amounts of MIS assets such as, but not limited to, data storage and Internet utilization (bandwidth).

Each student is responsible for the content of any text, audio and/or images sent via electronic communications such as OSF HealthCare and SFMC CON e-mail or accesses using the OSF Internet connection.

OSF HealthCare provides electronic mail services to students for educational purposes. All students are will be provided an EDU email address (example: first.m.last@sfmccon.edu). Faculty and the College of Nursing will use this email address to communicate with enrolled students. Students are expected to use this service for all e-mail communications conducted from OSF computing systems. E-mail and text messaging are effective means of communication that provide a benefit to all areas of the healthcare system. To be effective, it should be free of unnecessary regulation to provide sufficient incentive for it to be a natural means of communication. However, it is not currently suited for all types of communication, for example, legal documents, and in some cases, urgent contact, etc. All students are expected to use proper e-mail etiquette.

OSF computing systems are provided as tools to enable students to provide healthcare support services and advance the corporate mission. Students are charged with the obligation of using electronic resources responsibly and for this intended purpose.

Students and staff are encouraged to use the Internet to facilitate finding information for College-related work and projects.

In no case, however, shall an employee or student utilize the Internet or email for any purpose prohibited herein or for any purpose that is contrary to OSF HealthCare or SFMC CON's business interests, reputation, missions or values.

Rights of OSF Healthcare and SFMC CON

OSF HealthCare and SFMC CON reserve the right to routinely monitor the contents of Electronic Communications and the electronic activities of students. College Administration has the right to access a student's Electronic Communications that has been created using OSF HealthCare assets to ensure compliance with this policy and for education-related reasons without prior notice or the student's consent. All electronic data or messages created, sent, stored or retrieved over any electronic communications are the property of OSF HealthCare and should be considered public information. Students should not assume that electronic communications are private, nor should they transmit highly confidential information in this way. Although most electronic communications are protected by a student's confidential password, privacy is not guaranteed.

However, while OSF Healthcare System does not and cannot review every message posted on the message boards and is not responsible for the content of these messages, OSF HealthCare and SFMC CON reserve the right to review, block, filter, disallow, record or alter electronic communication that traverses or is stored on the OSF network or electronic systems. OSF Healthcare System also reserves the right, in its sole discretion, to disallow the use of a particular screen name, or to terminate any user's posting privileges at any time.

OSF Healthcare System also reserves the right to remove certain content that students post. Any submissions made to the OSF Blog (e.g. Commentary, Photographs) may be edited, removed, modified, published, transmitted, displayed, or used in any other way by OSF Healthcare System and its licensees in any and all media, whether now known or hereafter devised.

By submitting a review, students are consenting to its display, in connection with their screen name, on the site and for related online and offline promotional uses by OSF Healthcare System and SFMC CON.

Any student who abuses the Electronic Communications Policy will be subject to disciplinary action. Where necessary, Saint Francis Medical Center College of Nursing and OSF HealthCare reserve the right to advise the appropriate legal officials of any illegal activity.

Confidentiality

All persons accessing the information systems of OSF HealthCare and its Affiliates are prevented, by law, from willfully and wantonly disclosing confidential information. Confidential information includes, but is not limited to: patient/demographic/clinical information, employee identification, financial information, and protected student information. Such disclosure violates State and Federal law.

Confidentiality may not be breached by the unauthorized discussion or transmission of anything relevant to patient, resident, employee, student, or organizational operations information, or any other information that is not generally known to the public, that, if misused or disclosed, could have a reasonable possibility of adversely affecting any entity within OSF HealthCare and SFMC CON and their mission. Students may not disclose sensitive, confidential information or data, either specific or aggregate that is owned, controlled or protected by OSF HealthCare or SFMC CON without the express permission of the owner, steward or guardian of that information.

Consult the OSF Healthcare System's Confidentiality policy for guidance about what constitutes confidential information.

Please be sure to read the OSF Healthcare System Privacy Policy, which is incorporated herein by reference.

Electronic Communications Prohibited Conduct

Use of the Internet is a privilege, not a right, and may be revoked at any time for inappropriate conduct.
Students are prohibited from inappropriate use of electronic communications. Such uses may include, but are not limited to:

a. Offensive content of any kind, including pornographic material or materials which violate any OSF policies;
b. Harassment of other individuals;
c. Installing software or web-based applications that are not approved by OSF Information Technology (IT) division;
d. Promoting discrimination;

e. Threatening or violent behavior;
f. Unlawful/illegal activities;
g. Any communication which violates laws and regulations.
h. Commercial messages (i.e. coupons, product promotions);
i. Gambling;
j. Personal financial gain;
k. Messages of a political nature.
l. Solicitation on behalf of any organization, business or cause;
m. Forwarding e-mail chain letters. 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. Use of the mail system to send messages to the entire student body for any reason is prohibited.
n. Personal use of services like instant messenger applications, other similar file downloading or file sharing software, MP3 files, and streaming video or audio (i.e., Podcasts, YouTube videos or photo sharing sites such as Flicker); (OneDrive, which students are given access to by the College does all of this.)
o. Spamming e-mail accounts from OSF e-mail services or company machines;
p. Material protected under copyright laws, including but not limited to illegal file sharing;
q. Dispersing organizational data to OSF customers, vendors or clients without authorization;
r. Opening files received from the Internet without performing a virus scan, or failing to report Phishing emails;
s. Inappropriate sharing of passwords;
t. Tampering with one's College identification in order to misrepresent yourself and OSF Healthcare to others;
u. Gaming sites, fantasy sports leagues, dating sites and any similar site that would be inappropriate in a working environment;
v. Use of valid log-on identifications and passwords to corrupt, falsify or distort information via electronic communications or misrepresent data by maliciously transforming it in print;
w. Violations of computer system security. Attempting to remove, modify or tamper with electronic security measures, including but not limited to antivirus software and systems, firewalls, intrusion detection and prevention systems and software controls.
x. Attempting to disguise the sender or attempt to mislead the recipient regarding the identity of the sender.
y. Use of the Internet for commercial activities not related to the College. e.g., buying and selling.
z. Activities that interfere with the ability of others to make effective use of the Internet.

All messages communicated electronically must contain the sender's identity. It is prohibited to disguise the sender or attempt to mislead the recipient regarding the identity of the sender.

To prevent the spread of computer viruses and negative interaction with OSF supplied software, all software downloaded must be authorized and registered to OSF HealthCare. All web-based software must be approved by MIS prior to installation.

Student Responsibilities

Saint Francis Medical Center College of Nursing students are responsible for:
a. Honoring acceptable use policies of networks accessed through OSF HealthCare's Internet and e-mail services.
b. Abiding by existing federal, state and local telecommunications and networking laws and regulations.
c. Following copyright laws regarding protected commercial software or intellectual property.
d. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of OSF HealthCare's network resources.
e. Not overloading networks with excessive data or wasting OSF HealthCare's other technical resources.

Any student who abuses the Electronic Communications Policy will be subject to disciplinary action. Where necessary, Saint Francis Medical Center College of Nursing and OSF HealthCare reserve the right to advise the appropriate legal officials of any illegal activity.

Student E-mail Etiquette Guidelines

E-mail and text messaging are effective means of communication that provide a benefit to all areas of the healthcare system. To be effective, it should be free of unnecessary regulation to provide sufficient incentive for it to be a natural means of communication. However, it is not currently suited for all types of communication, for example, legal documents, and in some cases, urgent contact, etc. All students are expected to use proper e-mail etiquette.

Blogging Guidelines:

Saint Francis Medical Center College of Nursing supports the use of message boards and blogging as a valuable component of shared media. SFMC CON blogging guidelines have been developed for students who maintain and contribute to internal blogs and message boards. These guidelines outline the legal implications of blogging about OSF and also include guidelines to follow when posting messages or opinions on blogs and message boards. Students must abide by the below terms before posting or creating any SFMC CON Blog or contributing to blogs or message boards while representing SFMC CON or OSF HealthCare.

When participating in external blogs, do not represent SFMC CON or OSF without prior authorization from your organizational communications or public relations department.

All content posted to an OSF Healthcare System Blog is the sole responsibility of the individual who originally posted the content. All opinions expressed by users of this site are expressed strictly in their individual capacities, and not as representatives of OSF Healthcare System.

Procedure:

Students are allowed to use electronic communications within reasonable limits.

- Identify yourself, name and role within SFMC CON, when contributing to an internal blog.
- Students shall not upload to, or distribute or otherwise publish any libelous, defamatory, obscene, pornographic, abusive, or otherwise illegal material.
- Respect your audience: When you choose to go public with your opinions via a blog, you are legally responsible for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to Saint Francis Medical Center College of Nursing, OSF Healthcare System, individuals, or any other company). Do not use ethnic slurs, personal insults, obscenity, etc., or use the blog to discuss or promote politics. Do not alter previous posts without indicating you have done so.
- Be courteous. Students should not threaten or verbally abuse other students, use defamatory language, or deliberately disrupt discussions with repetitive messages, meaningless messages or "spam."
- Be thoughtful and accurate in your posts, and be respectful of how other OSF Healthcare System employees and students may be affected.
- Use respectful language. Do not use language that abuses or discriminates. Hate speech and personal attacks of any kind are grounds for immediate and permanent suspension of access to OSF Blogs and subject to disciplinary action.
- Debate, do not attack. In a community full of opinions and preferences, people many times disagree.
- Do not disclose any information that is confidential or proprietary to OSF Healthcare System or to any third party that has disclosed information to us. Consult the OSF Healthcare System's confidentiality policy for guidance about what constitutes confidential information.
- Do not cite or reference vendors, partners or suppliers without their approval.
- Message boards shall be used only in a noncommercial manner. Students shall not, without the express approval of OSF Healthcare System, distribute or otherwise publish any material containing any solicitation of funds, advertising or solicitation for goods or services. Students should refrain from endorsing or promoting any product, opinion, cause or political candidate on an OSF blog.
- Students are solely responsible for the content of their messages. However, while OSF Healthcare System does not and cannot review every message posted on the message boards and is not responsible for the content of these messages, OSF Healthcare System also reserves the right, in its sole discretion, to disallow the use of a particular screen name, or to terminate any user's posting privileges at any time.
- OSF Healthcare System reserves the right to remove certain content that students post. Any submissions made to the OSF Blog (e.g. Commentary, Photographs) may be edited, removed, modified, published, transmitted, displayed, or used in any other way by OSF Healthcare System and its licensees in any and all media, whether now known or hereafter devised.
- By submitting a review, students are consenting to its display, in connection with their screen name, on the site and for related online and offline promotional uses by OSF Healthcare System and SFMC CON.
- Please be sure to read the OSF Healthcare System Privacy Policy, which is incorporated herein by reference.
- All content posted to an OSF Healthcare System Blog is the sole responsibility of the individual who originally posted the content. All opinions expressed by users of this site are expressed strictly in their individual capacities, and not as representatives of OSF Healthcare System.

ANA's Principles for Social Networking and the Nurse

(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 arm 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) (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.

The College of Nursing also recommends review of the NCSBN white paper, "A Nurse's Guide to the Use of Social Media" found at https://ncsbn.org/Social_Media.pdf.

Students must adhere to all clinical agency policies regarding confidentiality, as well as use of social media. Inappropriate use of social media is a violation of the College's Professional Standards policy related to confidentiality and HIPAA located in the *Student Handbook*.

Violations of the Professional Standards will be referred to the appropriate person/committee: College Administration, the Admission & Progression Committee, Graduate Committee, or the Judicial Board. Disciplinary action will include but is not limited to: reprimand, fines, suspension, or dismissal from the College.

COLLEGE INTERNET

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 including but not limited to illegal file sharing

ELECTRONIC MAIL PRIVILEGES

All students are provided an EDU email address (example: first.m.last@sfmccon.edu). Faculty and the College of Nursing will use this email address to communicate with enrolled students.

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. Use of the mail system to send messages to the entire student body for any reason is prohibited.

The Student Portal and Canvas are parts 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 Policy (495)

Purpose: This policy states the locations of computers and regulations for their use by students.

Policy:

A. Computers are located throughout the College of Nursing and Saint Francis Medical Center campuses. All computers have access to the Internet and are loaded with Microsoft Office as well as other instructional applications.
B. Computer laboratory policies:
    1. The lab is open 24 hours per day for residents of the College. Non-dorm students have access from 6 am to 11 pm.
    2. Students must save their work to portable storage devices or cloud based storage.
    3. Students cannot tamper with any existing applications on College computers.
C. 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. Wireless Internet is available on all dorm floors (3, 4 and 5), in the 2nd floor library and in the Nursing Resource Center. 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 complete the following steps:

You need to setup a new wireless profile on your laptop with the following information.

SSID	GUEST
Authentication	Open
Encryption	None
Ad Hoc	No
Connect if not broadcasting	Yes
Connect whenever available	Yes 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 Handbook. Any misuse of the network may result in loss of computer privileges or disciplinary action.

COLLEGE OF NURSING SOFTWARE PROGRAMS

eTools

The electronic tools listed here are designed to help students and staff manage their College of Nursing experience.

- Canvas Learning Management System
  - Canvas Student Guide
- Elemeno
- Elsevier Evolve
- Microsoft Office 365 (includes student email using Outlook)
  - Microsoft Office 365 Help and Training
- Respondus Lockdown Browser Download
  - Respondus Student Resources
- SONIS Student Information System
- TurnItIn Student Resources Hub
- Viewpoint Immunization Tracker

MICROSOFT OFFICE 365/Student Email Account

To gain access please follow the steps below:

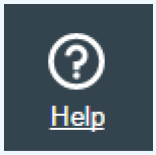
1. Login to Microsoft Office 365 at www.office.com
2. Reset your password.

Contact the **OSF Helpdesk at 309-655-2293**, if you need to have your email password reset

CANVAS

Canvas Account Information	To gain access to your courses log into: 1. Goto www.sfmccon.edu/etools 2. Select Canvas from the 3. Enter your login information a. Username = StudentID b. Password = OSF12345 4. Accept your enrollment into the Student Canvas Orientation course 5. Change your Password 6. Complete the Student Canvas Orientation course You are required to complete the Student Canvas Orientation course by the end of Week 1. This course will provide you with the necessary knowledge to use the Canvas platform. Monday Morning you will see enrollment notifications for your fall courses. You must accept those enrollments in order to access and participate.

Best Way to Request Help



Canvas Help Link

The quickest and best way to get assistance for Canvas issues is to click on the "Help" Link in the Lower Left corner of the screen in Canvas (from the place where you are having the problem), and then choose "Report a Problem." The submitted information is immediately forwarded to the Help Desk, which is monitored throughout the workday, as well as evenings, weekend and holidays.
PLEASE NOTE: Responses to your Canvas Help Request will be sent to your SFMC College of Nursing Student E-mail. If you have additional questions or problems, please respond to the message in your SFMC College of Nursing Student E-mail.

When contacting support please provide the following information:

1. Organization: OSF Healthcare
2. Full name
3. Student ID
4. The course in question (if applicable)
5. As much detail about the problem as possible

Other ways to obtain assistance:

The **College's Technology Office** provides assistance with the following:

- Forgot your Canvas password
- Forgot your SONIS password
- Problems with College computers
- Problems with classroom equipment
- Questions about the Student Introduction to Online Learning tutorial
- General questions about how to use Canvas
- Cannot see your course on the start date

You can contact the SFMC College of Nursing's Technology Office

- Email – jeffrey.d.kepler@osfhealthcare.org.
- Walk-in assistance - If you are on campus and require technical assistance, you may stop by room 604 between 8:00 a.m. and 4:30 p.m., Monday – Friday, with evening hours available by appointment only.
- Make an appointment - If normal business hours do not fit into your schedule email jeffrey.d.kepler@osfhealthcare.org to set up an appointment.

Contact your **instructor** if you:

- Have questions about your course content
- Do not understand an assignment
- Have textbook/access code questions
- Are missing content or assignments
- Have questions about grades
- Are disconnected while taking a quiz or need to retake a quiz

Contact your **Academic Adviser** for assistance with course offerings, course selections, degree requirements, transfer requirements, etc.

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 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)
Residents - Residing on campus in a dorm or shared 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).

Commuters - Not residing on campus in a dorm or shared 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 via college email.

Guests for Students
A guest to the College of Nursing is 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 to 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
A visitor to the College of Nursing is 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 on Sunday through Thursday and 9:00 AM to 1:00 AM on Friday and Saturday (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.
9. Immediately reporting emergency situations to OSF SFMC Security, 655–2131.

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 $10.00 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 655-2217. 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 655 - 2131. A picture ID must be presented to gain entry. A $10.00 Access Card Replacement fee will be assessed. Students must complete a Lost/Stolen Incident Report.

Lobby Area

Students, faculty or staff members 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 optional key access. If the need arises, specific refrigerator keys are distributed by dorm floor to each dorm/study room student. Contact the College Support Representative in the lobby for replacement keys.
2) The kitchen is equipped with a limited amount of small appliances along with microwave ovens, refrigerators/freezers and full size stoves/ovens.
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 student 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 activates 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 (807) and is posted on each floor and in each room.

Dorm Microwave Regulations

1) Microwaves are placed on each of the three dorm floors (rooms 318, 418, 513).
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 the 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, ping-pong table, pianos, cable television, DVD player, and stereo are available in the recreation rooms.

College Announcements
The College will make "All College" announcements in the Student Portal and/or Canvas. Students should check 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, and 2. 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* and 6. No one may use restroom facilities designated for use by the opposite sex.
* Designates Dorm/Study Room floors

Facility Problems and Repair Requests
Students, faculty and staff are asked to report any problems or see the need of repairs within the building or on the grounds of the College to the College Support Representatives at 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 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 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

Shared 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 Rooms

Wireless internet access is available in the College of Nursing on the classroom and dorm floors. Please refer to the "Wireless Connectivity" section of this handbook for additional information.

Dorm Floor Lounges for Residents

Each Dorm floor has one (when available two) lounge available for the students residing on that floor. Each lounge is equipped with cable television, DVD player and furniture to accommodate small group gatherings. The lounges on each floor are for community usage. The doors to lounge areas should remain open until quiet hours begin at 9:30 pm.

Freezer Usage for Dorm/Study Room Residents

A freezer/refrigerator is located in the kitchen area on the ground floor and on the individual dorm floors. Dorm/study room students' refrigerators have optional key access. If the need arises, specific refrigerator keys are distributed by dorm floor to each dorm/study room student. Contact the College Support Representative in the lobby for replacement keys. 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 10:00 AM, 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.

OSF SFMC 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 (mark the appropriate box/boxes):
  - ❑ $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 three 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 H).

SAFETY/SECURITY

EMERGENCY RESPONSE PROCEDURE

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 non-emergency transport.
2. *If the person is unconscious or in respiratory distress, notify 911 immediately.*
3. If doubt or concern in regard 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 provide care for those in need. It will also establish boundaries or financial responsibility being that of the person.
Effective: October 15, 2005

Smoke Free Campus Policy (808)
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, electronic cigarettes, 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.

This policy also includes all OSF properties or any facility in which a clinical experience is held, regardless of that facility's smoking policy. Violations may result in disciplinary action.

SFMC College of Nursing will abide by the rules governed by OSF SFMC. Please see OSF SFMC's Policy 116 in Appendix G of this handbook for more information.

Adapted from the OSF SFMC policy # 116, Tobacco Free Environment, dated 07/04/07

NEEDLE STICK INJURY PROCEDURE

Process to follow if stuck by a dirty needle or exposed to blood or body substance:

1. First Aid
   a. Puncture Wound
      i. Make bleed
      ii. Wash with soap and water
   b. Splash Mucous Membrane
      i. Rinse with water for 5 minutes
      ii. Eyes: immediately wash eye and report to ED
2. Notification
   a. Nursing student will immediately notify the instructor and charge/resource nurse or manager
   b. If a College of Nursing Student, faculty is to notify the Dean for tracking and monitoring purposes.
   c. Information needed:
      i. Student Name
      ii. Name or source patient and/or Medical Record Number of source patient
   d. Check source history for possible risk factors
   e. Student is to contact the OSF Call Center at 1-888-6-ASK-OSF immediately to report and make appointment with Occupational Health.
   f. **At present date, financial responsibility is that of the student.
3. Prompt Evaluation (1 to 2 hours post exposure)
   a. Review and complete OSF Occupational Health Blood/Body Substance Exposure Evaluation packet which are available in the Nursing Resource Lab or the Counselor's Office (112).
      i. It is the Exposed Student's responsibility to complete page 1 and 2 before presenting to Center for Occupational Health or ED.
      ii. Complete page 2 regarding source patient risk factors referencing source patient's chart if able.
   b. Follow the directions of the Occupational Health staff in regards to follow up and testing ordered.
4. Student is to notify Dean in regard to required follow up.

SFMC Occupational Health, Monday - Friday, 6:30 am. To 5:00 pm.
OR
Emergency Room during non-operational hours for Occupational Health.

Adapted from Needle Stick Packet, SFMC, Form # 113-3117

Earthquake Policy (890)

Purpose: This policy gives directions on procedures to follow if an earthquake should occur.

Policy: Follow the procedures below during and after the earthquake.

Procedure:
What To Do During the Shaking Occurrence

- 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.
- Keep residents, students, visitors, and other employees out of stairwells and elevators. The most important thing to remember is to remain calm. Reassure and assist students, residents, visitors and other employees.
- Do not use candles, matches or any open flame, either during or after a tremor. Put out ALL fires.
- If indoors, stay indoors. Take cover under desk, tables, in doorways, halls and against a wall. Stay away from glass.
- 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.
- If in a moving vehicle, stop as quickly as safety permits, but stay in vehicle. A car will shake during the earthquake; but it is a good place to stay until the shaking stops.
- If in a high-rise building, get under a desk or similar heavy furniture. Do not run for exits, since stairways may be broken and/or jammed with people. Never use elevators.

What To Do After the Shaking Occurrence

- Stay calm.
- Assemble personnel at predetermined location. Take a head count of employees, residents, students, and known visitors.
- Put out or contain fires as required.
- Assess damage, supplies needed, functioning capability, etc.
- Check for injuries. Do not move injured persons unless in immediate danger of further injury.
- Shut off/conserve all unnecessary utilities, equipment and hazardous material supply lines.
    - If you smell gas, open windows and notify Security. Leave rooms and areas with heavy gas leakage.
    - Do not touch downed power lines or objects touched by the downed or shorted power supply lines.
- Immediately clean up spilled liquids and other harmful materials.
- Notify President/Dean or College Staff of assessed status
- Do not use telephones except to report emergencies.
- Stand by in your immediate area for internal directions.
- Turn on your radio and/or television (if conditions permit) to get latest emergency bulletins.
- Do not eat or drink anything from open containers near shattered glass.
- Stay out of severely damaged areas; aftershocks can shake them down. If fire occurs follow fire procedures (Red Alert).
- Do not go sightseeing. If evacuation is necessary, follow evacuation procedures.

Assist as directed with salvage operations.

Fire Safety Policy (807)

Faculty, students, residents and staff of the College of Nursing shall follow the Fire Safety policy specific to the Residence as applicable.

Faculty, students, residents and staff should know where fire extinguishers, pull-boxes, stairways, and fire doors are located in the building.

During clinical experience within OSF Saint Francis Medical Center, faculty and students shall follow Medical Center policy regarding Fire Safety, specifically the policy for the assigned clinical area. Students and employees must be aware of specific policies governing assigned clinical areas and the evacuation procedures. It is the responsibility of faculty to inform students of specific policies governing assigned clinical areas.

In case of fire, students, faculty, and staff are instructed to immediately activate the fire alarm system (using the red pull boxes). This will automatically notify OSF SFMC Security as well as the Peoria Fire Department to respond.

Assistance will be provided to any person in immediate danger to safety, but only if it can be accomplished without risk to the individual(s) attempting to assist.

Staff and/or Resident Assistance designated to notify each room will do so only if safety and time permits.

Attempting to extinguish a small fire is allowed, if it can be done safely. Otherwise, individuals are expected to leave the area of fire and close doors (and windows if time permits).

Students, faculty and staff are mandated to exit the building as outlined in the plan and to not use the elevators.

Faculty, staff and students tampering with fire equipment and those failing to comply with fire drill procedures will be subject to disciplinary action by College administration.

Fire Safety Education & Training
Each semester, the Campus Fire Binder is updated by the college support services staff. College Administration and staff members conduct training with all resident assistants (RAs) regarding fire safety and evacuation procedures during RA orientation. The RAs then educate the dormitory students on each floor and act as ongoing resources for those students. Fire safety is also covered in BSN orientation for incoming students.

The evacuation procedure is located at the east and west end of every hallway. The evacuation plan can also be found online by logging into the student portal from www.sfmccon.edu.

Fire drills are conducted each year by the College and OSF SFMC Security. Evaluations are sent out after any drill (or actual fire alarm). The data is then collected and reviewed. Any issues or problems identified are addressed with the appropriate personnel and any necessary changes are implemented.

Fire Prevention Rules & Regulations
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 (including e-cigarettes) is **NOT ALLOWED** on the campus
- Electrical appliances are to be turned off before leaving a room
- Students are not allowed to cook in their dorm rooms
- Students are not allowed to iron in their dorm rooms
- Students are to stop using, and report immediately, any electrical equipment that is not operating properly
- Burning of candles and incense is prohibited
- Doors are not to be propped open with wedges or other items
- Hallways are to be kept clear of furniture
- Exits are to be kept unobstructed

Portable Appliances
The housing code prohibits the use of (or storage 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 or space heaters may not be used in dorm/study rooms. Refrigerators with interiors larger than 3 cubic feet are prohibited.

Open flames
Burning candles, incense, fireworks, explosives, or incendiary materials is prohibited.

Decorations/Lights
Live holiday trees, holiday/decorative lights and halogen lights are 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 or on doorways are subject to the approval of the College

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

Fire Safety System
The College uses several different fire safety systems on the campus which include:

- On-site fire alarm monitoring

- Sprinkler systems
- Smoke detectors
- Fire extinguisher devices
- Evacuation plan and placards
- Fire evacuation drills

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. One dry chemical extinguisher is located inside the 7th floor Student Finance Office.
   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 Annunciator Panel
   3. The master panel is located on the ground floor.
   2. The panel is located in the mailroom behind the lobby desk.
D. Stairway
   1. West stairwell located next to West elevator
   2. East stairwell located next to East elevator
E. Fire Doors
   1. Center of the 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

Resident Assistant (RA) Responsibilities

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.

RA's are responsible for helping to:

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.
4. Place red evacuation sign outside on doorknob facing hall.
5. Initiate horizontal and then total evacuation.
6. All students to evacuate by proper and safe routes
   a. 6th floor: Evacuate to SFMC Glen Oak Main Building South Entrance (the rear entrance leading to the College of Nursing building.)
   b. 2nd floor: Evacuate to the Greenleaf (ground level).
   c. Greenleaf: Evacuate to the Greenleaf (ground level).
7. Assist CON Administrator or designee in taking role call of those present.
8. Assist in maintaining a calm environment.
9. Participate in the "Review of Red Alert" following the activation of the procedure as needed.

Procedure:

1. Each member of Saint Francis Medical Center College of Nursing will be oriented to the fire safety program annually:
   a. Emergency telephone number is 5-3333 or (309) 655-2133.

b. Location of all fire alarm boxes.
c. Location of all fire extinguishers.
d. Location of all emergency exits.

2. Fire procedures for the College of Nursing:
   a. Immediately pull the nearest fire alarm box.
   b. Dial the emergency telephone number 5-3333 or (309) 655-2133 to report the fire and exact location.
   c. When the fire alarm sounds, shut doors and evacuate the building completely. Do not use the elevator. The Support Services staff will facilitate evacuation of the building.
   d. Assemble in the parking lot adjacent to the College of Nursing. Remain until directed elsewhere by the President of the College or designee.
   e. No one will re-enter the building until the "ALL CLEAR" is sounded.
3. Fire drills will be scheduled at least once in the fall semester and once in the spring semester.

In case of fire the following procedures are to be followed:

In Case of Fire or Fire Alarm Sounds

1. Assist any person in immediate danger, if it can be accomplished without risk to you.
2. Pull the red fire pull box (located at each exit to the building and stairwells) Call Security at 5-3333 to report any information you may have such as room number or cause of the fire. If using an outside line you should call (309) 655-2131.
3. Call 911
4. Yell “Fire, fire, fire!” and evacuate the building
5. When the fire alarm sounds, all persons are required under state law to exit the building immediately. Proceed DOWN and OUT.
6. Follow instructions of the “SFMC College of Nursing Fire Evacuation Procedures” below. The evacuation procedure is located at the east and west ends of every hallway. Calmly evacuate the building and close the door when exiting the room. Place the red evacuation sign on the doorknob when leaving.
7. Do NOT use elevator.
8. Report anyone suspected of remaining in the building. By calling 53333 (internally) or (309) 655-2131 (externally).
9. Move away from building, down Greenleaf, leaving a clear access and unobstructed roadway for emergency services. Parking Deck D is locked from 10 pm until 5 am.
10. Attempt to extinguish fire only if you can do it safely. Do not attempt to extinguish fires larger than a small garbage can.
11. Report any information about fire to Security, Police and Fire Department.
12. Do not re-enter the building until authorized by the Fire Department, Security, or Police.
13. Do not re-enter the building until an “ALL CLEAR” message has been given by OSF SFMC Security personnel
14. Report any information about fire to OSF SFMC Security, Peoria Fire Department, Peoria Police Department, or other law enforcement agencies involved with the incident

If Unable To Evacuate

1. Call Security 5-3333 or (309) 655-2131. Know your location and room number. Security is in constant contact with the Peoria Fire Department and meets to debriefs them when they arrive.
2. Call Police: 9-911 or 911 or OSF Saint Francis Security: 5-3333 or (309) 655-2131 giving your location
3. Close the door to the room you are in.
   a. A closed door can provide good protection against fire and smoke.
   b. Use available materials to seal door and air ducts.
   c. If smoke inters the room, stay low as heat and gas tend to rise.
   d. Signal your position at window.

People with mobility difficulties or who use wheelchairs should move to an area of refuge (stairwell, room with phone).

If You Are on Fire

- STOP where you are
- DROP to the floor or ground

- ROLL your body to smother the fire.

Fire Extinguisher Usage

When operating a fire extinguisher follow the steps below (PASS):

- "P" – Pull the pin
- "A" – Aim (Aim at the base of the fire.)
- "S" – Squeeze
- "S" – Sweep

During a Red Alert drill, remember (RACEE!)

- "R" – Rescue
- "A" – Alarm
- "C" – Contain
- "E" – Extinguish
- "E" – Evacuate

Fire Safety Evacuation Procedure

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

A total evacuation of the building to Greenleaf 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 East. 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 the back gate for emergency evacuation.

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.

6 West

Individuals may exit through the bridge doors and proceed inside to OSF 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.

Resident Assistants, CON Safety Coordinator, and/or position designee will proceed to Greenleaf or OSF SFMC Glen Oak Main Building South Entrance. Report your safe arrival for recording purposes. *Report anyone missing immediately.*

TORNADO SAFETY PROCEDURE

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

1. Announce "Severe Weather Alert" “Tornado Watch/Warning” 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 the office to center hallway.
6. Main Floor: Stay behind information counter or move into area between mailboxes and small room.

Individuals (students, visitors and employees) within the College of Nursing building shall:

1. Take cover immediately.
2. Move to an interior corridor without windows.
3. Where possible, close windows, draw drapes or blinds.
4. Prepare to move away from large glassed areas into center hallways.
5. Close room doors and fire doors.
6. Restrict use of telephone.
7. Do not leave building.

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 via text message pager regarding tornado and weather conditions.

UTILITY SYSTEM FAILURE

Utility system failures exist when the following situations occur:

1. Emergency generators go on, unplanned.
2. Lights go out.
3. Unannounced water loss.
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.

I. SAFETY REVIEW AND ALERT CODES

CODE	WHAT TO EXPECT:	WHO TO CONTACT:	RESPONSIBILITY OF STAFF:
CODE BLUE ***Cardiac/ Respiratory Arrest***	• Switchboard operator pages three times, code and location • Responders will be running to code location.	Dial 53333	• Activate Code Blue Button • Keep patients and visitors out of the way. • Ask visitors in other patient care rooms to remain in those rooms. • Ask patients to remain in treatment locations

CODE RED ***Fire***	• Fire alarm system activated. • Fire doors close automatically. • Ventilation systems shut down. • Switchboard operator pages three times, code and location.	• Activate Fire Alarm Pull Station • Dial "911" • Dial "53333"	• **R** – Remove those from immediate fire area. • **A** – Turn in Alarm. • **C** – Close all doors. • **E** - Evacuate to next fire zone. • Stop movement of all patients and visitor throughout. • Normal business stops. • Follow department procedures. • Do not use elevators.
CODE	**WHAT TO EXPECT:**	**WHO TO CONTACT:**	**RESPONSIBILITY OF STAFF:**
CODE PINK ***Infant/Child Abduction***	• Switchboard operator pages three times, code and location. • Infant/ Child missing.	• Dial "53333"	• Follow department procedures. • Do not allow anyone to leave building. • Ask visitors in other patient care rooms to remain in those rooms. • Ask patients to remain in treatment locations. • Report any suspicious persons to Nursing Supervisor and/or Security Officer.
CODE SILVER ***Unauthorized Person With a Weapon***	• Threat made with a weapon. • Switchboard operator pages three times, code and location.	• Dial "911" • Dial "53333" • Lockdown all areas	• All personnel to avoid location of event. • Public Safety will arrive via Emergency Department. • Direct officers to event location. • Law Enforcement is Incident Command.
CODE ORANGE ***Hazardous Material Internal***	• Chemical Spill in location. • Switchboard operator pages three times, code and location	• Notify Nursing Supervisor • Dial Security "53333"	• All personnel to avoid location of event. • Staff in department of Spill to clean spill and notify Nursing Supervisor once clean to request an "All Clear".
Spill/Release		• Notify Duty Engineer	

Security Policies Campus Crime Statistics

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 Nursing Resource Center during the late afternoon and evening hours. Security can be reached at **655-2131** (general phone number) or **5-3333 (in-house emergency**.)

Students are instructed to enter and exit through the designated door(s). Students may access the building during scheduled hours for the College.

Each student and employee is issued an identification badge during the orientation period. This badge is to be visible at all times while on the Saint Francis Medical Center campus and other community agencies.

Information regarding campus security procedures and practices is discussed with incoming students during the orientation program. Any changes in these procedures or policies will be communicated to the students as effective and on an annual basis and are found in the Student Handbook.

Students receive information regarding emergency codes and campus security procedures and practices during their orientation. Students and employees are encouraged to be responsible for their own security and the security of others.

Procedure

- Students are oriented to security sources, how to protect themselves, and on campus safety resources during each new student orientation.
- The Dean, Support Services gathers data associated with the Crime Awareness and Campus Security Act on an on-going basis all year.
- Crime statistics report is published annually.
- Data are reviewed annually by the SFMC CON Leadership team, concerns are identified, and resolution of the concerns begins quickly.

To report criminal actions or concerns on campus, an individual should call the Security Department at 655-2131, or call 5-3333 from an in-house campus phone. Security will respond promptly, usually within 5 minutes. Security personnel will call the police department and will request the College 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.

Safety Tips

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 you 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 College 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 College 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

At Night
- Avoid walking alone at night.
- Be conscious of your surroundings.
- Carry a whistle or personal alarm.
- Notify another person of your destination when leaving the College ofNursing.
- Maintain a tight grip on your personal property.

Walking, Jogging, or Biking
- Know your surroundings and neighborhood.
- Avoid vacant lots, alleys, constructions sites. Only use well-lighted busy streets.
- Never hitchhike.
- Face traffic when walking so you can see the approaching vehicles.
- Have you key in your hand and ready as you get into your car or home.
- Wear comfortable shoes.
- Never walk, jog, or ride your bike alone or at night.
- If a purse or valuables must be carried, keep a firm grip on it. Hold it close to your body.
- Do not wear headphones.
- Use the buddy system in notifying each other of location.

Car Safety Tips
- Make sure your car is in good working order.
- Check your battery, tires, lights, steering, and brakes regularly.
- Learn how to make simple repairs to your car.
- If you go on a trip, plan out what route you are going to take before you leave.
- Leave this route with a relative or close friend.
- Keep windows up and doors locked.
- Park in well-lighted areas.
- Be alert in parking structures.
- If you park in an attended lot, leave only your car key with the attendant.
- Always have a spare set of keys hidden somewhere on the car.
- Never put your address or phone number on a key chain.
- Do not leave valuables visible from the outside of the car.
- Always look in the back seat before you get into the car.
- If you work late at night, do not walk to your car alone.
- If you have someone give you a ride home, have them wait until you get into the residence before they leave.
- If you think you are being followed, go to the nearest open business, police station, or fire department.
- If your car breaks down, put up the hood and turn on flashers. If someone stops, have them call a relative, repair service, or police. Do not get out of the car to talk to them.
- If you are pulled over by an unmarked police car, be sure of the officer's identity.
- If you feel something is not right, put your flashers on and go to the next open business, slowly.

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 L.

Policy Against Sexual Harassment (395)

Purpose:
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 unlawful discrimination and harassment, including, sexual misconduct, exploitation, retaliation or intimidation.

Policy:
This Policy applies to all forms of sexual harassment, including sexual assault, dating violence, domestic violence, and sexual or gender-based stalking by or against College community members that occurs in the context of a College program or activity. Title VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendments of 1972 (and its implementing regulations), and the Illinois Human Rights Act prohibit discrimination on the basis of sex, including sexual harassment. The College will not tolerate, condone, or subject anyone to such harassment. In addition to being illegal, sexual harassment violates the dignity of the individual and the integrity of the College as an institution of learning.

Further, the College does not tolerate sexual assault, sexual violence, 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 harassment, sexual assault, domestic or dating violence, or stalking of which it receives notice and that occur in the context of a College program or activity. Students found to have engaged in such acts will be subject to disciplinary action, up to and including expulsion. And, Mission Partners found to have engaged in such acts will be subject to disciplinary action, up to and including termination.

Accordingly, the College has adopted the policy. See Appendix J for full contents of this policy.

References:
Title VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendments of 1972 and its implementing regulations 34 C.F.R. Part 106, The Illinois Human Rights Act and The Illinois Preventing Sexual Violence in Higher Education Act.

Sexual Assault Definition
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.sfmccon.edu.

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

Unprofessional conduct may also result in criminal proceedings under the law. Students are encouraged to report an incident of sexual assault to the appropriate campus personnel such as the President, Dean, or Counselor. The College of Nursing will assist the student in obtaining appropriate medical attention and will inform the Security Department of OSF Saint Francis Medical Center. The student will be encouraged to cooperate with appropriate law enforcement officers and will be supported in so doing by campus personnel. The student who has experienced a sexual assault will be encouraged and assisted in making arrangements for counseling with an appropriate counselor. The student may receive necessary physical care through the Emergency Department**.** A student who resides in a dorm or study room of the College of Nursing will be assisted in moving to a different room/floor if desired.

The following procedure should be followed in the event of a sex offense:

1. Contact any administrative personnel of the College of Nursing or Resident Assistant, who will then initiate further procedures.
2. Report the incident to the College's President or Dean.

In the case of an on-campus disciplinary hearing for an alleged sexual assault in which both parties are students, both the accuser and the accused may present evidence. Both parties will be informed of the outcome of the disciplinary hearing and have the right to appeal according to the appeal procedure for disciplinary action. Disciplinary actions may include but not be limited to the following: loss of dorm/study room privileges, suspension, and or dismissal from College of Nursing. Please refer to the Sexual Assault section for additional questions.

Weapons Free Campus Policy (811)

The use, possession, or carrying of firearms, hard bullies, dangerous knives, explosives, taser, or other dangerous weapons is not permitted while on College of Nursing or OSF Saint Francis Medical Center property, or at College of Nursing sponsored or supervised activities.

The only exception is restricted to 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 from the college.

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 an in-house campus phone. Security will respond promptly, usually within 5 minutes. Security personnel will call the police department and will request the College 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:
United States Department of Education http://www.ed.gov 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	655-2131
Emergency in-house phone line	5-3333
Emergency	911
College Support Representative (CSR)	
Ground Floor	655-2217 or 655-6363
6th Floor	624-5626
Administration	655-7353
Support Services	
Saint Francis Medical Center College of Nursing	
College Counselor	655-7100
Other	
Crisis Intervention	673-7373
Peoria Police Department (non-emergency number)	673-4521
Women's Strength/Rape Crisis Line	691-4111
Center for the Prevention of Abuse	691-0551
HOI Critical Incident Stress Management Team	655-2301
OSF Saint Francis Medical Center Public Relations Communication	229-7175 or 634-8583

Saint Francis Medical Center College of Nursing

A Tradition of Excellence in Nursing Education

ALCOHOL & OTHER DRUG ABUSE PREVENTION POLICY

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,

Dr. Mary McNamara
President, Saint Francis Medical Center
College of Nursing

Promoting A Drug and Alcohol-Free College (586)

Purpose: The use of illegal drugs and abuse of other controlled substances is inconsistent with the mission and goals of Saint Francis Medical Center College of Nursing (SFMCCON) and is inconsistent with law-abiding behavior expected of all citizens. Students and Mission partners have the right to learn and work in a drug and alcohol-free environment.

Policy: The health and safety of our students, patients, visitors and Mission Partners is of paramount concern. SFMCCON will not tolerate drug or alcohol use that imperils the health and well-being of its students, patients, visitors and Mission Partners.

It is the policy of SFMCCON that the unlawful possession, use, or distribution of drugs and alcohol by students and/or Mission Partners on the campus of SFMCCON, at a clinical site, a College sponsored event, community service event or at any of the activities of the institution is prohibited.

In response to the "Drug-Free Schools and Communities Act Amendments of 1989", Public Law 101-226, SFMCCON annually distributes the following information to each student and Mission Partners:

- Clearly states that the standards of conduct at the College of Nursing prohibit the unlawful possession, use or distribution of drugs and alcohol by students and Mission Partners on campus or at any campus activities.
- Describes the health risks associated with the use of illicit drugs and the abuse of alcohol.
- Describes the drug and alcohol counseling treatment, or rehabilitation programs that are available to Mission Partners.
- Describes the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- Describes the sanctions SFMCCON will impose on employees for violation of this Policy.

Description of the health risks and legal issues are available through internet links on the College website. The college will annually distribute drug and alcohol abuse prevention to all Mission Partners and students.

A biennial review of the College's drug and alcohol policies and program will be conducted by the Dean for Support Services, and reports filed with federal and/or state agencies as required.

Alcohol & Other Drug Abuse Prevention Policy

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.

Please see the *Annual Policy Notification Process* portion of the review for student, faculty, and staff notification regarding the program.

ALCOHOL AND OTHER DRUG ABUSE PREVENTION

STANDARDS OF CONDUCT

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:
    - SFMC CON Counselor, Office 112, (309) 655-7100
    - OSF SFMC Emergency Department, 530 NE Glen Oak, (309) 624-0087
    - OSF SFMC Center for Occupational Health, 100 NE Randolph, (309) 655-2429

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

- **White Oaks Center**, 3400 West New Leaf Lane, Peoria, IL, 61615, (309) 692-6900
- **Antioch Group**, 6615 North Big Hollow Road, Peoria, IL, 61615, (309) 692-6622
- **Human Services Center**, 1200 Hamilton, Peoria, 61605, (309) 671-8084
- **Illinois Institute for Addiction Recovery, Unity Point Health, Proctor Campus**, 5409 North Knoxville Avenue, Peoria, 61614, (309) 691-1055
- **Chapin & Russell Associates**, 3020 West Willow Knolls Drive, Peoria, 61614,(309) 218-1800
- **Joy Miller & Associates**, 7617 North Villa Wood Lane, Peoria, 61614, (309) 693-8200
- **Women's Strength/Rape Crisis Line**, (309) 691-4111
- **Center for Prevention of Abuse**, (309) 691-0551

These agencies provide inpatient and outpatient treatment, counseling, and educational services in the community of Peoria. The student is responsible for paying the cost for treatment. 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

A. The following have been identified by the College of Nursing as prohibited:

1. Possession or use of alcohol or **any** alcoholic beverages in the Residence Hall or on the College campus.
2. 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, any hallucinogen, any stimulants, any depressant or any date rape drugs.
3. 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.
4. Any prescription drug for the student, faculty or staff member not taken as prescribed; or abuse/overuse of

prescription or "over-the-counter" medications such as: vitamins, laxatives, aspirin, or other pain relievers, diet pills, "no-doze" pills, or cough syrup.*

*Please note that this is not considered to be an all-inclusive list.

B. It shall be against the College of Nursing policy for any student to:

1. Violate federal, state, or local law regarding drugs and alcohol.
2. Possess, use, or distribute any drug or alcohol in violation of law.
3. Possess alcoholic beverages and/or controlled substances in the Residence Hall.

C. The College will refer illegal drug activities to law enforcement and licensing agencies.

D. 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. 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: 1) student committing the violation is responsible to cover costs of any damages to the College of Nursing property and/or damages to personal property of others on the College of Nursing premises; and 2) 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. Please see the *Annual Policy Notification Process* portion of the review for student, faculty, and staff notification regarding the program.

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

Mission Partners - Human Relations Policy 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: https://osf-saintfrancis.policystat.com/policy/20478214/latest .

See Appendix L for OSF Policy 605.

APPLICABLE LEGAL SANCTIONS

For specific legal sanctions go to the following links:

Controlled Substances:
Federal: U.S. Department of Justice, Drug Enforcement Administration. Drugs of Abuse, 2011. WWW.DEA.GOV

State: www.criminallawyerillinois.com/2010/03/7/what-is-the-law-in-illinois-on-possession-of-a- controlled-substance

Alcohol – Illinois laws and penalties

Local/State: www.state.il.us/lcc/basset/lawsandpenalties.asp?opening=citations

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

- Frequently being absent or tardy
- Late assignments accompanied by a peculiar or improbable excuse
- Avoiding peers, faculty, or group work
- Unsafe performance in the clinical area
- Frequently leaving the clinical area
- Deteriorating class and clinical performance
- Smell of alcohol or marijuana (may be masked by breath mints or air freshener
- Slurred speech, sleepiness, nervousness, excessive giddiness or talkativeness
- Red eyes and inappropriate use of sunglasses

Nursing Students and Substance Abuse. (2011) Retrieved May 1, 2012 from http://allnurses.com/nursing-educators-faculty/nursing-nursing-students-substance-451781.html

Monroe, T. (2009) Addressing substance abuse among nursing students: Development of a prototype alternative-to-dismissal policy. *Journal of Nursing Education, 48*, 272-278.

BINGE DRINKING

According to Nakate (2011), binge drinking is "heavy consumption of alcohol, approximately 5 standard drinks for men and 4 drinks for women usually in a short span of time". Consuming the same number of drinks over a long span of time is not considered to be binge drinking. If this type of heavy drinking occurs 3 times in a period of 2 weeks it is considered to be heavy binge drinking.

College students are among the fastest growing group of people who binge drink. Some of the factors involved are peer pressure, trying to "fit in", or just be more social. Even though the legal drinking age in the US is 21, the growing number of college students who suffer from alcohol addiction show that the age limit is defied in most cases. In 2003, the percentage of first-semester boys and girls who binged at least twice a week was 41 and 34 respectively.

Among college students, high concentrations of alcohol can have the following effects:

- Drinking affects sleeping patterns. Irregular sleeping patterns can cause problems with concentration, poor grades, ultimately leading to dropping out of college.
- Drinking can lead to anger and irritation severing relations with friends and family.
- Depression can be a result of heavy alcohol consumption.
- Intoxication leads to losing control of your actions and ability to think clearly. This can lead to violent criminal behavior.
- Drinking and driving is a dangerous to human lives. College students who drink and drive account for more than 50% of all accidents.

College students face many challenges and binge drinking is one of them. As you can see there are many consequences of binge drinking and some of them are permanent. Binge drinking not only impacts our health negatively but also impacts those around us.

References:

Nakate, S. (2011). *Binge drinking facts.* Retrieved April 25, 2012 from http://www.buzzle.com/articles/binge-drinking-facts.html

Deeptee, A. (2011). *Binge drinking effects.* Retrieved, April 25, 2012 from http://www.buzzle.com/articles/binge-drinking-effects.html

Grimes, J. (2012). *Curing college binge drinking: what role do 'alcohol expectancies' play?* Retrieved April 25, 2012 from http://www.eurekalert.org/pub_releases/2012-04/l-ccb041812.php

Saint Francis Medical Center College of Nursing Peoria, Illinois
Observation Checklist

Student Name:_____Date: _____

Time:_____Location: _____

Directions: Check **ALL** appropriate lines in each category.

1. Walking/Standing: ___stumbling ____staggering ____falling
   ____normal_____swaying ____holding on ____unsteady

2. Speech: ____shouting ____whispering ____silent
   ____normal ____slow ____slobbering ____slurred ___rambling/incoherent

3. Demeanor: ____sleepy ____crying ____silent
   ____normal ____talkative ____excited ____fighting

4. Actions: ____sluggish ____drowsy ____fighting
   ____normal ____threatening ____hostile ____erratic
   ____hyperactive ____profanity ____bizarre ____resisting communication

5. Eyes: ____bloodshot ____droopy lids ____glassy
   ____normal ___watery ____dilated pupils ____closed

6. Face: ____flushed ____pale ____sweaty
   ____normal

7. Clothing: ____bizarre ____dirty ____stained
   ____normal ____body excrement ____partially dressed

8. Breath: ____alcohol odor ____faint alcohol odor
   ___normal

9. Movements: ___fumbling ____nervous ____jerky
   ___normal ____slow ____hyperactive

10. Eating/Chewing _ gum ____candy ____mints
    ____tobacco ____other _____

Record any other specific Observations: _____
_____
_____
_____

Action Taken:

College Personnel Signature: _____

Witness: _____

Date: _____

Saint Francis Medical Center College of Nursing
Peoria, Illinois

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 to** or **refuse** the requested testing. (Circle one)

_____ _____ _____
Student's Signature Date Time

_____ _____ _____
College Personnel Signature Date Time

_____ _____ _____
Witness Signature, if applicable Date Time

DATE RAPE DRUGS

Date rape drugs are drugs that are sometimes used to assist a sexual assault. They can be slipped into your drink when you are not looking. The drugs often have no color, smell, or taste so you can't tell if you are being drugged. The drugs can make you become weak, confused, or even pass out so that you are unable to refuse sex or defend yourself.

The 3 most common date rape drugs are:

- Rohypnol
- GHB
- Ketamine

Rohypnol (flunitrazepam) is also known as:

Circles	R-2	Rope
Forget Pill	Rib	Rophies
La Rochas	Roach	Ruffies
Lunch Money	Roach-2	Trip-and-fall
Mexican Valium	Roches	Whiteys
Mind Erasers	Roofies	
Poor Man's Quaalude	Roopies	

What it does:

Loss of muscle control	Amnesia	Loss of consciousness	Dizzy
Difficulty with motor movements	Nausea/stomach problems	Confusion	Low blood pressure
Drunk feeling	Problems talking	Problems seeing	Death

Rohypnol is being replaced in some parts of the US with clonazepam (Klonopin) and alprazolam (Xanax). It comes as a pill or can be ground into a powder. This drug also may contain a dye that can turn your drink bright blue or cloudy. If you have a dark drink, it may be hard to notice a color change.

GHB (gamma hydroxybutyric acid) is also known as:

Bedtime Scoop	G-Juice	Liquid Ecstasy
Cherry Meth	Gook	Liquid X
Easy Lay	Goop	PM
Energy Drink	Great Hormones	Salt Water
G	Grievous Bodily Harm	Soap
Gamma 10	Liquid E	Somatomax
Georgia Home Boy	GBH	Vita-G

What it does:

Relaxation	Drowsiness	Dizziness	Nausea
Problems seeing	Loss of Consciousness	Seizures	Amnesia
Problems breathing	Tremors	Sweating	Vomiting
Slow heart rate	Dream like feeling	Coma	Death

GHB comes as an odorless, colorless liquid, a white powder and a pill. It may give your drink a salty taste. Sweet and fruit juice drinks can mask the salty taste.

Ketamine is also known as:

Black Hole	Bump	Cat Valium
Green	Jet	K
K-Hole	Special K	Kit Kat
Psychedelic Heroin	Purple	Super Acid

What it does:

Distorted sight and sound perception	Lost sense of time and identity	Out of body experience	Dream like feeling
Feeling out of control	Impaired motor function	Problems breathing	Convulsions
Vomiting	Memory problems	Numbness	Loss of coordination
Aggressive or violent behavior	Depression	High blood pressure	Slurred speech

Ketamine comes as a liquid and a white powder.

The club-drug **Ecstasy** can be slipped into a drink. It can also be taken willingly to make a person feel 'lovey- dovey" towards others. It lowers a person's ability to give reasoned consent while under the influence.

Please note that the preceding drugs are examples of drugs that have been used across the United States on college campuses or in local communities. This list does <u>not</u> imply that students, faculty, or staff are using, or even suspected of using any of the drugs on the list.

If you suspect you have been drugged, you should seek medical assistance. If an assault has occurred, you should not have to pay for any drug testing, as it will be covered under the Sexual Assault Survivors Emergency Treatment Act (SASETA). However, if there has been no assault, but you would like testing, you may have to pay for it yourself.

Even if a victim of sexual assault drank alcohol or willingly took drugs, the victim is <u>not</u> at fault for being assaulted. You cannot 'ask for it' or cause it to happen.

Talk with the College Counselor if you need assistance, or contact one of the following resources available locally:

Human Services Center
1200 Hamilton, Peoria, 61605
Schedule assessment (309)671-8084

Illinois Institute for Addiction Recovery, Unity Point Health, Proctor Campus
5409 North Knoxville Avenue, Peoria, 61614 (309)691-1055

Antioch Group
6615 North Big Hollow Road, Peoria, 61615 (309)6920-6622

Chapin & Russell Associates
3020 West Willow Knolls Drive, Peoria, 61614 (309)218-1800

Joy Miller & Associates
7617 North Villa Wood Lane, Peoria, 61614 (309)693-8200

Women's Strength/Rape Crisis Line (309)691-4111

Center for Prevention of Abuse (309)691-0551

For more information, visit: www.womenshealth.gov

TOBACCO

Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion Office on Smoking and Health
E-mail: tobaccoinfo@cdc.gov Phone: 1-800-CDC-INFO

For more information, visit: www.justice.gov/dea or www.samhsa.gov or Drugs of Abuse (2011) www.dea.gov

SUPPORT SERVICES

ADMISSIONS AND REGISTRAR
Contact Information

Department e-mail: CONAdmissions@osfhealthcare.org
Office Hours: 8:00 am – 4:00 pm, Monday through Friday

Austin Blair, Dean of Enrollment
(309) 624-8980 Office #628
austin.w.blair@osfhealthcare.org

Reanna Hamm, College Recruiter
(309) 655-2245 Office #624
reanna.hamm@osfhealthcare.org

Sara Williams, College Recruiter
(309) 655-3274 Office #626
sara.m.williams@osfhealthcare.org

Olivia Defreese, College Recruiter
(309) 655-6362 Office #627
olivia.l.defreese@osfhealthcare.org

Kim Buffington, Coordinator of Admissions
(309) 655-2596 Office #623
kimberly.s.buffington@osfhealthcare.org

Donna Neff, Registrar
(309) 624-8518 Office #638
donna.r.neff@osfhealthcare.org

Registration

The Registrar will distribute a schedule of classes, registration dates and instructions two weeks before the registration period. Prior to the scheduled registration dates, all students are required to meet with their assigned advisor to plan the next semester's schedule and receive approval for registration. New students must arrange to meet with their faculty advisor prior to registration in order to develop a Plan of Study. Without the assigned faculty advisor's approval, the students cannot submit their registration to the Registrar.

Currently enrolled students and incoming Junior 1 students will have online access to register during the registration dates noted in the Class Schedule and Registration Guide.

Specific directions are found in each semester's Class Schedule and Registration Guide booklet. For questions about

registration, please contact the Registrar's Office. The College of Nursing reserves the right to change or adjust clinical or lab schedules of students as needed. Students will not be able to register if they have delinquent financial obligations to the College or financial aid programs.

Transcripts

Pursuant to and in compliance with the Illinois Student Debt Assistance Act, Saint Francis Medical Center College of Nursing will not:

4. Refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt.
5. Condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript.
6. Charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

The college will provide an official transcript of a current or former student even if the current or former student owes a debt if the student requests the official transcript to:

6. Complete a job application;
7. Transfer from one institution of higher education to another;
8. Apply for State, federal, or institutional financial aid;
9. Join the United Stated Armed Forces or Illinois National Guard; or
10. Pursue other postsecondary opportunities;

The college will not condition the provision of an official transcript to a current or potential employer on the payment of a debt, other than a fee charged to provide the transcript; and will not charge a higher fee for transferring an official transcript to a current or potential employer or provide less favorable treatment for such a request because a current or former student owes a debt.

Graduation Application Process - (See Graduation)

COLLEGE SUPPORT REPRESENTATIVES

Contact Information

Office Hours:	8:00 am – 4:00 pm, Monday through Friday (unless posted otherwise) Office
Location:	Ground floor lobby desk and Room 651
Phone Number:	(309) 655-2217 or (309) 655-6363

College Support Representative hours may vary during vacation periods and summer. Schedules are posted on the bulletin boards throughout the building.

Elizabeth Zaluska, College Support Representative II elizabeth.zaluska@osfhealthcare.org

Camry Gantt, College Support Representative, camry.t.gantt@osfhealthcare.org

College Support Representatives are available to assist with:

1. College directional information
2. Communicate general institutional policies
3. Dorm/study room application, assignment, and room/mailbox keys
4. Building access
5. Student ID/Access Cards
6. Senior picture communications
7. Reporting/tracking facility maintenance/repair requests

SISTER MARY LUDGERA PIEPERBECK LIBRARY AND RESOURCE CENTER (COLLEGE LIBRARY)

Purpose of the Library

The Saint Francis Medical Center College of Nursing Library (Sister Mary Ludgera Pieperbeck Learning 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.

Hours and Contact Information:

Monday - Friday	7:30a.m. – 4:30p.m.

Library hours vary during vacation periods and the summer session. Schedules are posted on the library door, bulletin boards throughout the building and the Library section of the College web page.

Library staff can be contacted by phone (309) 655- 2180, fax (309) 655-3648, or e-mail CONLibrary@osfhealthcare.org

Professional staff:

William Komanecki – Librarian
william.g.komanecki@osfhealthcare.org

Kaylee Wagner - Library Technician
kaylee.v.wagner@osfhealthcare.org

Personalized assistance is available via e-mail or phone, SKYPE with appointment, and in person. Tutorials are also posted on the College of Nursing Library website and in the student community portal.

BORROWING, I-SHARE, AND INTERLIBRARY LOANS

Borrowing Library Materials

All students have a Library account. Graduate student IDs begin with "SFM" followed by their CON student number. Undergraduate students are issued bar codes beginning with D6000 at orientation that should be placed on the student's ID. IDs become valid when the student's first semester begins.

- Undergraduate students may check out books from the stacks with a borrowing limit of two (2) weeks.
- 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 the borrowing period, unless there is hold on the book by another patron
- Books may be renewed in person by phoning the library at 309-655-2180 or by emailing library staff at CONLibrary@osfhealthcare.org
- To renew books electronically, students can access their account at: https://vufind.carli.illinois.edu/all/vf-sfm/My_Research/Home
- Students should choose Saint Francis Medical Center College of Nursing Library from the dropdown 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.
- Universal borrowing and interlibrary loans are both ways to obtain collection items from other Libraries.
- 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.

I-Share: I-Share is an online public catalog for the College Library and 85 other libraries in our consortium. Students and faculty may borrow books and other materials through I-Share when those items are not available at our library. Users will need to create an I-Share account to request and borrow I-Share items.
The CON library ID is accepted at all I-Share Libraries. A list of I-Share Libraries is located at https://www.carli.illinois.edu/membership/mem-libs

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 I–Share Libraries through universal borrowing. Students wishing to request an item from an I-Share Library may do so by selecting the request tab for the item within the I-Share catalog.

- 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.
- Students may search the contents of the Saint Francis Medical Center College of Nursing Library online catalog located at https://vufind.carli.illinois.edu/vf-sfm/

Interlibrary Loans: Interlibrary loans of articles are available through the College Library. For items not owned by an I-Share Library, students should make requests through the library's website at https://www.osfhealthcare.org/sfmccon/students/library/interlibrary-loans/
Interlibrary loans can be made through many libraries in the United States and Canada. Some charge fees or postage for this service. Students will be notified if there is a fee.

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 8:00 a.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 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.
- 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).

ELECTRONIC JOURNALS
Please review the Research How-To Tutorial available on the Library web site for instructions on searching the online databases for a journal article https://osfiol.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=500a72e3-d6cb-4ab9-a91a-7fe550a4ef17

OSF Libraries uses Open Athens to access library resources. Users will need to sign in with their student account at https://register.openathens.net/osfhealthcare.org/register

Electronic Journal Databases
Electronic journals can be accessed by this web link https://www.osfhealthcare.org/sfmccon/students/library/articles-journals/

- Medline via OvidWeb

- CINAHL Plus via EBSCOHost
- OCLC First Search
- Dynamed Plus
- Drug Databases, Micromedex, LexiComp
- Patient Education Materials
- Cochrane Database
- ERIC

PERIODICALS
Professional journals (bound and unbound) do not circulate.

AUDIOVISUAL MATERIALS
- The library has a collection of AV materials that includes CDs, DVDs, and access to online streaming databases.
- Reserve AV material can be borrowed for two hours or three days. They may be renewed if no one is waiting to use them.

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.

GENERAL CONDUCT IN THE LIBRARY
All students are expected to behave in a professional manner and respect the study rights of others.

LIBRARY EQUIPMENT
- The library has multifunctional printer with scanning and faxing capabilities, computers, 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.

LIBRARY COPYRIGHT LAW
The Library fulfills the conditions of the Copyright Law of the United States (Title 17, United States Code) regarding photocopies. Under the Copyright Law, photocopies are not allowed for:
- □ Electronic reserves, course packs or interlibrary loan (ILL)
- □ Commercial document delivery
- □ Textbook or other digital content provided under license for the author or publisher
- □ Conversion of materials from analog to digital version of a work unavailable or protected by technological measures

LOCAL LIBRARIES Students have access to four local area 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, University of Illinois College of Medicine at Peoria (UICOM-P).

STUDENT FINANCE

Student Accounts Contact Information

Sandra Gourley, Assistant, Student Accounts & Business Services (309) 655-2344 E-mail: sandra.l.gourley@osfhealthcare.org

Alice Evans, Coordinator of Student Accounts & Business Services (309) 655-3450 E-mail: alice.evans@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.

Student Account Payment Policy (317)

Students are financially responsible for college related activities including application, tuition, and fees.

All students qualifying for financial aid, including Veterans' Benefits, must meet with the Coordinator of Student Finance before financial obligations/bills are due.

Payment of account expenses may be made by cash, check, major credit/debit card (VISA, Discover, or MasterCard) and Financial Aid. Checks should be made payable to SFMC College of Nursing.

Payment arrangements, Installment Payment Plan requests, or Financial Aid arrangements are due 30 days prior to the first day of each semester/session. Incoming students are expected to pay the first semester tuition and fees at or before Orientation.

Students who are continuing their studies at SFMC CON are expected to pay all tuition and fees which are outstanding after financial aid is applied. These funds must be paid a minimum of one week prior to the first day of class.

Students who have not satisfied their financial obligations will be refused registration and class attendance until final payment is made. All grades, transcripts**,** and diplomas will be withheld until any outstanding financial obligation is paid in full. If a student or alumnus causes the College to incur a loss, the College will withhold transcripts, grades, and diploma, subject to applicable laws.

Failure to pay any outstanding balance will result in the account being turned over for collection. In case of collection, the student or alumnus will be responsible for the original amount owed, interest, and any fees, costs, and expenses including reasonable attorney fees incurred during the collection process.

Installment Payment Plan (IPP)
Installment Payment Plans are available through the Student Finance Office and must be established prior to class attendance. The student who fails to comply with the terms of their payment agreement may be denied the Installment Payment Plan option in subsequent semesters.

PROCEDURE:

- Notification of financial obligations will be issued to students each semester through the Student Financial Accounts Office. This notice will include the charges and due date.
- Students may resolve their financial obligations through the Student Financial Accounts Office.
- For outstanding balances, one of the following payment options may be arranged:
- Direct payments. Payments may be made by personal or cashier's check, money order or cash.
- Credit card. Students may use one of the following credit cards to make payments toward their accounts: Discover, MasterCard, or Visa.
- Deferment agreement. The College will defer payments for financial aid with proof that another agency will pay tuition and fees. The College will bill the agency directly. Should an agency be unwilling or unable to fulfill its commitment, the student will be responsible to pay any outstanding balance.
- Alternate payment plan. Alternate repayment arrangements must be made and approved by the Student Financial Accounts Office and/or Dean for Support Services.
- Students who fall behind in payment arrangements will have a monthly $25 late charge added to the unpaid balance of their account.
- Interest will be charged at the rate of 1% per month on any outstanding balance as of the end of the preceding month.
- If a student fails to make a scheduled payment, in addition to the interest charges, there may be a weekly $10 late

charge.
- There will be a penalty for checks returned to the College of Nursing for non-payment for any reason.

Student Account Due Dates

Payment or payment arrangements should be made by the following due dates:

Fall 2026	July 18, 2026
Spring 2027	December 12, 2026
Summer 2027	April 18, 2027

- 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.

Delinquent accounts will be assessed with 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.

Tuition Refund Policy (318)

It is the policy of the College to refund student tuition if notified of a change in registration status within an appropriate period of time. Program adjustments and withdrawals may affect a student's account.

As Saint Francis Medical College of Nursing incurs expenses in advance for the entire academic year, a tuition refund schedule has been developed to reflect an equal sharing of the loss when a student withdraws.

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.

- Dorm rooms are non-refundable after the 4th week of class.
- The Resource Fee for Sherpath books/bundles are nonrefundable

Saint Francis Medical Center College of Nursing				
Important Deadlines	**Term/Session Lengths in Weeks**			
	15 Week	**11 Week**	**1st 7.5 Week**	**2nd 7.5 Week**
Add/Drop	10 Calendar Days	7 Calendar Days	5 Calendar Days	5 Calendar Days
100% Refund	Weeks 1 & 2	Weeks 1 & 2	Week 1	Week 1
40% Refund	Week 3	Week 3	n/a	n/a
20% Refund	Week 4	Week 4	Week 2	Week 2
Withdraw with "W"	Friday of Week 10	Friday of Week 7	Wednesday of Week 5	Friday of Week 5

Note: 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 Federal Title IV Funds[1]

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"[1]. (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).

Repayment of Unearned Aid:

The amount of unearned Title IV aid disbursed[2] 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.

Credit Balances as a result of Return of Title IV calculations – If the student has a Title IV credit balance at the time of withdrawal, the College of Nursing is required to perform a Return of Title IV funds calculation to determine whether adjustments to the credit balance will occur. The College of Nursing will refund any appropriate credit balance to the student or parent within 14 days from the date of the Return of Title IV funds calculation.

[1] 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.

[2] 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 absence[3]).

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[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 the date the form is filed.
[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).
[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

Michaela Cordes, 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 seventh 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 Student Finance Office coordinates the different types of financial assistance and is available to counsel students and parents regarding financial assistance.

Institutional Scholarships

Through the generosity of individual donors and businesses, Institutional & Private College of Nursing

[3] Leave of Absence – The student must follow the leave of absence policy as written in College publications (Catalog, Student Handbook, SFMC-CON Website).

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 preferably 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
(Undergraduate & Graduate)

7/1/2026 – Effective immediately and replaces all other satisfactory academic progress policies for financial aid recipients printed in any institutional publication or document.

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, pace of progression measurement and maximum time frame. 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.

GPA Measurement (Qualitative):

- 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.

Pace of Progression/Completion Ration (Quantitative):
To retain your eligibility for financial aid, you must complete a minimum of 67% (two thirds) of cumulative credit hours attempted (rounded up to the nearest whole credit hour). This completion rate enables you to graduate withing the maximum time frame.
If a grade change report is received from the Dean, Admissions/Registrar/Marketing, Satisfactory Academic Progress will be re-evaluated to determine eligibility to receive further financial assistance. Students will be notified in writing of any changes in their financial aid eligibility.

Maximum Time Frame: The maximum time frame may not exceed 150% of the published length of the program measured in credit hours attempted.

- Degree and certificate programs vary in credit graduation requirements. Review the college catalog on our website at www.osfhealthcare.org/sfmccon/forms/ to discover how many credits your program requires.
- All credits attempted are counted, including those transferred in (not pre-nursing) from another institution, and those in which you did not earn a grade or credit. Grades of C (graduate program only), D, F, W, WF, WP or I are not counted as successful completion of credit hours.

Financial Aid Warning
Warning occurs when requirements have not been met in either area (qualitative or 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) and email. 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 managed. Supply an outline of solutions for improvement.
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 upon 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 students' circumstances, academic advisement and current federal regulations are taken into consideration. Appeal decision will be mailed/emailed to the student.

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.

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.

Original 8/92, *revised 11/91, 12/93, 5/95, 9/99, 11/01, 4/05, 5/06, 2/07, 8/09, 2/11, 7/12, 7/13, 5/14, 1/15, 6/16, 7/17, 7/18, 4/21, 6/23, 6/24, 7/25*

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 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. Students are to create an account with the College selected immunization and background check service(s) for submission of health records and a background check. Fees are the responsibility of the student.

Reviewed by A & P Committee: 2/26/2016; Approved by College Senate: 3/18/2016

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 wayof questionnaire.
2. Students suspected of having 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

Health records are available to the college while the student is enrolled, and all information is held confidential to the College of Nursing. Following graduation, withdrawal, or dismissal from the College, the student's health records are archived in the College-selected vendor website. The student can maintain their record by arrangement with the online vendor.
College Senate 5/21/2020

Procedure for Reporting Absence Due to Illness

For each day of illness, the student will:

1. Clinical:
   a. Notify the course faculty.
   b. Notify the clinical unit.
2. Class:
   a. Notify faculty member at least one hour prior to start of class.
3. A student who is ill three (3) or more consecutive school days, must present a release from a physician to the Dean 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 a physician to the Dean before returning toclass 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 Dean 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 without restrictions. A student will be denied participation in classroom and clinical rotation until such a release is provided.

   College Senate 5/21/2020

Reporting Health Related Emergencies

Emergencies should be reported immediately to College Administration for direction. Call 911 for Emergency Care or SFMC Security at 309-655-2131 for assistance. Any cost accumulated is at the student's expense. In the event a student experiences a health emergency in one of the College buildings and 911 is called, College Administration will notify the student's designated emergency contact of the student's health emergency.

Approved by A&P Committee 02/28/2020, College Senate 5/21/2020

Student Counseling Services Contact Information

Victoria Hopp, College Counselor, (309) 655-7100

,Counselor E-Mail: victoria.s.hopp@osfhealthcare.org (309) 655-7100 Office Hours: 8:00 am – 4:30 pm, Monday through Friday (Flexible) Location: Room 112 Counseling Services hours vary during vacation periods and summer.

A Licensed Clinical Social Worker is available to all enrolled undergraduate and graduate students. 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 issues that may impact academic performance. Topics commonly include low self-esteem, relationship conflicts, stress/time management, and test taking anxiety. The Counselor makes referrals to community medical and mental health professionals as necessary for further assessments and treatment of symptoms that extend beyond the scope of short term, solution-focused counseling. 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 get yourself to the nearest emergency room for help.

All contact with the Counselor is kept confidential. Information is released only with the written consent of the student, except as required by law when safety is a concern either for the student or for another person.

ADDITIONAL COLLEGE POLICIES AND INFORMATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 are 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.
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.

Content 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:	Not keep by college. These records are available to students in their online health tracker account with the college's selected outside vendor.
Immunization record:	Not keep by college. These records are available to students in their online health tracker account with the college's selected outside vendor.
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, 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, $2 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 (368)

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.

<u>Directory Information</u>
Directory information may be given out in response to inquiries from individuals or groups outside Saint Francis Medical College of Nursing without the express permission of the student. The following information has been designated as "directory information":

1. Student's current and previous name(s)
2. Student's date of birth
3. Dates of attendance at Saint Francis Medical Center College of Nursing
4. Enrollment status at Saint Francis Medical Center College of Nursing
5. Degree earned at Saint Francis Medical College of Nursing
6. Previous Institutions of Higher Education Attended
7. Honors and Awards Earned

A student who chooses not to have directory information released must sign a notice in the office of the Dean for Support Services.

Release of information to federal and state agencies
Some federal and/or state agencies may mandate that information be made available for students receiving financial aid, without express consent of the student. Examples include (but are not limited to) address changes or number of credit hours enrolled for students receiving Pell, MAP or Stafford loans.

All information pertaining to a student's personal life and academic performance not deemed as "directory information" is the sole possession of the student and may not be released without the student's written permission.

Military Recruitment
The Solomon Amendment (10 U.S.C. 983) is a federal law that requires institutions receiving certain federal agency funding to fulfill military recruitment requests for access to campus and for lists containing student recruiting information. It provides branches of the military access to certain information which would have been denied then under the Family Educational Rights and Privacy Act (FERPA).

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.

Policy For Undergraduate Student Administration of IV Push Medications (419)

In the second semester of their junior year, students will be instructed in the correct technique for administration of IV push medications as an expected skill.

Administration of selected IV push medications by the second semester junior students will be at the discretion of the faculty member.

Students will NOT administer IV push medications in emergency situations.

Only IV medications which do not require RN certification on the assigned unit will be considered for student administration.

Procedure: Students *must* be supervised in the administration of *IV push medications by a registered nurse (RN).*

All IV push medications must be checked by the faculty or an RN as they are with other types of medication administration.

Students are required to follow the same safety guidelines for IV push administration as they do for other medication administration.

Students are required to demonstrate knowledge of the drug and follow the administration technique set forth in the Micromedex and Lexicomp medication resources.

Policy On Logging Student Complaints (394)

Policy: Students are encouraged to voice concerns about academic experiences to their course faculty and academic advisor using professional communication techniques. If a student does not feel that their concern has been heard or responded to appropriately, communication should ascend the chain of command to the appropriate dean. Should the student continue to feel the concerns are not resolved following that step, a formal complaint may be filed.

A formal complaint is defined as any dispute or difference concerning the interpretation or enforcement of the College's regulations, policies or procedures, or application of state and federal laws impacting higher education. As such, a formal complaint is separate from an academic appeal. The academic appeal procedures of Saint Francis Medical Center College of Nursing provide a forum for fair resolution of disagreements related to grades, academic standing, disciplinary actions resulting from violations of academic or student policies where there is reason to believe that the decisions were capricious, discriminatory, arbitrary, or in error. See Student Appeal Process.

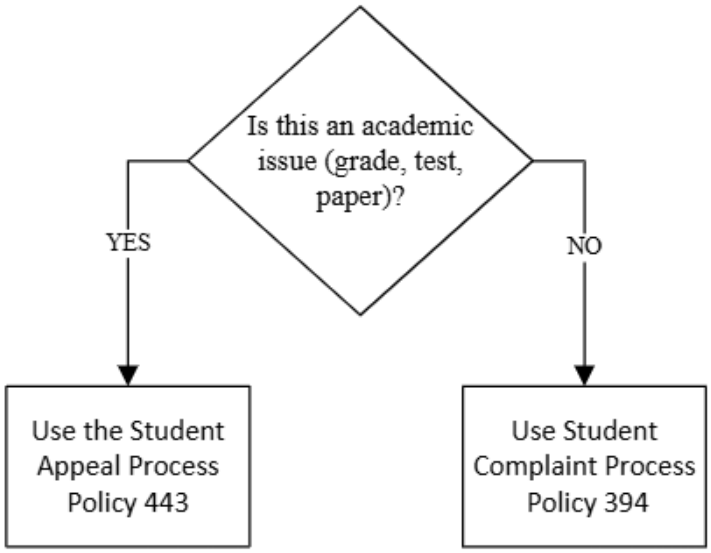
All formal student complaints submitted in writing and signed by the student are to be addressed by the College Leadership Team within ten business days.

Procedure: A student may file a written complaint with a member of the College Leadership Team. The written document must include a date of filing, a complete description of the complaint, and what outcome the student wishes as a result of the complaint. The complaint may be in the form of an email.

After receiving a written complaint, the College Leadership Team will meet to consider the complaint. The meeting must take place within 10 business days of the complaint submission. Further investigation will occur if appropriate. The leadership team may refer the complaint to a committee, if it falls within the jurisdiction of a committee's normal proceedings.

The student submitting the complaint will be notified in writing of the outcome of the complaint. Any confidential information regarding peer, staff, or faculty discipline will not be shared with the student who submitted the complaint.

Do I file a COMPLAINT or APPEAL?



ADDITIONAL COLLEGE INFORMATION

USEFUL CONTACT INFORMATION

College of Nursing office hours may vary during vacation periods and summer. Schedules are posted throughout the building.

ADMISSIONS/REGISTRAR

Department e-mail: CONAdmissions@osfhealthcare.org Office Hours:
8:00 am – 4:00 pm, Monday through Friday

Name/Role	Telephone	Office	Email
Austin Blair, Dean, Admissions & Marketing	(309) 624-8980	628	austin.w.blair@osfhealthcare.org
Reanna Hamm, College Recruiter	(309) 655-6362	623	reanna.m.hamm@osfhealthcare.org
Olivia Defreese, College Recruiter	(309) 655-2245	626	olivia.l.defreese@osfhealthcare.org
Sara Williams, College Recruiter	(309) 655-3274	627	sara.m.williams@osfhealthcare.org
Donna Neff, Registrar	(309) 624-8518	640	donna.neff@osfhealthcare.org

COLLEGE SUPPORT REPRESENTATIVES

Department e-mail: CSR.CON@osfhealthcare.org
Office Hours: 8:00 am – 4:00 pm, Monday through Friday

Name/Role	Telephone	Office	Email
Camry Gantt, College Support Representative	(309) 624-5626	651	camry.t.gantt@osfhealthcare.org
Elizabeth Zaluska, College Support Representative II	(309) 655-6363	G11	elizabeth.zaluska@osfhealthcare.org

STUDENT HEALTH SERVICE

College Counselor: Victoria Hopp
Office Hours: 8:00 am - 4:30 pm, Monday through Friday (Flexible)
(309) 655-7100 Office # 112
E-Mail: victoria.s.hopp@osfhealthcare.org

ACADEMIC SUPPORT CENTER

The College of Nursing is dedicated to helping its students succeed, so the Academic Support Center (ASC) was created. The ASC staff provide a holistic assessment of individual learning needs in order to identify and determine the best resources and study strategies for the individual student. Assistance is available with time management, study skills, note taking, understanding course content, and test taking strategies. Faculty can refer students to the ASC, or students may choose to make an appointment on their own.

LIBRARY RESOURCES

Department e-mail: CONLibrary@osfhealthcare.org

Library Hours:	Monday through Friday	7:30 am - 4:30 pm

Location: Second Floor Telephone: (309) 655-2180

Name/Role	Telephone	Floor	Email
William Komanecki – Librarian	(309) 655-2180	2nd	william.g.komanecki@osfhealthcare.org
Kaylee Wagner – Library Technician		2nd	kaylee.v.wagner@osfhealthcare.org

STUDENT FINANCE OFFICE

Student Accounts and Business Services

Office Hours: 8:00 am – 4:00 pm, Monday through Friday

Name/Student Accts and Bus Services Role	Telephone	Office	Email
Alice Evans – Coordinator	(309) 655-3450	710	alice.evans@osfhealthcare.org
Sandra Gourley – Assistant	(309) 655-2344		sandra.l.gourley@osfhealthcare.org

Financial Assistance

Department e-mail: CONFinAid@osfhealthcare.org
Office Hours: 8:00 am – 4:00 pm, Monday through Friday

Name/Student Financial Assistance Role	Telephone	Office	Email
Nancy Perryman – Coordinator	(309) 655-4119	710	nancy.perryman@osfhealthcare.org
Michaela Cordes - Finance Assistant	(309) 624-9932		michaela.cordes@osfhealthcare.org

ADMINISTRATION

Name/Administrative Role	Telephone	Office	Email
Dr. Marty McNamara, Interim President, Provost	(309) 655-4124	702	mary.m.mcnamara@osfhealthcare.org
Dr. Carole Eatock, Graduate Dean	(309) 655-2230	607	carole.j.eatock@osfhealthcare.org
Dr. Due Brown, Undergraduate Dean	(309) 655-2206	608	sue.c.brown@osfhealthcare.org
Dr. Beth Harp, Dean Inst Effect, Assess, Accred.	(815) 282-7900		elizabeth.r.harp@osfhealthcare.org
Kevin Stephens, Dean, Support Services	((309) 655-2291	622	kevin.n.stephens@osfhealthcare.org
Angela Kautz, Exectutive Assistant	(309) 655-7353	609	angela.n.kautz@osfhealthcare.org
Nicle Roahrig, Administrative Secretary	(309) 624-4525	650	nicole.roahrig@osfhealthcare.org

OTHER SUPPORT PERSONNEL

Jennifer Larson, Institutional Effectiveness and Assessment Specialist
E-Mail: jennifer.l.larson@osfhealthcare.org

Jeff Kepler, Instructional Design/Technology Specialist
(309) 655-4121 Office # 604
E-mail: jeffrey.d.kepler@osfhealthcare.org

Carlene Murali, Alumni Relations Coordinator (309)
624-5626 Office # 651
E-mail: carlene.j.murali@osfhealthcare.org

COLLEGE HOLIDAYS—BUILDING CLOSURES

All offices will be closed for business on the following dates:

Labor Day	September 7, 2026
Thanksgiving	November 26-27, 2026
Christmas	December 25, 2026
New Year's	January 1, 2027
Good Friday	March 26, 2027
Memorial Day	May 31, 2027
Independence Day	July 4, 2027

Any additional closures will be posted in advance throughout the College and online.

COMMENTS

The administration and faculty of Saint Francis Medical Center College of Nursing invite you to forward your comments to the attention of:

Dr. Mary McNamara, Interim President, and Provost
Saint Francis Medical Center College of Nursing
511 NE Greenleaf Street
Peoria, Illinois 61603

Comments may also be sent to the following agencies:

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001
(202)-887-6791.

North Central Accreditation of Colleges and Schools
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-7440
(800) 621-7440

DISCLAIMER

The policies and procedures in this handbook are subject to review and revision annually. However, policies and protocols are continually being reviewed and changed in order to better achieve the educational mission. Therefore, Saint Francis Medical Center College of Nursing reserves the right to revise the handbook from time to time. Amendments, additions, or deletions made during the academic year will be announced within the learning management system and reinforced by the student's academic advisor. All changes are effective immediately after being announced.

Students should use the handbook as an informational guide and not as a statement of contractually binding terms. Students are expected to know the policies governing the academic program as published in this handbook and the College catalog and to plan a program of studies that would satisfy the requirements for the degree program in which they have matriculated. The handbook is not a contract. In cases of conflict between the most recent reversion of the handbook and other policy statements, the College President has discretion to resolve the conflict.

Appendices

Appendix A

BSN Plans of Study

BSN - Prior to Fall 2026 Term

Level		Course	Cr
J1	321	**Learning Strat. for Nrsg Students** Must be taken first 16 weeks	1
	310	**Health Assessment** Prior to or concurrent w/321, 324 & 325	3
	312	**Pathophysiology** Prior to or concurrent w/321, 324 & 325	4
	314	**Pharmacology** Prior to or concurrent w/321, 324 & 325	3
	324	**Conceptual Basis of Nrsg I Theory** Concurrent w/310, 312, 314, 321, & 325	4
	325	**Conceptual Basis of Nrsg I Clinical** Concurrent w/310, 312, 314, 321, & 324	2
J2	304	**Nursing and Healthcare Ethics** Prereqs: 310, 312, 314. 324 & 325	3
	322	**Concepts of Care for the Older Adult** Prereqs: 310, 312, 314, 321, 324 & 325	3
	330	**Conceptual Basis of Nrsg II Theory** Prereqs: 310, 312, 314, 321 324 & 325	5
	331	**Conceptual Basis of Nrsg II Clinical** Prereqs: 310, 312, 314, 321 324 & 325	5
S1	318	**Research for Nursing Practice** Prereqs: 310, 312, 314, 321 324 & 325	3
	426	**Conceptual Basis of Nrsg III Theory** Prereqs: 330, 331 Concur: 304, 322, 427	5
	427	**Conceptual Basis of Nrsg III Clinical** Prereqs: 330, 331 Concur: 304, 322, 426	5
	434	**Concepts in Nursing Management** Prereqs:304, 330, 331 Concurr: 426, 427	3
S2	412	**Trends & Issues for Prof. Nursing** Prereqs: 330 & 331	3
	438	**Conceptual Basis of Nrsg IV Theory** Prereqs: 318, 426, 427, 434 Concur: 439	5
	439	**Conceptual Basis of Nrsg IV Clinical** Prereqs: 318, 426, 427, 434 Concur: 438	5
	431	**Elective(s)** Prereqs: Varies per elective.	3
Total Credit Hours			**65**

BSN - Fall 2026 Term and After

Level		Course	Cr
J1	1	**Fundamental of Nursing - Theory**	2
	2	**Fundamental of Nursing - Practicum (Clinical + Lab)**	3
	3	**Health Assessment**	3
	4	**Ethics in Nursing Practice**	3
	5	**Pathophysiology/Pharmacology I**	3
	6	**Professional Identity and Clinical Judgement**	2
J2	7	**Adult Health I - Theory**	3
	8	**Adult Health I - Practicum (Clinical + Lab)**	3
	9	**Community + Population Health - Theory**	2
	10	**Community + Population Health - Practicum (Clinical + Lab)**	1
	11	**Pathophysiology/Pharmacology II**	4
	12	**Psych-Mental Health - Theory**	2
	13	**Psych-Mental Health - Practicum (Clinical + Lab)**	1
S1	14	**Complex Adult Health - Theory**	3
	15	**Complex Adult Health - Practicum (Clinical + Lab)**	4
	16	**Maternal Health - Theory**	2
	17	**Maternal Health - Practicum (Clinical + Lab)**	1
	18	**Pediatric Nursing - Theory**	2
	19	**Pediatric Nursing - Practicum (Clinical + Lab)**	1
	20	**Safety, QI, and Informatics**	3
S2	21	**Clinical Immersion - Theory**	2
	22	**Clinical Immersion - Practicum (Clinical + Lab)**	8
	23	**Leadership + Management in Nursing**	3
	24	**Practice Integration (NCLEX Prep/TTP/Professionalism)**	3
Total Credit Hours			**64**

RN to BSN Plan of Study

(For students beginning prior to *Fall 2026*.)

Date Plan Initiated: _____ Anticipated Graduation Date: _____

Student Name: _____ Phone: ____ Email: _____

Advisor Name: _____

			Semester															
		Year:																
Course	**Cr**	Term	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall
304 Nursing and Healthcare Ethics	**3**	Fa/Sp/ Sum																
310 Health Assessment	**3**	Fa/Sp																
317 Concepts of Professional Nursing	**3**	Fa/Sp																
318 Research for Nursing Practice	**3**	Fa/Sp/ Sum																
425 Promoting Healthy Communities	**5**	Fa/Sp																
433 Experiences in Clinical Nursing OR Experiences in Clinical Nursing - PORTFOLIO OPTION	**8**	Fa/Sp																
434 Concepts in Nursing Management	**3**	Fa/Sp																
436 Trends and Issues for Professional Nursing	**3**	Fa/Sp																
	31																	

Upon formal acceptance and satisfactory completion of ***310***, ***317*** and ***425***, RN students will be granted credit for the following CON courses:

312 Pathophysiology	**4**																	
314 Pharmacologic Basis for Nursing Practice	**3**																	
324 Conceptual Basis of Nursing I Theory	**4**																	
325 Conceptual Basis of Nursing I Clinical	**2**																	
330 Conceptual Basis of Nursing II Theory	**5**																	
331 Conceptual Basis of Nursing II Clinical	**5**																	
426 Conceptual Basis of Nursing III Theory	**5**																	
427 Conceptual Basis of Nursing III Clinical	**5**																	
	33																	

Total Credit Hours **64**

April 2016

BSN Plan of Study (Fall 2026 or later start)

Student Name: _____

Date Plan Initiated: _____ Phone: _____

Anticipated Graduation Date: _____ Advisor Name: _____

				Semester/Year																	
				26	27	27	27	28	28	28	29	29	29	30	30	30	31	31	31	32	32
Level	Course		Cr	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum
J1	NURS 300	Fundamentals of Nursing	2																		
J1	NURS 300P	Fundamentals of Nursing BSN Practicum	3																		
J1	NURS 305	Health Assessment	2																		
J1	NURS 305L	Health Assessment Lab	1																		
J1	NURS 309	Professional Identity and Clinical Judgment	2																		
J1	NURS 310	Ethics in Nursing Practice	3																		
J1	NURS 312	Pathophysiology and Pharmacology I	3																		
J2	NURS 314	Pathophysiology and Pharmacology II	4																		
J2	NURS 315	Adult Health Nursing I	3																		
J2	NURS 315P	Adult Health Nursing I BSN Practicum	3																		
J2	NURS 320	Community and Population Health Nursing	2																		
J2	NURS 320P	Community and Population Health Nursing BSN Practicum	1																		
J2	NURS 325	Psychiatric-Mental Health Nursing	2																		
J2	NURS 325P	Psychiatric-Mental Health Nursing BSN Practicum	1																		
S1	NURS 328	Safety, Quality Improvement, and Informatics	3																		
S1	NURS 330	Complex Adult Health Nursing	3																		
S1	NURS 330P	Complex Adult Health Nursing Practicum	4																		
S1	NURS 335	Maternal Health Nursing	2																		
S1	NURS 335P	Maternal Health Nursing Practicum	1																		
S1	NURS 340	Pediatric Nursing	2																		
S1	NURS 340P	Pediatric Nursing Practicum	1																		
S2	NURS 345	Clinical Immersion	2																		
S2	NURS 345P	Clinical Immersion Practicum	8																		
S2	NURS 350	Leadership and Management in Nursing	3																		
S2	NURS 390	Practice Integration and Role Transition (NCLEX Prep)	3																		
			64																		

Appendix B

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: immunization record and 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 or Graduate 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:_____

Appendix C

Saint Francis Medical Center College of Nursing BUILDING RULES AND REGULATIONS

Dorm and Study Rooms

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 (including e-cigarettes) 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. Displaying decorations, flags, etc. is prohibited on the exterior of the building.
10. 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.
11. No bicycle, motorcycle, or other motor vehicle is permitted into any area of the building for storage or for any purpose whatsoever.
12. 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.
13. 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. <u>All College furnishings and fixtures must remain in the room at all times.</u> Furniture in lounges and common areas must not be removed.
14. 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*.
15. 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 Dean, Support Services. Only College supported activities will be authorized.
16. 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 Dean, Support Services.
17. 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.
18. 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.
19. No surface of any room may be painted, and no locks can be changed or added on any door within the building.
20. 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. Residents are prohibited from renting or subleasing college dorm rooms to protect residents and the community from exposure to safety and security risks.
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 empty dorm rooms or common areas of residence halls.
6. A resident may have visitors in the resident's room between 9 a.m. and 11p.m 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 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 Dean. The 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 snowstorm, 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.

Saint Francis Medical Center College of Nursing
BUILDING RULES AND REGULATIONS
Dorm and Study Rooms
Fall XXXX and Spring
XXXX

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:_____

Appendix D *Example Agreement*

Saint Francis Medical Center
College of Nursing
Dorm Room Agreement Fall XXXX/ Spring XXXX

Name:_____ Date_____

CON ID #:_____ Room #:_____

Signed Agreement Deadlines:

Fall 20XX Term **February XX, 20XX,**

Spring 20XX Term **October XX, 20XX**

Dorm Room Rate: **$ X,XXX per semester or $X,XXX 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 semester***: August XX (move-in week after 7:30 am each day, **with an appointment**) to December XX (move out by noon). The dorm/study room areas of the College will be closed during:
  - **Thanksgiving Holiday** beginning Wednesday, November XX from 5:00 PM to 2:00 PM on Sunday, November XX. 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 XX 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 semester***: January XX (move-in week after 7:30 AM each day, **with an appointment**) to May XX (move out by noon).
  Spring Semester Ends - Sunday, May XX. 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 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:_____

Appendix E *Example Agreement*

Saint Francis Medical Center College of Nursing College of Nursing Dorm Room Continuation Agreement Spring 20XX

When completing your Fall 20XX Housing Agreement you stated a desire to remain on campus in a dorm room for the Spring 2026 semester. To confirm your interest in securing a Spring 20XX dorm room, please complete and return this form by the September XX, 20XX deadline.

Name:_____ Date: _____

CON ID #:_____ Room # _____

Check One:

- ❑ **I will not be residing** in a dorm room for the Spring 2026 semester.
- ❑ **I wish to secure** a dorm room for the Spring 2026 semester.

Signed Agreement Deadline: **September XX, 20XX** Dorm Room Rate: **$X,XXX per semester**

This agreement is a contract between Saint Francis Medical Center College of Nursing (SFMC CON) and the undersigned student for the Spring 20XX semester, January XX (move in after 7:30 AM), to May XX (move out by noon).

Spring Semester Ends - Sunday, May XX. 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_____

Appendix F

PERSONAL APPEARANCE

PURPOSE:

OSF HealthCare (OSF) is dedicated to having Mission Partners present a professional appearance to those we serve. 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.

POLICY:

1. It is the responsibility of OSF leadership to ensure that Mission Partners are dressed in an acceptable manner consistent with their specific environment and appropriate for interaction with individuals they come in contact with.
2. In order for OSF to continue to maintain a professional environment and to promote safety for employees, the following information is intended to serve as a guide to help define appropriate dress for Mission Partners in various settings.
    a. It is not intended to be all inclusive. Rather, it sets the general parameters for proper attire.
    b. Leadership is responsible for interpretation of the guidelines, and as necessary, may require more stringent or restrictive dress codes, as deemed necessary by their functions.
    c. Department specific requirements are approved by the appropriate Vice President.
3. If there is any doubt about whether an article of apparel is appropriate, assume it is not.
    a. When in doubt, dress conservatively.
    b. Clothing is required to be neat & clean, properly fitted, and meet the job specific requirements.
    c. Attire should never be revealing nor undergarments visible.
4. Exceptions to apparel may be made for medical reasons and religious accommodations.
5. Remote workers will adhere to this policy and the appropriate attire as determined by the Mission Partner's leadership.

Specific guidelines follow below:

Clothing/General Attire

1. Except for roles or departments requiring scrubs or other standard uniforms, generally business professional or business casual dress is expected.
2. Casual shirts with collars, knit tops, sweaters, turtlenecks, and polo shirts are acceptable.
3. Inappropriate apparel includes:
    a. Hooded sweatshirts,
    b. Tank tops,
    c. Halter tops,
    d. Tops with shoulders showing unless worn under another blouse or jacket, and
    e. Any clothing containing messages, advertisements, slogans, photographs, large lettering or logos. OSF logos and small, inconspicuous apparel-brand logos are permissible.
4. Shirts are of an appropriate length and cover the midriff at all times.
5. Dress pants are acceptable.
6. Dress capri pants are acceptable in non-clinical areas. (No jean style regardless of material is allowed).
7. Leggings are acceptable if worn with an appropriate length top.
8. Inappropriate items include:
    a. Denim jeans of any color,
    b. Cargo pants,
    c. Sweatpants/suits,
    d. Shorts,
    e. Bib overalls, and

f. Spandex/other form fitting pants.

9. Casual dresses, jumpers, skirts, and split skirts, not greater than 2 inches above the knee, are acceptable.
10. Casual clothing is acceptable for attendance at department meetings that require Mission Partners to come into the workplace on a scheduled day off.

Scrubs

1. Some departments, as designated by leadership, are required to wear scrubs.
    a. Only solid colored scrub pants may be worn. Scrub pants cannot drag on the floor.
    b. Printed scrub tops may be worn, if the print is appropriate for the workplace.
2. Hospital scrubs are not to be worn or carried off OSF property without being signed out by proper authorization.

Facial Coverings

1. During times of required universal source control or for other infection control reasons, Mission Partners may be required to wear a facial covering of either a hospital-approved earloop mask or personal mask over their mouth and nose.
2. In non-healthcare buildings, personal cloth facial coverings may be worn. Facial coverings may not display any messages, advertisements, slogans, photographs, large lettering, or logos other than OSF logos.

Footwear

1. Footwear must be professional in appearance and appropriate for the workplace.
2. For Mission Partners 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.
3. For Mission Partners whose primary job is in a non-clinical area:
    a. Open toe shoes and dress sandals are acceptable so long as department safety guidelines are not violated.
    b. Athletic shoes, tennis shoes, and sneakers are not to be worn, unless the department safety guidelines require them.
4. Flip flops, barefoot shoes, and slippers are not appropriate for any setting.

Settings Requiring Uniforms

1. Some departments may require a standard uniform as their dress code.
2. Specific dress code and uniform requirements are maintained for each department requiring a uniform.
3. It is the responsibility of Mission Partners to supply and clean their own uniforms, except in specialty areas as defined by OSF.

Grooming

1. Good personal hygiene is expected of Mission Partners.
2. Hair needs to be clean, neatly styled, and manageable for the job performed.
    a. If the length of the hair could impose a safety hazard for the job performed, it needs to be fastened away from the face.
    b. Mission Partners 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.
    c. Hair traits associated with race are protected and not a violation of this policy. Examples of protected traits include, but are not limited to, hair texture and protected hairstyles such as braids, locks, and twists.
3. For anyone who works in a direct patient care area and may be required to be fit tested, facial hair must be in compliance with OSHA and CDC facial hairstyle guidelines.
4. Make-up needs to be moderately applied and appropriate for professional/business appearance.
5. Odors should not be excessive. No overpowering odors (fragrances, body odor, tobacco, or other smoke, etc.) shall be noticeable from a Mission Partner during work hours.
6. Fingernails are to be neatly manicured, and:
    a. Nail polish colors need to be appropriate for professional/business appearance.
    b. Fingernails are to be of reasonable length
        - Mission Partners providing direct patient care are to maintain a length of less than 1/4 inch in length from tip of finger.

c. 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.
d. Anything applied to natural nails, other than nail polish, is considered an enhancement. Gel and shellac nail polish are considered an enhancement and not allowed for those individuals providing direct patient care.
e. Procedural and post anesthesia care Mission Partners are to refer to the Dress Code for Periprocedural Areas policy

Accessories and Tattoos

1. Jewelry and other adornments are simple and appropriate for job duties. Piercings should be small and conservative.
2. Pins, stickers, or other adornments that are not OSF-provided, do not recognize an OSF sponsored activity, and/or are not for employment-related certifications/qualifications are not allowed.
3. Hats/caps and head coverings (including but not limited to baseball hats, bonnets, durags, bandanas, and visors) shall not be worn while on duty unless the covering is specific to a job and authorized by leadership or have obtained a religious or medical accommodation.
4. Sunglasses are not to be worn indoors while on duty unless authorized by leadership or upon approval for a medical accommodation.
5. Tattoos are permissible if they are simple, appropriate, non-discriminatory, and non-offensive to co-workers, patients, customers, vendors or others in the workplace. If leadership believes a Mission Partner's tattoos violate this or complaints are received, the leader has the discretion to seek further understanding about the relevance of the tattoo; outcome of this review may lead to the Mission Partner being required to conceal or cover their tattoos to maintain a professional appearance.
    a. No visible tattoos are allowed above the shoulders (excluding tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners).
    b. A tattoo is considered inappropriate if it contains messages, slogans, or depicts images such as, but not limited to: gang related images, racially inappropriate images, violence, sexually suggestive or explicit images, is extremist, or undermines the Mission or Values of OSF.
    c. A tattoo is considered offensive if it depicts, describes, or refers to intolerance of, or discrimination against any protected class such as race, color, creed, religion, age, disability, gender, national origin, sexual orientation, or it is commonly associated with any organization or group which advocates such intolerance or discrimination; or it could damage the reputation of OSF.

Identification Badges

1. Identification badges must be worn by Mission Partners while on duty and for OSF related business.
2. Identification badges are to be properly displayed with the picture facing out and worn in a visible location, as appropriate per the work area.
3. Identification badges and/or plastic badge holders are to be replaced if not readable, are lost or the plastic becomes ragged.
4. Mission Partners are issued an identification badge when employment begins and/or when any information on the name badge changes. The Mission Partner is responsible for the cost for a new name badge if they lose the badge or require a new badge for any reason outside of the control of OSF.
5. Pins may not be placed on or through the Mission Partner identification badge.
6. Defacing, disguising, or otherwise altering the identification badge is prohibited.
7. Upon termination, the Mission Partner shall return the identification badge to OSF.

Jeans for a Cause Days

1. Senior leadership may, at their discretion, authorize a "Jeans for a Cause" work day.
    a. All other aspects of this Personal Appearance policy is adhered to on "Jeans for a Cause" work days.
    b. Jeans worn on these days must be free from holes or fraying.
2. In some patient care settings, Jeans for a Cause days are not appropriate and may not be approved by senior leadership.

Appendix G

TOBACCO PRODUCTS FREE ENVIRONMENT (116)

DEFINITIONS:

1. Tobacco Products: Include but are not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, water pipes, electronic cigarettes, vape pens/devices, smokeless tobacco and any non-FDA approved nicotine delivery device, etc.
2. OSF HealthCare Property: This includes land, buildings, parking lots, leased spaces, and all vehicles on property leased or owned by OSF HealthCare.

PURPOSE:

1. To explain the OSF HealthCare (OSF) commitment to be a Tobacco Products-free environment and Mission Partners' responsibilities to not use Tobacco Products on OSF property.
2. This policy applies to OSF Mission Partners, as well as contract workers, non-employed staff, volunteers, students, contractors, visitors, and patients.

POLICY:

1. The use of Tobacco Products in any form is prohibited on OSF property or in company fleet vehicles.
2. OSF is committed to the promotion of health through the treatment and prevention of disease, and for providing a safe and healthy environment for our Mission Partners, physicians, volunteers, visitors and those we serve.
    - OSF recognizes the adverse health effects of Tobacco Products and second-hand smoke.
3. Mission Partners are not allowed to use Tobacco Products during their paid work time or meal periods or rest breaks and are strongly encouraged not to use Tobacco Products during their unpaid meal period. Refer to the Rest Breaks and Meal Periods policy for details.

a. No Tobacco Products should be in the Mission Partner's possession in work areas.

b. No odors from any type of Tobacco Products are to be noticeable from a Mission Partner during work hours. Refer to the Personal Appearance policy.

c. If a Mission Partner chooses to use tobacco products during their unpaid rest break, they must leave OSF property.

4. Success of this policy depends on the thoughtfulness, consideration and cooperation by everyone.
    - Mission Partners 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.
5. Mission Partners are responsible for the enforcement of this policy.
    - All Mission Partners, including members of leadership and security, should ask Mission Partners observed using Tobacco Products while on OSF property to discontinue their Tobacco Product use.
6. Mission Partners interested in quitting smoking are advised to contact the OSF HR Service Center for details of smoking cessation programs offered by OSF or is available online in the Mission Partner Experience Portal Knowledge Base.

Appendix H

OSF SFMC Parking Policy (117)

PURPOSE:

To detail Mission Partner parking requirements and ensure accessibility for patients, visitors, and Mission Partners at OSF HealthCare Saint Francis Medical Center (SFMC).

POLICY:

1. Safe and convenient parking is critical for the patients we serve. It creates the initial impression that impacts the entire patient care experience. Safe parking is also critical for our Mission Partners and is a top priority.
2. OSF HealthCare has established specific guidelines to support this philosophy.
    a. Patient parking is designated as those locations closest and most convenient to entrances.
    b. Mission Partner parking space is provided free of charge, monitored regularly for safety, and offers free shuttles to and from the medical center.
3. Parking violations by Mission Partners affect patient parking, create service issues, and impact patient flow. Failure to adhere to the following policy may result in the loss of Mission Partner parking privileges and / or disciplinary action.
4. Mission Partners are expected to display the highest level of courtesy and assistance to our patients and visitors in parking locations.
5. In order to help assure that such parking is available to patients and visitors, Mission Partners, medical staff, and students are assigned to a designated parking area.

    Registration of Motor Vehicles
6. Mission Partners, physicians, volunteers, contracted employees, contractors, sub-contractors, students, etc. who wish to park a motor vehicle at OSF Saint Francis Medical Center are to register that vehicle at the OSF SFMC Parking Services / Security Office by completing the owner / vehicle registration form in its entirety.
    a. Once the form is completed, a parking assignment is issued in specifically designated areas.
    b. Multiple vehicles may be registered.
    c. The Mission Partner is responsible for promptly informing Parking Services of any changes in information, such as license plate number or a new vehicle
7. Parking card permits, decals, stickers and hanging permits are obtained and used in accordance with the regulations prescribed.
    a. 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.
    b. When assigned to a lot requiring a parking decal, the decal is to be affixed to the left rear glass (driver's side) or any window that allows decal to be seen from outside the vehicle.
    c. Hanging permits are to be placed on the rear view mirror with the permit number facing outward.
    d. Vehicles not displaying a decal or permit can be ticketed.
8. Any vehicles parked on OSF HealthCare SFMC property are to be registered through Parking Services.
    - Parking permits expire immediately upon termination of the Mission Partner.
9. Mission Partners regularly scheduled to work 3rd shift are assigned parking in Medi Park III.
    a. Mission Partners working 3rd shift are to obtain a note from their manager indicating their shift assignment in order to receive proper parking assignments.
    b. The Mission Partner is responsible for informing Parking Services of any changes in employment status such as shift change.
10. Medi Park 3 is open for Mission Partners, regardless of parking assignment, on weekends and holidays.
    a. Mission Partners are to enter and exit from the top Glen Oak Ave. level driveway on weekends, holidays, and after hours.
    b. Mission Partners are to register with Parking Services to obtain access to Medi Park 3.

11. Parking permits issued to users of OSF HealthCare SFMC parking system remain the property of OSF HealthCare SFMC, which reserves the right to perform the following:
    a. Refuse issuance of a parking permit
    b. Revoke or recall a permit
    c. Change parking assignments as deemed necessary
    d. Restrict the use of any parking space or lot at any time
    e. Determine hours of control
    f. Change any of its parking regulations at any time
    g. Close, reserve or restrict parking areas as deemed necessary
    h. Change fees, traffic rules and regulations at any time without prior notification.
12. The responsibility for locating a legal parking space rests with the operator of the vehicle.

Medi Park 3 Lower Gates Opened	Medi Park 3 Lower Gates Closed	Medi Park 3 Lower Gates Temporarily Opened
Monday - Friday	Friday Night - Monday Morning	Saturday and Sunday Mornings
0500 hrs - 2000 hrs	2000 hrs - 0500 hrs	0500 hrs - 0800 hrs

13.

    Handicapped Parking Permits
14. Mission Partners who need temporary assisted parking (6 weeks or less), are to contact Human Resources.
15. Mission Partners with a disability who desire assisted parking contact their Human Resources Business Partner pursuant to OSF HealthCare's Reasonable Accommodation (217) policy.
    a. Consistent with its obligations under the Americans with Disabilities Act and state disability laws, OSF HealthCare provides reasonable accommodations for qualified Mission Partners with disabilities who apply for assisted parking as a reasonable accommodation when it does not create an undue hardship..
    b. In most instances, Mission Partners with a disability are required to obtain a disability placard or license plate from the state.
16. Designated assisted parking locations are determined by the OSF HealthCare's SFMC Parking Services Office.

    Parking Policies
17. No motor vehicles may execute the following :
    a. Park on campus property not designated for parking purposes.
    b. Park in any driveway or walkway of OSF HealthCare SFMC property so as to hamper or impede the free use of the driveway or walkway.
    c. Park outside or straddle the yellow lines that define each parking space.
    d. Park in a loading zone.
    e. Park while failing to display a current parking permit.
    f. Tailgate through automatic gates. The gates are to be allowed to close after each vehicle for cycling purposes.
18. The posted speed limit in OSF HealthCare SFMC parking decks / lots is 10 MPH.
19. Crossing through ramps at unauthorized locations is prohibited.
20. Mission Partners and physicians may park only in areas designated for their use.
21. Motorcycles park in Medi Park 3 only in a designated motorcycle parking space. Motorcycles are to be registered with Parking Services. Motorcycles are allowed to drive around the gates.
22. Permit required vehicles may park in patient / visitor parking areas when they are in fact a patient or visitor and proper notification is given to Parking Services / Security.
23. Motor vehicles are to display the proper handicapped designators if parking in handicapped spaces
24. Violations of this policy may result in Positive Discipline, up to and including termination.

25. In addition, City of Peoria parking tickets may be issued by the OSF HealthCare Parking Services / Security Department with fines assessed or vehicles towed at owner's expense.
26. To appeal a ticket, contact a Security Supervisor.
27. Smoking and vaping is not allowed in vehicles that are on OSF HealthCare property.

Daily Parking Designations

28. Patients and visitors may park in any designated parking space in North Deck or Medi Park II.
29. Physicians and medical staff may park in the areas designated for "Physician Parking Only" or " Professional Medical Staff Parking Only," located in the North Deck or Medi Park 2.
30. Parking Services has the authority to issue special parking decals / tags as required.
    a. This service is designated for Off-Campus Mission Partners who are required to come to the SFMC as part of their job.
    b. The decal / tag allows parking in spaces designated by signage as 'Decal Parking Only'.
    c. The signage specifies the specific group allowed to park.
    d. The decal / tag is to be displayed by hanging the tag from the inside rear view mirror.
    e. Decal parking is not intended to provide extended parking on a regular basis.
    f. The time limit for the Off-Campus decal parking spots is 4 hours.
    g. Residents are to register with SFMC Parking Services and park on levels 5.6.or 7 in the North Deck. Residents are allowed to park in Medical Professional Parking spaces from Friday 1700 hrs to Monday 0800 hrs.

General Provisions

31. The OSF HealthCare SFMC Parking Services / Security Department is authorized to impound and remove any motor vehicle illegally or improperly parked on the property of OSF HealthCare SFMC.
32. Towing and storage charges accrued on account of the impounding of the motor vehicle are paid by the owner or operator of the vehicle.
33. The OSF HealthCare SFMC Parking Services / Security Department Director, upon direction of OSF HealthCare SFMC administration, 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.
34. While parked on campus, individuals assume the risk of accident and agree that OSF HealthCare SFMC is not liable for personal injury, property loss or damage, or fire damage. Drivers are strongly encouraged to do the following:
    a. Lock their cars and take their keys with them.
    b. Remove valuables from the car and take the valuables with them or lock them in the vehicle's trunk out of sight.

Mission Partner Shuttle Service

35. OSF HealthCare SFMC operates a Mission Partner shuttle service to off-campus parking lots from 0430 hrs - 0015 hrs Monday through Friday except holidays.
36. There is no shuttle service on weekends or holidays when Mission Partners may park in Medi Park 3 if registered.
    Shuttle service is available to and from the following locations from 0730 hr to 2200 hrs.
    a. Milestone Circle Drive
    b. White School
    c. Glen Oak Entrance
    d. College of Nursing
37. Mission Partners are only transported to and from the Off-Campus lots to the Milestone Circle Drive.

Appendix I

APA Style Guidelines

Most students are familiar with MLA writing style guidelines. However, the College of Nursing uses the *Publication Manual of the American Psychological Association*, 6th ed. For information regarding APA format, please go to eCollege, undergraduate communication, APA format. The book will be in the Reference section in the Library.

Appendix J

POLICIES AGAINST SEXUAL HARASSMENT (395)

I. 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 in a safe and healthy educational and work environment. At the College, no member of the community is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Sexual harassment, including sexual violence, is a form of sex discrimination in that it denies an individual equal access to the College's programs or activities.

The College's policies prohibiting sexual harassment and other sexual misconduct are designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Illinois laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity in employment and higher education. Further, the College does not tolerate sexual assault, sexual violence, 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.

II. TITLE IX POLICY AGAINST SEXUAL HARASSMENT

This Title IX Policy Against Sexual Harassment (the "Policy") applies to sexual harassment, including sexual assault, dating violence, domestic violence, and stalking that occurs in the context of a College program or activity or in the context of admission or employment. Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972 (and its implementing regulations), which provides, in pertinent part:

> *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . .*

Sexual harassment also may constitute a violation of other federal, state and local law, including Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act. In addition to being illegal, sexual harassment violates the dignity of the individual and the integrity of the College as an institution of learning and all College policies, practices, and procedures are administered in a manner consistent with our Catholic identity.

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 harassment, sexual assault, domestic or dating violence and stalking of which it receives notice and that occur in the context of a College program or activity. Students found to have engaged in such acts will be subject to disciplinary action, up to and including expulsion. And employees (referred to as "Mission Partners") found to have engaged in such acts will be subject to disciplinary action, up to and including termination. Nothing in this Policy should be construed to abridge academic freedom and inquiry, principles of free speech or the College's educational mission.

Questions about the Application of Title IX may be directed to the College's Title IX Coordinator or the Office of Civil Rights:

Kevin Stephens, Dean Title IX Coordinator
511 NE Greenleaf Street Peoria, Illinois
61603
Telephone: (309) 655-2291

Email: Kevin.N.Stephens@osfhealthcare.org

Office for Civil Rights
U.S. Department of Education Citigroup Center
500 West Madison Street, Suite 1475
Chicago, Illinois 60661-4544
Telephone: (312) 730-1560
FAX: (312) 730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

A. JURISDICTION

This Policy applies to everyone who is a part of the College community, including students, Mission Partners, visitors, volunteers and contractors, regardless of sex. It prohibits harassment occurring on campus, as well as conduct occurring off-campus when the conduct is related to the College's programs or activities and where the College has substantial control over the Prohibited Conduct and the respondent accused of having committed the Prohibited Conduct, as defined in this Policy.

B. NOTE ON TERMINOLOGY

Throughout this Policy, the term "complainant" is often used to denote an individual who is alleged to have been victimized by conduct prohibited under this Policy, including sexual harassment. Likewise, the term "respondent" is, at times, used to denote the individual alleged to have engaged in such prohibited conduct. The use of these terms is consistent with the language of the Violence Against Women Reauthorization Act of 2013 and Title IX, and should not be construed as a pre-judgment as to whether a violation of this Policy occurred. Finally, the term "Mission Partner" is used throughout this Policy and is intended to include all faculty members, administrators, staff and other employees of the College.

C. PROHIBITED CONDUCT

The College prohibits all forms of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. The following are the definitions of "Prohibited Conduct" under this Policy.[4]

A. Sexual Assault

No person may engage in 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" 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 or future consent with that person or consent to that same sexual activity with another person. Evidence of a prior consensual dating

[4] In view of the Executive Order issued on January 20, 2025 and the U.S. Department of Education's Enforcement Directive issued on February 4, 2025, allegations of harassment based on sexual orientation and/or gender identity are no longer addressed under this Policy and are, instead, prohibited by the College's Interim Other Sexual Misconduct Policy, effective September 10, 2025, in an effort to continue to comply with other governing law, including Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

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.

B. Sexual Exploitation

No person may engage in 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 conduct 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" 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 or 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.

C. Harassment

No person may engage in *harassment on the basis of sex* that creates a *hostile environment* in any program or activity of this College. No person who is a Mission Partner or agent of this College (including a student employee) may condition a decision or benefit on a student's or Mission Partner's submission to *unwelcome sexual conduct.*

"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*. Sexual harassment includes *quid pro quo harassment,* where a Mission Partner or agent of the College (including a student employee) provides or denies an educational aid, benefit or service in connection with unwelcome sexual conduct. Sexual harassment also includes *hostile environment harassment,* when there is conduct on the basis of sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the College's education program or activity.

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.

In determining whether *sexual 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 to whom the conduct was directed. But, the College will also need to find that a reasonable person in the person's position would have perceived the conduct as so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the College's education program or activity.

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.

D. Sexual Harassment by Higher Education Representative

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.

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 or a member of the staff (full-time, part-time or student worker).

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.

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.

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.

E. Domestic and Dating Violence

No person shall engage in *domestic violence* or *dating violence* against any member of the College community, including students, Mission Partners, visitors, volunteers and contractors.

The term "domestic violence" includes felony or misdemeanor crimes of violence or *physical abuse* committed by:

- A current or former spouse or intimate partner of the complainant;
- A person with whom the complainant shares a child in common;
- A person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner;
- A person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Illinois; or
- Any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

The term "dating violence" includes felony or misdemeanor crimes of violence or *physical abuse* committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

"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.

F. Stalking

No person shall engage, on the basis of sex, in the *stalking* of any member of the College community, including students, Mission Partners, visitors, volunteers, and contractors.

"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 complainant 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:
  - Posting of pictures or information in chat rooms or on Web sites
  - Sending unwanted/unsolicited email, text messages or talk requests
  - Posting private or public messages on Internet sites, social networking sites and/or school bulletin boards
  - Installing spyware on a complainant's computer
  - Using Global Positioning Systems (GPS) to monitor a complainant;
- Pursuing, following, waiting or showing up uninvited at or near a residence, workplace, classroom or other places frequented by the complainant;
- Surveillance or other types of observation including staring, "peeping";
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family, and/or co-workers; and,
- Threats to harm self or others, including pets.

D. RETALIATION PROHIBITED

The College prohibits retaliation of any kind (including, but not limited to, intimidating, threatening, coercing or in any way discriminating) against those who file a complaint 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. The College also 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.

E. REPORTING OPTIONS AND GRIEVANCE PROCESS

i. Right to an Advisor

At all times during the reporting, investigation and adjudication process, the complainant and respondent each have the right to have an advisor present. This advisor can be anyone of the party's choosing, other than the Title IX Coordinator or a member of the Hearing Committee, who has agreed to serve that function, including an advocate, attorney, friend or family member. However, this advisor may not participate in the College's investigation and must adhere to the policies and procedures set forth in the adjudication/hearing process.

ii. Reporting Procedures

Any member of the College community who has been subjected to or who is aware of Prohibited Conduct has a number of reporting options, as follows:

a. Formal Reporting to College

Prohibited Conduct may be reported to the College by notifying the Title IX Coordinator, Kevin Stephens, the Title IX Coordinator, may be reached by phone at (309) 655-2291, by email at kevin.n.stephens@osfhealthcare.org, or in person at 511 NE Greenleaf Street, Peoria, IL in Room 622 during normal business hours. All such reports of Prohibited Acts will be investigated by the College as set forth in Section II.G. "Investigation Procedures" of this Policy.

All Mission Partners of the College are required to notify the Title IX Coordinator of any notice they receive of Prohibited Conduct while acting as Mission Partners of the College. It should be noted that the College employs health care providers and priests as faculty members. These individuals, while engaged outside the College and when they are providing health

care services or pastoral counseling, may receive confidential information that they are required to maintain. However, any notice of Prohibited Conduct that Mission Partners receive – outside providing health care services or pastoral counseling to the reporting party – while they are acting as Mission Partners of the College, will be reported to the Title IX Coordinator.

b. 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. Saint Francis Medical Center College of Nursing students may contact the Peoria Police Department at any time at (309) 673-4521 (non-emergency) or 911 for emergency. Reports may also be made to the Saint Francis Medical Center Security at 309-655- 2131.

Reports to law enforcement will not automatically be shared with the College by the police; therefore, if a complainant of Prohibited Conduct wishes for the College to also investigate the matter, s/he should also make a report to the College.

c. Privileged or Confidential Disclosures

The College encourages victims of Prohibited Conduct to talk to somebody in order to get the support they need. Regardless of whether a complainant 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 Conduct. *See* Section II.M. "Reporting and Confidentiality" of this Policy for further information on confidentiality rules with respect to various resources.

d. Third-Party Reporting

Anyone can report Prohibited Conduct to the College regardless of whether the person making the complaint was the subject of the Prohibited Conduct. Third-party reports may be made to the Title IX Coordinator.

e. Anonymous Reporting

Anyone, including a victim, can make an anonymous report of Prohibited Conduct 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 Prohibited Conduct 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.

See Section II.M.ii(a) of this Policy for further information on how such a request will be considered.

f. Other Policies and Rules

Any individual participating in the investigation or adjudication of a complaint involving an alleged Prohibited Conduct (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 acts discovered during the course of the College's investigation that are materially relevant to the Prohibited Conduct 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 Conduct.

F. Interim Safety and Supportive Measures

Once the College has notice of potential Prohibited Conduct, it will immediately seek to ensure that the complainant is safe and is being provided the resources that are needed, regardless of whether the complainant wishes to make a formal complaint and/or participate in the College's grievance process.

Such measures are designed to restore or preserve equal access to the College's education program or activity without

unreasonably burdening the complainant or respondent, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include:

- Assist the complainant 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 respondent pending the outcome of an investigation), leaves of absence, or adjustments to assignments or tests; and
- Inform the complainant of the right to report a crime to campus or local law enforcement and provide the complainant with assistance if the complainant wishes to do so.

Because the College is under a continuing obligation to address Prohibited Conduct campus-wide, reports of Prohibited Conduct (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.

The College will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

G. Notice of Complaint and Investigation Procedures

The College's Title IX Coordinator is responsible for overseeing the College's response to reports and complaints of Prohibited Conduct. Upon receipt of a formal complaint, the Title IX Coordinator will issue a written notice to the parties that encloses a copy of this Policy and provides notice of the allegations of Prohibited Conduct potentially constituting a violation of this Policy, including sufficient details known at the time, and providing the parties with sufficient time to prepare a response before any initial interview.

Unless a complainant specifically requests that an investigation not take place, the Title IX Coordinator will order and oversee an investigation into any formal complaint of Prohibited Conduct. (For further information on the Title IX Coordinator's role and responsibilities, *see* Section II.N. "Title IX Coordinator" 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 II.M. "Reporting and Confidentiality" of this Policy for further information.)

The Title IX Coordinator will choose an investigator to investigate alleged Prohibited Conduct on a case-by-case basis. Any such investigator will be trained and qualified to perform investigations into the specific type of Prohibited Conduct being alleged and will be neutral and impartial.

Investigations will be thorough and prompt. The burdens of proof and gathering of evidence in the investigation will be on the College. The investigation likely will include interviews with the complainant, respondent and witnesses, and the gathering, review and analysis of relevant evidence. Both the complainant and respondent will receive reasonable, advance, written notice of the date, time, and location of any investigatory interview or meeting. 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 have the opportunity to offer their accounts, provide names of witnesses and offer any other relevant evidence to the investigator. The College prohibits any party or witness from knowingly making false statements or knowingly submitting false information during the grievance process. The investigator's only responsibility is to collect evidence; the investigator

makes no findings of responsibility under this Policy or otherwise.

At the conclusion of the investigation, but prior to the completion of the investigative report, the complainant and the respondent have the right to review all evidence collected, regardless of whether it is mentioned or relied upon in the final investigative report. The parties then have ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

The investigator will then create an investigative report that fairly summarizes the relevant evidence and, at least ten (10) days prior to a hearing, the investigator will send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

H. **Hearing Procedures**

The Hearing Committee consists of three members. The Committee will be formed from the following positions from Saint Francis Medical Center College of Nursing and from Saint Anthony College of Nursing (an OSF College of Nursing located in Rockford Illinois):

Saint Francis Medical Center College of Nursing	Saint Anthony College of Nursing:
Provost Dean of the Undergraduate Program Dean of the Graduate Program	Provost Dean, Undergraduate Affairs Dean, Graduate Affairs and Research

The Committee may include academic deans as members. However, the academic dean(s) on the committee will be the academic dean(s) to which the respondent does not report (ex.: if an undergraduate student, the graduate dean serves; if a graduate student, the undergraduate dean serves). Any member of the Hearing Committee having a conflict of interest with respect 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.

Both parties must be given the opportunity for the advisors (of their choice) to be present during the meetings of the Hearing Committee. If either party does not have an advisor and wants one, the Title IX Coordinator must provide one. The Hearing Committee reserves the right to require a pre-hearing meeting with both parties and their advisors to review appropriate policies, procedures and rules for conduct during the hearing. The hearing may be face-to-face or virtual (with technology enabling the Hearing Committee members and parties to simultaneously see and hear the party or the witness answering questions).

The Hearing Committee will review all evidence and examine all witnesses. Each party, by and only through their respective advisor, has the opportunity to cross-examine the other party and any witness. If a witness fails to appear or refuses to submit to cross-examination, that testimony cannot be included in the evidence reviewed by the Hearing Committee, regardless of what may be contained in the Investigator's Report.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Committee must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The College will create an audio-visual recording of the hearing or a transcript, which it will make available to the parties for inspection and review.

I. **Determination**

The Hearing Committee will presume the respondent is not responsible for a policy violation, and will conclude that a

violation of this Policy occurred only if it finds that such a conclusion is supported by a preponderance of the evidence.

The Hearing Committee will issue a written determination regarding responsibility for any violation of the Policy. This determination will include the following:

- identification of the allegations in the complaint and that were the subject of the investigation and hearing;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's Policy and code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and,
- a description of the procedures and permissible bases for the complainant and respondent to appeal.

In the event the Hearing Committee concludes that a violation of this Policy occurred, it will determine the appropriate responsive action to be taken, which may include remedies and/or accommodations to the complainant, remedies to the College community and sanctions for the person found in violation. Remedies to the complainant 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 complainant and respondent agree to do so, 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 that a sexual assault occurred.

The Title IX Coordinator shall provide simultaneous written notice to the complainant and respondent of the Hearing Committee's written determination. 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 hearing.

J. **Appeal Procedures**

Either the complainant or respondent may appeal the Hearing Committee's determination regarding responsibility or sanctions, or from dismissal of a formal complaint, to the President of the College in writing within five (5) business days of receiving the Hearing Committee's written determination. However, an appeal may only be made on the following grounds:

- That a member of the Hearing Committee had a conflict of interest, or bias for or against complainants or respondents generally or the individual complainant or respondent, that affected the outcome of the matter;
- That there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- That the investigation and/or hearing procedures set forth in this Policy were not followed and the procedural irregularity affected the outcome of the matter; or,

- That the sanction imposed is disproportionate with the violation.

In connection with the appeal, each party has an equal opportunity to submit a written statement in support of, or challenging, the determination.

The President of the College will either affirm and adopt the determination of the Hearing Committee, or reverse the determination of the Hearing Committee within ten (10) business days of receipt of the appeal. The President of the College will use the preponderance of the evidence standard when considering the appeal, and will issue a written statement describing the result of the appeal and the rationale for arriving at the result. The President's written statement on appeal will be provided simultaneously to both parties.

Any decision on appeal by the President of the College shall be final.

In the event the President of the College overturns the Hearing Committee's determination on appeal, s/he shall send the matter back to the Hearing Committee with one of the following instructions: 1) that a member or members of the Hearing Committee recuse her/himself; 2) that the Hearing Committee send the matter back to the investigator for consideration of additional evidence; or 3) that the Hearing Committee and/or investigator comply with the investigation and/or hearing procedures set forth in this Policy, specifying what procedures have not been properly followed, and reconsider the matter using the proper procedures.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

K. Timeframe

The College will strive to resolve any matter falling under this Policy within a reasonable amount of time after receiving notice of a formal complaint, including investigation, hearing, determination and appeal. Any timeframe set forth in this Policy may be extended for good cause shown, and upon written notice to complainant and respondent describing the extension of time and the reason the action was taken.

L. Options for Assistance

i. Options for Assistance Following a Sexual Assault or Other Prohibited Conduct

Any individual who has experienced Prohibited Conduct has the option to receive supportive measures and is strongly encouraged to seek immediate emergency assistance from law enforcement, medical professionals or crisis counseling resources. The College recognizes that deciding whether to file a formal complaint can be a difficult decision that evolves over time. The College encourages any individual who has questions or concerns to seek the support of campus and community resources. These professionals can provide information about available resources and procedural options and assistance to either party. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

The College is committed to treating all members of the community with dignity, care, and respect. Any individual affected by Prohibited Conduct, whether a complainant, respondent, witness, or a third party, will have equal access to support consistent with their needs and available College resources. This section provides contact information for College resources, resources in the local community, and national resources.

Prompt intervention can do much to mitigate trauma associated with acts of Prohibited Conduct and enhance recovery. Complainants are encouraged to utilize appropriate resources whether or not they report the Prohibited Conduct to law enforcement or the College. Any community member in need of resources or assistance relating to any of the matters covered by this Policy is encouraged to contact one of the resources listed in this Policy.

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.

ii. **Resources for Immediate Assistance**

The resources below are available to anyone who experienced sexual assault or any other Prohibited Conduct.

a. **Title IX Coordinator**

At the College, the Title IX Coordinator, Kevin Stevens, can be contacted at (309) 655-2291 during normal business hours to assist in connecting with trained advocates and counselors who can provide an immediate response in a crisis situation, regardless of whether the complainant wishes to make a formal report or participate in the institutional disciplinary or criminal process.

The Title IX Coordinator can also provide assistance in contacting law enforcement, should the complainant wish to do so. The complainant has the right to decline to report to law enforcement. (*See* Section II.M. "Reporting and Confidentiality" of this Policy for further information.)

And, the Title IX Coordinator can provide information to the complainant about obtaining a no-contact order against the respondent, issued by a court. This option is available to the complainant regardless of whether s/he wishes to make a formal complaint with the College or report the matter to law enforcement.

b. **Employee Assistance Program (Available to Students Also)**

The College's free and confidential Employee Assistance Program is available to both students and Mission Partners 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
  (833) 475-0983

c. **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)
  (309) 691-0551
  720 W. Joan Court
  Peoria, IL 61614
  www.centerforpreventionofabuse.org

- Sexual Assault Center for Prevention of Abuse – 24 hour Hotline
  (309) 691-4111 or (1-800) 559-SAFE

- Agape Counseling

(309) 692-4433
2001 West Willow Knolls Drive
Peoria, IL 61614
www.agapecounselors.net

d. **Law Enforcement**

Regardless of whether the complainant 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 St
  Peoria, IL 61602
  http://www.peoriagov.org/peoria-police-department/

e. **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.osfhealthcare.org/emergency

- Carle Health Methodist Hospital Emergency Department
  (309) 672-5522
  221 NE Glen Oak Ave
  Peoria, IL 61636
  www.unitypoint.org/peoria/emergency.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.

iii. **Resources for Ongoing Assistance**

The resources below are available to anyone who has been effected by sexual assault or any other Prohibited Conduct.

a. **Title IX Coordinator**

At the College, the Title IX Coordinator, Kevin Stephens, can be contacted by phone at (309) 655-2291 or by email at kevin.n.stephens@osfhealthcare.org, to help connect with trained advocates and counselors who can provide ongoing assistance, regardless of whether the complainant wishes to make a formal complaint or participate in the institutional disciplinary or criminal process. (See Section II.M. "Reporting and Confidentiality" of this Policy for further information.)

b. **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 Mission Partners, at 833-475-0983.

c. **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 W. Joan Court
  Peoria, IL 61614
  www.centerforpreventionofabuse.org

- Sexual Assault Center for Prevention of Abuse – 24 Hour Hotline
  (309) 691-4111 or (1-800) 559-SAFE

- Agape Counseling
  (309) 692-4433
  2001 West Willow Knolls Drive
  Peoria, IL 61614
  www.agapecounselors.net

- Domestic Violence Hotline State of Illinois
  (877) 863-6338 or (877) 863-6339 (TTY)

M. **Reporting and Confidentiality**

i. **Talking About What Happened**

The College encourages anyone who has experienced sexual assault or any other Prohibited Conduct 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. The College encourages anyone who has experienced sexual assault or other Prohibited Conduct to talk to someone identified in one or more of these groups.

ii. **The Reporting Options**

a. **Privileged and Confidential Communications**

Individuals who wish to speak with someone in confidence have several options.

(i) **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 reporting party's permission.

Following is the contact information for these individuals provided by the College at no charge to the reporting party:

- OSF HealthCare Employee Assistance Program
  (833) 475-0983
  (This service is available to students as well as Mission Partners of the College.)

(ii) **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 reporting party 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 W. Joan Court
  Peoria, IL 61614
  www.centerforpreventionofabuse.org

- Sexual Assault Center for Prevention of Abuse – 24 Hour Hotline
  (309) 691-4111 or (1-800) 559-SAFE

- Agape Counseling
  (309) 692-4433
  2001 West Willow Knolls Drive
  Peoria, IL 61614
  www.agapecounselors.net

(iii) **Exceptions to Confidentiality**

While professional and non-professional counselors and advocates may maintain a complainant'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.

b. **Communications Which Are Not Privileged or Confidential**

(i) **Reporting to a College Mission Partner**

When a complainant tells a College Mission Partner about Prohibited Conduct, the complainant may expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A College Mission Partner should report to the Title IX Coordinator all relevant details about the incident shared by the complainant that the College will need to determine what happened – including the names of the complainant and respondent(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident. A formal complaint will not proceed unless the complainant files such a complaint with the Title IX Coordinator, or the Title IX Coordinator acts as the complainant to file a complaint because it is determined that the safety of the College's community may be at risk.

To the extent possible, information reported to a College Mission Partner will be shared only with people responsible for handling the College's response to the report. A College Mission Partner should not share information with law enforcement without the complainant's consent or unless responding to an authorized inquiry from law enforcement.

Before a complainant reveals any information to a College Mission Partner, the Mission Partner should try to ensure that the complainant understands the Mission Partner's reporting obligations and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources. If the complainant wants to tell the College Mission Partner what happened but also maintain confidentiality, the Mission Partner should tell the complainant 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 Mission Partner will also inform the Coordinator of the victim's request for confidentiality. College Mission Partners will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the College to fully investigate an incident. By the same token, the Mission Partner will not pressure a complainant to make a full report if the complainant is not ready or does not wish to do so.

c. **Requesting Confidentiality from the College**

If a complainant discloses an incident to a College Mission Partner 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 complainant. (For further information on how the decision to investigate is made, *see* Section

II.G. "Notice of Complaint and Investigation Procedures" of this Policy.)

If the College honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Although rare, there are times when the College may not be able to honor a complainant's request for confidentiality in order to provide a safe, non-discriminatory environment for all students. When weighing a complainant'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 respondent will commit additional acts of misconduct or violence, such as:
  - whether there have been other complaints about the same respondent;
  - whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
  - whether the respondent threatened further sexual violence or other violence against the victim or others;
  - whether sexual violence was committed by multiple respondents;
- 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 complainant'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 complainant's request for confidentiality.

If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant 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 complainant to participate in any investigation or disciplinary proceeding if the complainant does not wish to do so. If the College determines that it can respect a complainant's request for confidentiality, the College will make supportive measures available to the complainant, as applicable.

d. **Miscellaneous**

(i) 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 fora 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).

(ii) **Clery Act Reporting**

Certain campus officials have a duty to report sexual misconduct and certain other Prohibited Conduct 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 complainant or respondent 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.

(iii) **Emergency Notifications and Timely Warnings**

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

complainant'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. The Dean, after agreement with the President, will be responsible for issuing the timely warnings.

(iv) **Appearance of a Conflict 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 Title IX Coordinator, the assigned investigator or the members of the Hearing Committee, students may contact any other member of the Hearing Committee or the Title IX Coordinator, or notify the President of the Colleges of Health Science.

N. **Title IX Coordinator**

i. 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. 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 College 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 Conduct;
- File a complaint or make a report of sex discrimination, including Prohibited Conduct;
- 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 Conduct; and
- Ask questions about the College's policies and procedures related to sex discrimination, including this Policy.

ii. Title IX Coordinator's functions and responsibilities include the following:

a. **Training for Those Involved in Title IX Matters**

The Title IX Coordinator will monitor that appropriate training, as mandated by federal or state laws, will be provided to:

- The Title IX Coordinator;
- The Title IX Investigator(s);
- All members of the Hearing Committee; and,
- The President (as part of the Appeal Process)

b. **Training for Students and Mission Partners**

The Title IX Coordinator provides or facilitates ongoing training, consultation and technical assistance on Title IX for all students and Mission Partners, including:

- Regular training for Mission Partners outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual harassment, the obligation to report sexual harassment 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 harassment, this training will include: what constitutes sexual harassment and when it creates a hostile environment, the

definition of consent, reporting options (including reports to Mission Partners, 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 harassment and the consequences of violating those provisions, the role of alcohol and drugs in sexual harassment, 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 Mission Partners who must report incidents to the Title IX coordinator and Title IX's protections against retaliation.

c. **Investigations**

The Title IX Coordinator oversees many aspects in connection with the reporting and investigatory processes under Title IX, including:

- Determining whether the report or complaint alleges conduct that may, upon investigation, constitute Prohibited Conduct under this Policy;
- Appointing an investigator 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 any determination as a result of the grievance process 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 Prohibited Conduct in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students.

d. **Remedies, Including Interim Supportive Measures**

Upon learning of a report or complaint of Prohibited Conduct, the Title IX Coordinator will promptly take steps to ensure the complainant and respondent's equal access to the College's programs and activities and to protect the complainant, as necessary. Such steps include taking interim supportive 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 determination that a policy violation 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.

e. **Monitoring and Advising**

In order to address sexual harassment on campus and ensure ongoing compliance with Title IX, the Title IX Coordinator:

a. Coordinates campus climate surveys;
b. Analyzes data collected by any climate surveys to assess the rates and nature of sexual harassment, any location hot-spots or risk factors; knowledge of the College's sexual harassment 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 harassment;
c. 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;
d. Reviews regularly all reports and complaints raising potential Title IX issues throughout the College to identify and address any patterns;
e. Reviews regularly the College's policies and procedures to ensure that they comply with the requirements of Title IX;
f. Organizes and maintains files related to grievances, reports, complaints and other records of

potential sex discrimination, including sexual harassment, in a secure manner;

g. Assesses regularly the College's compliance with, and the effectiveness of, policies and procedures related to sex discrimination, including sexual harassment, and recommends modifications where appropriate;
h. 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 harassment; and
i. 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.

O. **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 Mission Partners on an at least yearly basis on the topics of sexual harassment, sexual assault, and domestic/dating violence and/or stalking. The Title IX Coordinator shall also ensure that the Title IX Investigators, the Hearing Committee members, the President and all Mission Partners receive adequate training on issues related to sexual harassment, sexual assault, domestic/dating violence and stalking, as well as on this Policy.

P. **Administrative Contacts**

While the College strives to be able to resolve any complaints of Prohibited Conduct 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
100 West Randolph Street
James R. Thompson Center, Suite 10-100
Chicago, IL 60601
Telephone: (312) 814-6200

Illinois Human Rights Commission State of Illinois
100 West Randolph Street
James R. Thompson Center, Suite 5-100
Chicago, IL 60601
Telephone: (312) 814-6269

Equal Employment Opportunity Commission Chicago District Office
500 West Madison Street, Suite 2800
Chicago, IL 60661-2511
Telephone: (312) 353-2713

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 West 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.

III. INTERIM POLICY ON OTHER SEXUAL MISCONDUCT

The College's Title IX Policy Against Sexual Harassment is designed to address conduct that falls within Title IX of the Education Amendments of 1972 and its implementing regulations. This Interim Policy on Other Sexual Misconduct is designed to address sexual misconduct that falls outside the jurisdiction of the Interim Title IX Sexual Harassment Policy, including conduct that violates the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act, as set forth below.

This Interim Policy on Other Sexual Misconduct applies to other sexual misconduct that is committed by students, faculty, staff, or third parties, whenever the misconduct falls outside of the Title IX Policy Against Sexual Harassment and occurs: (1) on College property; or (2) off College property, if: a) the conduct was in connection with a College program or activity; or b) the conduct may have the effect of creating a hostile environment for a member of the College community.

"Other sexual misconduct" is unwelcome conduct on the basis of sex, including sexual orientation and gender identity. Other sexual misconduct includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, graphic, or physical conduct of a sexual nature or based on sexual orientation or gender identity, that satisfies one or more of the following: (1) an employee of the College either explicitly or implicitly conditioning the provision of an aid, benefit, or services of the College, such as an individual's employment or academic standing (for example, academic evaluation, grades, or advancement) on an individual's participation in unwelcome sexual conduct (*quid pro quo*), which may occur whether a person resists and suffers the threatened harm or the person submits and avoids the threatened harm; or (2) unwelcome conduct determined by a reasonable person to be so severe, persistent, or pervasive that it effectively denies a person access to the College's education or work programs or activities (hostile environment). Whether the alleged behavior constitutes other sexual misconduct may depend on a variety of factors, including: the degree to which the behavior affected one or more person's education or employment; the type, frequency, and duration of the behavior; the relationship between the parties; the number of people involved; and the context in which the behavior occurred.

Conduct is unwelcome if a person did not consent to it. Consent is agreement, assent, approval or permission given voluntarily and may be communicated verbally or by actions. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. In addition, when a person is incapacitated, meaning so impaired as to be incapable of giving consent, conduct of a sexual nature is deemed unwelcome, provided that the respondent knew or reasonably should have known of the person's incapacity.

The remedies (including interim supportive measures), resources and confidentiality provisions of the Title IX Policy Against Sexual Harassment also apply to other allegations of misconduct under this Interim Policy on Other Sexual Misconduct.

The College encourages the reporting of all concerns regarding other sexual misconduct. Sometimes individuals are hesitant to report instances of other sexual misconduct because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the College has a paramount interest in protecting the well-being of its community and remedying other sexual misconduct, other policy violations will be considered, if necessary, separately from allegations under this Policy.

It is the policy of the College to respond promptly and equitably to allegations of other sexual misconduct. Violations of this Interim Policy on Other Sexual Misconduct may result in the imposition of sanctions ranging from an admonition or warning up to, and including, termination or expulsion, as determined by the College. Pursuant to this Interim Policy on Other Sexual Misconduct, the College also may impose a variety of remedies, ranging from course-related adjustments and no contact orders to restrictions on access to campus, campus locations, or campus activities.

Retaliation against an individual for making a report or complaint of sexual harassment, or for participating or refusing to participate in any proceeding regarding such a complaint, or for opposing discriminatory practices is prohibited.

Submitting a complaint that is not in good faith or providing materially false or misleading information in any such proceeding is also prohibited, provided that a determination regarding responsibility or lack of responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Appendix K

Test Item Challenge Form

Students may only challenge test items during instructor office hours and using this form. Incivility (as defined by the College of Nursing) will not be tolerated and will cause the student to forfeit their right to challenge a test item. All students have full access to the College appeals process as stated in the student handbook and college catalog.

For security purposes, this form may only be completed in the presence of the faculty member. This form may not leave with the student. All students are held to the Ethical and Professional Conduct Policy which states that no exam or test item may ever be discussed with other students in any way.

Student Name: _____

Course: _____

Exam Title: _____ Exam Date: _____

Question #: _____

Correct answer on the Exam: _____

_____

Student's answer on the Exam: _____

_____

2 sentences to justify the student's chosen answer: _____

_____

_____

Page number in text to support the student's chosen answer: _____

Difficulty and discrimination statistics for this test item: _____

_____

_____

_____

Appendix L

Substance Abuse (OSF)

DEFINITIONS:

1. Prohibited Substances: Prescription drugs used inconsistent to the Mission Partner's legitimate prescription, unauthorized controlled substances or prescription drugs, illegal drugs, marijuana, alcohol, or lawful substances abused by a Mission Partner because of the substance's intoxicating effects.
    - do not include substances which are prescribed to a Mission Partner and intended to be delivered and administered to the Mission Partner as a patient under the care of a physician or by an authorized healthcare provider. However, the possession and/or use of such substances must be consistent with the prescription provided to the Mission Partner, must comply with the Drug Free Workplace Act policy, and the Mission Partner must not be impaired while at work.
2. Substance Abuse: The use, possession, or distribution of Prohibited Substances.

PURPOSE:

OSF HealthCare is committed to providing an environment free of the negative effects of substance abuse. Substance abuse is strictly prohibited in the workplace.

POLICY:

1. OSF recognizes that safety and productivity is compromised by substance abuse which increases the potential for accidents, absenteeism, substandard performance, poor Mission Partner morale and damage to the reputation of OSF. Refer to Drug Free Workplace Act policy.
2. Misuse of lawful substances that may cause impairment while at work are considered a violation of the policy. This includes, but is not limited to, over-the-counter medications, paints, thinners, solvents, etc.
3. Mission Partners are prohibited from:
    a. reporting to work under the influence of Prohibited Substances,
    b. distributing Prohibited Substances, or
    c. possessing Prohibited Substances.
4. Mission Partners who violate this Substance Abuse policy may be terminated.
5. A Mission Partner who has reason to believe or suspect that their own use of a substance (prescription or non-prescription) may present a safety risk or may otherwise impair the Mission Partner's conduct and/or performance, must report such substance use to Human Resources or department leader immediately. However, Mission Partners are not required to disclose details of a physical or mental impairment unless they are requesting an accommodation under the Americans With Disabilities Act or the impairment causes a safety risk.
6. Mission Partners who have reason to believe or suspect another Mission Partner is impaired while at work must report this information to Human Resources or their department leader.
7. If a Mission Partner reports to their Leader the use of a substance which may impair the Mission Partner's ability to perform the job, the Leader should immediately notify Human Resources.
8. Any Mission Partner whose use of a substance jeopardizes the safety of patients, Mission Partners (including themselves), or visitors is deemed "unfit for work."

Employer Responsibility

OSF does not wish to become unduly involved in the personal affairs and activities of its Mission Partners.

1. OSF is primarily concerned with Mission Partners successfully and safely performing their jobs.

2. Mission Partners may be selected for drug and alcohol testing base on reasonable suspicion, post-accident, as required by a federal or state law, or during periodic testing based on a Last Chance agreement.

3. OSF recognizes drug dependency and/or alcoholism is a health problem and provides assistance to Mission Partners seeking care for such a dependency. Mission Partners who have a substance abuse problem and are selected for testing, regardless of the reason, are strongly encouraged to request substance abuse assistance from OSF prior to being drug or alcohol tested. Mission Partners with a positive test result who did not request assistance prior to the test may be terminated. Mission Partners who self identify, regardless of whether the test is negative or positive, may still be subject to disciplinary action, depending on the circumstances.

4. OSF offers and encourages the use of an Employee Assistance Program (EAP). The EAP provides help to Mission Partners who suffer from personal problems, including substance abuse.
5. OSF may have a duty to report to the applicable licensing body in which the Mission Partner is licensed.

6. For Mission Partners who participate in an OSF medical plan, these plans include coverage for treatment of substance abuse. For specific details about deductibles, co-pays, etc. please call the phone number on your medical plan ID card. OSF also offers leaves of absence for various reasons, and you may be eligible if you are receiving treatment for Substance Abuse. For more information on leaves of absence, please contact the OSF HR Service Center.

Mission Partner Responsibility

It is the responsibility of the Mission Partner to seek help before substance abuse problems lead to job impairment, poor performance or unsafe behavior at work, which can lead to disciplinary action, up to and including termination.

Testing Protocol

1. Drug and alcohol tests/collections are conducted utilizing procedures consistent with industry standards.

2. Before any test is conducted, the Mission Partner is required to provide written authorization to disclose the test results to OSF.

3. Refusal by a Mission Partner to authorize disclosure to OSF or to submit immediately to a drug or alcohol test when requested by a member of OSF Leadership will result in termination.

4. Any Mission Partner caught tampering, or attempting to tamper, with their test specimen or the specimen of any other Mission Partner is subject to immediate termination.

5. Upon review by the Medical Review Officer (MRO) and receipt of the results by Employee/Occupational Health, Human Resources will be informed of the test results. If the test is positive, the Human Resources Department will determine the appropriate disciplinary action, which may include termination.

    - If disciplinary action is taken on the basis that a Mission Partner is under the influence or impaired by cannabis while at work, the Mission Partner will be afforded a reasonable opportunity to contest the basis of this determination.

TYPES OF TESTING:
Post-Offer Screening

1. OSF requires candidates to submit to drug testing as part of the post-offer physical screening.

2. Candidates must sign a written authorization to disclose the test results to OSF because offers of employment are contingent upon satisfactorily passing the tests.

3. Based on a determination made by a MRO, if the drug test is positive for a Prohibited Substance, the candidate is not considered for further employment for an established period of time after a positive test, following standard procedures.

Reasonable Suspicion

1. If OSF has reasonable cause to suspect that a Mission Partner is under the influence of a Prohibited Substance or impaired while at work, the Mission Partner will be told to not engage in any further work and will be required to submit to a drug and alcohol test.
2. Reasonable cause to suspect that a Mission Partner is under the influence of a Prohibited Substance while on duty may be based upon specific observations of a Leader, member of the management staff, or coworker.
3. In determining whether "reasonable cause" exists, Leadership may consider factors including, but not limited to, the following:
    a. Direct observation of drug or alcohol use or possession and/or symptoms of being under the influence of drugs or alcohol;
    b. A pattern of aberrant or abnormal behavior, such as mood and behavioral swings and wide variations or changes in job performance;
    c. Arrest or conviction of a drug-related offense or identification of a Mission Partner as the subject of a drug-related criminal investigation;
    d. Information provided by a reliable and credible source(s);
    e. Suspicion or evidence of diversion;
    f. Newly discovered evidence that a Mission Partner tampered with a previous test.
4. A Mission Partner who tests positive for any amount of marijuana (THC) metabolite during a reasonable suspicion test will be deemed impaired.
5. Additional information for leadership regarding reasonable suspicion and drug testing can be found on the MyHR Leadership Knowledge Base.

Post-Accident Testing

1. When a Mission Partner is involved in a work-related accident, they may be required to undergo a drug and alcohol test.
2. For purposes of this policy, a "work-related accident" is one that results in more than basic first aid treatment to the Mission Partner and/or to some other person involved in the accident and/or is an occurrence which results in an incident report being filed for injury/illness or damage to property (as determined by OSF).
3. The testing requirement is applicable to each Mission Partner whose acts or omissions may have contributed in any way or manner to the work-related accident in question (as determined by OSF).
4. Testing will occur as soon as possible following the accident (and, whenever feasible, no later than the end of the shift following the accident); however, nothing in this policy is meant to require the delay of necessary medical attention for an injured person following an accident, nor negate the right of OSF to require the Mission Partner to submit to drug and alcohol testing.

Testing Mandated by Law or Regulation

- When a Mission Partner holds a position that is subject to drug and/or alcohol testing pursuant to federal or state laws, rules or regulations, the Mission Partner is required to undergo drug and/or alcohol testing as required by law.

Search and Seizure

1. In order to best protect the interests of Mission Partners, the public, and OSF, Leadership will take necessary measures to find out if Prohibited Substances are located or being used on OSF property.
2. These measures are only taken when OSF believes them to be justified, reasonable, and necessary.
3. The measures that may be used include, but are not limited to, the following:
    a. Searches of vehicles, desks, file cabinets, and/or offices located on OSF property.
        i. Searches of people and of personal property (where reason to suspect exists, as determined by OSF) will not be conducted if an individual refuses to submit to a search.
        ii. If a Mission Partner refuses to submit to search, the purpose of the search and the potential implications of refusal should be explained to the Mission Partner.
        iii. If the Mission Partner continues to refuse the search, the Mission Partner shall be immediately removed from service and may be terminated for insubordination.
    b. Federal, state and/or local authorities may be called to assist in any investigation that becomes necessary.
4. The decision to use the measure described above, or other similar measures, is first approved by Human Resources Shared Services Leadership.

Last Chance Agreement

1. Mission Partners who self-identify prior to being tested and seek help for substance abuse may be offered, at the sole discretion of OSF, the opportunity to enter into a Last Chance Agreement with OSF and will be appropriately placed into the disciplinary process. The Last Chance Agreement form is located in the MyHR Knowledge Base.
2. In a Last Chance Agreement, the Mission Partner agrees to participate in a treatment program, prior to being able to return to work, and agrees that after returning to work, any regression into substance abuse is grounds for termination. Upon return to employment, the Mission Partner is subject to periodic drug and/or alcohol screening for a period of sixty (60) months.
    - Prior to any termination based on the use of cannabis in violation of a Last Chance Agreement, the Mission Partner will be afforded a reasonable opportunity to contest the basis of this determination.
3. Upon release from an approved rehabilitation program, the Mission Partner may return to work in either the same position, or in another position, if one is available. If the original position is no longer available or if the individual is restricted from performing in the original position, OSF may place the Mission Partner in an open position if one is available.
4. The Last Chance Agreement should be signed by the Mission Partner prior to entering a treatment program.

Periodic Testing for Drugs and Alcohol as Part of a Last Chance Agreement

1. Mission Partners who have previously tested positive for the use of drugs and/or alcohol and, by agreement of OSF, are participating in or have successfully completed a rehabilitation program, may be subject to periodic unannounced drug and/or alcohol testing on a schedule and for a duration established by OSF.
2. It is the duty of the Mission Partner to present evidence of program compliance to OSF upon its request.
3. Mission Partners required to participate in periodic testing must comply with the conditions of the treatment and counseling program.
4. Failure to comply with those conditions and/or failure to submit to testing will result in discipline, up to and including termination.
5. While on a Last Chance Agreement, if the Mission Partner tests positive for any amount of marijuana (THC) metabolite or has a positive breath alcohol test (even though those substances are legal substances), the Mission Partner is considered to be in violation of the Last Chance Agreement and may be terminated.

Saint Francis Medical Center College of Nursing

511 N. E. Greenleaf Street, Peoria, IL 61603

Dear Incoming Student,

Welcome to Saint Francis Medical Center College of Nursing! Congratulations on beginning the first steps to becoming a professional nurse or to advance your nursing career. Best of luck to you on this journey!

It is important that you read through this entire packet very carefully. Details of the required health records are in the pages to follow. **There is a lot of information, and it is imperative that you pay attention to the details and follow the instructions.**

Several of the requirements may take an extended period of time to finish, so please begin working on health record submission as soon as possible.

Please Note: Any required titers (blood tests) should be drawn ASAP. Titers will show if additional immunizations are needed. More details are in the following pages of this packet.

Per College policy, **all students who do not have their health records in by the deadline will not be allowed to attend class or participate in clinical / practicum. Students who plan to stay in the dorm will not be allowed to move in if health records have not been completed**. In accordance with regulations of the Illinois Department of Public Health, OSF Saint Francis Medical Center, and student clinical sites, all students are required to present proof of immunity against vaccine preventable diseases. Completing the requirements protects your own health, your classmates, your patients, and others around you.

Proof of current CPR certification, health records, required forms, and any other required documentation must be submitted to: https://www.viewpointscreening.com/. Please see the following pages for information regarding the creation of a Viewpoint account, the associated costs, and other important information regarding the submission of documentation. All required documents must be in Viewpoint under the appropriate requirement to make that requirement "complete". **It is your responsibility to double-check your account and ensure that everything has been completed and accepted. If you have any questions, viewpoint has an online chat feature that is available.**

Thank you and welcome to Saint Francis Medical Center College of Nursing!

STUDENT INSTRUCTIONS FOR SAINT FRANCIS COLLEGE OF NURSING

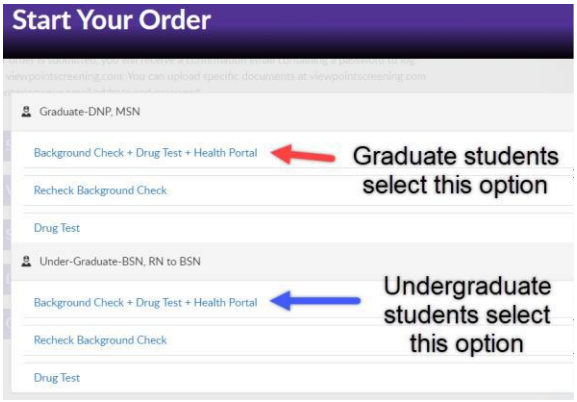
About Viewpoint

Viewpoint is a secure platform that allows you to order your background check, drug screen, and health records / immunization tracker online. Once you have placed your order, you may use your login to access additional features of Viewpoint, including document storage, portfolio builders, and reference tools. Viewpoint also allows you to upload any additional documents required by the College.

It is your responsibility to double-check your account to ensure that the documentation submitted was accepted. If a document is rejected, Viewpoint will tell you why. Please read that information and try to resolve the issue. Viewpoint also has an online chat feature that is available.

Place Your Order

Go to: **https://www.viewpointscreening.com/osfhealthcare** and select: Background Check + Drug Test + Health Portal (required):



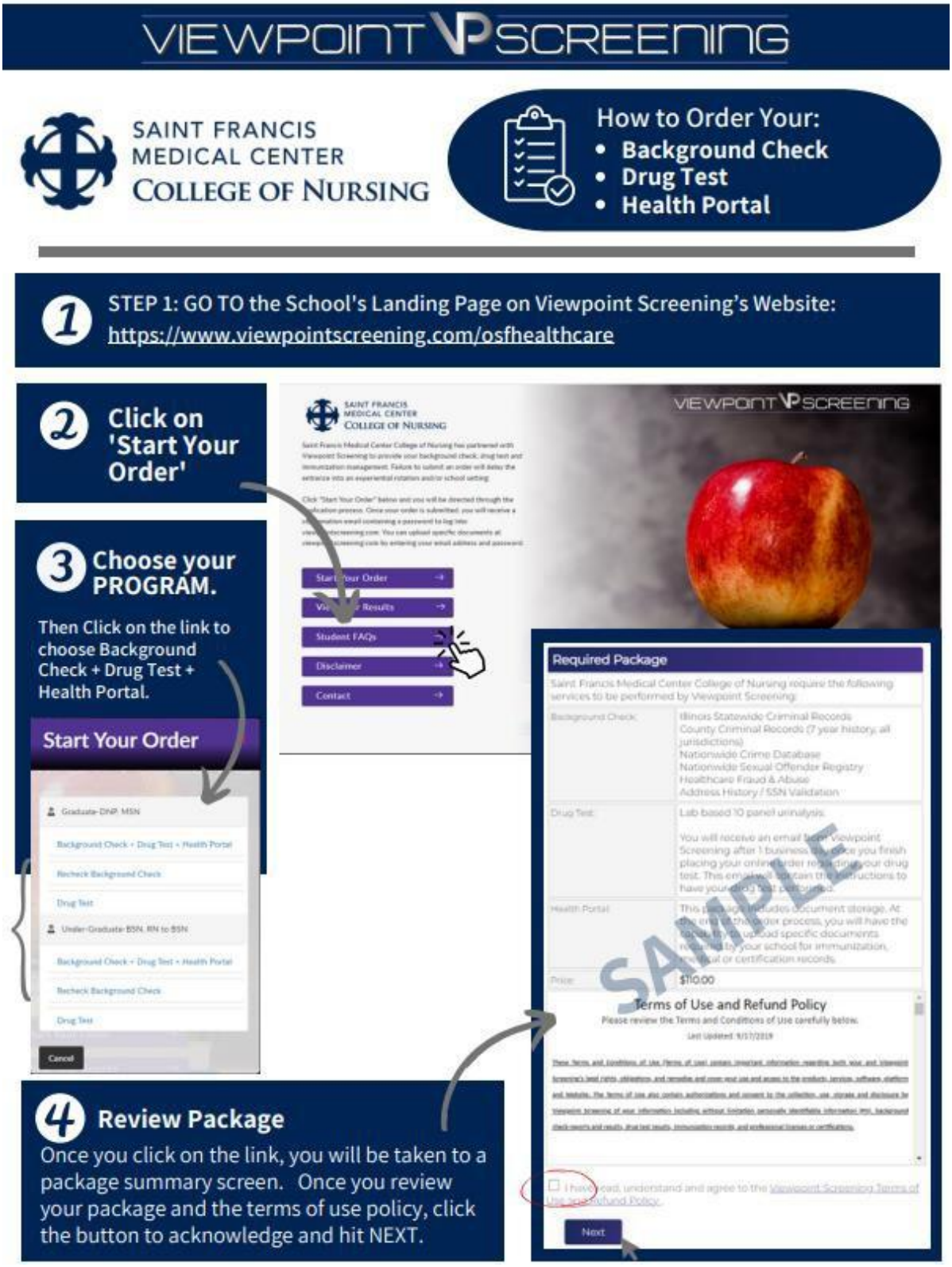
Required Personal Information

In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and email address. ***Please keep your email address updated in Viewpoint***. Important information and reminders (e.g., for CPR renewal, immunization due dates, etc.) will be sent to the email address you provide. Do not ignore messages from Viewpoint as no other reminders will be sent to you.

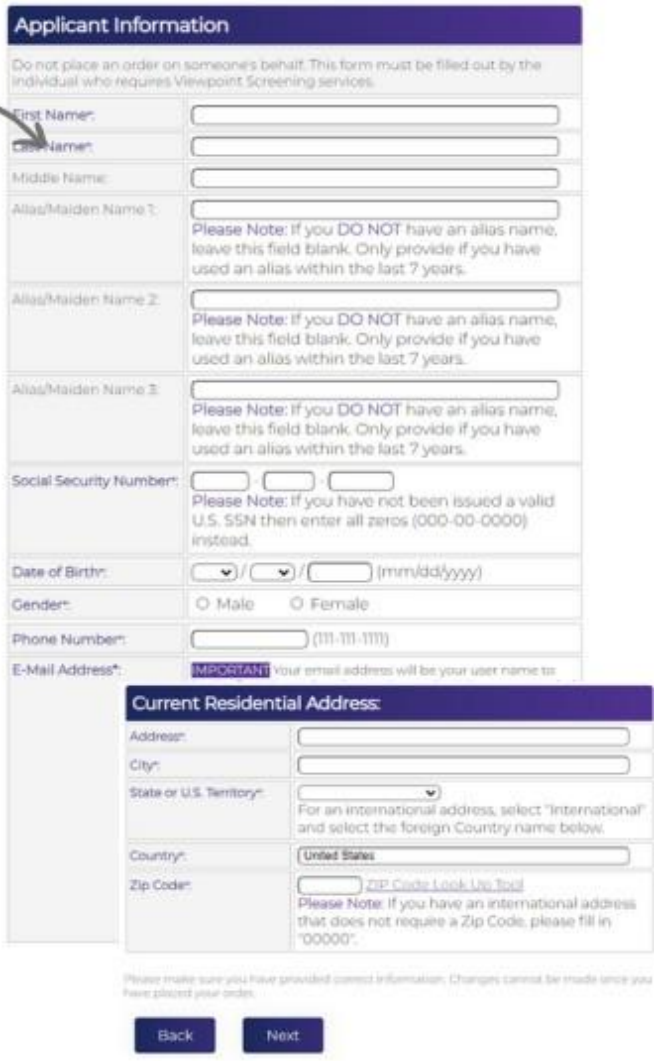
Payment Information

At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.

www.viewpointscreening.com/osfhealthcare



5 Complete the APPLICANT INFORMATION and address sections as prompted.



6 Complete payment section.



7 Log In to Your Account

Once your order is complete, you should be taken to a screen to like this to the right.

Your username will be the email you used to set up your account.

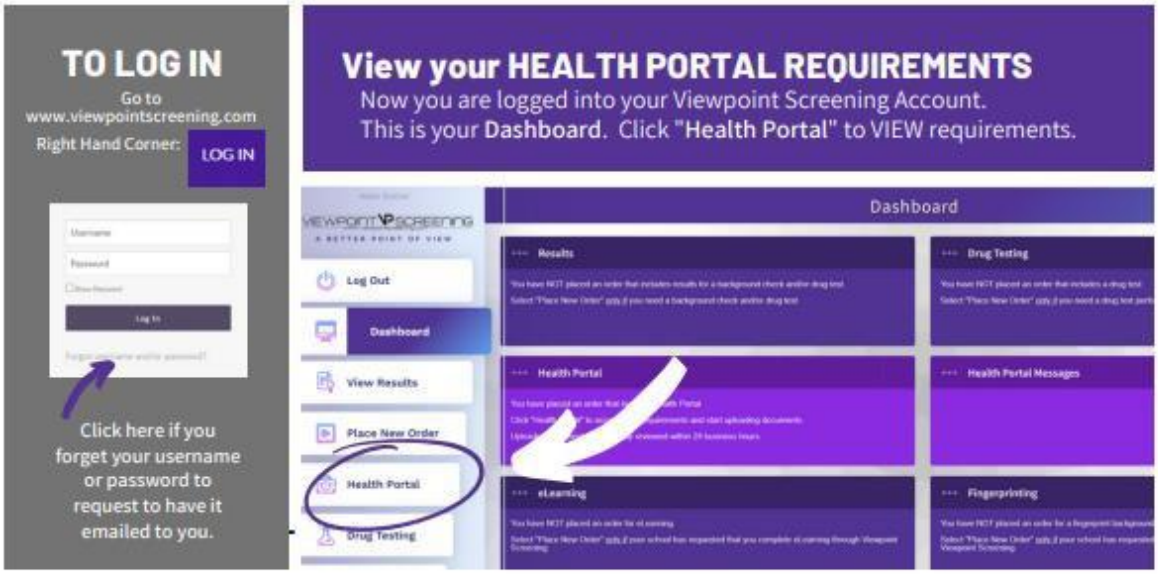
Change password here, and it will log you in to the Viewpoint System.

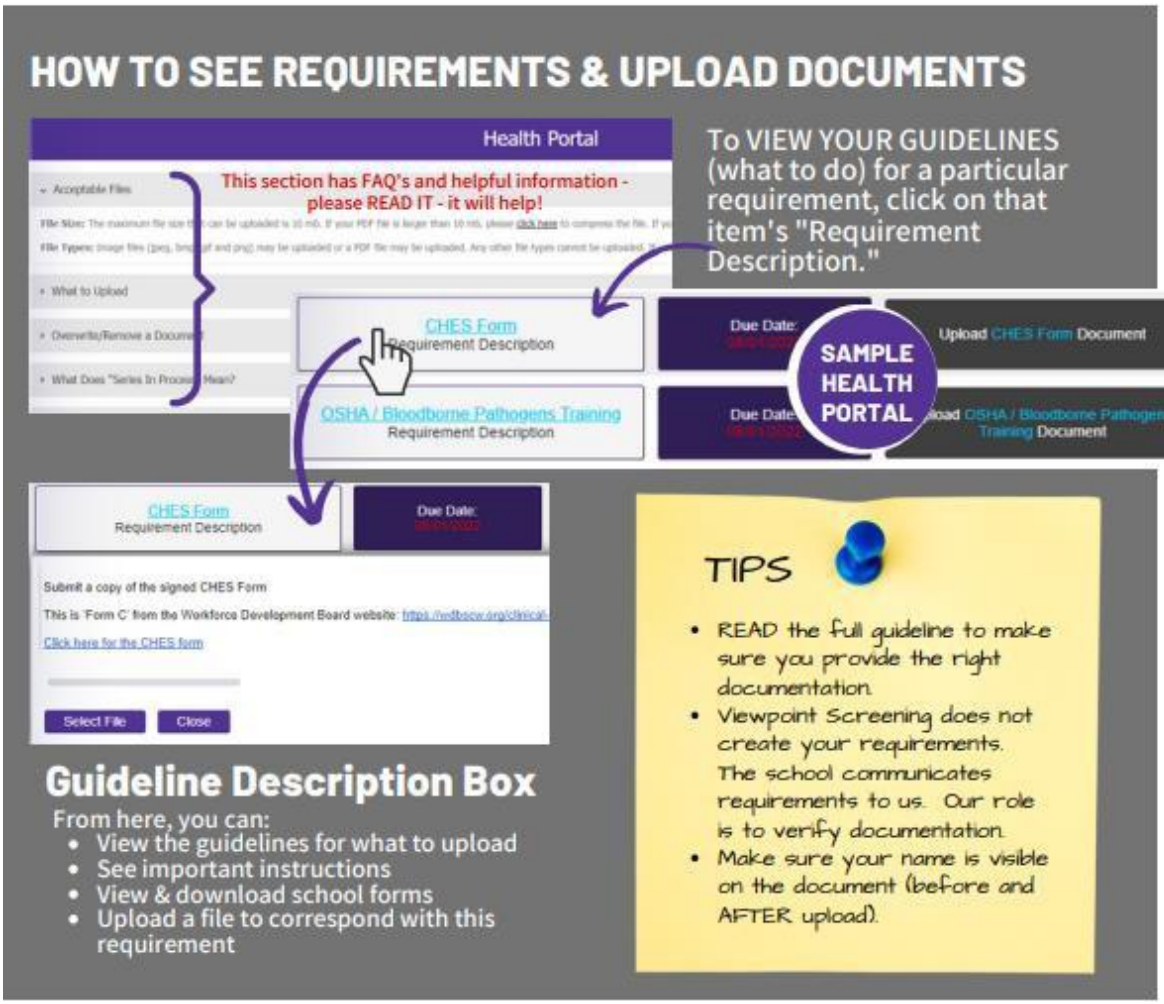


NEXT ➡

NEXT STEPS:

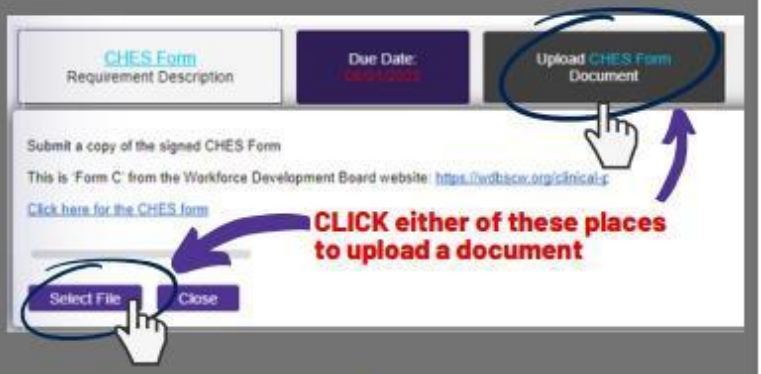
1. **HEALTH PORTAL**: Follow instructions on following pages to view your Health Portal requirements (to upload documents).
2. **DRUG TEST**: You will receive an email with instructions and registration info 1-2 days after ordering.


TO LOG IN
Go to
www.viewpointscreening.com
Right Hand Corner:
LOG IN
Click here if you forget your username or password to request to have it emailed to you.
View your HEALTH PORTAL REQUIREMENTS
Now you are logged into your Viewpoint Screening Account.
This is your Dashboard. Click "Health Portal" to VIEW requirements.
Dashboard
Log Out
Dashboard
View Results
Place New Order
Health Portal
Drug Testing
Results
Drug Testing
Health Portal
Health Portal Messages
eLearning
Fingerprinting

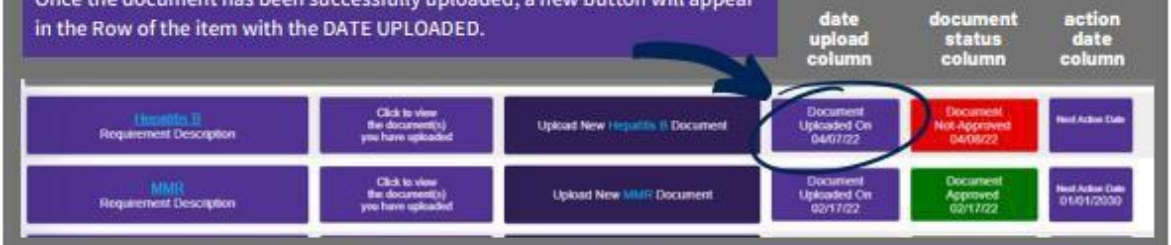

HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS
Health Portal
This section has FAQ's and helpful information - please READ IT - it will help!
To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."
CHES Form
Requirement Description
OSHA / Bloodborne Pathogens Training
Requirement Description
Due Date:
Upload CHES Form Document
SAMPLE HEALTH PORTAL
Upload OSHA / Bloodborne Pathogens Training Document
CHES Form
Requirement Description
Due Date:
Submit a copy of the signed CHES Form
This is 'Form C' from the Workforce Development Board website:
Click here for the CHES form
Select File
Close
Guideline Description Box
From here, you can:
View the guidelines for what to upload
See important instructions
View & download school forms
Upload a file to correspond with this requirement
TIPS
READ the full guideline to make sure you provide the right documentation.
Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
Make sure your name is visible on the document (before and AFTER upload).

HOW TO UPLOAD A DOCUMENT

When you have the correct document available, you are ready to upload it to your Health Portal.



Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.



Is my document approved or not approved?

Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.

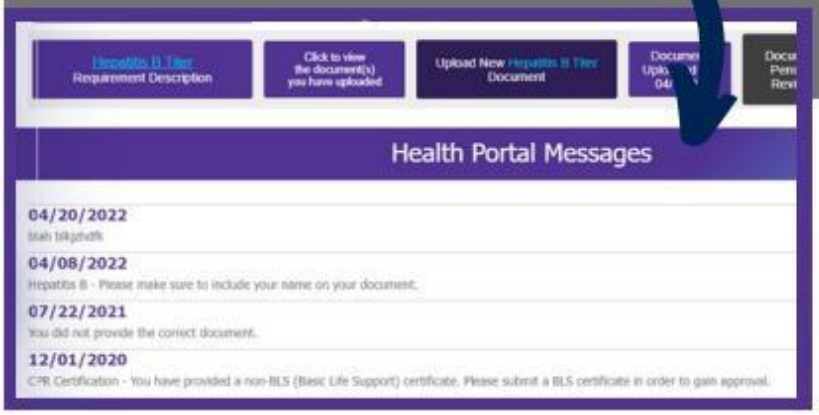


How can I see what I uploaded?



Always CHECK what you uploaded.
- ✓ Is it the right doc?
- ✓ Is my name visible?

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."



You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

Support

Email us at:
studentsupport@viewpointscreening.com

Instant Chat - bottom right hand corner at ViewpointScreening.com
Monday - Friday 9 am - 5pm EST.

Required CPR Certification

SFMC College of Nursing will only accept actual American Heart Association (AHA) or courses at the healthcare provider level are acceptable: **American Heart Association (AHA), BLS (Basic Life Support) Provider**

It is important to note that **it is the student's responsibility** to keep CPR certification up-to-date and on file in Viewpoint while attending SFMC College of Nursing.

Failure to meet this requirement will result in the student not being allowed to participate in class, clinical, or practicum along with loss of access to the learning management system. A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student is in compliance with the requirement. CPR renewal should be scheduled well in advance of expiration to allow ample time for completion before the certification expires.

OSF Mission Partners only: The online Heart Code certificate and Hands-On Completion certificate from OSF Corporate University will be accepted as proof of certification. Both certificates must be uploaded together at the same time to complete the requirement.

Please note: The College of Nursing does not have access to OSF Corporate University documents or immunization records from Occupational Health. It is the student's responsibility to obtain those records and upload them to Viewpoint.

Required Health Forms			
Requirement	**Undergraduate BSN Students**	**RN-BSN Students**	**Graduate Students**
RN License	Select "No" under this requirement	Select "Yes" & submit copy of current RN license	Select "Yes" & submit copy of current RN license
HIPAA Certification Form	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
Latex Sensitivity Form	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
Core Performance Standards Form	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
Consent Disclosure Form	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload

Medical History Form	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
Confirmation of Records Form	Must be completed by Physician or Advanced Practice Provider & uploaded	Must be completed by Physician or Advanced Practice Provider & uploaded	Must be completed by Physician or Advanced Practice Provider & uploaded

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11-Panel Urine Drug Screen

See dates below for specific completion timeframes

- All students must register for the urine drug screen through Viewpoint.
- **Screening must take place at a facility designated by Viewpoint – no exceptions!** A drug screen completed at any other facility will be rejected, and the student will be required to re-test at an authorized facility. The student is responsible for any additional costs incurred.
- **Spring 2027**: Drug screen must be completed **December 18, 2026.**

Additional Testing & Required Immunizations

IMPORTANT

Tuberculosis Screening

A 2-step skin test or QFT blood draw with negative results within the past year is required.

2-Step skin test done 1-3 weeks apart

- Step 1 of the test is administered. (Step 1 must be read 48-72 hours after administration.)
- Step 2 is administered no less than 7 days and no more than 21 days after Step 1. (Step 2 must be read 48-72 hours after administration.)
- Upload results of skin test (after both steps have been completed).

OR

- **Quantiferon Gold TB (QFT) Lab Report** with a negative result.
- A clear chest x-ray is required for any positive TB test.

Please note that a 1-step TB skin test (or yearly 1-step TB skin tests) is not acceptable under any circumstances.

Measles, Mumps & Rubella (MMR)

- ✓ ***Proof of two (2) MMR vaccines***
- ✓ If proof of two MMR vaccines cannot be provided, then titers (blood draw) are required:
    - Measles (Rubella)
    - Mumps
    - Rubella
- ✓ A quantitative lab report with the result, reference range, and interpretation must be uploaded to Viewpoint.
- ✓ If any of the MMR titers are negative, the student is required to receive a ***MMR booster vaccine***. Proof of immunization must then be uploaded to Viewpoint.

Varicella (Chicken Pox)

- ✓ ***Proof of two (2) doses of the Varicella vaccine***
- ✓ **If proof of <u>both</u> Varicella vaccines cannot be provided, a positive titer is required.**
- ✓ A quantitative lab report with the result, reference range, and interpretation must be uploaded to Viewpoint if a titer is drawn.
- ✓ If the titer is negative, the ***2-vaccine Varicella series done 4-8 weeks apart*** is required.
- ✓ Proof of immunization must be uploaded to Viewpoint as each vaccine is received. Do not wait until the series is finished to upload documentation.

Hepatitis B

- ✓ If the student has received the 3-vaccine series at any time previously, upload documentation of the original series.
- ✓ A positive ***Hepatitis B Surface Antibody titer is required*** to detect immunity**.**
- ✓ A quantitative lab report with result, reference range, and interpretation must be uploaded to Viewpoint.

- ✓ Please note that the Hepatitis B Antigen titer will not be accepted, and the student is responsible for obtaining a Hepatitis B Surface Antibody titer.

- ✓ The CDC recommends, and the College requires, that healthcare personnel with written documentation of having received a properly spaced series of Hepatitis B vaccines in the past (such as in infancy or adolescence) but who now test negative for anti-HBs should receive the ***Hepatitis B series of three vaccines*** (or two vaccines followed by another titer).

- ✓ If the student chooses the two vaccines/2nd titer pathway and the 2nd titer is also negative, the student is required to receive the 3rd Hepatitis B vaccine.

- ✓ Proof of immunization must be uploaded to Viewpoint as each vaccine is received. Do not wait until the series is finished to upload documentation.

- ✓ "High Risk" individuals should not receive the Hepatitis B vaccine series. Individuals in this category include persons with:
  - a history of Hepatitis B infection or presence of a serious concurrent infection,
  - presence of a serious concurrent infection,
  - or a documented allergy to yeast or formaldehyde.

- ✓ "High Risk" individuals should contact the Administrative Secretary for a declination waiver which must be completed and uploaded to Viewpoint.

- ✓ Per the CDC, many years of experience with Hepatitis B vaccines indicate no apparent risk for adverse events to a developing fetus. Current Hepatitis B vaccines contain noninfectious Hepatitis B surface antigen (HBsAg) and should pose no risk to the fetus. **However, please double-check with your OB provider prior to receiving any vaccine(s) during pregnancy.**

Please Note: A titer is a blood test that will show if a student has immunity. An equivocal or negative titer means that the student will need additional immunizations.

If the ***Hepatitis B*** **3-vaccine series** is needed for any reason, the series is normally done over a 6-month time frame. Although the series does **not** have to be completed prior to, the first vaccine must be received prior to the beginning of classes (unless an alternate plan has been arranged). Please upload each vaccine as you receive it – do not wait until the series is completed. This also applies to the ***Varicella*** **2-vaccine series** which is done 4-8 weeks apart.

The Hepatitis B 3-vaccine schedule is as follows:

- **Vaccine #1 is received.**
- **Vaccine #2 is received four weeks after vaccine #1.**
- **Vaccine #3 is received five months after vaccine #2.**

- If a student chooses to have two vaccines and then a 2nd titer, the titer is drawn four weeks after vaccine #2. If the 2nd titer is negative, the student is required to receive the 3rd vaccine.

Meningococcal Conjugate Vaccine (MCV)

- ✓ Any incoming student under the age of 22 must provide documentation showing receipt of one (1) dose of the MCV on or after their **16th** birthday.
- ✓ ***Students under the age of 22 must select "Yes" and submit proof of the MCV.***
- ✓ This vaccine is also strongly recommended for all incoming dorm students who are ≥ 22 years of age.
- ✓ If you are 22 years of age or older and will not be submitting an MCV, please select "No" for this requirement.

Tetanus/Diphtheria/Pertussis (TDaP)

- ➢ All students in Illinois must provide documentation of a minimum of three (3) doses (DPT/Td) with ***at least one (1) dose of TDaP within the past 10 years***.
- ➢ TDaP must be renewed every 10 years. Re-vaccination of TDaP (or Td) is required every ten (10) years.
- ➢ If a student is unable to receive the vaccine due to allergy, medical condition, etc., a written note must be provided by the student's healthcare provider.

Influenza

- ➢ **All healthcare workers (including students) in the state of Illinois are required to receive a yearly Influenza vaccine**.
- ➢ Incoming students for the **spring semester** are required to provide proof of vaccination by the health record deadline.
- ➢ **Incoming students for the fall semester must wait until September / October** to receive the Influenza vaccine and upload proof of vaccination for the *current* flu season.
- ➢ The **only** exemptions allowed in the state of Illinois are for 1) a sincere, deeply held religious objection or 2) a valid medical reason. ***General philosophical or personal beliefs are not considered to be a valid reason***.

Influenza (continued)

- ***If a student did not receive a flu shot due to an **approved** medical or religious exemption, that student will still be required to wear a mask, covering both nares and mouth, **at all times** when in the College of Nursing building, OSF HealthCare Saint Francis Medical Center building(s), White School / Labs, or any clinical site when flu precautions are in place.

- Failure to complete the Influenza requirement will result in the student not being allowed to participate in class, clinical, or practicum along with temporary loss of access to the learning management system (Canvas). A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student 1) has received a flu shot, 2) has an approved medical exemption, or 3) has an approved religious exemption on file in Viewpoint.

- **For summer session only**: Incoming students in the summer who are only taking one course (e.g., Pharmacology) are required to complete the criminal background check and drug screen in the outlined timeframe. The rest of the health requirements may be completed with their fall cohort.

Deadlines for Health Records, Criminal Background Check & 11 Panel Urine Drug Screen

Requirement:	**Student's Starting Term**: **Spring 2027**
Upload Immunization / Health Records and complete Criminal Background Check on: **www.viewpointscreening.com/osfhealthcare**	Before January 8, 2027
Complete 11-Panel Urine Drug Screen and transfer results from ***My Documents*** ❼ ***To Do Lists*** under the ***Drug Test*** requirement on **www.viewpointscreening.com/osfhealthcare**	By December 8, 2026

HIPAA Form

Saint Francis Medical Center College of Nursing

511 N. E. Greenleaf Street, Peoria, IL 61603

Printed Student Name: _____

Printed Student Name

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Federal law requires Saint Francis Medical Center College of Nursing and its related health care providers/caregivers to maintain the privacy of individually identifiable health information and to provide you with notice of their legal duties and privacy practices with respect to such information. Saint Francis Medical Center College of Nursing and its related health care providers must abide by the terms and conditions of this law.

Saint Francis Medical Center College of Nursing may use or disclose your individually identifiable health information for treatment and health care operations. These categories are involved in delivering the health care services that you seek and the quality and safety of those services. These activities may include release of your health records to the College physician or authorized personnel. I understand the above HIPAA guidelines and approve.

Student Signature & Date: _____

Student Signature **Date**

Latex Sensitivity Health History

Saint Francis Medical Center College of Nursing

511 N. E. Greenleaf Street, Peoria, IL 61603

Student Name (Printed): _____

Printed Student Name

1. Do you have a latex allergy?.....(Y/N)
2. Do you have any swelling/itching of your lips after blowing up balloons? .....(Y/N)
3. Have you experienced any swelling/itching after dental, vaginal or rectal exams or using condoms?..... (Y/N)
4. Do you have any history of eczema or dermatitis of the hands? .....(Y/N)
5. Do you have any other skin problems?.....(Y/N)
6. Do you have any food allergies?.....(Y/N)
7. Do you have any other allergies?.....(Y/N)
8. Do you have a history of unexplained nasal congestion, itchy, watery eyes or chest congestion?..... (Y/N)
9. Have you had multiple surgical procedures as an infant?.....(Y/N)
10. Have you ever experienced any unexplained acute allergic reaction during or after a surgical procedure?..... (Y/N)

If you answered (Y) to any of the latex questions, please explain below:

_____

_____

_____

_____

Student Signature & Date: _____

Student Signature **Date**

Medical History Form

All medical information is strictly confidential. Please answer the questions below. ***If the answer is yes, please provide details on the space provided***.

1. Allergic reactions to any medicines? (Please specify medicine and type of reaction.) ..... Yes / No
2. Serious reactions to insect bites or food? ..... Yes / No
3. Infectious Mononucleosis? ..... Yes / No
4. Chicken Pox? ..... Yes / No
5. Hepatitis? What type? ..... Yes / No
6. High Blood Pressure? ..... Yes / No
7. Heart Murmur? Other cardiac disorders? ..... Yes / No
8. Diabetes, thyroid or other endocrine disorders? ..... Yes / No
9. Asthma? Bronchitis? ..... Yes / No
10. Colitis, abdominal pain, gastric disorders? ..... Yes / No
11. Shingles? ..... Yes / No
12. Kidney Stone? Kidney disorders? ..... Yes / No
13. Anemia? Blood disorders? ..... Yes / No
14. Back pain, disorders of the bone, muscle or joint? ..... Yes / No
15. Frequent or severe headaches or migraines? ..... Yes / No
16. Seizure disorder, convulsions, past head injury or concussions? ..... Yes / No
17. Disabling loss of vision? ..... Yes / No
18. Do you take medication (prescribed and/or over the counter) on a regular basis? If so, please list below… ..... Yes / No
19. Have you had any serious dietary problems? ..... Yes / No
20. Any operations, hospitalizations or serious injuries? Please specify… ..... Yes / No

Emergency contact:_____ **Phone #:**_____

Student Signature & Date: _____

Student Signature **Date**

Core Performance Standards & Criteria of Admission & Progression

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 nor in the employment of its faculty and staff. The skills listed below are essential requirements for this program. We invite any potential student to meet with the Dean to discuss any issues associated with meeting or not meeting these requirements.

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Patient Client needs/Problem Solving/Critical Thinking ability sufficient for clinical judgment. Use verbal, nonverbal cues to identify patient/client needs/problems.	Identify cause-effect relationships in clinical situations. Develop nursing care plans. Make judgments regarding appropriate interventions based on signs and symptoms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, economic, religious, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues and other health care providers.
Communication	Communication proficiency at a competent level in English, both verbal and written, to include reading, writing, spelling, speaking and listening.	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.
Mobility	Physical abilities sufficient to provide safe and effective nursing care.	Work in a standing position with frequent walking most of an eight-hour day; bend & stoop, push & pull objects such as a wheelchair, cart, gurney or equipment; lift & transfer clients from a stooped to an upright position.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; administer medications; position patients/clients.
Hearing	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.	Hear & respond to verbal communication and requests: respond to emergency signals, ausculatory sounds, percussion and auscultation, and hear cries for help.
Visual	Visual ability sufficient for observation, assessment and provision of nursing care.	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.
Tactile	Tactile ability sufficient for observation, assessment and provision of nursing care.	Perform palpation and other functions of physical examination or those related to therapeutic intervention, e.g., insertion of a catheter.
Other	Mental alertness sufficient to provide safe, effective nursing care.	Observe and respond to patient/clients and provide therapeutic interventions accurately and safely. Able to concentrate and remain on task to completion.

Adapted from the Southern Council on Collegiate Education in Nursing guidelines with minor additions or changes.
**There may be more stringent requirements for clinical agencies that may preclude the student's progression in the nursing program. (revised 2/2005)

I have read the above Core Performance Standards & Criteria of Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed.

Student Signature:_____ **Date:**_____

I attest that the information stated in this Health Record Packet is correct. Any false information may result in cancellation in my admission to the College.

Student Signature:_____ **Date:**_____

Physician/Advanced Practice Provider Confirmation of Records Form

Student Name (Printed):

Tetanus/Diphtheria & Pertussis (TDaP): ____

- TDaP must be current **within the past (10) years**.
- Students in Illinois must provide a record of a minimum of (3) doses (DPT/Td/TDaP).

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 or positive titers:
  MMR #1_____**MMR #2**_____ Booster (if applicable):_____

- If you do **not** have documentation of the immunizations, titers of immunity are required:
  Measles (Rubella)_____Mumps_____Rubella_____

Hepatitis B:

Due to direct patient contact, the Hepatitis B series with a positive titer result is required:

- Original Series Dates: **#1**_____ **#2**_____**#3**_____

- **Hepatitis B Surface Antibody** titer:_____If negative, a repeat 3-vaccine Hepatitis B series (or 2-vaccine series followed by a positive titer) is required.

Varicella (Chicken Pox):

Due to direct patient contact in the areas of high risk health conditions, the Varicella titer is required. If negative, the 2-vaccine series will be administered 4 to 8 weeks apart.

- Varicella titer date:_____**Vaccine #1**:_____**Vaccine #2**:_____

TB Testing: 2 Step TB skin test within the past 12 months done 1-3 weeks apart:

(1) Step TB: Date_____
Site_____
Signature_____
Induration_____
Signature_____

(2) Step TB: Date_____
Site_____
Signature_____
Induration_____
Signature_____

*(Please upload **one document with both steps** for the 2-step TB skin test)*

OR

QFT (Quantiferon Gold TB) blood test results: _____

MCV (Meningococcal Conjugate) after 16th birthday (if less than 22y.o.) Date_____

Students ***must upload the official lab report with reference range / result / interpretation for any titer results.

Provider name (print):_____Phone:_____

Provider address (city, state, zip):_____

Provider signature:_____**Date:**_____

I am aware that I need to seek **Emergency Medical Attention** if I have:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

- I acknowledge that I will be sent home if I am not feeling well or look ill while at the College or clinical site. If I am not able to leave immediately for home, I acknowledge that I will be placed in isolation as a prevention of transmission strategy until departure occurs.

- If I have had a close exposure to someone with confirmed COVID-19, I know that I need to test and watch for symptoms of COVID-19.

- If I have been sick with COVID-19 symptoms or tested positive for COVID-19, I realize I need to stay home until I have been fever-free for at least 24 hours without the use of a fever reducing product (i.e. acetaminophen or ibuprofen) **and** respiratory symptoms have improved (e.g., cough, shortness of breath) **and** it has been 10 days since symptoms first appeared.

- I will notify the appropriate dean, and instructor(s) of my illness or exposure and communicate at least weekly with an update on my condition. I understand the College will work with me regarding work opportunities, if feasible, while I am away.

Printed Name_____

Signature_____**Date** _____

*****Complete this page and upload both pages to Viewpoint.*****

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: immunization record and 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 or Graduate 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

Health Records Checklist

DUE: January 18, 2027

- ☐ Urine Drug Screen (must be done at a Viewpoint designated lab)

DUE: December 18, 2026

- ☐ Criminal Background Check
- ☐ CPR (Healthcare provider level – AHA or RQI for Mission Partners
- ☐ TB Screening (2-step skin test or QFT blood draw)
- ☐ MMR (proof of 2 vaccines or positive titers)
- ☐ Varicella **(titer is required)**
- ☐ Hepatitis B **(Hepatitis B Surface Antibody titer is required)**
- ☐ MCV **(required for all students younger than 22-years-old)**
- ☐ TDaP (within the past 10 years)
- ☐ HIPAA Form
- ☐ Latex Sensitivity Health Form
- ☐ Medical History Form
- ☐ Core Performance Standards & Criteria of Admission & Progression
- ☐ Physician/Advanced Practice Provider Confirmation of Records Form
- ☐ Consent to External Background Check and Disclosure of Information
- ☐ RN license (required for RN to BSN & Graduate students)*

*Undergraduate BSN students should mark “No”

- ☐ Influenza vaccine proof uploaded to Viewpoint.