

THE CHRIST COLLEGE OF NURSING AND HEALTH SCIENCES



STUDENT HANDBOOK

2009-2010

FOREWORD

The Christ College of Nursing and Health Sciences Student Handbook is the guidebook for students while enrolled in the college.

It is the responsibility of each student to know the contents of this book and to maintain the rules and standards of the college and his/her program of study.

The college reserves the right to alter or discontinue any of its programs, fees, policies or services and to change any provision or policy in the interest of the college or its students.

Please keep this handbook for quick reference.

PLEASE NOTE

The Christ College of Nursing and Health Sciences is committed to a policy of nondiscrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability or economic status in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The policy of the college not to discriminate on the basis of sex or disability is in compliance with Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

**The Christ College of Nursing
and Health Sciences
STUDENT HANDBOOK**

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I. INTRODUCTION

A. VISION

The Christ College of Nursing and Health Sciences will be an innovative institution of higher learning providing a distinctive curriculum in nursing and health sciences.

B. MISSION

The Christ College of Nursing and Health Sciences, guided by its core values and enriched by a foundation in the Liberal Arts and Sciences, prepares individuals both for delivery of healthcare that promotes the well-being of a dynamic society and for life-long learning.

C. VALUES

Caring: to have respect for every human being and concern for the preservation of human dignity; to accept the diversity of cultures and origins characterizing the global community.

Collaboration: to work cooperatively to achieve common goals.

Integrity: to be honest, fair, trustworthy, and genuine; to conduct oneself ethically, legally and professionally.

Excellence: to function at the highest level of performance; to demonstrate commitment to quality outcomes and continuous improvement through evidence-based practice.

D. GOALS

To make its vision a reality and to accomplish its mission The Christ College of Nursing and Health Sciences promises to:

- ◆ Provide a collaborative learning environment that addresses the individual needs of a diverse student population.
- ◆ Integrate knowledge from the liberal arts and sciences and discipline-specific studies to establish a foundation for life-long learning.

- ◆ Employ faculty who demonstrate excellence in education through quality instruction, community service and scholarly endeavors.
- ◆ Provide an educational experience grounded in the institution's core values that prepares graduates to participate responsibly in a dynamic, diverse society.
- ◆ Provide curricular offerings relevant to current market demands and health care needs.
- ◆ Ensure academic excellence through on-going assessment and evaluation.

II. COLLEGE POLICIES AND GENERAL INFORMATION

A. ATTENDANCE POLICY

A primary objective of the college is the demonstration of student accountability through responsible self-directed behaviors. Consistent attendance offers the most effective opportunity for students to gain command of the concepts and material. Daily attendance, prompt arrival, demonstration of a positive attitude of respect, and cooperation are expected.

Classroom attendance is expected. Individual course faculty may establish course policies that consider attendance as a factor in determining course grades.

Attendance at clinical laboratory is required. All experiences are designed to facilitate the transfer of theoretical knowledge to clinical practice. Therefore, all scheduled clinical time is necessary to meet the course objectives. For specific guidelines, refer to individual divisional program handbooks.

B. BOOKS

Specific course textbook information is available by accessing the "Current Students" section of the college website (www.thechristcollege.org).

C. CLASSROOM ETIQUETTE

Classroom etiquette, which reflects a respect for self and others, is an expectation. Deviation from this standard may result in dismissal from the class or other actions. Classroom etiquette applies to all scheduled activities, such as, but not limited to, theory presentations, clinical conferences, skills evaluation, computerized testing, student-faculty sessions, and student events. The following applies for all scheduled activities:

1. Be on time for class. Inform the instructor, in advance, regarding a need to arrive late or leave early.
2. Remain in the classroom after class starts.
3. Avoid side conversations, noisy behaviors, and activities not related to class.
4. Children and/or pets are not to be brought to scheduled activities.
5. Turn off cell phones, beepers, and any electronic devices during class.
6. Ask permission from instructor/speaker before taping a presentation.
7. Drinks are permitted in the classroom, but need to be in non-spill containers.
8. Eating is not permitted in the classroom unless prior approval has been obtained from the Director, Alumni Relations/Event Planning.
9. Course-specific guidelines may also be provided.

E. ACADEMIC POLICIES

1. General Administrative Policy
 - a. The college reserves the right to alter or discontinue any of its programs, fees, policies, or services and to change any provision or policy in the interest of the college or its students.
 - b. Students at The Christ College of Nursing and Health Sciences are bound by the curriculum and course requirements in effect when they enter the program.

Once accepted into the program, all students without exemption status for previously completed college courses must follow the prearranged college course schedules. Students are expected to take college courses no later than the term they are prescribed. All second year required general education courses may be taken in any order prior to or during the second year, but must be completed prior to graduation. The president or designee must approve any deviation from this schedule. Ultimately, all first-year college courses must be completed with a "C" or better prior to the first term of the second-year. All second year college courses must be completed with a "C" or better prior to graduation.

- c. The Christ College of Nursing and Health Sciences may terminate at any time the enrollment of a student whose scholastic standing, performance, health, aptitude, or social conduct does not meet the requirements of The Christ College of Nursing and Health Sciences.
2. Grading System
- a. Classroom:
 - 1) Letter grades are assigned to the final course grade according to the following:

96 –100%	A	= 4.0
92 –95%	A-	= 3.67
88 –91%	B+	= 3.33
84 – 87%	B	= 3.0
80 – 83%	B-	= 2.67
78 - 79%	C+	= 2.33
76 – 77%	C	= 2.0
68 – 75%	D	= 1.0
67% and below	F	= 0.0

- 2) Percentages are not rounded up before conversion to a letter grade.
- b. Clinical Laboratory (nursing courses):
 - 1) Evaluation forms based on course outcomes are used to evaluate student progress in the clinical component of a nursing course. Formal evaluation conferences are minimally scheduled between the instructor and student at midterm and upon completion of each nursing course. All clinical outcomes must be met (satisfactory) by the end of each nursing course in order to pass the clinical component of the course.
 - 2) Ratings, exclusive of final ratings, for each objective in the first and second year are stated as one of the following:
 - Satisfactory
 - Unsatisfactory
 - Unable to Evaluate
 - 3) Final ratings are stated as Satisfactory or Unsatisfactory.
3. Grade Appeal Policy and Procedures
 - a. Guidelines
 - 1) The faculty has the sole right and

responsibility to provide careful evaluation and timely assignment of appropriate grades as outlined in the Student Handbook, Nursing Program Handbook and College Catalog relative to assessments and final grades.

- 2) In the absence of compelling reasons, such as a faculty member or clerical error, prejudice or capriciousness, the grade assigned by the faculty member of record is to be considered **final**.
- 3) A student who believes that an appropriate grade has not been assigned should follow the steps and timeline for the Grade Appeal Procedure as outlined below to resolve the matter.
- 4) If the matter is unresolved at the conclusion of the formal process for grade appeal, the student has 48 hours (2 business days) to consult the Grievance Facilitator.
 - i. The Grievance Facilitator or designee determines if the matter warrants activation of the Grievance Procedure by the student.
 - ii. The Grievance Procedure is detailed in the Student Handbook.

b. Procedural Overview

- 1) Terminology:
 - a) Academic Dean or designee: refers to the division in which the course being appealed is offered and the individual responsible for the division.
 - b) Faculty: refers to the person responsible for teaching and/or assigning grades within/for a course.

- c) Assessments: refers to assigned homework, quizzes, exams, or other methods of determining/facilitating student learning, meeting of course/program outcomes as directed by the faculty for the course.
- d) Final grade: the cumulative course grade assigned by the faculty of record and recorded per the guidelines outlined in the College Catalog.
- e) Informal Process: refers to Step 1 or the Grade Appeal Procedure. This is a scheduled/planned discussion between the student and the faculty member.
- f) Formal Process: refers to Steps 2-6 of the Grade Appeal Procedure, requires a Grade Appeal Form and a non-electronic written statement to be completed within the defined timeline.
- g) Grievance Facilitator or designee: as appointed by the college president or designee.
- h) Registrar or designee
- 2) Timeline: an appeal must begin by the end of the 3rd business day after the grade has been posted and begins with Step 1 of the Procedure.
- 3) Completion of the Grade Appeal Form is required for Steps 2-6 in order to initiate the Formal Process, provide notice to all parties, support verification of meeting the time line and adherence to the policy and procedure.

c. Procedural Steps

A student may appeal a grade by initiating the following procedural steps by the end of the 3rd business day following posting of the grade:

Step 1: Informal Process: The student should discuss the concerns with the faculty member, stating the reasons for questioning the grade.

- a. Must be completed prior to initiating Step 2.
- b. If the discussion does not resolve the matter, the student should proceed to Step 2 initiating the Formal Process of appeal within 3 business days after the conclusion of the discussion.

Step 2: Formal Process: The student shall go to the college Registrar's Office to obtain the Grade Appeal Form and review the directions with the Registrar or designee.

Step 3: The student shall carefully formulate a non-electronic appeal in writing and submit it to the faculty member with a copy to the Academic Dean or designee within 3 business days of completing Steps 1 and 2.

Step 4: The faculty member shall respond to the student in writing within 3 business days from the date of receipt of the student's written appeal and submit a copy to the Academic Dean or designee.

- a. The faculty member should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's

statement.

- b. If the student does not receive a written response by the end of the 3rd business day, the student shall resubmit the written appeal noting the date on the form.

Step 5: The Academic Dean or designee has 5 business days (after completion of Step 4) to consider the student's written statement, the faculty member's written statement, and confer with both the student and the faculty member in a conference session.

- a. The Academic Dean or designee does not have the authority to change the grade.
- b. The Academic Dean or designee may inform the faculty member and the student in writing of his/her recommendation.
- c. If a grade change is recommended, the faculty member may decline to accept the recommendation.

Step 6: The faculty member has 3 business days after completion of Step 5 to notify the student and the Academic Dean or designee in writing of the final decision regarding grade assignment.

The faculty member's decision is final.

4. Audit Policy
 - a. Definition

Audit students are those who desire to attend class(es) without receiving academic credit.
 - b. Criteria

- 1) Students may audit classes with the permission of the instructor. However, no academic credit will be given for an audited class.
 - 2) Tuition and fees for classes audited will be the same as those taken for credit.
 - 3) Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register.
 - 4) Students are expected to follow the same attendance regulations for audited classes as for credit classes.
 - 5) Students may take the examinations but are not required to do so.
 - 6) Audited classes are recorded with an AU.
 - 7) All students must make the decision to audit at the time of registration.
 - 8) The registrar will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed.
5. Criteria for Dropping a Course
- a. Definition
Dropping a course is defined as removing a course from a student's schedule after the initial registration period.
 - b. Criteria
These guidelines must be followed with regard to dropping a course:
 - 1) Any course may be dropped from the schedule during the first fourteen calendar days of the fall or spring semester without the instructor's permission and with no grade or other designation noted on the student's transcript. During the summer semester, the course may be dropped from the schedule during the first seven calendar days

of the semester without the instructor's permission and with no grade or other designation noted on the student's transcript.

- 2) Dropping a class will require submission of a drop/add form. Forms can be obtained from the registrar's office.
- 3) Beginning on the fifteenth calendar day of the fall or spring semester, or the eighth day of the summer semester, the course withdrawal policy will apply.

6. Criteria for Adding a Course

a. Definition

Adding a course is defined as adding an additional course after the student's initial registration for classes is completed.

b. Criteria

These guidelines must be followed for adding a course:

- 1) A student may add an open course during the first fourteen calendar days of the fall or spring semester or the first seven calendar days of the summer semester.
- 2) After the first fourteen calendar days of the fall or spring semester or the first seven days of the summer semester, a student may add a course only with the permission of the instructor. No courses may be added after the third week of the fall or spring semester or the eighth day of the summer semester.
- 3) Adding a course will require submission of a drop/add form. Form can be obtained from the registrar's office.

7. Incomplete Course

a. Definition

An incomplete course is a course in which the student has not completed the

required course work by the end of the term.

b. Criteria

- 1) Course assignments not completed by the end of the term result in a grade of Incomplete (I). No point grade is assigned to the course.
- 2) Unless the work is completed and submitted by the fourteenth calendar day of the next academic term, the student will fail the course and the "I" will be permanently changed to an "F".
- 3) The "F" is then calculated into the student's GPA.
- 4) Students who have an "I" for a grade do not qualify for Academic Honors

After an Incomplete is converted to an "F", students can file a Grade Appeal to have the grade changed to reflect the completed course work. (See Grade Appeal Policy, page 5)

8. Option to Repeat a Course with Grade Replacement

a. Definition

A student receiving a "D" or an "F" in a course may apply to repeat the course with the last grade replacing the original grade.

b. Criteria

These guidelines must be followed with regard to repeating a course with grade replacement (see definition):

- 1) The student must file an "Option to Repeat" form with the Office of the Registrar.
- 2) Only students receiving a "D" or an "F" in a course are eligible to repeat a course and have the grade replaced.
- 3) The last grade always prevails and the original grade is removed from the GPA computation; however the

original grade remains on the transcript. In instances where the college must determine a student's academic fitness, any course that is repeated as a result of failure may still factor in to decisions related to academic probation, suspension or dismissal.

9. Academic Renewal

a. Definition

All TCCNHS courses taken prior to the granting of academic renewal are excluded from the cumulative grade point average, and a new cumulative grade point average is established. All courses and grades attained will appear on the transcript but will not be calculated into the GPA. Credit earned at TCCNHS with a grade of less than a 2.0 (C) is forfeited.

b. Criteria

- 1) Academic renewal may be used once.
- 2) The student must be absent from the college for at least two calendar years.
- 3) A student may apply to the Student Retention and Promotion Committee for academic renewal after the completion of a subsequent term of satisfactory performance. Satisfactory performance is defined as a grade point average of 2.0 in a term at TCCNHS that includes at least six credits of graded courses and no course withdrawals.
- 4) "Academic Renewal Granted" will appear on the student's transcript.

10. Course Withdrawal

Withdrawal Student: One who has been enrolled in The Christ College of Nursing and Health Sciences who voluntarily drops a course for academic or personal reasons:

- Withdrawal (W): Withdrawal before midterm.
- Withdrawal Passing (WP): Withdrawal after midterm and before the withdrawal deadline, meeting all appropriate course objectives and maintaining a 2.0 (C) course grade.
- Withdrawal Failing (WF): Withdrawal after midterm and before the withdrawal deadline and not meeting all appropriate course objectives and/or failing to maintain a 2.0 (C) course grade. See Program Handbook for specific program consequences of a WF.
- Midterm: Friday of the 8th week.
- Withdrawal Deadline: Friday of the 13th week.

When a student withdraws from a course, an official written statement must be completed and signed by the student and the course faculty member and submitted to the registrar.

- An official “W”, “WP”, or “WF” will not be calculated in the GPA.
- A student is considered to be enrolled until officially withdrawn. Failure to officially withdraw from a course will result in a grade of “F” for that course.

11. Program Withdrawal

Withdrawal Student: One who has been enrolled in The Christ College of Nursing and Health Sciences who voluntarily leaves a program for academic or personal reasons. When a student withdraws from a program during a term, registered courses will be assigned a withdrawal grade as follows:

- Withdrawal (W): Withdrawal before midterm.
- Withdrawal Passing (WP): Withdrawal after midterm and before the withdrawal deadline, meeting all appropriate course

objectives and maintaining a 2.0 (C) course grade.

- Withdrawal Failing (WF): Withdrawal after midterm and before the withdrawal deadline and not meeting all appropriate course objectives and/or failing to maintain a 2.0 (C) course grade. See Program Handbook for specific program consequences of a WF.
- Midterm: Friday of the 8th week.
- Withdrawal Deadline: Friday of the 13th week.

When a student withdraws from a program, an official written statement must be completed and signed by the student and the dean, student services and submitted to the registrar. A financial aid exit interview must also be completed with the financial aid director.

- An official “W”, “WP”, or “WF” will not be calculated in the GPA.
- A student is considered to be enrolled until officially withdrawn. Failure to officially withdraw from the program will result in grades of “F” for all registered courses.
- Readmission following withdrawal is not automatic. Readmission must be approved by the Recruitment and Admissions Committee and is contingent on space availability.

12. Unofficial Withdrawal

a. Definition

An unofficial withdrawal student is one who has enrolled for a course but discontinues attendance without officially withdrawing from the course.

b. Criteria

- 1) For purposes of GPA computation a UW is a F/UW. This is a permanent part of the transcript and is treated as an “F” for all other policy purposes.

- 2) A UW may indicate that the student is not making satisfactory academic progress; consequences may include academic probation, termination, and financial aid implications.
- 3) All tuition and related charges for the course remain due and payable with no downgrade adjustment.
- 4) Dates used for the return of Title IV funds calculation will be:
 - a) the last date of attendance as reported by course faculty
 - b) the midpoint of the term if the last date of attendance cannot be determined.
- 5) Any refund due federal financial aid accounts is the student's responsibility and appears on the next college bill.

13. Minimum Passing Grade

- a. To successfully complete a clinical course (e.g., a nursing course including both classroom and clinical laboratory experience) the student must achieve both a theory grade of at least a "C" (2.0) in classroom work and a clinical laboratory rating of Satisfactory.
- b. All other courses must be completed with a grade of "C" (2.0) or higher.

14. Term and Cumulative Averages

- a. Final course letter grades are converted to quality points in order to compute term and cumulative averages as defined by the grading system. (See Grading System, page 4)
- b. The grades a student received in a course accepted as transfer credit from another institution are not included in the computation of either term or cumulative averages.
- c. Term average, computed each term a student is in the program, is based on final grades achieved in all courses

required by the program taken during that term.

- d. Cumulative average, computed each term, is based on the final grades achieved in all courses required in the program up to that time.
- e. Credit hour allotment for a course is determined according to the following:

Class	1 hour = 1 credit hour
Clinical Lab	3 hours = 1 credit hour
Science Lab	2 hours = 1 credit hour

15. Dean's List Honors

- a. All full-time (12 semester credit hours) students are eligible for Dean's List Honors.
- b. At the end of each semester, both the semester and cumulative GPA will be calculated.
- c. Students with a semester average of 3.50-4.00 receive Dean's List Honors.
- d. The Dean's List Honors designation is separate from Latin honors at graduation.
- e. Dean's List Honors will be noted on official transcripts for the semester the honor was awarded.

16. Early Warning System

The early warning system is a retention initiative designed to create awareness among affected students who may be at risk of failing in courses in which they are enrolled. It is a medium-level intervention in that early warning presents an opportunity for students to communicate with their advisor. This procedure brings each affected student's situation to the attention of his or her faculty advisor, so that if and when necessary, referrals to appropriate interventions may be made in a timely manner.

17. Course Failures

- a. Clinical courses: Students failing to achieve either a minimum grade of "C" (2.0) in the classroom or a rating of Satisfactory in the clinical laboratory will be terminated from the program or placed on probation. After evaluating the student's progress in the program to date, the Student Retention and Promotion Committee will determine the student's disposition. The committee may encourage re-application, place stipulations on re-admission, and/or make other individualized recommendations. Any failed clinical course must be repeated in its entirety.
- b. Other courses: Failure in non-clinical or other courses must be made up within the time period specified by the Student Retention and Promotion Committee and/or the president.
- c. See Program Handbook for specific program consequences of course failures.

18. Academic Probation and Suspension

- a. Academic Probation
 - 1) A student is automatically placed on academic probation at the end of any semester in which the student has earned a term or cumulative point average of less than 2.0.
 - 2) A student who has been placed on academic probation will be notified by the Student Retention and Probation Committee of the plan outlining the necessary steps to return to good academic standing.
 - 3) In the event a student on academic probation fails to attain a 2.0 semester and cumulative average for the next semester of attendance, the student may be placed on academic suspension.
- b. Probationary Status for Other Reasons

- 1) Probation may be imposed for other reasons, such as but not limited to course failure, lack of integrity, or other misconduct by the student.
- 2) Terms of probation are established on an individual basis by the Student Retention and Promotion Committee. When specified terms are met, the committee will remove the student from probation.

c. Suspension

- 1) A student may be suspended for lack of integrity, dishonesty, violation of policies, behavior considered to be detrimental to good patient care, or other misconduct.
- 2) Suspension means that a student may be prohibited from attending scheduled classes, clinical learning experiences, and college-sponsored events for a specific period of time.
- 3) If an exam or quiz is given during the period of suspension, the student incurs an automatic "0" with no opportunity for make-up.
- 4) Any missed time resulting from suspension will be recorded as an absence.
- 5) Length of suspension and the terms for removal from suspension are determined on an individual basis by the president, the Student Retention and Promotion Committee, or designee.

19. Termination/Dismissal

The enrollment of a student in the program may be terminated for any of the following reasons:

- a. Clinical course failure.
- b. Semester or cumulative grade point average below 2.0 for any term.
- c. Failure of a student to remove self from probation or suspension by the time

specified by the Student Retention and Promotion Committee.

- d. Lack of integrity, dishonesty, violation of college policies, behavior considered detrimental to safe and effective patient care (if a nursing student), or other misconduct. (Such behaviors may also invoke probation or suspension.)

Note: Reinstatement following dismissal or termination is not automatic and must be approved by the appropriate faculty committee and/or administration. Any applicant with two or more previous nursing course failures may be admitted; however, no credit for previous nursing courses will be given. Enrolled nursing program students with nursing course failures should refer to the Nursing Program Handbook for additional information.

20. Progression/Promotion

- a. In order to progress automatically from one semester/term to another, a nursing student must achieve both a nursing theory grade of at least "C" (2.0) and a clinical laboratory rating of Satisfactory in clinical nursing courses. In addition, all other courses taken within that semester must have been successfully completed with a minimum passing grade of "C" (2.0).
- b. Students who have successfully completed all courses within a given year and have met the objectives for that particular year are promoted to the next year by the Student Retention and Promotion Committee. However, failure to meet program requirements such as standardized testing and/or remediation requirements may delay a student's starting second year courses.
- c. If there are deficiencies related to the non-completion or failure in college co-requisite or non-nursing courses, the Student Retention and Promotion

Committee or the president may allow the student to progress to the next term and will establish the time period within which these deficiencies must be removed. All cases involving deficiencies are evaluated on an individual basis in order that the terms of probationary promotion can be established.

- d. The following outlines the college's position on course prerequisites:
 - 1) Nursing Course Prerequisites
 - a) Nursing 100, 110 and 120 or equivalents are prerequisites for Nursing 130 and 150.
 - b) Nursing 130 and 150 or equivalents are prerequisites for Nursing 200 and 201.
 - c) Nursing 200 and 201 or equivalents are prerequisites for Nursing 300.
 - 2) General Education Course Prerequisites
 - a) Students are expected to take college courses no later than the term they are prescribed.
 - b) All first-year college courses must be completed with a "C" or better prior to the start of the first term of the second year.
 - c) All second-year college courses must be completed with a "C" or better prior to graduation.
- e. Time to Degree for Matriculated Students.

The time to degree for matriculated students is three years, excluding matriculated students on an approved leave of absence. A student may petition for extension of time to degree by submitting a written request to the dean, student services or designee at least four months prior to the expected graduation date of the student. The

student's request will be reviewed and a final decision made by the Student Retention and Promotion Committee or designee.

- f. Continuous Enrollment.
Matriculated students must maintain continuous enrollment during an academic year unless the student is on an approved leave of absence. A student failing to register for a semester, with the exception of summer semesters, will be considered for administrative withdrawal.
- g. Upon matriculation in the college, all nursing and non-nursing courses must be taken through the college.

21. Graduation/Completion Requirements

- a. To graduate from The Christ College of Nursing and Health Sciences, a student must have:
 - 1) satisfactorily completed all nursing and non-nursing courses prescribed in the program's curriculum.
(Transfer/Advanced placement and advanced standing nursing students must have taken a minimum of two clinical nursing courses and Transition to Nursing Practice at The Christ College of Nursing and Health Sciences.)
 - 2) achieved a minimum cumulative grade point average of 2.0 (C).
 - 3) completed an NCLEX review course and individualized Self-Study Plan (nursing students).
 - 4) taken required written and/or computerized standardized exams and a computerized exit exam as identified by the student's program.
- b. In addition:
 - 1) The student is responsible for providing assurance and documentation that all courses

required for the degree have been successfully completed.

- 2) The student must have discharged all financial obligations to the college. This includes the return of clinical access cards (e.g., RFID) or the fee for such cards.
 - 3) The student must fulfill his/her service agreement to the college prior to graduation.
- c. Only those students who meet the graduation requirements outlined above are eligible to participate in the graduation ceremony.
 - d. Graduating students are expected to attend graduation ceremonies. The Office of the President must give permission for any exceptions.

22. Leave of Absence:

- a. Leave of absence (LOA) is defined as an absence from the program for a period not exceeding one year from the date that the leave was granted. A student on LOA is considered a matriculated student.
- b. These guidelines will be followed with regard to a leave of absence (see definition):
 - 1) A formal request must be submitted to the dean, student services, for approval.
 - 2) The student must meet with the following college officials in order to complete all necessary paperwork: academic advisor, dean of student services, registrar/bursar, and financial aid director.
 - 3) The student must be passing all courses and in good academic standing at the time of the leave. Exceptions may be made on a case-by-case basis.
 - 4) The student should turn in his/her identification badge, parking card

- and all clinical access cards (e.g., RFID) upon leaving.
- 5) All student privileges are suspended during a leave of absence and are reinstated upon the student's return.
 - 6) Eight weeks prior to the date of return, the student must make contact with the dean, student services or designee to verify intent.
 - 7) Return from a leave of absence is contingent upon space availability.
 - 8) Evaluation as to the placement of the returning student will be made by the appropriate administrative personnel.
 - 9) Students desiring to return to the college after the leave of absence has expired must reapply for admission to the college.
 - 10) Courses taken during a leave of absence at other institutions will not be considered for transfer credit.

E. ACADEMIC HONESTY

1. Belief

The Christ College of Nursing and Health Sciences believes that academic dishonesty is an intolerable behavior. It is important that each episode of suspected academic dishonesty is investigated thoroughly and that each proven incident results in serious penalty for the violator.

2. Examples

Examples of academic dishonesty include but are not limited to the following: theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and/or registration documents, and the falsification of any academic record including letters of recommendation. It is the student's

responsibility to know what constitutes academic dishonesty. If students are unclear about what constitutes plagiarism or cheating, they should seek the advice of faculty or the appropriate dean.

3. Reporting

- a. Suspected cases of academic dishonesty should be reported to the appropriate faculty member and/or appropriate dean.
- b. All suspected incidents of academic dishonesty should be submitted in writing to the appropriate dean.
- c. The nature of the incident will determine if resolution and consequences will be determined by faculty and/or administration.
- d. It is important to note that in situations involving suspected academic dishonesty with a course, faculty have full authority to assign the grade for the assignment, test, quiz, or course.
- e. Students may also be subject to additional disciplinary action up to and including probation, suspension, or dismissal.

F. APPEALS

A student may appeal a decision made by the faculty and/or administration by following the appropriate appeal policy. (Refer to Student Grievance Procedure)

G. RE-ENTRY

1. Definition:

Reentry Applicant: A student previously enrolled in The Christ College of Nursing and Health Sciences who has withdrawn from a program or who has been terminated due to academic failure.

2. Criteria: These guidelines will be followed with regard to a reentry applicant (see definition):

- a. The applicant must follow the standard admissions procedure and meet the criteria for gaining admission into The Christ College of Nursing and Health Sciences.
- b. Any conditions imposed by the Student Retention and Promotion Committee due to previous academic failure and/or other issues must have been met.
- c. Dependent upon the time lapse since previous enrollment, a written placement examination, and/or assessment, may be deemed necessary to ascertain proper placement.
- d. Placement in the program will be determined by a joint decision between the academic dean, nursing education; and the president of the college.

H. ADDITIONAL POLICIES AND GUIDELINES

For academic policies not listed in the student handbook, please refer to the college catalog and/or specific program handbook.

I. EQUAL ACCESS AND ACCOMMODATIONS POLICY

The Christ College of Nursing and Health Sciences is committed to students' equal access to programs, services and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

1. Students with special needs have a right to request reasonable accommodations for classroom and/or testing situations. All college representatives, including faculty, staff and students are responsible for implementing this policy.
2. Students bear the responsibility for disclosure of a special need and the request of services.
3. Any student with special needs who is seeking special considerations must submit

the following to Learning Support Services (LSS) personnel:

- Completed application for Academic Accommodations and Services
- Complete, adequate and current documentation from an appropriately qualified professional regarding the student's medical condition and the need for accommodations (see Clarification of Terms and Conditions)
- Documentation of accommodation recommendations from an appropriately qualified professional
- Documentation must be submitted within a reasonable time frame. Many accommodations require ample notice to make available.

The LSS is available on the second floor of the college. Contact Maureen Schwab at 513-585-2055 for more information.

4. From the point of recognition of a potential learning impediment and/or special need and initiation of the assessment process, temporary modifications in the learning process may be made for a maximum period of three (3) months. These modifications may be extended for additional three (3) month periods where warranted.
5. Based on outcomes of the assessment process, final modifications in instructional and/or testing situations for each student will be evaluated and determined. The student and LSS personnel will jointly determine these modifications. The faculty and deans may also be involved in determining modifications.
6. LSS functions as a liaison with the student's instructors and will recommend appropriate and reasonable academic accommodations.
7. LSS will write letters to instructors outlining specific recommendations for the accommodations requested. Students must request accommodation letters each

- semester by completing a Request for Accommodations form.
8. Once a Request for Accommodations form is completed, the student should pick up the form directly from the LSS office and deliver the letters to each instructor. In doing so the student introduces himself to the instructor and has an opportunity to discuss any questions the instructor may have regarding the student's need for accommodations. Allow at least three working days from the request from submission and retrieval of the letter for instructors.
 9. Accommodations will only apply to course work from the date the instructor receives the accommodation letter.
 10. LSS arranges for accommodation; it is the student's responsibility to establish and maintain conversation with the instructor and to keep up with the student's responsibilities.

Clarification of Terms and Conditions

1. Reasonable Accommodations
Reasonable accommodations include modifications to policy, procedure or practice and the provision of services that are designed to provide equal access to programs and services for qualified individuals with special needs. Accommodations are reasonable when they do not pose a direct threat to health, safety, or quality of care; when they do not fundamentally alter the nature of a program or service; and when they do not represent an undue financial or administrative burden.
2. Definition of Disability
The United States' Americans with Disabilities Act (ADA) defines "disability" as "having a physical or mental impairment that substantially limits one or more of the major life activities." In addition, the ADA protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments. Additional protections are provided through Section 504 of the Rehabilitation Act of 1973.

3. Special Need

A special need is a unique situation that substantially impairs or limits potential scholastic success.

Essential Elements of Disability/Special Needs Documentation

1. Qualified Professional

Documentation should be provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. A good match between the credentials of the individual making the diagnosis and the condition being reported is expected (e.g., an orthopedic limitation might be documented by a physician, but not a licensed psychologist).

2. Current functional limitations

Information on how the disabling condition(s) currently impacts the individual provides useful information for both establishing a disability and identifying possible accommodations. Documentation should be thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the conditions(s). A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report will be reviewed.

While recent documentation is recommended in most circumstances, discretion will be used in accepting older documentation of conditions that are permanent or non-varying. Likewise, changing conditions and/or changes in how the condition impacts the individual may warrant more frequent updates in order to provide an accurate picture. The need for recent documentation depends on the facts and circumstances of the individual's condition.

3. Accommodations - A description of recommended current and past accommodations, services and/or medications

Documentation should include a description of both current and past medications relevant to the student's perceived disability, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness (and side-effects) in reducing functional impacts of the perceived disability.

Recommended accommodations and strategies should be logically related to functional limitations. The Christ College of Nursing and Health Sciences (TCCNHS) has no obligation to provide or adopt recommendations made by outside entities.

High school special education evaluations, Summary of Performance (SOP) or Individual Educational Program (IEP) may provide adequate information to document a disability. In addition, references to academic weaknesses/learning differences/test anxiety alone may not substantiate a learning disability diagnosis.

Review of Documentation and the Determination of Accommodation

1. All documentation will be reviewed on an individual, case-by-case basis.
This calls for an individualized inquiry, examining the impact of a student's perceived disability on the individual and within the specific context of the request for accommodations.
2. Determination of accommodations is an interactive process.
When the student applies for accommodations, permission is granted to the LSS to contact the evaluator for clarification of any information (test results, conclusions, recommendations, etc.) contained in the documentation unless stated otherwise in writing at the time of the application. An interview with the student will be conducted in order to inquire about their perceived disability, understand its impacts and identify appropriate accommodations. The institution and the individual with a perceived disability will determine appropriate accommodations.

3. Documentation of a specific disability does not translate directly into specific accommodations. Reasonable accommodations are individually determined and based on the functional impact of the condition and its likely interaction with the environment. As such, accommodations may vary from individual to individual with the “same” disability diagnosis and from environment to environment for the same individual.
4. The granting of an accommodation does not mean the applicant is regarded as disabled. Use of the term “disability” in or the granting of an accommodation under this policy does not mean that The Christ College of Nursing and Health Sciences has concluded that any student or applicant is disabled within the meaning of the Americans with Disabilities Act (ADA) or any other statute.

Procedures for Arranging Tests with Accommodations

LSS assists students with special needs in arranging accommodation for tests that are part of required course work.

Students who have completed the necessary steps for special accommodations with LSS and have been approved for testing accommodations should follow these steps:

1. Pick up Accommodation Letters and Test Request forms from LSS.
2. Review class syllabi and complete the “student” section of the Test Request form. This section includes details such as all test and date times for the semester.
3. Provide each instructor with the Accommodation Letter, which describes approved testing accommodations.
4. Ask the instructor to complete the “instructor” section of the Test Request form.
 - o The instructor may prefer to administer his or her own tests; if so, the instructor should check the appropriate box on the Test Request form.

- The instructor should complete the “alternate time” section for students who need to take the exam at a different time than the rest of the class, or for exams that will end after 3:30 p.m.
5. Return the completed Test Request form to LSS at least 3 working days prior to the first test date.

LSS Testing Center

The LSS Testing Center is located in room 243 and other designated areas in the college. It is open from 8:00 a.m. to 3:30 p.m. Tests are typically administered at the regularly scheduled time, unless alternate arrangements are pre-approved by the instructor.

Students using the Testing Center are asked to arrive promptly at their scheduled time and bring any needed materials approved by the instructor, such as a calculator.

The Testing Center’s responsibility is to administer the exam. Students are asked to contact their instructor if they cannot take the test at the arranged time. Students should notify LSS as early as possible and at least three working days in advance of any change in the test schedule. Changes must be with the permission of the instructor.

This policy adapted from policies in place at Mercy College of Northwest Ohio and Kansas State University 10/07

III. LEARNING RESOURCES

A. SKILLS AND SIMULATON LABS

The college has a series of four (4) labs designed for student practice and learning. The labs represent the equipment utilized by nurses in health care settings along with static and interactive manikins. Students can practice nursing skills and participate in planned simulation experiences to enhance clinical learning.

B. LEARNING SUPPORT SERVICES

See page 64

C. COMPUTER LAB

The computer center houses a total of forty-six (46) workstations to enhance the learning environment. Specific policies are posted in the computer lab and available on the college website.

D. THE JAMES N. GAMBLE LIBRARY

Located on the lobby level (1st floor) of The Christ Hospital, the library possesses a reasonable array of services for students, faculty, and staff to assist them in their research and academic endeavors. The James N. Gamble Library hours of operation are from 8:30 a.m. to 7:30 p.m. Monday and Thursday; 8:30 a.m. to 9 p.m. Tuesday and Wednesday; 8:30 a.m. to 5 p.m. Friday; and 10 a.m. to 5:30 p.m. Saturday. For additional information, please refer to the college catalog or visit the library. Library policies are available on the college website.

IV. EMERGENCY PROCEDURES

A FIRE PLAN

1. If fire or smoke is discovered, pull the nearest pull station. When you activate any system device, it will immediately notify the Cincinnati Fire Division and The Christ Hospital Safety and Security Communication Center. Notification can also be made internally by calling 111.
2. If you smell an odor or smoke, contact The Christ Hospital Safety and Security Communication Center at 585-2222 to investigate.
3. When the alarm sounds, evacuate the building immediately, using stairwells.
4. Evacuation Plan
 - a. Close the room door as you leave.

- b. Check rooms on either side for occupancy.
 - c. Check the bathroom closest to you for occupancy.
 - d. If smoke is present in the nearest stairway, use an alternate.
 - e. Walk – DO NOT RUN. Remain clam.
 - f. Do not use the elevator.
5. Exits-Use the following exits;
- a. Primary: northeast stairway, discharging to the rear driveway.
 - b. Primary: southwest stairway, discharging along west side of building.
 - c. Secondary: southwest tunnel, discharging to the hospital first level lobby door, until emergency equipment arrives.
 - d. Upon evacuation, proceed to the parking lot immediately north (behind) the school. Remain there and be accounted for, until directed otherwise by Safety and Security personnel.

B. DISASTER PLAN

- 1. When notified of disaster by normal procedure, the president of the college and/or appointee shall:
 - a. cancel all in-house classes immediately.
 - b. advise students, faculty and staff to report to the employee pool in the hospital.
- 2. Students already working in the hospital will remain in their areas and await further instruction.
- 3. Students who are off-campus at the time of the alert are not involved.

C. COLLEGE CANCELLATION POLICY

- 1. All announcements related to the college closing as a result of severe or inclement weather or other emergency will be announced in the following locations (Note: Students, faculty and staff are asked to check these locations for updates to

determine whether or not the college has officially closed):

- a. Local television and news media outlets
 - b. ANGEL Home Page Announcements
 - c. Outlook Email Distribution Lists to all students, faculty and staff
 - d. The voicemail of the college front desk
2. Closing/Cancellation of Classes Criteria.
- a. The Christ College of Nursing and Health Sciences will officially close/cancel classes if severe weather or other type of emergency or natural disaster so warrants.
 - b. The college will generally base its decision to close/cancel classes on whether or not the Cincinnati State Technical and Community College Campus (Clifton) closes/cancels classes (this should not be read to imply an affiliation between the institutions; instead TCCNHS used CSTCC as a benchmark institution). Note: No other criteria will be considered, unless the president of The Christ College or designee so chooses.
 - c. The college will not issue delays related to courses or opening of the college. If the college does not close/cancel classes, the college will open for business at the stated times located at the front desk and in the student handbook.
 - d. Students, faculty, and staff can safely assume that if Cincinnati State Technical and Community College closes, The Christ College of Nursing and Health Sciences will close. Please note if CSTCC (Clifton Campus) has issues specific to that campus (e.g. a power outage or water main break), TCCNHS will not close. Refer to 1. a-d: TCCNHS closure announcements.
 - e. While the institution recognizes the need for some students to know as early as

possible when classes/clinical are canceled, certain weather patterns or other emergencies may not allow for immediate decision-making. Unless the college has formally announced closure or Cincinnati State Technical and Community College (Clifton Campus) has announced closure, it is to be assumed that all classes and clinical rotations will continue as scheduled. Students, faculty, and staff who live in remote/rural areas or are otherwise impacted, may need to make decisions not to attend classes or clinical rotations based on safety concerns. The college respects this right, but does not guarantee students relief in terms of absence or grading. These issues should be addressed with the individual course faculty member or members.

- f. Staff and faculty unable to attend classes must take PTO unless otherwise approved by their respective dean. For those faculty and staff approved to flex time, a work plan may be required to validate flex time.
- g. **IMPORTANT:** Faculty members who are unable to attend classes or clinical rotations due to severe weather or emergency conditions are responsible for :
 - Gaining approval to cancel classes from their respective academic dean;
 - Informing the divisional administrative assistants and front desk personnel; and
 - Posting information in a central location (e.g. Angel classroom).
 - It is expected that faculty members communicate their process for identifying to students in their courses prior to any such event occurring.

V. STUDENT GOVERNMENT

THE CONSTITUTION OF THE CHRIST COLLEGE OF
NURSING AND HEALTH SCIENCES STUDENT
SENATE

ARTICLE I: NAME

The Name of the organization will be called “The Student Senate of The Christ College of Nursing and Health Sciences.”

ARTICLE II: MISSION STATEMENT

The Student Senate of The Christ College of Nursing and Health Sciences is a group of compassionate listeners empowered by the student body who serve as advocates striving to promote the core values of caring, excellence, collaboration, and integrity.

ARTICLE III: PURPOSE

The purpose of the student senate is to address student needs by serving as a bridge of communication and cooperation between students and faculty, administration and staff.

ARTICLE IV: FUNCTIONS

Section I

-Promotion of socialization

Section II

-Provision of learning and service opportunities

Section III

-Provision of a means for communication among the student body

Section IV

-Anticipation of student needs

Section V

-Organize fundraising activities

ARTICLE V: MEMBERSHIP

The student senate shall be available to all enrolled students.

ARTICLE VI: ELECTION PROCEDURES

- 1) Elections will be held (annually) accessible to all members of the class. Interested students wanting to be candidates for an office will be given opportunity to run for office.
- 2) Nominations can be made by self or by classmates.
- 3) Candidates will be given a specific period of time to campaign as announced.
- 4) Upon election, the newly elected officers will function as interim officials to receive training from current officers until graduation. If a three-year or non-degree student is elected, they must be re-elected each election cycle to remain in office until their graduation.

ARTICLE VII: MEETINGS

Student senate meetings will be held monthly and as deemed necessary. Meetings can be called by President or Advisor. All meetings should be attended by Advisor.

ARTICLE VIII: ATTENDANCE

Attendance at Student Council meetings is encouraged. A member of the Student Council who is unable to be present at three successive meetings of the council or any College Assembly committee is deemed to have resigned their office. The Student Council will appoint a student to fill the unexpired term of the elected officer.

ARTICLE IX: AMENDMENTS

This constitution may be amended by a majority of those present and voting utilizing Roberts Rules of Order.

ARTICLE X: QUALIFICATIONS of STUDENT SENATE

Section 1

All candidates for election to office shall be members who:

- a. Maintain a satisfactory clinical and academic standing (are not currently on academic probation)
- b. Show an active interest in extracurricular activities
- c. Are committed to attend meetings, leadership training and serve the student body and school.

Section 2

- a. A student may hold only one office or position that carries voting privileges on Student Senate.
- b. Per the NSNA policy, student may hold office in Student Senate or SNACC. They are not allowed to hold office in both student organizations at the same time.

ARTICLE XI: INSTALLATION OF OFFICERS OF THE STUDENT SENATE

Installation of student senate officers should take place annually. Installation of future officers is subject to change.

ARTICLE XII: DUTIES OF OFFICERS OF STUDENT SENATE

Section 1

The PRESIDENT shall:

- a. Preside over all student meetings.
- b. Assist in the expediting of business in every way compatible with the rights of members.
- c. Follow Robert's Rules of Order.
- d. Plan, establish and distribute an agenda.
- e. Verify agenda with advisor before distributing to Student Senate.
- f. If secretary is absent appoint acting secretary to take minutes for meeting.
- g. Have the power to cast a deciding vote in case of a tie.
- h. Serve as an official representative as directed.
- i. Communicates with all committees.
- j. Appoint additional committees as required to ensure the proper conduct of the business of Student Senate.
- k. Coordinates student activities at graduation luncheon (i.e., DVD's, presentation of crutch, any games or ice breakers) in conjunction with the Event Coordinator of The Christ College.
- l. Appoint a committee co-chairperson upon vacancy due to dismissal or resignation.
- m. Have approval from advisor before moving ahead with planning and carrying out ideas.
- n. Include all students and faculty in all activities of the Student Senate.

Section 2

The VICE PRESIDENT shall:

- a. Assist the president in carrying out functions of the office.
- b. Assume the chair when it is necessary for president to be absent.
- c. Notify all committee members of scheduled or emergency Student Senate meetings.
- d. Work with Student Senate Advisors and Director of Alumni and Event Planning Director when planning special events.

Section 3

The SECRETARY shall:

- a. Keep accurate, precise minutes and attendance of all Student Senate meetings.
- b. Notify president if unable to attend meetings so an acting secretary can be appointed.
- c. Have present at meetings by-laws, rules, parliamentary procedures, and any other pertinent information related to Student Senate.
- d. Conduct correspondence of Student Senate.
- e. Distribute copies of minutes for review to Advisor.
- f. Send copies of approved minutes to all members of Student Senate and to the Advisors.
- g. Post approved minutes on bulletin boards within one week of Student Senate meetings.
- h. At the end of year, provide summary of attendance of all Student Senate meetings and assist in the writing of annual Student Senate report submitted to the IAE (Institution Assessment and Evaluation) committee by advisor. Have approval from advisor before moving ahead with planning and carrying out ideas.
- i. Make minutes available to all students.

Section 4

The TREASURER shall:

- a. Make or be aware of all deposits into the appropriate Student Senate accounts, according to current policy.
- b. Keep an accurate written account of all receipts and expenditures.

- c. Present a financial report at each meeting of Student Senate.
- d. Work with the Student Senate President, Dean of Student Services of TCCNHS, and advisor in planning the budget for the year.
- e. Have prior approval from advisor before moving ahead with spending Student Senate accounts
- f. Keep Student Senate checkbook on TCCNHS premises.
- g. Be accountable to advisor of Student Senate funds.

Section 5

Committees

- a. SOCIAL ACTIVITIES Committee representative shall arrange activities for full student body participation.

Duties and Responsibilities:

- 1. Arrange and follow through with planned activities focused on the student body.
- 2. Organize a committee.
- 3. Act as chairperson for the committee.
- 4. Plan at least one activity event per semester.
- 5. Present ideas and details to council at monthly meetings
- 6. Have approval from advisor before moving ahead with planning and holding social activities.
- 7. Include all students and faculty in social activities.

- b. COMMUNITY SERVICE representative shall organize and provide opportunities for students to participate in community service activities.

Duties and responsibilities:

- 1. Organize at least one community service opportunity for the student body per semester.
- 2. Organize a committee.
- 3. Act as a chairperson for the committee.
- 4. Present ideas and details to Student Senate at monthly meetings.
- 5. Have approval from advisor before moving ahead with planning and holding community service.

6. Include all students and faculty in community service projects.
- c. FUNDRAISING Committee representative shall take responsibility for fundraising events to help raise money for the student body.
- Duties and responsibilities:
1. The committee will be responsible for a minimum of one fundraising event each semester.
 2. Organize the committee.
 3. Act as chairperson to the committee to report overall progress and appoint individual project chairpersons.
 4. Present ideas and fundraising success at monthly meetings.
 5. Have approval from advisor before moving ahead with planning and holding fundraising event.
 6. Orders for fundraising must be taken prior to ordering the fundraiser product to prevent overflow of stock.
 7. Include all students and faculty in raising money for Student Senate.
- c. PHOTOGRAPHY Committee representative shall take responsibility for coordinating all photography taken throughout the school year.
- Duties and responsibilities:
1. The committee will be responsible for all photography equipment.
 2. Organize the committee.
 3. Appoint a chairperson for the committee.
 4. Systematize photographs being taken throughout the year within committee guidelines.
 5. Present ideas and report photo opportunities and possibly photographs at monthly meetings.
 6. Responsible for picture presentation (DVD) presented at the Graduation Luncheon.
 7. Have approval before moving ahead with picture presentation and before burning DVDs for entire student body.
 8. Responsible for ensuring that student body receives copy of picture presentation (DVD) before graduation.

9. Includes all students and faculty in photographs in a wide variety of activities and settings.

ARTICLE XIII: MEMBERS OF EXECUTIVE COMMITTEE AND DUTIES

- A. Officers of the student senate shall include: President, Vice-President, Treasurer, and Secretary and chairperson of the following standing committees: Social Activities, Fundraising, Community Service and Photography.
- B. The Executive Committee will consist of the President, Vice-President, Treasurer and Secretary. The duties of the Executive Committee will include:
 1. The Executive Committee will appoint replacements to the student senate upon vacancies in membership due to resignation or dismissal. The appointment of the chosen individual will be subject to advisor approval.
 2. The Executive Committee will appoint additional committees as required to address identified student needs brought before the Student Senate.

ARTICLE XIV: STUDENT SENATE MONEY MAKING PROJECTS

All projects are subject to the discretion of the advisor and the policies of The Christ College of Nursing and Health Sciences.

ARTICLE XV: Advisor

Section 1

Student Senate Advisor:

The guidance counselor will serve as the Student Senate advisor per the job description. The Student Senate advisor is responsible for advising the students of official school activities and planning.

Section 2

Duties and Responsibilities:

- a. Approve all new projects and business transactions.
- b. Attend Student Senate meetings.

- c. Report to College Assembly to communicate status of the Student Senate.
- d. Oversee financial budget, assist treasurer as necessary.
- e. Submit all items that must be approved to the college president.
- f. Oversee the posting of the minutes.
- g. Submit summative yearly report to the Institutional Assessment and Evaluation Committee and updates as necessary.

ARTICLE XVI: PARLIAMENTARY PROCEDURE

Robert's Rules of Order (Revised) shall govern all proceedings.

ARTICLE XVII: BY-LAW AMENDMENTS

The by-laws may be amended by a majority of those present and voting. The Student Senate shall review the proposed changes.

VI. STUDENT RIGHTS, RESPONSIBILITIES AND STANDARDS

A. STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

- 1. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
- 2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students must exercise their freedom in a responsible and respectful manner.
- 3. Each institution has a duty to develop policies and procedures that provide and safeguard the students' freedom to learn.

4. Under no circumstances will a student be discriminated against on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability, or economic status.
5. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The college has a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
9. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
10. Students are allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

11. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through the student senate, student membership or representation on faculty committees.
12. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
13. Disciplinary proceedings are instituted for violations of standards of conduct. These standards of conduct are published in the student handbook. It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.
14. As citizens and members of an academic community, students have the same freedoms and obligations as the other members of the community.
15. Students have the right to belong or refuse to belong to any organization of their choice.
16. Students have the right to personal privacy to the extent that the welfare and property of others are respected.
17. Adequate safety precautions are provided by the college.
18. Students have a clear mechanism for input into the evaluation of faculty.

Adapted from the NSNA Student Bill of Rights and Responsibilities, initially adopted in 1974, and item #4 revised by NSNA House of Delegates in 2006. Available at <http://www.nсна.org/pubs/billofrights.asp>

B. ACADEMIC FREEDOM AND EDUCATIONAL RESPONSIBILITY OF FACULTY AND STUDENTS

A college or university is a dedicated social place where students will encounter new knowledge, different perspectives, competing ideas, and alternative claims to truth. Liberal education helps students develop the skills of analysis and critical inquiry with particular emphasis on exploring and evaluating competing claims and different perspectives. Liberally educated students are curious about new intellectual questions, open to alternative ways of viewing a situation or problem, disciplined to follow intellectual methods to conclusions, capable of accepting criticism from others, tolerant of ambiguity, and respectful of others with different views. Personal development is an integral part of intellectual development.

In any education of quality, a variety of competing claims to truth can be explored and tested free from political interference. The persons who drive the production of knowledge and the process of education are highly trained faculty. These individuals take responsibility for the quality of their scholarship and teaching.

In order to foster a true educational experience, faculty and students must agree to the following principles:

1. An atmosphere of civility must be maintained. Faculty and students have to be respectful of each other's views, even if they are not in agreement.
2. Students do not have a right to remain free from encountering unwelcome or inconvenient questions. Students do have the right to hear and examine diverse opinions but within the frameworks that knowledgeable scholars have determined to be reliable and accurate.
3. All competing ideas on a subject do not deserve to be included in a course or program. The professional judgment of faculty determines the content of courses.

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C. STUDENTS' RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day The Christ College of Nursing and Health Sciences receives a request for access.

Students should submit to the support staff, director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights.

Students may ask the college to amend a record they believe contains information that is inaccurate, misleading or in violation of his/her

rights of privacy. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. The right to consent to disclosures of personal 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 Christ College of Nursing and Health Sciences in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security 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 board of directors; 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 educational record in order to fulfill his or her professional responsibility.

Upon request, the college discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Christ College of Nursing and Health Sciences to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for open information from outside entities. The request should be submitted prior to the 12th day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and the receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information consists of a student's full name, participation in officially recognized activities, address, telephone number, electronic email address, date and place of birth, major field of study, dates of attendance, degrees, honors and/or awards received, grade level, the last educational agency or institution attended prior to The

Christ College of Nursing and Health Sciences, and photograph.

The access and release of the student's non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without the student's prior consent are prohibited under federal law. However, federal law permits access to such information without the student's prior consent under certain circumstances or to certain individuals. These include the following:

- a. School officials, including faculty, who have a legitimate educational interest in the records.
- b. Officials of another school, upon request, in which a student seeks or intends to enroll.
- c. Certain officials of the U.S. Department of Education, the comptroller general, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- d. Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- e. Accrediting organizations in order to carry out their accrediting functions.
- f. Parents, if the student is a dependent as defined in Section 152 of the Internal Revenue Code.
- g. Appropriate parties in a health or safety emergency.
- h. To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- i. By judicial order or lawfully issued subpoena.

The law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the college. Also, it affords students the right to request that amendments be made to ensure that their records be accurate.

Copies of the Act and Federal Regulations are available in the Financial Aid Office or by accessing the Department of Education's FERPA website at www.ed.gov/offices/OM/fpco.html.

D. GENERAL CONDUCT STATEMENT

1. The Christ College of Nursing and Health Sciences expects students to conduct themselves in a manner, which reflects respect for others as well as themselves. These expectations are outlined in the college code of conduct, which all students are required to sign upon entrance. All students are expected to observe the policies of The Christ College of Nursing and Health Sciences.
2. Any student who violates federal, state, or local regulations on or off campus grounds may also be subject to civil or criminal action.
3. The president of the college or designee, and the Student Retention and Promotion Committee are empowered to review for disposition, as to a student's status within the college, behavior that is not in accordance with The Christ College of Nursing and Health Sciences.
4. Disposition measures include – but are not limited to – probation, suspension or dismissal.
5. Any student accused of violating one or more policies is entitled to adequate notice of all complaints and to fair due process.

(See Due Process and Student Grievance Procedure beginning on page 55)

E. STUDENT SERVICE AGREEMENT

All degree-seeking students are required to complete three hours of service to the college each academic year. Opportunities to fulfill this service requirement will be posted by the Director, Alumni Relations/Event Planning or announced by the student council on a regular basis. Community service projects fulfill this requirement only if they are school-sponsored. Failure to fulfill this service requirement may delay academic progression within or graduation from the college.

F. DRUG AND ALCOHOL POLICY AND GUIDELINES

1. The Christ College of Nursing and Health Sciences seeks to provide an environment in which students may experience intellectual, emotional, physical, social, and personal growth. The development of the capacity to make informed decisions about drugs, including responsible choices about the consumption of alcohol, is a significant component of personal growth. The responsibility for making informed choices regarding drugs and the use of alcohol rests with everyone in the college.
2. A drug and alcohol education program supports all members of the college program to make informed and responsible decisions about drugs and alcohol. This program has two primary components: first, to provide education for all students and personnel of the college community regarding the academic, social, legal and health-related effects of drug and alcohol use and misuse; second, to provide access and referral for the assessment of and treatment for individuals with drug and alcohol-related

problems. It is assumed that our commitment to providing education in addition to health counseling, and ongoing support services will be matched by responsible behavior with respect to alcohol and other drugs.

3. The college drug and alcohol policy applies to students and student organizations conducting on-campus activities. However, adherence to the spirit of the policy and guidelines by all members of the college community in all settings is critical to the success of a comprehensive drug and alcohol education effort.
4. The Christ College of Nursing and Health Sciences prohibits the illegal use, possession, sale, manufacture, or distribution of drugs. In addition, the misuse of substances that present physical or psychological hazards to individuals is prohibited.

G. CHEMICAL DEPENDENCY POLICY

The following outlines the college's policy regarding not only unlawful drug use but also situations involving students who are under the influence and/or in possession of controlled substances, in accordance with the Drug Free Workplace Act of 1988.

1. Chemical dependency is recognized as a disease for which there is effective treatment and rehabilitation.
2. Chemical dependency is defined as a disease in which a person's consumption of any mood-altering chemical definitely and repeatedly interferes with that individual's health and/or job performance.
3. Since substance abuse has become a nation-wide problem, The Christ College of Nursing and Health Science has conducted pre-entry drug screens for all matriculated students.

4. Students who suspect that they may have a chemical dependency problem, even in its early stages, are encouraged to seek diagnosis, and to follow through with the treatment that may be prescribed by qualified professionals in order to arrest the disease as soon as possible.
5. The chemical dependency policy is not concerned with social drinking or use of drugs for medical reasons but rather with the disease of chemical dependency. That concern is limited to those instances of chemical dependency that affect the psychosocial well being of the student. The policy is designed solely to achieve restoration of health and full recovery.
6. It will be the responsibility of the administration to assure that no chemically dependent student will have school enrollment jeopardized by a request for diagnosis and treatment.
7. The decision to request diagnosis and accept treatment for chemical dependency is the personal responsibility of the individual.
8. A student refusing to accept referral for diagnosis or to follow prescribed treatment may be referred to administrative personnel for disposition in accordance with the college's code of conduct.

H. DUE PROCESS

Due process protects students against penalization by arbitrary, discriminatory or unreasonable rules. At The Christ College of Nursing and Health Sciences, due process rights are protected when:

1. The student receives the student handbook and appropriate program handbook which outlines academic policies.
2. The student is informed of individual course requirements and determinants of

course grade. A student who fails to meet college/course requirements will be referred to the Student Retention and Promotion Committee for evaluation of his/her status in the college and/or program. A student may appeal a decision by employing the grievance procedure.

I. STUDENT GRIEVANCE PROCEDURE

1. Policy:

When a student believes there has been inequitable application of a policy, the matter may qualify for the grievance procedure. The Christ College of Nursing and Health Sciences provides a grievance procedure whereby students may express their concerns, complaints and grievances with the assurance there will be a complete, impartial and prompt attempt to resolve the grievance. Note: a college/program/course policy in and of itself is not grievable.

2. Principles of Administering the Grievance Procedure:

- a. Every student complaint or problem will be reviewed by appropriate individuals or entities of the college.
- b. It is desirable that every problem be resolved as quickly and as closely to the source as possible.
- c. Timelines are imposed to assure prompt action.
- d. The rights of the student must always be respected and all information kept confidential.
- e. The purpose is to protect the student's right to *due process* in academic matters and the faculty member's right to academic freedom.

3. Terminology:

- a. **Informal Grievance Process**: a non-written process serving as an opportunity to resolve differences at the appropriate educational level. This is a scheduled/planned discussion between

the involved parties. This must be completed before the formal grievance policy is pursued. (See 3b)

- b. **Formal Grievance Process:** a written process that is initiated when the outcome of the informal Grievance Process is not acceptable to the student and offers a choice of 2 pathways:
 - i. **Administrative Review:** a process that permits review of the problem by the President of the college.
 - ii. **Grievance Panel Review:** a process in which a panel of 3 faculty members and 2 students review the complaint and determine an outcome
 - c. **Grievance Facilitator:** serves as a consultant during initiation of the Formal Grievance Process to verify adherence to the procedure, receives the student's written complaint for the Formal Grievance Process, convenes the Grievance Review Panel, and serves as an advisor to the Panel but has no voting rights.
 - d. **Grievance Procedure Form:** the tool to verify adherence to the timelines and the procedure. This form is obtained following a discussion with the Grievance Facilitator if necessary and located on the college website Student Page.
 - e. **Business Day:** any day the college is officially open for business.
4. **Student Grievance Procedure:**
- a. **Eligibility:** all students are eligible to use the Grievance Procedure.
 - b. There are 2 available Pathways: Administrative Review or Grievance Panel Review.
 - c. Paperwork will be retained in the student's file with one copy provided to

the student at the completion of the Formal Grievance Process.

INFORMAL GRIEVANCE PROCESS

The Informal Grievance Process must be completed prior to advancing to the Formal Grievance Process.

Step 1: The student must discuss the matter with the faculty /staff member involved within 3 business days.

Step 2: If the outcome is not satisfactory, the student must discuss the matter with the appropriate Dean or designee within 3 business days of meeting with the faculty member.

Step 3: If the outcome of the discussion with the Dean is not satisfactory, the student has 3 business days to initiate the Formal Grievance Process.

FORMAL GRIEVANCE PROCESS

Step 1: The student initiates the Formal Grievance Process by discussing the matter with the Grievance Facilitator within 3 business days of completing the Informal Grievance Process.

- i. At the direction of the Grievance Facilitator, the student obtains the Grievance Procedure Form.
- ii. The student reviews the directions and completes the form.

Step 2: There are 2 available Pathways: Administrative Review or Grievance Panel Review. The student must select only one Pathway.

Step 3: The student must file a formal, non-electronic written complaint with the Grievance Facilitator within 3 business days of receiving the Grievance Procedure Form.

ADMINISTRATIVE REVIEW PATHWAY

Complete Steps 1-3 as listed in the Formal Grievance Process above.

Step 4: The Grievance Facilitator forwards a copy of the written complaint to the appropriate Dean and the President of the college within 1 business day of receipt.

Step 5: The President has 10 business days to discuss the issue with the student and/or conduct an investigation.

- i. The Panel reviews all data and may conduct interviews with individuals with relevant information.
- ii. Because the Panel is an internal process, only those students and faculty/staff with pertinent information to present will participate.
- iii. Outsiders, such as family or legal counselors may NOT attend or participate in the meeting.

Step 6: The Grievance Facilitator will communicate the final decision to the student.

Step 7: The administrative decision is final and the process is completed. The student receives a copy of the decision and a copy is filed in the student's record along with the Grievance Procedure Form.

GRIEVANCE REVIEW PANEL PATHWAY

Complete Steps 1-3 as listed in the Formal Grievance Process above.

Step 4: The Grievance Facilitator assembles the Review Panel members.

Step 5: The Grievance Review Panel convenes within 5 business days after Step 3 of the Formal Process.

Step 6: The Grievance Facilitator prepares a written summation of the decision within 5 business days of the Panel's initial meeting and forwards this to the President for review.

Step 7: The President has 5 business days to meet with the Grievance Facilitator to discuss the decision. If necessary, for clarification, the President may meet with the panel. The President will review the

panel's decision to ensure compliance with institutional policies and procedures. If necessary, the President of TCCNHS may send the grievance back to the panel or convene a new grievance panel.

Step 8: Once Step 7 has been completed, the Grievance Facilitator will share the final decision with the student. The decision of the Grievance Review Panel is final.

Step 9: The Grievance Panel's decision is final and the process is completed. The student receives a copy of the decision and a copy is filed in the student's record along with the Grievance Procedure Form.

This policy is subject to periodic review and change. All changes will be communicated appropriately.

J. COLLEGE DRESS CODE

1. Students are expected to wear neat, clean attire to classes.
2. Picture ID badge with name facing outward must be worn in the college.
3. No clothing with offensive language/designs is allowed.
4. The faculty may ask students inappropriately dressed for class to leave.

VII. STUDENT SERVICES

A. STUDENT GUIDANCE AND COUNSELING SERVICES

Multiple resources are available to students desiring personal and/or academic advisement.

1. Personal Advising
 - a. Through contractual arrangement, Life Management Systems (part of Healthspan), a confidential counseling and referral service, is available to all students. Contact can be made 24 hours a day at (513) 551-1500.

- b. The president, deans, financial aid director, hospital chaplains and individual faculty members also are available for counseling and assistance with specific concerns. All faculty have posted office hours to facilitate accessibility; administrators are available by appointment.

2. Academic Advising

Mission: To enhance the success of our students: academically, professionally and interpersonally.

To successfully accomplish this mission, it is important that the roles and responsibilities of the advisor, the student and the institution be clearly defined and regularly evaluated thereby assuring compliance by all participants.

a. Advisor Roles and Responsibilities

1) Role: Coach

Responsibilities:

- a) help student set realistic academic and professional goals
- b) motivate the student to achieve those goals
- c) help student regularly evaluate their progress toward their goals
- d) work with students as difficulties arise

2) Role: Mentor

Responsibilities:

- a) work with students to address issues in the area of academics, professional life and personal skills
- b) model effective skills for the student
- c) listen in a non-judgmental way to student concerns
- d) hold student conversations in confidence

3) Role: Facilitator

Responsibilities:

- a) assist the student with the registration process
 - b) facilitate discussion with student's professors when problems arise
 - c) direct students to support services or other resources as they are needed
- b. Advisee Roles and Responsibilities
- 1) Role: Adult Learner
Responsibilities:
 - a) work towards setting realistic goals, establishing priorities, decision-making, and putting the college experience into perspective
 - b) demonstrate responsibility for own actions
 - c) treat advisor with respect
 - d) monitor and discuss progress towards academic goals with advisor
 - 2) Role: Mentee
Responsibilities:
 - a) make self accessible to meet with advisor and actively participate in the advising process
 - b) be willing to discuss personal and academic obstacles to success
 - c) accept shared responsibility for academic success
- c. Institution Roles and Responsibilities
- 1) Role: Manager
Responsibilities:
Will provide the resources required for the advising program to successfully accomplish its mission. Specifically the institution will provide resources in the areas of leadership, organization, facilities, professional development and training of advisors, support

services. It will also provide the necessary protocols and procedures which will support the advising process.

- 2) Role: Evaluator
Responsibilities:
 - a) evaluation of the advising program
 - b) monitor student progress through the curriculum and collecting data regarding time to graduation, graduation rates, retention rates, etc.
- 3) Role: Communicator
Responsibilities:
Regularly and consistently communicate to faculty and students information regarding any changes to the curriculum, course prerequisites, course sequence, etc.

Adapted from *Faculty Advising Examined: Enhancing the Potential of College Faculty as Advisors*, G.L. Kramer (Ed.) (2003). Bolton, MA: Anker Publishing.

3. Advising Procedures
 - a. All students are assigned a faculty advisor at the beginning of the academic year. The student meets with his/her faculty advisor a minimum of once a term.
 - b. A student who earns a term average of less than 80% in a nursing course must meet with his/her faculty advisor early in the following term with a written plan to improve the nursing grade. The written plan may include, but is not limited to:
 - 1) attending and participating in Learning Support Services offerings;
 - 2) review of areas of weakness utilizing software programs available in the computer lab;
 - 3) schedule follow-up meetings with the faculty advisor during the term to

evaluate progression toward the goal and/or update/revise the plan.

B. LEARNING SUPPORT SERVICES

Learning Support Services (L.S.S.) is a department within the Division of General Education and Instructional Support Services. Its mission centers on empowering students by giving them the academic and life skill strategies necessary for success in academic environment. The purpose of the L.S.S. is to cultivate mentoring relationships, advocate self-responsibility, and promote scholastic independence. Specifically, L.S.S. faculty assist students in developing skills important for success such as test-taking, time management, proactive study strategies, note taking, and reduction of test anxiety. Tutoring and remediation are also provided, as are periodic academic-skill workshops.

L.S.S. faculty members are responsible for the development, instruction and maintenance of GEN 101 and other related courses, coordinating academic advising and aiding students requesting academic accommodations. Contact Teresa Riestenberg, 513-585-2066 for more information related to this valuable academic support service.

C. STUDENT HEALTH POLICIES

Students are personally responsible for seeking medical assistance when ill. A faculty member may determine that a student should not remain in class or in the clinical area due to illness. Please refer to [The Nursing Program Handbook](#) for specific health policies of the nursing program.

VIII. MISCELLANEOUS

A CHANGE OF NAME, ADDRESS AND/OR PHONE NUMBER

The student shall report his or her change of name, address and/or phone number to the registrar and to the Safety and Security Department for a change in his or her identification badge.

B. PARKING

1. Students are given free off-site parking and shuttle service to the college after obtaining a pass from the Safety and Security Department.
2. All visitors using the garage may park for free.

C. COLLEGE EVENTS

Students are expected to attend the following events as indicated:

- a. Class Day and Award Ceremonies (ALL STUDENTS)
- b. Graduation (ALL GRADUATING STUDENTS)

D. TUITION AND FEE PAYMENTS

1. Form of Payment The college will accept cash, personal checks, certified checks, and money orders. Please remit payments to the bursar, Office 127.
2. If credit card payment is preferred, please consult the bursar.
3. If you choose to mail your check to the college, send it to: The Christ College of Nursing and Health Sciences, ATTENTION: Bursar, 2139 Auburn Ave. Cincinnati, OH 45219.
4. Late Charges: If your account is not paid in full by the date indicated, a \$25.00 fee per month for late payment will be charged directly to your account, and you will be dropped from school enrollment until the tuition and late fee have been paid.
5. Returned Checks: A \$40.00 fee will be charged directly to your account for any check returned. More than two (2) returned

checks will result in immediate suspension of your right to pay by check.

6. Miscellaneous Questions Regarding Bills or Payment: Questions regarding the tuition charges and account balance should be directed to the bursar.

E. TRANSCRIPTS

Transcripts are released from The Christ College of Nursing and Health Sciences when the written authorization is received and the student's financial obligations have been met. Confer with the registrar for transcript processing costs/fees.

IX. SAFETY AND SECURITY AT THE CHRIST COLLEGE OF NURSING AND HEALTH SCIENCES

The Christ Hospital and its surrounding buildings are a small community, accommodating more than 3500 employees and staff, students, patients and visitors every day. As in all communities, public safety is a daily concern. The mission of The Christ Hospital department of safety and security is to promote a safe and secure environment that is conducive to excellence in patient care. The department carries out this mission by performing the following functions:

- Protecting lives and safeguarding buildings and equipment
- Deterring and preventing crime
- Educating the hospital staff/employees in all aspects of crime prevention and survival awareness
- Enforcing hospital rules, city ordinances and State of Ohio laws
- Apprehending violators, filing affidavits and serving warrants
- Assisting with fire-fighting and fire safety inspections
- Investigating complaints, offense reports, auto accidents and any other unusual or suspicious activity on campus
- Opening and closing campus buildings and property at prescribed times

- Assisting injured or ill persons
- Assisting stranded motorists
- Escorting students, employees, staff and visitors, on campus during hours of darkness
- Establishing good relationships with employees, staff and students

Officers in the Safety and Security Department have received state-certified private police training. While the department strives to provide the safest environment possible for The Christ Hospital community, they cannot reach this goal alone. They ask that you become a partner in preventing crime by reporting suspicious activity immediately and by practicing security-conscious behavior. Become familiar with the safety and security policies and procedures outlined below. By working together, you and the department of safety and security can provide the best environment in which to work and learn.

EMERGENCY PHONE NUMBERS

TCH Department of Safety and Security	585-2222
Cincinnati Police Department (District 4)	352-3576
Cincinnati Fire/EMS	352-2381
Rape Crisis Center (24 hours)	381-5610
Poison Control	558-5111
TCH Emergency Services	585-2235
The Christ College of Nursing and Health Science	585-2401

ABOUT THE SAFETY AND SECURITY DEPARTMENT
 The Christ Hospital Department of Safety and Security is located on B-level of the hospital, near the employee entrance from the parking garage. The staff of professional officers is available 24 hours a day, 365 days per year. To reach an officer, dial 52222 from any hospital phone, or 585-2222 from off campus.

DO NOT DIAL “911” FOR EMERGENCIES AT CHRIST HOSPITAL

Instead, report emergencies or unusual activity immediately to the Department of Safety and Security. The Christ Hospital’s telephone network is not designed

to interface with the “911” emergency communications system. Dialing “911” will only lengthen the response time of emergency assistance.

REPORTING AN INCIDENT

Report all emergencies, crimes or suspicious activity on the campus of The Christ Hospital to the Department of Safety and Security. It is important that the person reporting the emergency or unusual activity be able to supply as much of the following information as possible:

- What is the nature of the emergency or unusual activity? (i.e., fire, assault, auto accident, apparent heart attack, bomb threat, personal attack, theft in progress, suspicious person or vehicle, power outage, natural gas leak, burst pipe, water damage, etc.)
- Are there personal injuries? How many people are hurt?
- What is the exact location of the emergency or suspicious activity?
- Name, telephone number and position (student, employee) of the person making the report?

After being notified of an emergency or suspicious condition on campus, the Safety and Security Department will dispatch the appropriate number of officers and emergency equipment to the scene. If maintenance personnel or community services (i.e., police, fire department) are required, they will be notified by Safety and Security and dispatched to the scene.

CRIMINAL INVESTIGATIONS

All crimes occurring on TCH grounds should be reported immediately to Safety and Security. Safety and Security will prepare an offense report on the incident and dispatch officers to the scene. If the matter warrants or requires further police intervention, the Cincinnati Police Department will be notified and summoned to the scene to assist with the investigation.

SEXUAL HARRASSMENT

Sexual harassment is not tolerated at The Christ Hospital or The Christ College of Nursing and Health Sciences. This kind of harassment can be physical or verbal. If you believe that you have experienced sexual

harassment, make a report to Human Resources, x52495 or Safety and Security, x52222. An investigation will be made.

TCH ESCORT SERVICE

When it is dark outside, Safety and Security offers an escort service anywhere on hospital property to provide you with the assurance of safe travel. This service is available seven days a week. To reach the escort service, dial x52222 from any hospital phone.

ASSISTANCE WITH VEHICLE PROBLEMS

Safety and Security is available to assist stranded motorists with vehicle problems on hospital property. For help, call x52222 from any hospital phone.

TCH BUILDING ACCESS

The Christ Hospital is a private institution and reserves the right to restrict access and movement on its grounds to staff, students, patients, visitors and others who are conducting business on site. Students and staff are issued I.D. badges. Your I.D. badge serves as your access card to enter parking lots and hospital doors. I.D. badges cannot be transferred to anyone else under any circumstance. If you lose your I.D. badge, report it immediately to Safety and Security at x52222.

FIRE SAFETY (See Fire Plan page 33)

PERSONAL SAFETY RECOMMENDATIONS

In the building

- Don't bring valuables to campus. Leave them at home where they are most safe.
- Keep cash and other small valuables out of sight.
- Don't prop open exterior doors. You could be letting in an intruder. The doors are locked for your safety.
- Don't leave your books unattended.
- Know the location of phones, staff offices or other safe locations.
- Report suspicious person or activity to Safety and Security.

On the grounds

- Be alert and aware of people around you.

- Don't walk alone. Go with a friend, group or use the escort service.
- Use public walkways. Avoid shortcuts, as well as dark or secluded places.
- Never hitchhike, pick up hitchhikers or ride with a stranger.
- Never drink and drive.
- Always lock your car and take your keys with you. Lock your valuables out of sight.
- Know the locations of telephones.
- If you are a victim, call Safety and Security immediately. We can assist you and advise you of your legal rights.

At work

- Inventory and engrave ALL office equipment. The list should include the brand name, model, color, and serial number. Keep the list updated. Call Safety and Security, x52222, to have your office or personal equipment engraved.
- Place purses and other valuables either in a locked desk or file cabinet. Purses placed in the typewriter compartment of a desk are not safe as long as the desk is unlocked. Thieves look here first!
- Inquire the purpose of people wandering the building. Your attention will be appreciated if the person is legitimate and will discourage thieves if this is not the case.
- Should a theft occur, or if you have a suspicious person in your building, call Safety and Security immediately. Don't be apathetic with situations like these. The thief is depending on this.