

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:

1. Provide a collaborative learning environment that addresses the individual needs of a diverse student population.
2. Integrate knowledge from the liberal arts and sciences and discipline-specific studies to establish a foundation for life-long learning.
3. Employ faculty who demonstrate excellence in education through quality instruction, community service, and scholarly endeavors.
4. Provide an educational experience grounded in the institution's core values that prepare graduates to participate responsibly in a dynamic, diverse society.

5. Provide curricular offerings relevant to current market demands and health care needs.
6. Ensure academic excellence through on-going assessment and evaluation.

E. INSTITUTIONAL LEARNING OUTCOMES

As a result of their educational experiences at The Christ College, students will:

1. Engage in life-long learning through intellectual inquiry.
2. Responsibly engage in their respective social, professional, and global community.
3. Effectively communicate through writing, speaking, performing, exhibiting, or other forms of expression.
4. Apply an expanded knowledge base within one's chosen profession.

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.

Special Note: Attendance at nursing clinical experiences 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.edu). As a

general rule, textbooks will usually be available 1-2 weeks prior to the start of each semester.

C. CLASSROOM AND EVENT 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 classes or other college-related events. It is strongly advised students inform the facilitator/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. Turn off cell phones, beepers, and any electronic devices during class.
5. Ask permission from instructor/facilitator before taping a presentation.
6. Keep drinks in non-spill containers during class.
7. Eating is not permitted in the classroom unless prior approval has been obtained.
8. Course or event-specific guidelines may also be provided.

Special Notes: Children and/or pets are not to be brought to scheduled activities.

D. 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 transfer credit exemption status for previously

completed college courses must follow the prearranged college course schedules.

- 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. Academic Grading Policy

a. Classroom

- 1) To successfully complete any course at The Christ College, a grade of at least a 'C' (2.0) or higher must be achieved.
- 2) 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

*A grade of 'D' or lower constitutes a failing grade in either nursing or general education coursework.

*Final course grades 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.
- 4) To successfully pass any clinical nursing course (NUR 120, 150, 200, 201, and 300), a clinical grade of 'Satisfactory' and a didactic grade of 'C' or better must be achieved.

3. 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 Academic Grading Policy.
- 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 clock hour = 1 credit hour
Clinical Lab: 3 clock hours = 1 credit hour
Science Lab: 2 clock hours = 1 credit hour
*Clock Hour = 50 minutes

4. Dean's List Honors

- a. All full-time students (12 semester credit hours) 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.

5. 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.

6. Grade Appeal Policy and Procedure

- a. Policy
 - 1) The Grade Appeal Policy and Procedures: requests for grade appeal are limited to final course grades.
 - 2) The faculty has the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades as outlined in the Student Handbook and Nursing Program Handbook, relative to assessments and final grades.
 - 3) 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**.
 - 4) 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.
 - 5) If at the end of the formal process for grade appeal, the student believes the issued grade was assigned capriciously or inequitably, the student has 2 business days to consult the Grievance Facilitator.
 - i. The Grievance Facilitator or designee advises the student related to the activation of the Grievance Procedure.
 - ii. The Grievance Procedure is detailed in the Student Handbook on page 43.

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 of 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.
- 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:

7. Informal Grade Appeal Process

Step 1 of 1: 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 Grade Appeal Process within three (3) business days after the conclusion of the informal process.

8. Formal Grade Appeal Process

Step 1 of 5: 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 2 of 5: 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.

Step 3 of 5: The faculty member shall respond to the student in writing within three (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 4 of 5: The Academic Dean or designee has five (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 5 of 5: The faculty member has three (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.**

9. Audit Policy

a. Definition

Audit students are those who desire to attend course(s) without receiving academic credit.

b. Criteria

- 1) Students may audit any theory-based or didactic course at the college. For safety and patient privacy reasons, the clinical component of all nursing courses may not be audited.
- 2) No academic credit will be given for an audited class.
- 3) Tuition and fees for classes audited will be the same as those taken for credit.
- 4) Courses audited will not be counted in computing the maximum number of hours for which a student is allowed to register.
- 5) Students are expected to follow the same attendance regulations for audited classes as for credit classes.
- 6) Students may take the examinations but are not required to do so.
- 7) Audited classes are recorded with an AU.
- 8) All students must make the decision to audit at the time of registration. Students should refer to the add/drop policy for any change in course designation.
- 9) The Registrar will not honor a change request for credit and/or audit after the deadline date for refund of fees has passed.

10. 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 six (6) business days of the fall and spring semester and summer session without the instructor's permission and with no grade or other designation noted on the student's transcript.
- 2) Dropping a course will require submission of a course Drop/Add Form. Forms can be obtained from the Registrar's Office.
- 3) Beginning on the seventh (7th) business day of the fall, spring, or summer semester the course withdrawal policy will apply.

11. 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 six (6) business days of the fall and spring semester, or the summer session.
- 2) No courses may be added after six (6) business days without express permission of the appropriate Academic Dean or designee and course/clinical instructor.
- 3) Adding a course will require submission of a course Drop/Add Form. Forms can be obtained from the Registrar's Office.

12. 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) All incomplete coursework must be completed no later than 10 business days following the last day of the semester in which the 'I' grade was assigned.
- 3) Failure to complete all required coursework by the designated time will result in the 'I' grade being permanently changed to an 'F'.
- 4) The 'F' is then calculated into the student's GPA.
- 5) Students who have an "I" for a grade do not qualify for Academic Honors.

13. Course Withdrawal

a. Definition

A Course 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 after the official drop/add date has passed.

- 1) **Withdrawal 'W'**: Withdrawal prior to the end of mid-term week.

Withdrawal Deadline: To receive a 'W', a student must complete and submit withdrawal form(s) no later than 5:00 PM Friday of the 8th week of the semester.

- 2) **Withdrawal Passing 'PW'**: Withdrawal deadline, meeting all appropriate course outcomes and maintaining a 2.0 'C' course grade.

Withdrawal Deadline: To receive a 'WP', a student must complete and submit withdrawal form(s) no later than 5:00 PM Friday of the 13th week of the semester.

- 3) **Withdrawal Failing 'WF'**: Withdrawal after mid-term and before the withdrawal deadline and not meeting all appropriate course outcomes and/or failing to maintain a 2.0 'C' course grade. See Program Handbook for specific program consequences of a 'WF'.

Withdrawal Deadline: To receive a 'WF' a student must complete and submit withdrawal form(s) no later than 5:00 PM Friday of the 13th week of the semester.

- b. Special Notes: 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.
 - 1) An official 'W', 'WP' or 'WF' will not be calculated in the GPA.
 - 2) 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.

14. 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 an '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.

15. Program Withdrawal

a. Definition

Program Withdrawal Student is 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:

- 1) **Withdrawal 'W'**: Withdrawal prior to the end of mid-term week.

Withdrawal Deadline: To receive a 'W', a student must complete and submit withdrawal form(s) no later than 5:00 PM Friday of the 8th week of the semester.

- 2) **Withdrawal Passing 'WP'**: Withdrawal after midterm and before the withdrawal deadline, meeting all appropriate course outcomes and maintaining a 2.0 'C' course grade.

Withdrawal Deadline: To receive a 'WP', a student must complete and submit withdrawal form(s) no later than 5:00 PM Friday of the 13th week of the semester.

- 3) **Withdrawal Failing 'WF'**: Withdrawal after midterm and before the withdrawal deadline and not meeting all appropriate course outcomes and/or failing to maintain a 2.0 'C' course grade. See Program Handbook for specific program consequences of a 'WF'.

Withdrawal Deadline: To receive a 'WF', a student must complete and submit withdrawal form(s) no later than 5:00 PM Friday of the 13th week of the semester.

- b. Special Notes: 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.

- 1) An official 'W', 'WP' or 'WF' will not be calculated in the GPA.
- 2) 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.

- 3) Readmission following withdrawal is not automatic. Readmission must be approved by the Recruitment and Admissions Committee and is contingent on space availability.

16. Academic Probation

a. Definition

A student may be placed on academic probation at the end of any semester in which the student has earned a term or cumulative grade point average of less than 2.0. Academic probation is determined by an academic dean or designee.

- 1) A student who has been placed on academic probation will be notified via email, student mailbox, and/or US Postal mail. The notification will include a plan outlining the necessary steps to return to good academic standing.
- 2) 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 continued academic probation or dismissed from the institution.

17. Academic Dismissal

a. Definition

Academic Dismissal refers to a student enrolled in The Christ College of Nursing and Health Sciences who has been terminated from the program. Academic dismissal is determined by an Academic Dean or designee and approved by the Chief Academic Officer of the institution.

b. Criteria

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

- 1) Clinical course failure
- 2) Semester or cumulative grade point average below 2.0 for any term.
- 3) Failure of a student to remove self from probation or suspension by the time specified.
- 4) 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.)

- c. Special Notes: 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.

18. Non-Academic Probation

- a. Definition
Non-Academic Probation refers to a student enrolled in The Christ College of Nursing and Health Sciences who has been placed on probation for non-academic reasons. Non-academic Probation is determined by the Dean, Student Services of the institution.
- b. Criteria
Academic Probation may be imposed for other reasons, such as but not limited to, lack of integrity or other misconduct by the student.

19. Non-Academic Suspension

- a. Definition
Non-Academic Suspension refers to a student enrolled in The Christ College of Nursing and Health Sciences who has been placed on suspension for non-academic reasons. Students may be prohibited from attending scheduled classes, clinical learning experiences, and College-sponsored events for a specific period of time.
- b. Criteria
A student may be suspended for the following reasons:
 - 1) Lack of integrity, dishonesty, violation of policies, behavior considered to be detrimental to good patient care, or other misconduct.
 - 2) If an exam or quiz is given during the period of suspension, the student incurs an automatic '0' with no opportunity for make-up.
 - 3) Any missed time resulting from suspension will be recorded as an absence.
 - 4) Length of suspension and the terms for removal from suspension are determined on an individual basis by the Dean, Student Services.

20. Non-Academic Dismissal

a. Definition

Non-Academic Dismissal refers to a student enrolled in The Christ College of Nursing and Health Sciences who has been dismissed from the College for non-academic reasons.

b. Criteria

A student may be dismissed for the following reasons:

- 1) 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.)

21. 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.

22. Prerequisites, Progression and Promotion

Prerequisite Policy General Statement

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.

In order to progress automatically from one semester/term to another, a nursing program 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).

- a. Students who have successfully completed all courses within a given year and have met the outcomes for that particular year are promoted to the next year. However, failure to meet program requirements such as standardized testing and/or remediation requirements may delay a student's starting second year courses.
- b. If there are deficiencies related to the non-completion or failure in college co-requisite or non-nursing courses, the President or designee may allow the student to progress to the next term and will establish the time period within which these deficiencies must be corrected. All cases involving deficiencies are evaluated on an individual basis in order that the terms of probationary promotion can be established.
- c. The following outlines the College's position on course prerequisites:
 - 1) Nursing Course Prerequisites**
 - a) Nursing 100, 110 and 120 or equivalent are prerequisites for Nursing 130 and 150.
 - b) Nursing 130 and 150 or equivalent are prerequisites for Nursing 200 and 201.
 - c) Nursing 200 and 201 or equivalent 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.

23. Time to Degree for Matriculated Students

The time to complete the Associate of Applied Science in nursing degree for matriculated students is three (3) 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 (4) months prior to the expected graduation date. The student's request will be reviewed and a final decision made in writing to the student and communicated to all appropriate College offices.

24. Continuous Enrollment

A matriculated student is considered continuously enrolled if he/she is registered for two (2) of three (3) semesters in a given academic year.

A student failing to register for two (2) of three (3) semesters in a given academic year will be considered for administrative withdrawal.

Upon matriculation into the College, all nursing and non-nursing courses must be taken through the College.

25. Graduation

- a. To graduate from The Christ College of Nursing and Health Sciences, a student must have satisfied all completion requirements. These include having:
 - 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 all program requirements.

- b. In addition:
 - 1) The student must have discharged all financial obligations to the College. This includes the return of clinical and parking access cards (e.g., RFID) or the fee for such cards.
 - 2) The student must fulfill his/her community 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.
- e. Academic Honors: The College recognizes those graduating students who have demonstrated significant academic achievement. Students will be recognized with one of the following honorary designations:
 - 1) Highest Distinction: 3.9 – 4.00 GPA
 - 2) High Distinction: 3.7 – 3.89 GPA
 - 3) Distinction: 3.5 – 3.69 GPA

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 as soon as the alleged incident has occurred.
- b. All suspected incidents of academic dishonesty should then be submitted in writing to the faculty member and 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 within a course, faculty have full authority to assign the grade for the assignment, test, quiz, or course. The Academic Dean or designee retains the responsibility and right to impose additional sanctions up to and including academic dismissal from the College.

F. DUE PROCESS

A student may exercise his or her due process rights for a decision made by the faculty and/or administration they feel rises to the definition described in the college's grievance policy. Please refer to Student Grievance Policy in this handbook.

G. ADDITIONAL POLICIES AND GUIDELINES

For academic policies not listed in the student handbook, please refer to the specific program handbook.

H. 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:
 - a. Completed application for Academic Accommodations and Services.
 - b. 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).
 - c. Documentation of accommodation recommendations from an appropriately qualified professional.
 - d. Documentation must be submitted within a reasonable time frame. Many accommodations require ample notice to make available.

The LSS is located 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/herself 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 (3) working days from the request for 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 the accommodation(s). It is the student's responsibility to establish and maintain communication with the instructor and for the student to keep up with his/her 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 medication 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 the perceived disability, understand its impact 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.
 - a. 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.

- b. 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 PM.
- c. Return the completed Test Request form to LSS at least three (3) working days prior to the first test date.

I. 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 AM. to 3:30 PM. Tests are typically administered at the regularly scheduled time, unless alternate arrangements are pre-approved by the instructor.

Students using the LSS 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 LSS 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 the LSS Testing Center as early as possible and at least three (3) 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 57

C. COMPUTER LAB

The Computer Lab provides students the use of forty-six (46) desktop workstations. The College’s wireless network enables students to access ANGEL, Sonisweb and numerous resources available through the internet. Students are encouraged to bring their personal laptop computers to class.

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 AM – 7:30 PM Monday through Thursday and 8:30 AM – 5:00 PM Friday. For additional information, please visit the library.

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 calm.
 - 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 (basement level 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 or designee 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/CLOSING POLICY

All announcements related to the College closing as a result of severe or inclement weather, or other emergencies, 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. College Home Page under News/Events
- c. ANGEL Home Page Announcements
- d. Outlook Email Distribution Lists to all students, faculty and staff
- e. The voicemail of the College front desk

D. CLASS CANCELATION/CLOSING 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 typically 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.

While the College 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, 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.

V. STUDENT GOVERNMENT

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

ARTICLE I: NAME

The Name of the organization shall 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 and committed leaders who are empowered by the student body to advocate for the needs and interests of the student body while striving to promote the mission of the College.

ARTICLE III: PURPOSE

The purpose of the Student Senate is to communicate the needs of the student body to the College and to promote a sense of community within the College. The Student Senate seeks to reach out to, include, and advocate for all individual students and student groups.

ARTICLE IV: FUNCTIONS

1. Promote a sense of community within the College, specifically among students.
2. Provide learning and service opportunities.
3. Provide a means for communication among the student body.
4. Anticipate, acknowledge and advocate for the needs and interests of the student body.
5. Organize fundraising activities.
6. Support and promote the mission of the College.

ARTICLE V: MEMBERSHIP

All Christ College of Nursing students are members of Student Senate and are encouraged to participate regularly. Student Senate officers are elected by each class.

ARTICLE VI: OFFICE ELECTION PROCEDURES

1. Elections for office positions on the Senate will be held in the fall semester for each incoming class. All members of the class will have an opportunity to vote.
2. Students will be permitted to nominate other students or self-nominate for office positions.
3. Candidates for office positions will be given a designated period of time to campaign.
4. Upon election, new officers will function as interim officials for one (1) year and will receive training. If a three-year student is elected in his/her first year at the College, he/she must be re-elected the following year by the members of his/her graduating class.

ARTICLE VII: MEETINGS

Meetings will be held monthly and as deemed necessary. Meetings can be called by the President or Advisor.

ARTICLE VIII: ATTENDANCE

Meeting attendance for officers and interim officers is mandatory. Attendance of general members from the student body is highly encouraged. An elected officer of the Student Senate who is unable to be present at three (3) consecutive meetings, including any assigned College committee meeting, is deemed to have resigned their office. A letter will be sent to the absent officer outlining the details of forfeiting the position. If indeed the officer does resign, the Student Senate officers will appoint a new student to fill the unexpired term.

ARTICLE IX: Advisor

A faculty or staff member will serve as the Student Senate Advisor. This Advisor is responsible for guiding, coaching, and providing support to the Student Senate throughout the academic year.

Duties and Responsibilities:

1. Approve all proposed Student Senate projects and business transactions; for those proposals that must be approved by administration, submit all necessary items.
2. Attend Student Senate meetings.

3. Report to College Assembly to communicate the status of the Student Senate.
4. Oversee the financial budget of the Student Senate, assisting the Treasurer as necessary.
5. Supervise the completion of duties and responsibilities of officers.
6. Submit summative yearly report to the Institutional Assessment and Evaluation Committee and update as necessary.

ARTICLE X: AMENDMENTS

This constitution may be amended by a majority of the Student Senate members and/or elected officers present and voting. This process will utilize *Roberts Rules of Order*.

ARTICLE XI: REQUIREMENTS of STUDENT SENATE OFFICERS

The following are standards, requirements, and skills officers must adhere to, abide by and possess:

1. Maintain a satisfactory clinical and academic standing.
2. Maintain an active, positive interest in the well-being of the community at The Christ College.
3. Communicate with peers, administration, faculty and staff in a professional and unbiased manner.
4. Attend Student Senate meetings and College committee meetings (as assigned), and any necessary leadership training.
5. Serve the student body and College in a professional and unbiased manner.
6. Effectively balance school and personal activities and give the appropriate amount of time necessary to fulfill Student Senate office duties.
7. Possess strong leadership skills and abilities.
8. A student may hold only one (1) office or position on Student Senate. Per the NSNA policy, students may hold office in Student Senate or SNACC. They are not allowed to hold office in both student organizations at the same time.

ARTICLE XII: MEMBERS OF EXECUTIVE COMMITTEE AND DUTIES

1. The Executive Committee will consist of the President, Vice-President, Treasurer and Secretary. The duties of the Executive Committee will include the following:

- a. Appoint replacements to the Student Senate upon vacancies in membership due to resignation or dismissal. Appointment of the chosen individual will be subject to advisor approval.
 - b. Appoint additional committees as required to address identified student needs brought before the student senate.
2. Officers of the Student Senate include the following: President, Vice President, Treasurer and Secretary and Chairperson of the following standing committees: social and community activities, student alumni ambassador, fundraising, and minority representative.

ARTICLE XIII: DUTIES OF OFFICERS OF STUDENT SENATE

The PRESIDENT shall:

1. Preside over all student meetings.
2. Assist in expediting of business in every way compatible with the rights of members.
3. Plan, establish and distribute an agenda.
4. Verify agenda with Advisor before distributing to the officers.
5. If Secretary is absent, the President will appoint an acting Secretary to document meeting minutes.
6. Cast a deciding vote in the case of a tie.
7. Serve as an official representative of the student body.
8. Communicate with all Senate Committees.
9. Appoint additional ad-hoc committees as required to ensure the proper conduct of the business of Student Senate.
10. Coordinate student activities at the annual Graduation Luncheon (including, but not limited to, the presentation of crutch and any necessary games or ice breakers) in conjunction with The Christ College.
11. Appoint officers upon vacancy due to dismissal or resignation.
12. Obtain approval from Advisor before moving ahead with planning and implementing any proposals.

13. Invite all students, faculty and staff to participate in all activities of the Student Senate.

The VICE PRESIDENT shall:

1. Assist the President in carrying out functions of that office.
2. Assume the office of President when it is necessary for the acting President to be absent.
3. Notify all committee members of scheduled or emergency Student Senate meetings.
4. Track students' attendance at the College Committee meetings to which they are assigned or otherwise committed to attend for the purpose of representing the student body.
5. Serve on special task force groups within the Senate, including that which selects the classes NCLEX course.
6. Strategically plan for a stronger Senate throughout the academic year.
7. Collaborate with Student Senate Advisors and other appropriate individuals when planning special events.

The SECRETARY shall:

1. Keep accurate, precise minutes and attendance of all Student Senate meetings.
2. Notify the President if unable to attend meetings so an acting Secretary can be appointed.
3. Have Student Senate by-laws, rules, parliamentary procedures, and any other pertinent information available at each meeting.
4. Conduct correspondence of Student Senate to all members of the College through email and personal communications.
5. Distribute copies of minutes via email for review by Advisor and officers.
6. Post approved minutes on the College's website within one (1) week of each meeting's dismissal.
7. Provide an annual (year-end) summary of attendance of all Student Senate meetings and assist in the writing of the annual Student Senate report submitted to the Institution Assessment and Evaluation Committee by the Advisor.

8. Obtain approval from the Student Senate Advisor(s) before moving ahead with planning and implementation of any proposals.

The TREASURER shall:

1. Make or be aware of all deposits into the appropriate Student Senate accounts, according to current policy.
2. Keep an accurate written account of all receipts and expenditures.
3. Present a financial report at each Student Senate meeting.
4. Work with the Student Senate President, Senate officers and Advisor when planning the financial budget.
5. Obtain approval from Advisor before moving ahead with any spending related to Student Senate accounts.
6. Keep Student Senate checkbook on TCCNHS premises.
7. Be accountable to Advisor regarding Student Senate funds.

ARTICLE XIV: COMMITTEES AND CHAIRS

The SOCIAL AND COMMUNITY ACTIVITIES CHAIR shall arrange activities for College-wide participation to build the College community.

Duties and Responsibilities:

1. Arrange and plan activities focused on building community within the student body, faculty and staff.
2. Organize committee(s) of Student Senate officers and students to help with Social and Community Activities, and serve as the Chairperson for said committee(s).
3. Plan at least one (1) activity event per semester.
4. Present ideas and detailed reports, including budget, at monthly meetings.
5. Obtain approval from the Student Senate Advisor(s) before planning and executing proposed activities.
6. Oversee the production of picture presentation (DVD) to be presented at the Graduation Luncheon.

7. Establish a professional and enjoyable community for the College and class.

The STUDENT ALUMNI AMBASSADOR shall enhance student service and leadership opportunities; build a foundation for future alumni leaders; foster communication, awareness, and interaction between students and alumni.

Duties and Responsibilities:

1. Serve as a student liaison between Alumni and the College community.
2. Attend three (3) Alumni Board Meetings per year.
3. Report TCCNHS events and the activities of the student community to the Alumni Board.
4. Meet monthly with Alumni Relations Liaison to assist in planning student-alumni events and programs.
5. Collaborate with class members to engage the Alumni community and enhance networking opportunities.

The FUNDRAISING CHAIR shall take responsibility for fundraising efforts designed to help raise money for the student body's activities, events and scholarships.

Duties and responsibilities:

1. Organize appropriate committee(s) to plan and execute at least one (1) fundraising event each semester.
2. Report overall progress of the planning, implementation and execution of fundraising efforts.
3. Appoint chairpersons to any sub-committees that are formed to plan, implement or execute fundraising efforts.
4. Brainstorm potential fundraising efforts and present proposals at monthly Senate meetings.
5. Obtain approval from Advisor before planning and executing any fundraising efforts.
6. Order any fundraising products prior to the sale thereof in order to prevent overflow of stock.
7. Include all students and faculty in Student Senate fundraising efforts.

The MINORITY REPRESENTATION CHAIR shall advocate for the College's minority population by communicating the needs of the population to the Student Senate, the Chair will thereby strive to improve communication and understanding between minority students and the College.

Duties and responsibilities:

1. Serve as liaison between minority student population and the College, informing the Student Senate of any issues or needs.
2. Organize and chair committees for any minority community events or programs.
3. Prepare at least 1 (one) community event per semester that is related to minority education or advocacy.
4. Obtain approval from Advisor before planning, implementing or executing any proposed activities.

ARTICLE XV: 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.

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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<http://www.aacu.org/About/statements/documents/AcademicFreedom.pdf>

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 that the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights under FERPA.

Students may ask the College to amend a record he/she believes contains information that is inaccurate, misleading or in violation of his/her rights of privacy. Students who wish to ask the College to amend a record should write to the College official responsible for the record, clearly identifying the part of the record he/she wants 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/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from 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 responsibilities for the College.

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 20202-5920

5. 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. Court in which the school is defending itself against legal action initiated by a parent or eligible student.
- i. 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 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 44)

E. STUDENT SERVICE AGREEMENT

All degree-seeking students are required to complete three (3) hours of service to the College each academic year. Opportunities to fulfill this service requirement will be posted by the Guidance Counselor/Alumni Relations Liaison or announced by the Student Senate 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 (2) 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 Sciences 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:

- The student receives the student handbook and appropriate program handbook which outlines academic policies.
- The student is informed of individual course requirements and determinants of course grade.
- A student who feels his or her due process has been violated may engage his or her due process rights by engaging in Grade Appeal or Student Grievance Procedures.

I. STUDENT GRIEVANCE POLICY AND 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.

Special Notes: A College/program/course policy in and of itself is not grievable. Students wishing to appeal a final course grade should follow the Grade Appeal Policy and Procedure outlined in this handbook.

2. Procedural Overview

- a. Every student complaint or problem will be reviewed by appropriate individuals or entities of the College. This is not to be interpreted that every complaint or problem rises to the definition of grievance.
- 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 or non-academic matters.

3. Terminology

- a. **Informal Grievance Process:** a non-written process serving as an opportunity to resolve differences at the appropriate 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 two (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 three (3) faculty members and two (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 is 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 two (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.

J. INFORMAL GRIEVANCE PROCESS

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

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

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

Step 3: If the outcome of the discussion with the appropriate Dean is not satisfactory, the student has three (3) business days to initiate the Formal Grievance Process by meeting with the Grievance Facilitator (contact the office of the President for more information).

K. FORMAL GRIEVANCE PROCESS

Step 1: The student initiates the Formal Grievance Process by discussing a) the matter and b) whether the matter rises to the definition of due process rights violation, with the Grievance Facilitator within three (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 three (3) business days of receiving the Grievance Procedure Form.

L. 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 one (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.

M. 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 five (5) business days after Step 3 of the Formal Process.

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

Step 7: The President has five (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 the College 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. The student receives a copy of the decision and a copy is filed in the student's record along with the Grievance Procedure Form. The Grievance Panel's decision is final and the process is completed.

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

N. 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. BURSAR'S OFFICE

The Bursar's Office at The Christ College of Nursing and Health Sciences is responsible for student billing, revenue collection, refunds, and posting payments on student accounts. This office also oversees monthly payment plans, financial aid refunds, the collection of past due tuition, and prepares billing statements to agencies that have authorized payment for student accounts. In addition, student loan, grant and scholarship disbursement to student balances is the responsibility of this office.

1. FINANCIAL OBLIGATIONS

Students are responsible for payment of all costs associated with attending The Christ College of Nursing and Health Sciences. Application for financial assistance does not negate this responsibility. The financial obligation for each semester must be met in order to register for a subsequent semester. Unusual circumstances or a financial crisis should be reported to the Bursar's Office immediately, so that the College can assist the student in planning or determining possible alternatives.

Students who fail to meet their financial obligations to the College will be suspended and will not be allowed to attend class (es) and will not be permitted to register until all financial obligations have been met. A student may be administratively withdrawn for failure to make payment in a timely manner. In addition, students are required to meet all financial obligations before grades, transcripts or degrees will be issued.

2. TUITION AND FEES

Tuition and fees are established by The Christ College of Nursing and Health Sciences Board of Directors. Please visit www.thechristcollege.edu for 2010–2011 tuition costs.

Fees are collected from all students during the course of the two-year program. The nine (9) general categories are as follows:

- a. Registration Fee
- b. Background Check Fee
- c. Student Health Fee
- d. Learning Resource/Technology Fee
- e. Student Senate Fee
- f. Graduation Fee
- g. Standardized Testing/NCLEX Fee
- h. Malpractice Insurance Fee
- i. Student Parking Fee

3. PAYMENT OF TUITION AND FEES

A financial statement is prepared and mailed to each student each semester. Tuition and fees, along with other charges must be paid in full prior to the beginning of each semester in order to maintain continuous enrollment.

There are three (3) ways to pay tuition and fees:

- a. Payment in full by cash, check, money order, VISA or MasterCard
If credit card payment is preferred, please consult the bursar.

- b. Financial Aid Deferment. This can only be accepted if the student has submitted all the required forms/documentation needed by the Financial Aid Office.
- c. Participation in the payment plan offered by the College. Further information may be obtained by contacting the Bursar's Office at (513) 585-0365.

4. FAILURE TO MAKE PAYMENT

- a. Failure to make a payment on time will result in the student's account being charged a \$25.00 late fee.
- b. Failure to meet all financial obligations after five (5) business days from the agreed due date (late fee included) will result in an automatic suspension from the College until all financial obligations have been met.
- c. 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.

5. REFUND POLICY

- a. If dropping/withdrawing from a single course or from the College, student should notify the Registrar/Bursar according to the policy outlined in the student handbook. Withdrawal is complete when the Registrar/Bursar has been notified. Students who withdraw from courses or the College are responsible for outstanding financial obligations.
- b. Students may be eligible for refunds once the course(s) have been officially dropped/withdrawn. Refer to the Refund Policy Table below for the percentage of tuition refund a student is eligible to receive based on both the length of the course and the official drop/withdraw date filed in the Office of the Registrar.
- c. Refunds of tuition and fees are not made unless the student has followed the withdrawal policy. Notification to an individual instructor or failure to attend class does not constitute an official withdrawal. An effective date of withdrawal and clarification of withdrawal from a course(s) or the College is required. An exit interview with the Financial Aid Office is required for students receiving financial aid.

REFUND POLICY TABLE

**FALL SEMESTER 2010
First Day of Class**

August 23, 2010

Final Day for 100% Refund	August 30, 2010
Final Day for 75% Refund	September 7, 2010
Final Day for 50% Refund	September 15, 2010
Final Day for 25% Refund	September 23, 2010
0% Refund Effective on Friday of Fifth Week	September 24, 2010

SPRING SEMESTER 2011

First Day of Class	January 3, 2011
Final Day for 100% Refund	January 10, 2011
Final Day for 75% Refund	January 18, 2011
Final Day for 50% Refund	January 26, 2011
Final Day for 25% Refund	February 3, 2011
0% Refund Effective on Friday of Fifth Week	February 4, 2011

SUMMER SESSION 2011

First Day of Class	May 2, 2011
Final Day for 100% Refund	May 9, 2011
Final Day for 75% Refund	May 17, 2011
Final Day for 50% Refund	May 25, 2011
Final Day for 25% Refund	June 2, 2011
0% Refund Effective on Friday of Fifth Week	June 3, 2011

B. FINANCIAL AID

The Financial Aid Office at The Christ College of Nursing and Health Sciences assists students and parents to successfully navigate the financial aid process from beginning to end. Financial aid is intended to assist students who otherwise would be unable to finance their education.

All financial aid in the form of federal loans and grants is administered by the Financial Aid Office under the policies established by the Federal and state governmental guidelines. Eligibility is based on demonstrated financial need of the student and/or the student's family and on registered credit hours.

Special Notes: It is important to note that an application for financial aid is not a guaranteed method of payment for tuition and fees. Eligibility for grants and loans will be determined after completing the financial aid process. First priority is given to on-time applications. Late applications will be considered based on the availability of funds. It is the student's responsibility to ensure all financial obligations are met on time, as established by the College. **See the Financial Aid Handbook on-line at www.thechristcollege.edu for additional information.**

1. **STUDENT COURSE LOAD**

Full-time students enroll for 12 or more credit hours and part-time students enroll for 11 credit hours or less in each academic semester or

term. Students may be required to maintain full-time enrollment status for reasons such as certification related to student loans, employment, and medical insurance policies. For more information about student course load related to financial aid, contact the Financial Aid Office at (513) 585-2402.

2. STUDENT GRADE LEVEL

Students attending The Christ College of Nursing and Health Sciences will be classified by grade level based upon the number of credit hours earned. Transfer credit hours that have been officially accepted by the College will be counted towards a student's earned hours when determining grade level.

Grade Level Classification is as follows:

Freshman Level: 36 credit hours earned

Sophomore Level: 37 – 72 credit hours earned

Special Note: Eligibility for federal, state and institutional aid will be determined in part by total credit hours earned by the student.

3. SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

a. Overview

Any student receiving any type of federal, state or institutional aid is required to maintain Satisfactory Academic Progress to continue to receive financial aid at The Christ College of Nursing and Health Sciences. Federal regulations stipulate that each student's entire academic record be reviewed for Satisfactory Academic Progress, including terms for which a student did not receive financial aid.

b. Requirements

To be eligible for financial aid at TCCNHS, students must meet all three (3) criteria defined below to qualify for the Satisfactory Academic Progress (SAP) requirement.

1) GPA Requirement: Maintain a cumulative GPA of 2.0 or higher each academic semester or session to meet SAP progress requirements.

2) Credit Completion Requirement (CCR): A student must earn hours equal to at least 70% of the total hours attempted for each semester in which they are enrolled with grades of 'A', 'B', 'C' to remain in good SAP standing.

Example: John takes 16 credit hours and fails two courses. Course #1 is a 3-credit hour course, and course #2 is a 1-credit hour course. John would satisfy this component of the satisfactory academic progress requirement because he has earned 12 of 16 credits or 75% of hours attempted ($12 \div 16 = 75$).

- c. Maximum Time Limit: Students must complete their program of study before they have attempted more than 150% of the published required credit hours for the associate degree program. This equates to 150% of the total number of credit hours. Students that exceed 150% of the hours attempted will not be eligible for financial aid.

Example One: 72 credit hours are required to obtain the Associate of Applied Science degree in nursing. In this case, 72 total credit hours X 1.50 or 150% = 108 hours.

Example Two: Allen is enrolled at TCCNHS for 3 years. Some semesters he has gone full-time (16-19 hours) while others he has dropped below full-time status. After applying for permission to go beyond three years, in the fall semester of his fourth year, Allen will reach 112 hours. Because he has exceeded the allowable limit (108 hours), Allen will no longer receive financial aid at The Christ College.

- d. Evaluation of Satisfactory Academic Progress
A student's Satisfactory Academic Progress (SAP) is reviewed once every academic semester. At each point in time, a student will be assigned one of three designations:
- 1) Good Standing: Student continues to receive financial aid because he or she has demonstrated satisfactory academic progress.
 - 2) Financial Aid Probationary Status: Student will continue to receive financial aid, but must complete stipulations as defined by the Financial Aid director.
 - 3) Denial Status: Student will no longer continue to receive financial aid until such time as he or she demonstrates satisfactory academic progress.

Students will be notified by the Financial Aid office of actions taken for failure to meet satisfactory academic progress.

e. Actions Taken for Failure to Meet Satisfactory Academic Progress

1) Probationary Status

Students not meeting one or more of the above criteria may be placed on Financial Aid Probationary Status (FAPS). Note that this status may be in addition to other types of academic or disciplinary probation. Probationary status does not prevent the student from receiving financial aid. In fact, this status is an opportunity for the student to take proactive measures to resolve academic issues. Once on probation students must meet the conditions of that probation as set forth by the Financial Aid Director and agreed upon by the student. Failure to meet these conditions could lead to either continued probationary status or most likely denial of financial aid. This will result in the student no longer receiving federal (Title IV), state, and institutional assistance until he or she meets all satisfactory academic progress criteria.

2) Minimum Standards for Students on Probation

Once a student has been placed on Financial Aid Probationary Status (FAPS), they must meet **all** of the following SAP Probation Standards:

- a) Student must meet with the Financial Aid Director or designee;
- b) Student must complete a FAPS Contract Form (see part 1);
- c) Once the student completes the FAPS Contract, the Financial Aid Director places a copy in the student's financial aid file and then submits a copy to the following individuals:
 - i. Dean, Student Services – reviews and signs-off on the contract
 - ii. Academic Advisor – for review and placement in student advising file
 - iii. Learning Support Services Personnel - for review; an in-take session may be arranged, if stipulated in the FAPS Contract Form
 - iv. Academic Deans – for review

At the end of the next term, the student's status will be re-evaluated to determine if he or she is meeting the terms of the contract and is making satisfactory academic progress per defined criteria in the satisfactory academic progress policy.

3) Denial Status

Failure to meet these conditions could lead to either continued probationary status or most likely denial of financial aid. This will result in the student no longer receiving federal (Title IV), state, and institutional assistance until he or she meets all satisfactory academic progress criteria.

4) Appeal Process

Appeal and Reinstatement: Students may appeal their denial status by submitting a Financial Aid Appeal of Denial Status Form within in five (5) business days of receiving the official denial status notification. Only the following *documentable* circumstances will be considered for an appeal:

- a) Illness
- b) Medical problems
- c) Death in the family
- d) Relocation
- e) Employment changes

Once the form and all appropriate documentation have been completed, the student submits the original form to the Financial Aid Director or designee. The Director or designee provides the students with a time stamped copy for his/her file.

The appeal is reviewed by a committee comprised of the following individuals and a decision is made to either accept or reject the appeal:

- a) Financial Aid Director
- b) Financial Aid Assistant
- c) Registrar/Bursar

Once the appeal committee has issued its decision, the student has the option of appealing that committee's decision to the Dean of Student Services within five (5) business days of receiving the notification of the appeal status. The Dean of Student Services will review and communicate whether he or she upholds or rejects the committee's decision. The decision

of the Dean of Student Services is final.

- 5) Other Factors Affecting Satisfactory Academic Progress
Withdrawals, incomplete courses, repeated courses, and transfer credits count towards a student's compliance with the CGPA, completion rate and maximum time frame standards of this policy. Re-evaluation of the maximum time frame will be considered for individual situations.

C. 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 guidance and assistance with specific concerns. All faculty have posted office hours to facilitate accessibility; administrators are available by appointment.
 - c. Academic Advising: Housed under the Division of General Education and Instructional Support Services and coordinated by Learning Support Services faculty
 - d. The purpose of academic advising is to:
 - 1) Enhance the success of our students academically, professionally and personally. To successfully accomplish this, 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.
 - e. 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 his/her 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

- 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

- f. 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

- g. Institution Roles and Responsibilities
 - 1) Role: Manager
Responsibilities:
 - a) 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. It will also provide the necessary protocols and procedures to 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.

D. 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.

E. LEAVE OF ABSENCE

1. Definition

Leave of absence (LOA) is defined as an absence from the College for a period not exceeding one year from the date that the leave was granted. A student on LOA is considered a matriculated student.

2. Criteria

To be eligible for a Leave of Absence, a student must meet the following criteria:

- a. Be a degree-seeking matriculated student.
 - b. Be in good academic standing and passing all courses at the time of the leave. Students on academic probation do not qualify for a Leave of Absence.
 - c. Be registered during the semester immediately prior to the beginning of the Leave of Absence.
 - d. Be in good financial standing with the College. Students on financial hold will not be considered for a Leave of Absence.
3. Process for Obtaining a Leave of Absence
- a. Review the Leave of Absence policy and schedule an appointment with the following College officials prior to submitting the formal written request:
 - 1) Academic Advisor
 - 2) Financial Aid Director
 - 3) Registrar/Bursar
 - b. Submit a formal written request to the Dean, Student Services. Electronic submissions will not be accepted. The formal written request must include:
 - 1) Requested start and end date of the Leave of Absence.
 - 2) Reason for the Leave of Absence.
 - 3) Requested extension of Time to Degree (see page 18)
 - 4) Anticipated date of graduation after Leave of Absence.
 - c. Schedule an appointment with the Dean, Student Services for final review of the Leave of Absence request. Leave of Absence is determined by the Dean, Student Services or designee.
4. If approved, the following applies to students on leave:
- a. The student should turn in his/her identification badge, parking card and all clinical access cards (e.g., RFID) upon leaving.
 - b. All student privileges are suspended during a Leave of Absence and are reinstated upon the student's return.
 - c. Eight (8) weeks prior to the date of return, the student must make an appointment to meet with the Dean, Student Services or designee to verify intent.

- d. Return from a Leave of Absence is contingent upon space availability.
- e. Evaluation as to the placement of the returning student will be made by the appropriate administrative personnel.
- f. Students desiring to return to the College after the Leave of Absence has expired must reapply for admission to the College.
- g. Courses taken during a leave of absence at other institutions will not be considered for transfer credit.

5. Specific Types of Leave of Absence

a. Personal Leave of Absence

A student who must interrupt enrollment temporarily due to personal reasons may request a Personal Leave of Absence. A Personal Leave of absence (LOA) from the College cannot exceed one year from the date that the leave was granted. Students must meet the above Leave of Absence criteria and follow the Process for Obtaining a Leave of Absence outlined above.

b. Medical Leave of Absence

A student who must interrupt enrollment temporarily because of physical or psychological illness, may request a Medical Leave of Absence from the Dean, Student Services. The medical or mental health professional who has been providing treatment to the student will, with the student's written consent, confirm in writing that a Medical Leave is warranted due to the student's health problem. Students must meet the above Leave of Absence criteria and follow the Process for Obtaining a Leave of Absence outlined above. Supporting medical documentation must be dated within 30 days of the request for a Medical Leave of Absence.

c. Military Leave of Absence

Any student who is a member of the National Guard or other reserve component of the Armed Forces of the United States called to active duty will be granted a Military Leave of Absence for the period of active duty and one year thereafter. Requests must be accompanied by a copy of military orders indicating the induction date.

Upon return from a Military Leave of Absence, the student will be restored to the educational status attained prior to being called to duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of

active duty. Students requiring a Military Leave of Absence should contact the Dean, Student Services for additional information. For additional information, contact the Registrar at (513) 585-0365 regarding Veterans benefits.

F. PARKING

Parking is available to students in off-site designated areas at the Baldwin Building parking garage. To ensure personal safety and vehicle safety, the Safety and Security Department along with The Christ College of Nursing and Health Sciences *strongly recommends* that students utilize this service. The Baldwin Garage is patrolled regularly by Baldwin security officers to deter crime. The fee to park in the Baldwin Building parking garage is \$200 per year and authorized vehicles are issued a parking badge to use the facility.

1. SHUTTLE BUS SERVICE

The Christ Hospital Transportation Department provides a shuttle bus service to students Monday through Friday from 6:00 AM – 5:30 PM. The 14-passenger shuttle picks-up and drops-off students in a continuous loop every 15 minutes. After shuttle hours, students may call Safety and Security at (513) 585-2222 for a personal escort.

2. ADDITIONAL PARKING

Limited parking is available on public streets near campus. Vehicles parked in violation of the Cincinnati Parking Authority are subject to a motor vehicle infraction and towing at the owner's expense. In order to facilitate better use of existing parking areas and to enhance personal safety, The Christ Hospital and The Christ College of Nursing and Health Sciences strongly encourage students to park in the Baldwin Building garage.

NOTE: The Christ College of Nursing and Health Sciences is not responsible for the safety or protection of motor vehicles or their contents.

G. REGISTRAR'S OFFICE

The Registrar's Office is responsible for providing efficient, timely and personable service to students, while maintaining accurate student academic records. The Office of the Registrar processes grades and transcripts, prepares credit evaluation and notifies students on transfer credit issues, oversees the registration process, and enrollment verifications. The Registrar coordinates graduation, certifies degree completions, posts degrees, processes diplomas, and is the FERPA Compliance Officer for the College.

1. 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.

2. REGISTRATION

Students are required to register for courses before each academic term. Registration is held for returning, degree-seeking students in late October for the spring semester, and in March for the summer session and fall semester. Prior to each registration period, course listings, specific registration dates and registration instructions are emailed to students and posted on-line and in the Registrar's Office.

During the advising period held two weeks prior to registration, a student meets with his/her advisor to review the student's progress toward program requirements. Students are required to meet with their advisor prior to registration and will be placed on a "Registration Hold" until the meeting occurs.

Registration is available via the web and in person. Registration time is based on the student's classification (second year, first year, three-year track, non-degree). After a student has registered on-line, a printed copy of the schedule is verification and receipt that the on-line registration process is complete.

3. TRANSCRIPTS

Transcripts are released from The Christ College of Nursing and Health Sciences when written authorization is received and the student's financial obligations to the College have been met. Contact the Registrar at (513) 585-0365 for transcript processing costs/fees.

H. 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.

I. 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. BUILDING HOURS

The Christ College of Nursing and Health Sciences building is open Monday – Friday from 6:30 AM – 5:00 PM. Students are permitted entry into the College with badge access Monday – Friday, 6:00 AM – 6:00 PM.

B. COLLEGE EVENTS

Students are expected to attend the following events as indicated:

- 1. Class Day Graduation Luncheon (GRADUATING STUDENTS and STUDENT SENATE OFFICERS)
- 2. Graduation (ALL GRADUATING STUDENTS)

C. FOOD SERVICES

There are several dining venues available to students that are open throughout the day and evening. The hospital's cafeteria, "Café on A" is available to visitors, as well as students and employees, and provides meals at reasonable prices. Hours of operation are as follows:

Café On A – Monday through Friday (Closed on Holidays)

Breakfast: 6:30 AM – 10:00 AM

Continental Breakfast: 10:00 AM – 10:30 AM

Lunch: 11:00 AM – 1:30 PM

Light Fare: 1:30 PM – 3:30 PM
Dinner: 4:00 PM – 6:30 PM

Sara Lee Sandwich Shoppe

The Sara Lee Sandwich Shoppe is open in the cafeteria, located on A-Level and features fresh, made-to-order sandwiches Monday through Friday, 10:30 AM – 5:00 PM, and weekends and holidays from 10:00 AM – 3:00 PM.

Baba Budan's Espresso Bars (located in the MOB)

Coffee Creations (located in the hospital)
Monday through Friday (closed on holidays)
6:30 AM – 5:00 PM

Wendy's – a national chain restaurant is located next to the hospital lobby

There are vending machines with beverages in the dining room of the hospital and in the College. Other machines with snacks, beverages and newspapers are located near the Hospitality Center in the lobby of the hospital on Level 1. Vending machines are accessible 24-hours a day. A refrigerator, microwave, and coffee machine are located in the study lounge area of the College.

D. TOBACCO FREE CAMPUS

The Christ Hospital prohibits the use of tobacco products on its campuses, in its facilities and vehicles. Patients, visitors, employees, physicians, students, volunteers, vendors and contractors may not smoke or use tobacco products on the campus of The Christ Hospital, within any facility on the TCH campus or any off-site facilities and campuses. This includes all vehicles in parking areas and hospital vehicles off the property. The Christ Hospital also discourages the use of tobacco products by employees or visitors on properties adjacent to hospital properties, to show respect for our neighbors.

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

The Safety and Security Department of The Christ Hospital is open 24 hours a day and is responsible for the safety and protection of The Christ Hospital and The College of Nursing and Health Sciences. 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:

A. Protecting lives and safeguarding buildings and equipment

- B. Deterring and preventing crime
- C. Educating the hospital staff/employees in all aspects of crime prevention and survival awareness
- D. Enforcing hospital rules, city ordinances and State of Ohio laws
- E. Apprehending violators, filing affidavits and serving warrants
- F. Assisting with fire-fighting and fire safety inspections
- G. Investigating complaints, offense reports, auto accidents and any other unusual or suspicious activity on campus
- H. Opening and closing campus buildings and property at prescribed times
- I. Assisting injured or ill persons
- J. Assisting stranded motorists
- K. Escorting students, employees, staff and visitors, on campus during hours of darkness
- L. 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 Sciences	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 x52222 from any hospital phone, or (513) 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:

1. 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.)
2. Are there personal injuries? How many people are hurt?
3. What is the exact location of the emergency or suspicious activity?
4. 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

TCH Safety and Security offers an escort service to anywhere on hospital property to provide patients, employees and students with the assurance of safe travel. This service is available seven (7) 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 26)

PERSONAL SAFETY RECOMMENDATIONS

In the building

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

On the grounds:

1. Be alert and aware of people around you.
2. Don't walk alone. Go with a friend, group or use the escort service.
3. Use public walkways. Avoid shortcuts, as well as dark or secluded places.

4. Never hitchhike, pick up hitchhikers or ride with a stranger.
5. Never drink and drive.
6. Always lock your car and take your keys with you. Lock your valuables out of sight.
7. Know the locations of telephones.
8. If you are a victim, call Safety and Security immediately. We can assist you and advise you of your legal rights.

At work:

1. 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.
2. 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!
3. 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.
4. Should a theft occur, or if you have a suspicious person in your building, call Safety and Security immediately. Do not be apathetic with situations like these. The thief is depending on this.