



Ancilla Nursing

Ancilla College 2018-2019 Nursing Handbook

A supplement to the Ancilla College Catalog and Student Handbook

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Nursing Student Handbook

Welcome to the Ancilla College Division of Nursing. The nursing faculty and administration welcome you! We look forward to partnering with you and serving your needs as you progress.

We believe in you!

The Nursing Student Handbook is intended to provide students with general program information, requirements, policies, procedures, and guidelines that pertain to the Division of Nursing. This is a supplement to the Ancilla College Catalog and Student Handbook available at www.ancilla.edu.

As a student enrolled in the nursing program, you are responsible for the information contained in this handbook. ***It is required you read it.***

This Handbook does not establish a contractual relationship between Ancilla and its nursing students. This Handbook only serves to highlight Ancilla's general policies, practices, and procedures for personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide nursing students with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

The Nursing Division's curricular and/or program policies may change once a student is enrolled. The Division will attempt to notify students (via e-mail or announcements) of any change that will affect one's plan of study, progression or completion. *It is therefore each student's responsibility to check his/her Ancilla College e-mail account daily.* Nursing students should have routine access to computers and the internet: a personal computer with internet capabilities and access is optimal.

The Nursing Student Handbook Acknowledgement form must be signed and submitted to Castlebranch by each student every year.

Ancilla College Academic Competencies

1. Critical thinking and qualitative reasoning
2. Communication: written and oral
3. Global awareness
4. Technology and information management
5. Personal responsibility and professional development

Specific Guidelines for Nursing Students

Additional policies and procedures of the Division of Nursing will apply to all nursing students. These policies do not supersede Ancilla College's general policies located in the Course Catalog, Student Handbook or other designated areas. They may be above and beyond the College's general requirements, but in no case are ever less.

While every effort is made to provide accurate and correct information in this handbook, Ancilla College reserves the right to revise any matter described herein without publishing a revised edition of the handbook. Actions by the federal and/or state government, the Board of Trustees of Ancilla College and the administration of Ancilla College may produce such changes. Please check the Ancilla College Nursing Webpage @<https://www.ancilla.edu/degrees/nursing/> for the most recent information.

Mission

The mission of Ancilla College Nursing is to empower a diverse population with an opportunity to achieve high academic goals. Ancilla college nursing will prepare graduates who will have the knowledge, skills and attitudes (KSAs) necessary to provide professional nursing care. The student successfully incorporating the seven core values derived from elements of the arts, sciences, humanities and nursing, will be granted an associate of science degree in nursing. Graduates are expected to continuously improve the quality and safety of nursing practice to meet the holistic healthcare needs of the communities served.

Philosophy

Nurse

The nurse is a manager of patient-centered care who provides holistic support to individuals and their communities. A nurse collaborates with other healthcare professionals to provide safe, evidence-based, quality nursing care.

Nursing Education

Ancilla nursing faculty, guided by current evidence and accepted nursing standards, believe the learning process is a mutual effort of faculty and students who take responsibility for personal and professional growth. Teaching and learning concepts in nursing is complex with many layers and experiences building on each other culminating in the successful graduate nurse. Accountability of the educational process is demonstrated by assessment of specified nursing student learning outcomes.

Division of Nursing Curricular Concepts

The curriculum integrates seven student learning concepts. Mastery of these concepts, designated as program student learning outcomes, are essential to nursing and the learning process expected by the Ancilla College Nursing Program.

Ancilla College Academic Competencies and Nursing Program Outcomes Comparison

Ancilla College Academic Competency	Nursing Program Outcomes	Nursing Outcomes Level 1	Nursing Outcomes Level 2
1. Critical Thinking and Quantitative Reasoning.	Safety, Informatics (INF), Quality Improvement (QI)	Safety: Minimizes risk to patients and providers utilizing facility and college policies and procedures. INF: Use technology to communicate, manage knowledge, and support decision making. QI: Identify information and data to continuously monitor patient care and safety.	Safety: Minimizes risk of harm to patients and providers using critical thinking both through system effectiveness and individual performance. INF: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. QI: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
2. Communication: Written and Oral.	Teamwork & Collaboration (T&C), Patient-Centered Care (PCC), Safety	T&C: Uses effective forms of communication within the healthcare team to achieve quality patient care. PCC: Identify the patient needs and preferences when providing nursing care. Safety: Minimizes risk to patients and providers utilizing facility and college policies and procedures.	T&C: Uses oral and written forms of communication effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. PCC: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. Safety: Minimizes risk of harm to patients and providers using critical thinking both through system effectiveness and individual performance.
3. Global Awareness	Evidence Based Practice (EBP), Professional Identity (PI)	EBP: Integrate current nursing knowledge with patient/family preferences to deliver safe health care. PI: Develop behaviors congruent with established legal and ethical professional standards.	EBP: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. PI: Display behaviors congruent with established legal and ethical professional standards.
4. Technology and Information Management.	Informatics (INF), Quality Improvement (QI)	INF: Use technology to communicate, manage knowledge, and support decision making. QI: Identify information and data to continuously monitor patient care and safety.	INF: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. QI: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Personal Responsibility and Professional Development.	Evidence Based Practice (EBP), Patient-Centered Care (PCC), Professional Identity (PI)	EBP: Integrate current nursing knowledge with patient/family preferences to deliver safe health care. PCC: Identify the patient needs and preferences when providing nursing care. PI: Develop behaviors congruent with established legal and ethical professional standards.	EBP: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. PCC: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. PI: Display behaviors congruent with established legal and ethical professional standards.

American Nurses' Association Code of Ethics for Nurses

Students who are preparing to enter the profession of nursing are expected to follow the American Nurses' Association Code of Ethics for Nurses. Each person, upon entering the profession, inherits a measure of responsibility and trust in the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American Nurses' Association in 1950 and revised in 1960, 1968, 1976, 1985, 2001, and 2015.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

General Information

Nursing Office Hours:

- Monday - Friday 8:30 am -4:30 pm EDT. Individual nursing faculty hours are posted each semester outside individual faculty nursing offices.
- Nursing offices are closed:

- ❖ Weekends
- ❖ Official College holidays
- ❖ Vacation times
- ❖ Other times without notice

You are encouraged to call ahead or make an appointment prior to a visit to the nursing office to ensure the best opportunity of having your needs met.

Nursing Office Contact Information: Ancilla College Toll Free: 1-866-262-4552

Rhonda Arvesen, Administrative Assistant, Ext. 327 rhonda.arvesen@ancilla.edu

Faculty Office Hours

Nursing Faculty post office hours outside of their office door. Faculty members are available during the posted times and also by appointment. The administrative assistant or faculty member may make appointments. **Faculty members are not on campus over scheduled semester breaks/holidays, over the summer (unless teaching), or weekends.**

Academic Advising

The Center for Student Achievement coordinates a variety of student services designed to support student success at Ancilla: tutorial services, career development, freshman seminar, disability services and academic advising. Each student is assigned an advisor upon entry to the College. The advisor assists students in clarifying goals, selecting courses, identifying resources, career planning, and preparing for entry into bachelor's degree programs.

Explanation of clock/credit hours

The ratio of clock hours to credit hours for classroom or didactic experience used throughout Ancilla College is 1 clock hour: 1 credit hour.

The ratio of clock hours to credit hours for lab experiences used throughout Ancilla College is 2 clock hours: 1 credit hour.

The ratio of clock hours to credit hours in clinical experiences used throughout the Division of Nursing is 3 clock hours: 1 credit hour. A one-credit-hour clinical course meets for three hours a week, a two-credit-hour clinical course meets for six hours a week, and a three-credit-hour clinical course meets for nine hours a week. Preparation, homework, pre-assessment and other time requirements for the clinical course are in addition to the expected time spent in a clinical facility.

Grade Calculation

Standards for Passing

A minimum grade of a 79.5% is required and listed in each course syllabus for the didactic or class portion of each nursing course. For courses with a clinical component, a "Pass" in clinical is also required as described per individual course syllabus. See individual course syllabi for further grading information.

Grading Scale for the Division of Nursing

100-93= A
92-90= A-
89-87= B+
86-83= B
82-80= B-
79-77 = C+
76-70=C
69-64=D
Below 64%=F

Class Attendance

(Additional Information can be found in the Ancilla College Course Catalog at www.ancilla.edu)

- 1) Students are expected to attend all lectures and are held responsible for content presented. In case of absence, it is the student's responsibility to obtain the information presented from another classmate or the instructor. Not all reading assignments are covered in the lecture; lecture content is presented beyond reading assignments. Lecture content is intended to highlight important points the instructor wishes to convey to the student.
- 2) Students are expected to complete all reading or other assignments as designated in the course syllabus PRIOR to scheduled class. This creates an optimal opportunity for student learning and interaction.
- 3) As a courtesy, students are to request permission of the instructor conducting the class to electronically record the class.

- 4) All classes canceled due to inclement weather or any other issue will be rescheduled, if possible, or material will be made available.
- 5) Use of electronic devices per instructor preference as noted in the course syllabus.
- 6) Students are responsible for attending scheduled examinations. If unable to attend as scheduled, the following guidelines must be followed:
 - A. If the student is absent from a scheduled examination without contacting the instructor **personally (by telephone, texting, or in person)** prior to the examination, the student will receive a zero for the test. If the student contacts the instructor prior to the scheduled exam, the student must make-up the examination within 2 business days (48 hours) from the original test date. **Make-up exams will consist of alternate item questions, including essay questions, at the discretion of the course instructor. This absence will be honored once per semester, per class.**
 - B. Exceptions to this rule (#6) must be approved in writing by the Division Chair or other designee.
- 7) Students are responsible for completing required homework, papers, and other work on due dates as directed per specific course instructor. **If work is sent electronically to the instructor, it is the responsibility of the student to ensure the required work has reached the instructor as desired.** Any missed work may be given a zero or a decreased grade per individual instructor's discretion or additional guidelines located in the course syllabus.
- 8) **Alcohol and/or drug impairment will result in administrative withdrawal from the nursing program.**
- 9) Grade appeal policy, student grievance policy, student conduct information and discipline guidelines are available in the Ancilla College catalog at www.ancilla.edu

Nursing Clinical Information

General Clinical Guidelines

Clinical nursing experiences are designed to provide students with the best possible learning experiences. In order to achieve this it may be necessary to make changes from the published schedule as the clinical rotation nears. Every effort by the Nursing Program is made to keep these changes to a minimum and to notify students as soon as the changes are known. Student specific requests and preferences for the assignment of clinical experiences may be expressed prior to clinical assignments; however, **students are not guaranteed** their request can be accommodated. Assignments will be made to ensure the student receives the most diverse clinical experiences during their education at Ancilla College Nursing. The following guidelines will be used concerning clinical assignments and rotations:

- **Clinical courses may be arranged between the times of 5:00 a.m. and 11:00 p.m. on any day of the week. Students must be available for assignments between these hours.**
- A one-credit-hour clinical course meets for three hours a week, a two-credit-hour clinical course meets for six hours a week, and a three-credit-hour clinical course meets for nine hours a week. These hours are often adjusted to accommodate the clinical agencies' hours and flow of care.

- Human Patient Simulation and any nursing laboratory experiences will replace clinical assignments per instructor choice and as indicated per course syllabus. **Students should prepare and dress as for any clinical day.**
- Although the most diversified clinical experiences are sought for each student, Ancilla College Nursing cannot guarantee each student will receive exactly the same experience in their clinical rotations.
- Students are to maintain professional dress, attitude, and behaviors at all times during clinical rotations. This includes use of professional terminology, professional etiquette, tone and level of voice. Violations of professional behavior, as deemed by the clinical instructor or facility staff, will result in immediate dismissal from the clinical site and possible failure of the nursing course. **This is a zero tolerance rule.**
- Students should be aware that they will usually be required to collect patient care data at the hospital or agency the afternoon prior to the assigned clinical day.
- Clinical sites are located at agencies throughout Northern Indiana. **Students should have reliable transportation and childcare arrangements, and should plan time to accommodate expected travel times, including travel during inclement weather.**
- Certain clinical courses require travel between agencies and homes of clients.
- Clinical group sizes need to be as uniform as possible to provide students with the best learning and supervision possible. It is possible that students will be switched between clinical sections after registration in order to achieve this equity.

Clinical Uniform Dress Code

You are entering a profession therefore professional dress is required. Nursing students must purchase and wear uniforms specified below. If uniforms are unacceptable to the clinical instructor, the student will be sent home from the clinical rotation. Students should select on-duty attire and accessories which are compatible with professionalism, infection control, student or facility identification, neatness, and modesty. Individual clinical agencies may require a different dress code. If so, students will be informed and will be expected to comply as soon as possible. Reasonable accommodations to the dress code may be made for a student's religious practices.

Dress Code and Personal Appearance Guidelines:

Uniforms:

Uniforms must be purchased as directed by the nursing office.

Uniforms should fit properly, be clean and unwrinkled. Good judgement should be used when selecting the appropriate size of scrubs as to maintain a professional appearance. Students who are dressed inappropriately will be sent home; **being sent home means clinical time cannot be made up and will**

result in a fail for the day. Uniform exceptions may be made for religious beliefs and pregnancy; please see the director of nursing for approval.

Shoes:

Shoes must be completely white or black and made of leather or rubber. Aerobic shoes are acceptable if they are made of leather. Shoes must be clean, quiet, safe and comfortable. Canvas, cotton, or nylon shoes are unacceptable. No open-toe shoes may be worn. Clogs made of any material are no longer allowed in many facilities.

Required Equipment:

1. Name Tag - An Ancilla College Nursing photo name tag is mandatory and must be visible on the uniform; it must be present at all times on clinical units. Additional identification may be required by individual facilities; students will be notified and expected to comply when on facility grounds.
2. A watch with a second hand and a stethoscope for use each clinical day.
3. An adult size B/P cuff and penlight will be provided for NURS 110 Fundamentals students and is included in the cost of supplies as part of clinical fee.

Additional Guidelines:

- *Fingernails:* must be neatly trimmed and clean; nails must not protrude past the fingertips. Nail polish, if worn, must be without chipping. Artificial nails, tips, wraps, gels, shellacs, acrylics, appliqués, nail jewelry, or any other items applied to the natural nail are strictly prohibited.
- *Hair and Facial Hair:* hair, moustaches, and beards must be clean and neatly groomed. If hair falls below shoulder length, it must be pulled back and off the uniform. Hair color and hair styles must be appropriate for the business setting.
- *Tattoos and Piercings:* tattoos, or other non-congenital skin anomalies including body piercings are not to be visible. Only two earrings per ear are permitted and dangling earrings are to be avoided for safety reasons. Additional exposed body piercing is not acceptable, including tongue piercing.
- *Personal Hygiene:* good personal hygiene is expected. No perfume, cologne or scented lotions, soaps, etc. are to be used. Simple make-up may be worn. If a foul body odor is noted (including the smell of tobacco), the student will be advised and may be sent home.
- *Jewelry:* a watch and a ring may be worn. All jewelry should be simple, inconspicuous and kept to a minimum. One ring per hand is permissible.

Any attire, uniforms or non-uniform professional dress, deemed inappropriate by the nursing instructor or facility staff will result in the student being sent home from the clinical setting **with a failing grade for that day. The student will not be allowed to make up this time.**

Tuition, Fees, Equipment Costs, and other Expenses

You may visit the Ancilla college website at www.ancilla.edu for a current schedule of fees or you may contact the nursing office at 574-936-8898 ext. 327 for further information on costs and fees. Please note that all costs are subject to change without notice.

Overview of Selected Ancilla College Policies

Policies below may be found in their entirety in the Ancilla College Course Catalog and Student Handbook available online at www.ancilla.edu

GENERAL STANDARDS OF CONDUCT

Ancilla community members embrace the College's mission and the core values of the Poor Handmaids of Jesus Christ (PHJC) who are the sponsoring religious order of Ancilla. Ancilla students are expected to abide by the values, principles, and policies of Ancilla College. Furthermore, all students are required to abide by the laws of the local, state, national, and international governments and are subject to disciplinary action by the college for violation of the laws thereof. The college will cooperate with all law enforcement agencies as requested. Committing a city, state, or federal crime is grounds for immediate suspension.

Any student who commits acts of misconduct listed below may be subject to disciplinary action by the College. A student's presence at an incident may be considered a violation, in and of itself, even when a student does not directly participate in the violation. Conduct violations include, but are not limited to:

- Physical or emotional abuse through actions, intimidation, or threats of another person during daily College life or at any Ancilla-sponsored or supervised function or event.
- Setting of fires in any Ancilla building or property without proper authority, or intentional sounding of a false fire alarm, or improper use of fire prevention equipment.
- Leaving or entering Ancilla building or property, or assisting others to do so in any manner other than its intended, proper use.
- Theft, malicious destruction, misappropriation, or misuse of Ancilla property or private property on campus, including possession of stolen property.
- Violation of federal, state, and local laws – as well as College policies – concerning the use of alcoholic beverages or drugs. Please note certain Ancilla Handbooks (e.g. Nursing, Athletics, and Residential Life) may have additional restrictions on tobacco or alcohol use regardless if the student is old enough to legally purchase it.
- Actions that obstruct, deny access to, or intentionally incite another to deny access to services, facilities, or activities at Ancilla.
- Acts disrupting access of other students, faculty, or staff members to college computer resources; obtaining without authorization access to an inactive account or account assigned to another person; using an account belonging to another Ancilla student, faculty, staff, or department for reasons other than its intended purpose without permission from the owner (see Computer Use Policy, page 30).

- Using Ancilla computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or documents, creating false or fraudulent documents, damaging technology belonging to another, sending harassing or threatening material, duplicating copyrighted materials unlawfully, or even assisting another person to do such prohibited acts (See Computer Use Policy, pg. 30).
- Conduct that disrupts the orderly process of Ancilla.
- Conduct that is immoral, lewd, or indecent according to the commonly accepted standards of Ancilla and surrounding community.
- Giving false information, altering or misusing Ancilla documents and records, and non-responsiveness to Ancilla officials.
- Misrepresenting or misleading member(s) of Ancilla or the public regarding a student's academic, residential, or athletic status or support, sponsorship or approval from any person, group, or organization within Ancilla.
- Violations of restrictions for demonstrations on the Ancilla campus specifically authorized by the VPAA (or authorized designee) with reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to Ancilla property.
- Unauthorized entry into, or occupation of, any room, building, or structure, on the Ancilla campus, including entry or occupation at any unauthorized time or for an unauthorized or improper use of that property, equipment or facility.
- Repeated violations of lesser regulations may result in disciplinary action under this Code.
- Violations of academic policies and non-academic policies as outlined in the Student Handbook and Nursing Handbook.
- Violations of the rules and regulations as outlined in the Residence Hall Handbook.
- Violations of the rules and regulations as outlined in the Athletic Handbook.
- Violations of rules, regulations, or conduct, not covered in this Code but considered detrimental to the educational process, mission, or goals of Ancilla College, or as threatening the health, well-being, and/or safety of any member of the Ancilla campus or the community at large.

Additional rules, regulations or policies may be enacted by the president of the college or authorized designee acting within the scope of his or her authority, provided such rules, regulations or policies are published, posted, or adequately publicized to the Ancilla community. Likewise, all provisions contained in applications, contracts, or policies pertaining to personal conduct shall be deemed as acceptable standards of conduct. Any behavior that interferes with the opportunity of the Ancilla community to achieve their educational goals, or protection of the health, safety, welfare, stability and property of all persons within Ancilla College and The Center at Donaldson (TCAD), and the surrounding public community is subject to discipline.

The College's jurisdiction extends to all admitted or enrolled students while they are present on Ancilla grounds (this includes all Ancilla and TCAD buildings and properties), on city streets running through or adjacent to campus, in off-campus buildings occupied by students by virtue of their association with a group or organization formally recognized by the College, or at a host institution or other site for an academic, athletic, or any extracurricular experience. Conduct violations may be invoked against students whose off-campus behavior:

1. Potentially harms the reputation of Ancilla. Such a standard is fulfilled when behavior creates a negative public opinion of the ministries of the Poor Handmaids of Jesus Christ, the College, its students, or employees; or

2. Threatens the well-being of Ancilla students or employees. This standard is fulfilled when behavior has already threatened a member or members of the general public, and there is a reason to believe such behavior might threaten or endanger students and employees if not addressed in the institutional community.

Discipline

Discipline at Ancilla College is administered by the President, Vice President for Academic Affairs, Director of Residential Life, Athletic Director, resident directors and the student affairs committee. The aim of disciplinary action is to correct inappropriate behavior and achieve restoration. Discipline comes in the form of sanctions which comprise a range of official actions imposed for violations of the Student-, Athletic-, Nursing-, Residential-Handbooks or other official Ancilla policies.

One or more sanctions may be imposed at the discretion of an administrative officer in the effort to promote behavioral change. Sanctions have the purpose to teach alternative behaviors, to increase personal and social skills, to increase a student's awareness of obligations to others, to demonstrate implications of actions, and to illustrate the rationale behind regulations.

Students found responsible for violations will receive the minimum sanction of a disciplinary warning to the maximum sanction of expulsion. During the adjudication process, a student's previous behavior will not be considered in the determination of his/her responsibility. If a student is found 'responsible', however, his/her previous behavior will be reviewed as part of the sanctioning process.

There are two levels of sanctions issued for conduct and policy violations.

- Level One Sanctions are not subject to appeal. Under special circumstances, however, the Director of Residence, Athletic Director, or VPAA Life may consider an appeal.
- Level Two Sanctions limit a student's rights and have the potential of separation from the College; the student will be afforded a formal hearing process and may appeal.

The following sanctions serve as guidelines rather than as a definitive list.

Level One Sanctions

Disciplinary Warning: This is a written warning intended to promote reflection on the decisions and behavior leading up to a violation and promotes an increased awareness of the College's behavioral expectations. If there is a repetition of the same action or any other action in violation of Ancilla rules or regulations, the student can expect additional disciplinary action.

Disciplinary Probation: This action is designed to help students in developing appropriate behavior by placing them on a warning status. Privileges of residents, including visitation, may be revoked for all or part of the time the resident is on probation. The resident is informed that further violations may result in higher levels of sanctions. Probation is intended to provide the students an opportunity to reflect upon on the College's behavioral expectations and to learn from their inappropriate behavior while increasing awareness of the impact of their behavior on themselves and others. The importance of making mature decisions is stressed while a student is on probation. Probation represents a change in student status involving written notice of the probation. The probationary terms and time limit are established by the administrative officer. The student is notified further infractions of any College regulation may result in more stringent restrictions such as those found among Level Two Sanctions.

Level Two Sanctions

Restitution Fines: A student may be assessed the repair/replacement cost for any damage he or she has caused to property. When appropriate, payment of fines may be issued.

Restitution Service: As part of the sanctioning process, students may be required to perform services to assist in developing an increased awareness of the impact of their inappropriate decisions to strengthen their critical thinking abilities to identify appropriate behavioral decisions in the future. These services can include completing or participating in assigned duties or sponsoring programs.

Educational Sanction: A student may be required to provide a specific service or participate in a specific program, receive specific instructions, or complete a research assignment. The student may be responsible for related expenses, including expenses for education, counseling, or treatment should any expenses be entailed.

Behavior Contract: A student and hearing officer may reach a written agreement concerning expectations for future behavior and decisions to assist in preventing inappropriate behaviors from recurring.

Restriction of Privileges: This action consists of efforts to help students develop an increased awareness of how responsibilities are connected to privileges and how appropriate decisions and behaviors impact themselves and others. Under this sanction, students may be restricted from entering designated buildings, attending specific events or participating in specific programs because of inappropriate behavior. Residential students may have visitation privileges restricted or revoked for a specified time period, or specific guests may not be allowed on the Ancilla campus. Limiting participation in Ancilla organizations or holding office in organizations or other privileges afforded to Ancilla students can be included under this sanction as deemed appropriate by the hearing officer or board.

No-Contact Directive: This action is implemented at the discretion of a hearing officer directing a student to avoid initiating contact with another member of the College community, and this sanction may include limiting access to specific areas in order to avoid incidental contact. A No-Contact Directive may be imposed at a student's request without conduct proceedings if it does not involve any accommodation changes. Contact includes direct interactions 'in person' or through technology or third parties. The No-Contact Directive is not limited by location. They are issued as open-ended until specified otherwise by College administration.

Conduct Referrals: Hearing officers may refer students found 'responsible' for conduct violations to access campus resources for assistance, education, or supervision to develop critical thinking and mature decision-making skills and appropriate behavior. Such referrals are mandatory. Failure to complete a referral could result in additional conduct action.

Registration Hold: A hold may be placed on a student's registration if the student has failed to complete a sanction or withdraws prior to official conduct hearings regarding an allegation. Holds are intended to be temporary until either the sanction or conduct process is complete. Registration holds may also be used during periods of interim suspension, suspension, or expulsion. Holds will not be lifted until the necessary sanctions are completed.

Suspension of Group Recognition: This action will consist of complete or partial withdrawal of recognition of an official Ancilla group for a stated period of time and will include conditions for reinstatement of recognition. This sanction is intended for the designated group to develop a stronger sense of the responsibilities connected to privileges associated with being recognized as an official Ancilla group and positive contributor to the larger Ancilla community.

Revocation of Group Recognition: This action is permanent cancellation of the official College recognition and privileges of a group found in violation of College regulations.

Housing Reassignment or Removal: This action is an involuntary reassignment to another on-campus housing location, different room assignment, or a complete removal from on-campus housing for a designated period of time and may include restricted visitation privileges. This sanction is imposed to protect the welfare of the common living area(s), floor- and building communities. Students receiving this sanction need to demonstrate critical thinking and mature decision- making skills and reflect on the behaviors necessary for an individual to be part of a residential community by respecting others.

Exclusion from Ancilla Facilities or Activities: A student may be prohibited from attending a class, undertaking Ancilla employment, entering a building, participating in an extra-curricular activity sponsored by the institution, representing Ancilla in an official capacity, or using other services provided by the institution. Such exclusion may be for a definite or indefinite period of time.

Interim Suspension: When the College employees have reasonable cause to believe a student's presence on Ancilla premises or at Ancilla -related or registered events pose a significant risk of harm to the safety or security of the student, others, or property, the student may be immediately suspended from all or any portion of College premises, College-related activities or registered student organizations or its activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the College.

Disciplinary Suspension: A student may be involuntarily separated from Ancilla for a stated period of time after which readmission is possible. Dependent on the nature of the violation, the appropriate College Administrator will determine when the suspension becomes effective and how long it will be in effect; notification will be mailed to the student (at the last address given to the college), the Office of President, the VPAA, and if relevant the Athletic Director and/or Director of Residence Life. A student with one or more violations may be suspended from Ancilla for an indefinite period of time. A student suspended indefinitely may petition the VPAA for reinstatement.

Expulsion: For a serious violation of rules or regulations of Ancilla, a student may be dismissed from Ancilla permanently.

Appeals Process in Disciplinary Cases

Various administrative officers are authorized to discipline a student for just cause within the areas of their responsibility. In each case, the administrative officer informs the student of the charges which are the basis for disciplinary action and the student has the right to present to that officer any relevant information in his/her defense. The charges and the resulting disciplinary action are given in writing as soon as possible, but not later than a week, seven business days, following the administrative officer's oral statement. In cases involving multiple students, written communication will follow the completion of a full investigation.

First Appeal:

If the student believes that the disciplinary action violated due process or that new information is available, he/she may appeal. Such an appeal must be presented in writing to the President not later than the second working day after receipt of the previous written statement.

However in situations which pose a threat to the welfare of other students of the institution, the college has the right to suspend the student and to direct his/her complete removal from the campus pending the outcome of all appeal processes.

Implementation of the disciplinary action awaits the appeal process. Disciplinary action may be suspended upon receipt of an appeal for the duration of the process. Upon receiving the written appeal, the President schedules an external committee (e.g. student affairs committee) meeting to hear the appeal; this hearing must occur within three working days of the receipt of the appeal. At least two-thirds of the members of the external committee must be present at the hearing.

The review hearing follows this general format:

1. Those present are the committee, the administrative officer whose charges and disciplinary action are being appealed and the student who is appealing. Any other parties may be present only by the committee's express permission, sought and given in advance of the hearing.
2. A written record of the proceedings is kept.
3. If any member of the committee is a party in the case (e.g., as disciplining officer, disciplined student or otherwise involved), the chairperson appoints a replacement who occupies that member's position on the committee during the proceedings and until the matter is resolved.
4. The disciplining officer presents the charges against the student.
5. The student has the right to present his/her defense.
6. The disciplining officer and the student each has the right to introduce other persons as witnesses, and each has the right to direct questions to the witnesses presented by either party.
7. After hearing all oral arguments, the student affairs committee reviews the case in private. All written documents relative to the matter and all oral evidence are considered.
8. The committee then renders a decision to sustain, modify, or set aside the charges and/or the disciplinary action. The decision is stated in writing within two working days after the conclusion of the appeal hearings; the written statement is presented to the appealing student and to the disciplining officer.

Second Appeal:

If a student or the disciplining officer believes that the action of the committee has violated due process or that new information is available, appeal may be made to an administrative committee. Such an appeal must be presented in writing within one calendar week, seven days, of the date of the written statement of the student affairs committee. Decisions from an administrative committee are final.

The hearing by an administrative committee follows these procedures:

1. A written record of the appeal hearing is kept.
2. All documents, including the written record of the hearing by the first appeal committee, are made available to members of an administrative committee and to all involved parties at least two days in advance of the hearing.
3. If any member of an administrative committee is a party in the case (e.g., as disciplining officer, disciplined student, member of the student development committee or otherwise involved), the chairperson appoints a replacement who occupies that member's position on the committee during the proceedings and until the matter is resolved.
4. The hearing is closed to all except members of an administrative committee, the appellant and the chairperson of the student affairs committee. The appellant may bring legal counsel with him/her, but may do so only upon sufficient advance notice to the chairperson of the committee so that the college attorney may also be present.
5. The hearing allows for oral statements by the appellant and by the chairperson of the student development committee; cross-examination may be conducted by either party or by any member of an administrative committee.
6. Within two days of the completion of the hearing, an administrative committee will present its conclusion in writing either to sustain the decision of the student development committee or to render a new decision.

DISABILITY STUDENT SERVICES

Pursuant to federal and state laws, including the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services, or activities. Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all Ancilla educational programs and activities. If a student believes he/she needs a modification, accommodation, or auxiliary aid, the student should contact the Center for Student Achievement. All information the student provides is voluntary and will be kept strictly confidential.

Academic accommodations and support services are determined on an individual basis. Each accommodation is based on functional limitations as identified in the documentation and is designed to meet a student's needs without fundamentally altering the nature of the student's instructional program(s). The ADA Coordinator is located in Center for Student Achievement.

Two elevators are located in the main building of the Ministry Center. An accessibility entrance is available at the north end of the science and technology wing.

Harassment Policy

Ancilla is committed to maintaining an educational environment free from conduct and communication which can be classified as harassment. Forms of harassment that are encompassed by this policy include, but are not limited to, harassment based on race, color, national origin, religion, sex, age, disability (mental or physical), genetic information, pregnancy, citizenship status, or any other protected status. Ancilla will not tolerate harassment in any form.

Harassment can be verbal, visual, or physical. It can be overt, but it need not be direct or explicit - it can be inferred from the conduct, circumstances and relationships of the individuals involved. Harassment can also consist of persistent, unwanted attempts to change an educational relationship to a personal one. Harassment includes, but is not limited to, ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on any other protected status. The victim of harassment can be female or male. Harassment can occur between a student and a student or a student and a member of the College faculty or staff.

SEXUAL MISCONDUCT

Ancilla believes in the dignity and respect of all human beings. Moreover, the college is committed to the full, peaceable participation of all of its members in the educational endeavor it fosters.

This includes a committed to maintaining a learning and living environment that is fair and respectful.

The college will not tolerate any threats or acts of sexual harassment, sexual assault, sexual violence or stalking. Any reports of such behavior or action should be made to the Title IX coordinator.

A report of sexual harassment, assault or violence will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the victim and the campus community are the college's primary concern. Appropriate action will be taken to discipline an offending party.

Ancilla College maintains an on-record sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, and sexual assault prevention initiatives.

Definition of Terms

Sexual harassment can be defined as unwelcome gender-based conduct that is severe, persistent or pervasive and limits or denies the individual participation in or benefit from college programs or activities.

Sexual assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of making a decision on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Reporting Procedures

A student who has experienced sexual harassment, assault or stalking is encouraged to contact a Residential Life member staff, Safety and Security Staff, or any other Ancilla College staff or faculty member.

Reporting an act of sexual misconduct allows the college to pursue safety and support for the survivor and the community.

An individual reporting sexual misconduct (the complainant) may request anonymity, but should recognize this may limit the college's ability to respond. Where the complainant provides consent, college personnel will strive to protect the privacy of any involved students during the reporting and investigation process including recordkeeping. Where strict confidentiality is not possible, discernment and sensitivity will be used in sharing information on a need-to-know basis only.

The safety and well-being of the survivor and the campus community are the college's primary concern. It is the student's choice (if he or she is of legal age) whether to file a formal complaint with local law enforcement and/or the college. The student has one calendar year from the time of the incident to file a formal complaint with the college. In cases where college personnel have reason to believe an incident of sexual misconduct has occurred, the college is legally obligated to investigate and respond. This may occur without the receipt of a formal complaint.

Title IX Coordinator

The individual responsible for Title IX compliance is the Title IX coordinator. Formal complaints of Title IX noncompliance (including sexual misconduct) should be reported to the Title IX coordinator, who

oversees the investigation, resolution, appeals process and any report of retaliation. The Title IX coordinator can be reached at 574-936- 8898 ext. 702.

Investigation Procedures

Upon receipt of a complaint, a timely investigation will be conducted. An investigation will begin within 10 work days* of the received complaint and may include, but is not limited to the following steps:

- Fact finding interview with the complainant
- Interviews or written statements from witnesses
- Interview with the alleged offender with opportunity to respond to all allegations
- Written record of all interviews and pertinent information (confidentially maintained)

Each party may choose to have an advisor present to provide support throughout the investigation process.

The complainant has the right to request a change in living arrangements or other modifications to avoid forced contact with the accused. An alleged offender may be suspended or removed from campus housing and/or declared an unapproved guest on campus, pending the outcome of the investigation. Unapproved guests are subject to additional college disciplinary action or arrest if found on campus. Furthermore, the complainant or the college may pursue a restraining or protective order with local law enforcement. The conclusion of the investigation can be expected within 30 business days* and will be communicated simultaneously in writing to the complainant and the alleged offender. Incidents involving alleged offenders who are nonmembers of the college community will be processed according to local and state laws.

* Business days are defined by the days the college is open for business.

Institutional Response

Where there is a preponderance of the evidence to conclude that sexual misconduct has occurred, the resolution for a student offender will include disciplinary action. This may include, but is not limited to:

- Written Apology.
- Personal Accountability.
- Probation.
- Counseling for a set amount of time.
- Suspension.
- Removal from campus, but not classes.
- Voluntary Withdrawal from campus and classes.
- Dismissal from campus and classes or expulsion.

The college will assist a student survivor in the following ways:

- Counseling services with a local provider.
- Ongoing no-contact order for the offender (where applicable).
- Follow up support for continued educational pursuits.

Appeal Procedures

If either student party believes the resolution of the investigation is unfair or unsubstantiated, he or she may contact the Title IX coordinator to appeal this decision. An appeal will be processed through a hearing with the Student Affairs Committee. All appeals will be promptly processed and typically resolved within 30 days of their receipt. Each party may choose an approved advisor (or an approved guest) to provide support throughout the appeals process. Incidents involving perpetrators who are nonmembers of the college community cannot be appealed through college proceedings, but rather will be processed according to local and state laws.

Retaliation

Ancilla College strictly prohibits any form of retaliation against individuals who report sexual misconduct or assist in the investigation. Retaliation is any action that could be perceived as intimidation, hostility, harassment, retribution, threats or violence in connection with the report or investigation of an incident of sexual misconduct.

The college will respond to retaliation as a separate incident.

Aftercare for Survivors of Sexual Assault

Survivors of sexual assault will be treated with dignity and respect. Individuals who have been sexually assaulted should immediately consider the following important steps:

- ❖ Get away from the attacker to a safe place as fast as you can.
- ❖ On-campus students should call their resident director/resident assistant immediately OR go directly to the nearest emergency room.
- ❖ Off-campus students are encouraged to call a trusted friend, family member, Ancilla employee, or local law enforcement.
- ❖ A friend or Ancilla employee may help transport the survivor to the emergency room.
- ❖ If immediate medical attention is needed, call 911 and Safety and Security at 574-780-2607 ext. 765.
- ❖ Seek medical care due to factors including pregnancy and the risk of sexually transmitted diseases and physical injuries – some of which may not be visible.
- ❖ Survivors should be aware of the importance of preserving evidence. Do not wash, comb, or clean any part of your body. If clothes have been changed, they should be placed individually in paper bags and brought to the hospital.
- ❖ Costs of medical care and counseling are covered by the state of Indiana's Crime Victim Compensation Program if the assault/rape occurs in Indiana and is reported to a local hospital emergency room within 120 hours of the assault.
- ❖ Survivors are encouraged to report all incidents of rape and/or sexual assault. It is strongly advised that any student who is raped or sexually assaulted have a medical examination, even if they think that no physical injury has occurred or they do not wish to file formal charges of any kind.
- ❖ Filing a report with any agency does not commit the survivor to any subsequent course of action. The final decision is left to you.

- ❖ Survivors are encouraged to talk with a counselor due to the inevitable emotional trauma that results from facing a crime of aggression and violence. Staff from Bowen Center, as well as S-O-S Family Justice Center are available.
- ❖ Call 1-800-342-5653 for the Bowen Center
- ❖ Call 574.289.HELP (4357) Family Justice Center for S-O-S Crisis Line – 24 hours a day, seven days a week

Even if the decision to report is delayed days, weeks or months after the assault, students are still encouraged to file a report with the Title IX coordinator, Safety and Security Office and the appropriate police department.

Awareness and Education

Ancilla College recognizes that awareness and educational efforts are important steps in sexual assault prevention. The college commits to the following prevention initiatives:

- Policies, including this statement, are found in faculty, staff and student handbooks. The student handbook is distributed each fall with complete policies available online.
- New students are made aware during the orientation week of the prevalence of sexual assault on college campuses, Ancilla College’s policy and how to proceed if they become aware of such an incident.
- Current students are reminded during residence hall meetings each fall of the dangers and prevalence of sexual assault.
- Brochures and information on sexual assault are made available in key locations in the different physical plant locations of Ancilla College. Staff and faculty are also provided brochures and other pertinent information.
- Residence Life staff receives yearly training on responding to sexual assault.
- Courses on self-defense are offered as extra-curricular activities.
- Safety and Security provides safe walks for any student crossing campus in the evening hours. Call ext. 765. to request a safe walk.
- Emergency phones can be found throughout campus.
- Safety and Security provides the community with timely reports of crimes committed on or off campus that could be considered a threat to students or employees. These reports are emailed as campus bulletins.

STUDENT CONCERNS, COMPLAINTS, & GRIEVANCE POLICY

Students who may have concerns or complaints about their experience at Ancilla College may present them to the Vice President for Academic Affairs (VPAA) as the general contact. When receiving a complaint from a student, the VPAA will make every effort to determine what office is best able to resolve the student's concern and connect the student directly to a person in that office.

For issues related to other campus departments, the Vice President will pass along concerns to the appropriate person to resolve the complaint. The following are examples of departments that assist in resolving a student complaint:

- Academic concerns*— Vice President of Academic Affairs
- Concerns about student accounts – Business Office
- Concerns about financial aid – Financial Aid Office
- Security or safety – Safety and Security Office (Director of Residential Life or President’s Office)**
- Residence hall, roommate concerns, housing issues – Director of Residential Life
- Meal plans or food service—Director of Residence Life (Sodexo Manager or Business Office)**
- Sexual harassment—Title IX Officer
- Athletic concerns – Athletic Director

*Academic concerns involve those regarding different academic departments/divisions (see page 11), Library Services, Advising/Center for Student Achievement, Career Services, and Registrar. In regards to grade appeals, follow the policies outlined in the Academic Appeal Process in the Student Handbook.

** Alternative Offices may be more appropriate to handle concerns.

In general, the following process will be followed for resolving a student complaint: the staff member receiving the complaint will determine who in the office or department is best able to respond to the student's concern.

When possible, the student's concern will be addressed and resolved by that individual. If and when concerns can be resolved quickly, no formal record will be made.

On occasions when a student's concern or complaint cannot be resolved through this process, or when the student is not satisfied with the resolution offered, students may make a formal complaint. Formal complaints should be presented, in writing, to the appropriate departmental director.

The student will be notified by letter or email within three business days whenever possible that his or her complaint has been received and to whom it has been assigned for resolution. Every effort will be made to respond to and resolve the student's complaint within 10 business days when possible. The final resolution will be provided to the student in writing and in person when appropriate. If a student is dissatisfied with the resolution offered, he or she may appeal to the next level supervisor.

Appeals must be in writing and submitted within three calendar days of the decision regarding the resolution offered. Following a prompt and effective review, this individual will communicate a decision on the student's appeal no later than ten business days, unless unforeseen circumstances demand more time. This decision is final.

Note: When concerns or complaints are first presented by a student's parent(s), parents will be asked to have their son or daughter present the concern or complaint or write the appeal. As a general rule, written correspondence concerning the complaint always will be directed to the student and meetings concerning the complaint will happen only with the student present.

Records of student complaints and resolutions will be kept by the Vice President of Academic Affairs. Every year the President and the VPAA will review the complaints received that year and in the previous years and determine if there are trends or ongoing concerns that need to be addressed. If so, the President and VPAA will take responsibility for implementing appropriate plans to respond to these trends.

CIVIL RIGHTS COMPLAINTS OR HARASSMENT

Ancilla College is committed to maintaining a respectful atmosphere in which the natural or ethnic origin, gender, religion, disability, age, disabled veteran, veteran, marital or citizenship status and sexual orientation of an individual or group is respected and not disparaged. (See Harassment Policy)

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STUDENT GRIEVANCE PROCEDURE

Purpose

The purpose of the Student Grievance Procedure is to provide a guideline that enables a student to express and resolve misunderstandings, complaints or grievances in a fair, equitable and confidential manner. It is intended that all problems be resolved, whenever possible, before filing a formal grievance. Students have the right to receive clear information and fair application of college policies, procedures, standards, rules and regulations, yet remain responsible for complying with these policies and standards, in their relationship with college personnel. This grievance procedure culminates in a resolution that promotes constructive dialogue and understanding. The College is committed to providing a process to resolve grievances. If a student goes outside this process, the College shall be under no obligation to proceed further.

Policy

A grievance is any expression of dissatisfaction with the performance of any college faculty, staff, or administrator with regard to policy, regulations or procedures. The grievance procedure is NOT intended to:

- Cover complaints of discrimination or sexual harassment (see the Discrimination Policy and Harassment Policy)
- Be used for course grade appeals (see the Academic Appeal Process)
- Be used in place of, or as a consequence of, disciplinary action.
- Be in litigation (no lawyers)
- Be in any other forum or set of procedures other than those established in this procedure.

Procedure

INFORMAL STEP - Appeal to the faculty member, staff member, or administrator with whom the student has the grievance. If not satisfied with the outcome, the student will continue to Step A to begin a formal grievance. The student must obtain a written response from the faculty member, staff member, or administrator involved in the informal step before proceeding to Step A.

STEP A - Within 10 business days of receipt of the informal response, the student will bring the written response from the Informal Step to the office of the Vice President for Academic Affairs where he or she will obtain Form A in order to appeal, in writing, to the Division Chair. The Division Chair will respond to the student, in writing, within 10 business days. If not satisfied with the response, the student will continue to Step B

STEP B - Within 10 business days of receipt of the response to Step A, the student will bring the written response from Step A to the office of the Vice President for Academic Affairs where he or she will obtain Form B in order to appeal, in writing, to the Academic Council. The appeal to Academic Council will be submitted to the office of the Vice President for Academic Affairs. The student will be asked to attend the next regularly scheduled Academic Council meeting*. If not satisfied with the response of the Academic Council, the student will continue to Step C.

STEP C - Within 10 business days of receipt of the response to Step B, the student will bring the written response from Step B to the office of the Vice President for Academic Affairs and obtain Form C in order to appeal, in writing, to the President. The President will review all documents and processes relative to the case. The President's decision is presented, in writing, to all parties involved within 10 business days after receipt of the grievance. The decision of the President is final.

**Ancilla College does not allow students to record the events of the Council meeting. Ancilla College will provide the official recording to the student upon request. Ancilla College does not allow character witnesses to be present at the Council meeting.*

Division of Nursing Policies Rationale

The following reference web link directs students to the rationale for many nursing division policies. Contact information for the Indiana State Board of Nursing is also listed below for student reference.

Indiana State Board of Nursing

Professional Licensing Agency

402 W. Washington Street, Room W072

Indianapolis, Indiana 46204

<https://www.in.gov/pla/nursing.htm>

Staff Phone: 317-234-2043

Staff Fax: 317-233-4236

Staff Email: pla2@pla.IN.gov

Ancilla College

Division of Nursing Policies

Additional policies and procedures of the Nursing Program will apply to nursing students. These policies do not supersede Ancilla College's general policies. They may be above and beyond the College's general requirements, but in no case are ever less.

While every effort is made to provide accurate and correct information in this handbook, Ancilla College reserves the right to revise any matter described herein without publishing a revised edition of the handbook. Actions by the federal and/or state government, the Board of Trustees of Ancilla College and the administration of Ancilla College may produce such changes. Please check the Ancilla College Nursing webpage @ www.ancilla.edu/academics/academic-concentrations-nursing for the most recent information.

Required Documents Policy

Cardio-Pulmonary Resuscitation:

Ancilla College, and all affiliated institutions, requires students engaged in clinical contact with patients to provide evidence of current CPR certification. The course must include CPR for infants, children, adults, 2-person CPR, mouth-to-mask use and automatic external defibrillator (AED). The required course is Basic Life Support (BLS) for health care providers (by the American Heart Association). It is the responsibility of the student to obtain and maintain adequate CPR certification throughout the length of

the nursing program. Students must provide and upload proof of current CPR to Castlebranch as needed throughout the nursing program.

Health Exam, Immunizations and Health Insurance:

The student's primary care provider must properly record the appropriate information on the Student Health & Immunization Record form. Students will not be allowed **to attend class or clinical areas** unless all information is up-to-date and on file annually through Castlebranch.. Local County Health Departments may offer the required immunizations for students at a reduced cost. Injuries or illnesses sustained during clinical rotations will be the responsibility of the student; therefore adequate health insurance is strongly recommended and is the sole responsibility of the student.

The following immunizations/tests/examinations are required for entrance into clinical sites.

- A physical examination completed by a licensed healthcare provider; physician, physician's assistant (PA) or advance practice nurse practitioner (NP) prior to admittance to the program and thereafter on an annual basis.
- 1. Any physical limitations, illnesses or injuries occurring during the course of nursing classes or clinicals that may preclude students from performing safe nursing care must be reported to the clinical or didactic instructor immediately.
- 2. Students who are pregnant or who suspect they may be pregnant must report this to the clinical instructor immediately. Some situations in clinical rotations may be harmful to the fetus, therefore reporting pregnancy or suspected pregnancy to the clinical instructor immediately is the responsibility of the nursing student.
- 3. The health insurance, physician examination and all required immunizations will be the financial responsibility of the student.
- 4. All immunizations to be done as directed per the Division of Nursing and uploaded to Castlebranch. Immunizations will include:
 - a. tuberculin skin test (TST) 2-step series,
 - b. Measles (Rubeola), Mumps, Rubella (MMR) vaccinations or titers,
 - c. hepatitis series or a documented waiver/refusal,
 - d. Diphtheria, tetanus, and pertussis immunization,
 - e. Varicella vaccination or titer, and
 - f. annual influenza vaccination.
 - g. other immunizations as required per CDC, facility, and community health guidelines.
- 5. It is recommended, but not required, that students obtain Polio vaccinations.

Additional Documentation

Due to frequent changes in the national standards and recommendations for adult immunizations, it may be necessary for the Nursing Program to request additional documentation beyond what is listed here prior to clinical admission. Students will be notified if they are affected, and it is the responsibility of the student to provide this information prior to deadlines. Upon receipt of the required clinical documentation, the forms and information become the property of the Division of Nursing and Health Sciences. Sponsoring healthcare facilities may request copies of student documents prior to allowing students into their facility for clinical rotations. Ancilla College Nursing will share these student records

when required. All records, whether in the nursing office, on the Castlebranch site or the healthcare facility, are confidential records and will be maintained as such.

Students will not be allowed in class or clinical rotations without a current annual health exam and immunization status document. Each day missed will result in a failure for the day that cannot be made up. Failure of two (2) clinical days will result in failure of that course. See transfer and progression policy.

Drug and Alcohol Testing

All students enrolled in Ancilla College Nursing and Health Sciences programs, training, and/or courses involving a clinical component in a health care facility must undergo a criminal background check and drug and/or alcohol testing

Routine Drug Testing

Routine drug testing must be completed on an annual basis before attending clinical rotations. Failure to comply will result in immediate expulsion from the nursing program. Information regarding drug testing may be found at <http://go.castlebranch.com/newclientfaq#DrugTest>.

Costs incurred for routine drug tests will be the responsibility of the student and will be conducted annually. Testing is conducted after a student has been accepted to the respective program, training, and/or course. Costs for on demand alcohol and drug testing will be the responsibility of the student and will be billed to each individual student involved (see on-demand testing below).

Test results falling outside of the acceptable range are considered positive test results and are automatically sent for a separate confirmatory test. If confirmed positive, the student will be contacted to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed acceptable.

Results of all drug and alcohol tests are forwarded to the Ancilla College Nursing Division for review, verification, documentation and follow-up related to student attendance at clinical rotations. All test results are kept within the Division of Nursing and shared, as required, with affiliated clinical agencies.

A student with an unacceptable or positive drug screen will be administratively withdrawn from the nursing program. The student will be given contact information regarding the Bowen Center who can provide two free confidential counseling sessions. Counseling can include drug and alcohol use, eating disorders, interpersonal relationships or any topic of student choice.

On Demand Drug and Alcohol Testing

Clinical agencies or instructors reserve the right to remove a student from a facility for suspicion of substance or alcohol use. Students removed in this manner must immediately consent to a drug and alcohol test. The student will be responsible for the testing costs. Failure to comply with testing will result in immediate expulsion from the clinical agency and nursing program. Given the issue of safety and impairment, all reasonable attempts shall be made to contact a student's family, friends, or police to provide transportation home.

NOTE: Should a student who has been accepted to a nursing program, training, and/or course be prohibited from attending a clinical rotation for any reason, the student may be dismissed from the Nursing program, training, and/or course.

Criminal Background Report

Criminal Background Checks

Clinical agencies require criminal background checks. Therefore, Ancilla College Nursing will require each accepted nursing student to complete an **annual** criminal history and criminal background check from CastleBranch. Criminal background checks must be no older than 6 months prior to the beginning of nursing classes. Sponsoring healthcare facilities may also request copies of each student's criminal background results prior to allowing students into their facility for clinical rotations. Sponsoring facilities requesting this information will be provided with a copy of the criminal background results for each student attending their facility.

Nursing students will be provided information on how to obtain the required criminal background check before admission to the nursing program and annually thereafter. **Conviction of a felony will be grounds for immediate dismissal from the Nursing Program.** See the additional list of findings below. Charges or conviction of a misdemeanor not listed below shall be evaluated by the admissions committee for the Division of Nursing. If admitted to the program, the student will be informed of possible consequences related to their conviction and the Indiana State Board of Nursing licensure procedure. **New or additional criminal charges, convictions, drug related findings, etc. must be reported to the Division of Nursing using the Mandatory Disclosure Form below.** Students may be prohibited from attending clinical rotations at some facilities related to the result of the criminal background check. **Changes to this procedure may change at any time without prior notice; all students will be advised of revisions and expected requirements when necessary.** *Students will not be allowed in class or clinical rotations without a current criminal background check. Each day missed will result in a failure for the day that cannot be made up. See transfer and progression policy.*

The CastleBranch criminal background check reviews a person's criminal history. The following findings will disqualify a student from clinical rotations resulting in administrative withdrawal of the student from the nursing program.

1. Felony convictions;
2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
3. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
4. Misdemeanor convictions or felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
5. Registered sex offenders.
6. OIG, GSA and Medicaid Sanctions
7. Terrorists Suspect List

Student Mandatory Disclosure Policy

New or additional arrests, criminal charges, convictions, drug related findings, etc. must be reported to the Division of Nursing using the mandatory Personal Disclosure Form below.

PERSONAL DISCLOSURE FORM

Date submitted: _____ Date of infraction: _____

Student Name Printed: _____ Student signature:

Students that answer "yes" to any of the following questions are required to complete and submit this form to the Division of Nursing and Health Sciences chairperson within 5 business days of the incident or prior to the next practicum day (whichever comes first). Students should not attend practicum or clinical until results of the disclosure process is completed.

Failure to provide accurate and truthful responses will subject the student to possible removal from practicum experiences. Positive responses/violations will be forwarded to the clinical agency representative for review. If unable to complete clinical or practicum hours, student may be removed from the nursing program.

- a.) Have you (the student), since the most recently submitted criminal background report:
- a. been charged with a crime,
 - b. or pleaded not guilty,
 - c. or pleaded guilty, or "no contest" or "nolo contendere"
 - d. or been convicted of a crime
 - e. or violated parole.

1. Yes ____ No ____ Circle the corresponding violation(s) above.

2. Have you (the student)

- a. tested positive for a drug or controlled substance (other than those drugs obtained legally and legitimately).
- b. tested positive for alcohol while on duty, being paid while caring for patients in your care.

Yes ____ No ____ Circle the corresponding violation(s) above.

Yes responses must be accompanied by a typewritten explanation and any available corresponding official paperwork including:

- Name of the crime or violation
- Name of the court that will hear the violation
- Date of the court arraignment, hearing and any other dates related to the offense
- Sentence or punishment related to violation

Questions Asked by the Indiana State Board of Nursing

The practice of nursing in the State of Indiana is regulated through the Indiana State Board of Nursing. At the completion of the ASN program, graduates of the Nursing Program may apply for licensure. When applying for licensure, these questions must be answered as a part of the application:

1. Has any health professional license, certificate, registration or permit you hold or have held been disciplined or are formal charges pending?
2. Have you been denied a license, certificate, registration, or permit in any state?
3. Except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state?
4. Have you had a malpractice judgment against you or settled a malpractice action?
5. Have you been reprimanded, disciplined, demoted or terminated in the scope of your practice or as another health care professional?
6. Have you been excluded from being a Medicare or Medicaid provider?

Transfer, Progression, Completion Policy

All policies below are in addition to Ancilla College transfer and progression policies:

1. Students who have completed a Fundamentals in Nursing with a grade of "C" or better within the past seven years from another regionally accredited and state approved Registered Nursing program may test out of this course in the following manner:
 - a.) Students wishing to transfer credits from another regionally accredited and state approved registered nursing program based in a College or University setting, may test out of Ancilla College's Fundamentals of Nursing course (NURS 110). Students will receive six Nursing credit hours by reaching a level 2 cut score on the proctored ATI Fundamentals exam on the first attempt.
2. Nursing students must maintain a minimum overall GPA of 2.0 on a 4.0 scale or student will be subject to Ancilla College Academic Progress Standards @ www.ancilla.edu
3. Any grade below a C+ (79.5%) is considered unsatisfactory for all nursing courses and must be repeated.
4. Students may repeat each required Nursing course (NURS) once. Students who fail the same NURS course for the second time, will be administratively withdrawn from the Nursing program and are eligible to re-apply to the nursing program as below:
 - a.) Must wait 1 semester from the date of withdrawal
 - b.) Must meet all admission guidelines in place at time of re-application.

5. Students must complete NURS 203 and NURS 219 as the last courses prior to graduation.
6. Once a student has started NURS classes, even if they drop or withdraw from NURS class(es), must complete the ASN degree within eight semesters of the date nursing course(s) began.
7. Students who withdraw from NURS classes or who are admitted to the nursing program but do not begin NURS classes as designated must return or begin NURS classes at the next semester. Students who do not begin or return to classes at the following semester, must reapply to the nursing program with all admission guidelines in place at the time of re-application.
8. **Students must fully complete required paperwork listed in the student nurse handbook and upload those documents to Castlebranch before student may attend any nursing clinical.**

Assessment Technologies Institute (ATI) Schedule/Policy

Policy

In an attempt to identify at-risk students and assess readiness for the NCLEX-RN the division of nursing has adopted the use of ATI competency exams. Students are required to take ATI competency exams pertaining to each of the major courses/content areas throughout the curriculum as listed below. Grades on the ATI exams will not constitute more than 10% of the overall course grade. Exams may be scheduled outside of lecture class time and are mandatory. Proctored ATI exams must be taken on campus, in a computer lab, and with a trained ATI proctor. Practice exams will be provided by the course instructor. The Ancilla College Division of Nursing does not practice high-stakes testing.

Grading

Grading will be based on the achievement levels of proficiency as indicated by ATI and are available on the ATI website for the RN Content Mastery Series Exams. Students will be notified of their scores immediately and a performance report must be printed upon completion of each test to be used for remediation if necessary. Students scoring at or above Level 3 will receive 100% of points possible. Students scoring at or above Level 2 will receive 87%. Students scoring at Level 1 or below will be required to remediate and will not receive points until remediation is complete.

Remediation

Remediation is completed by scoring a 100% on a custom made practice exam that will be created by the course instructor covering content areas of weakness. The remediation exam may be taken as many times as needed in order to achieve the 100% score. Once the required score is met the student will then be awarded 76% of the points possible.

RN Comprehensive Predictor Exam

In NURS 219 during the final semester students must take an ATI RN Comprehensive Predictor Exam. Students must have an individual score of 74% or higher on the exam to get 100% of points possible. Students that score a 74% have a 96% predicted probability of passing the NCLEX-RN. For students that

do not meet the individual score requirements it is mandatory that they schedule a meeting with their instructor to create a formal remediation plan. A remediation plan, if necessary, will be required before completion of the NURS 219 course.

Course	ATI EXAM
NURS 110	Fundamentals of Nursing
NURS 100	Dosage Calculations
NURS 111	Adult Medical Surgical Nursing
NURS 202	Adult Medical Surgical Nursing
NURS 203	RN Adult Medical Surgical & RN Pharmacology
NURS 240	RN Leadership
NURS 246	RN Nursing Care of Children & RN Maternal Newborn
NURS 247	RN Mental Health & RN Community Health
NURS 219	RN Nutrition & RN Comprehensive Predictor Exam

ATI NCLEX Guarantee

ATI offers guaranteed support for students who attend an ATI Live Review held at the end of the semester. If a student does not pass the NCLEX on the initial attempt, ATI will provide further support for the student at no additional cost. The criteria for the guarantee include the following:

- Student must attend all days of the review
- Student must contact ATI within three weeks of taking NCLEX to inform ATI that he or she did not pass on initial attempt.
- If the student contacts ATI after three weeks of taking NCLEX, the student must pay a \$75 reactivation fee for further evaluation and assistance.

ACADEMIC INTEGRITY

Academic integrity necessitates that students do not submit work that is not their own. This includes research papers, exams, oral reports, computer reports, etc. Submission of another's work is considered cheating/plagiarism. In addition, permitting other students to use one's work as their own violates the principle of academic integrity. As specified in all syllabi, Ancilla College stresses the importance of academic integrity. Because all colleges and universities value academic integrity highly, they treat violations very seriously. Sanctions for offenses can range from failure on the assignment or the course to dismissal from the College. Sanctions will be determined by the Instructor or, in more serious offenses, the Vice President for Academic Affairs.

Confidentiality & Patient Care Policy

Every clinical institution has strict guidelines regarding patient information and confidentiality. These specific guidelines are available at each institution, and several will ask for students to sign a confidentiality statement. Violation of these guidelines can result in disciplinary action by the institution, the assignment of a failing grade for a nursing course, and/or dismissal from the nursing program. In general, the following guidelines are to be followed by students and clinical instructors unless the specific institution's policy differs from these guidelines:

1. Original patient records are not to be removed from their location. Online records and computer screens must be protected from the view of unauthorized persons. Students granted record access are accountable for the protection of the record and its contents while in their possession. Never leave the patient record unattended or leave the computer screen accessible to unauthorized persons.
2. Students are expected to keep the medical records accessible at all times for medical care purposes.
3. It is prohibited to share the medical record or discuss patient medical issues with family, friends, or staff not directly involved in the patient's care.
4. Photocopying any part of the medical record for any purpose is strictly prohibited. Students may not photocopy parts of the record for learning purposes. Census records used for patient care or report should be shredded before the student leaves the unit.
5. Violations of any of these rules will result in immediate dismissal from the clinical site and failure of the nursing course. These are zero tolerance rules!

Clinical and Practicum Policies

All clinical and/or practicum time is mandatory.

Clinical Guidelines

1. Facility orientation is mandatory and **must be** completed as determined by the clinical facility. Students will **NOT** be able to attend a clinical site without facility orientation. Clinical days missed cannot be made up, and students will be subject to the clinical attendance policy.
2. You should not come to clinical if symptomatic with a fever, cold, flu or an open cold sore (Herpes). Institutions will not allow students or employees with an open cold sore (Herpes) in patient care areas. Patients are often immunocompromised and cannot afford this exposure.
3. If you are ill and unable to attend the clinical, it is your responsibility to notify the instructor, **before the start of the clinical day**, so that your patient can be reassigned to another person. Failure to do this will be subject to the clinical attendance policy.
4. Do not call the instructor after 10 p.m. or before 4 a.m. unless it is an emergency. All office phone messaging services are date and time stamped. If you are unable to contact the instructor or the agency, call the Nursing Office at 574-936-8898 Ext. 327 and leave a message including how the faculty member will be able to reach you. **You must attempt to contact the clinical instructor before leaving a message at the nursing office.**

Clinical Attendance Policy

- 1) Clinical time includes all pre and post conferences and any scheduled observations; students are not to leave clinical rotations during these times/experiences. Leaving early or without explicit permission of the clinical instructor will elicit a fail for the clinical day.
- 2) No more than 1 clinical absence may be made up per semester per clinical rotation unless previous arrangements have been made. Students who do not notify the clinical instructor and facility personally of their absence **PRIOR TO** the start of their clinical rotation will not be allowed to make up the clinical time and will fail for the day (no call, no show).
- 3) Failure of 2 clinical days, due to poor student performance, failure to follow all clinical policies and procedures or lack of attendance or failure to meet the attendance guidelines will result in failure for the entire course regardless of the student grade in the didactic portion of the class.
- 4) Make-up time for clinical canceled or delayed due to inclement weather is determined and set by the individual clinical faculty. All weather-related inquiries and make-up time should be made directly with your clinical faculty member.
- 5) Tardiness of 15 minutes two times during one clinical rotation, with or without clinical instructor notification, will result in failure for one clinical day and cannot be made up. Excessive tardiness; 3 episodes, will not be tolerated. Accumulation of 3 episodes of tardiness per clinical rotation per semester will result in failure for the entire course regardless of the student grade in the didactic portion of the class.
- 6) Students more than 15 minutes tardy, with or without instructor notification, will be sent home and will fail one clinical. This clinical time may not be made up.
- 7) Exceptions may be reviewed on an individual basis.

Expected Clinical Behavior

- 1) Break and lunch times are included in the posted hours when appropriate (usually for a session lasting more than three hours). Published hours can and do vary according to the clinical experience or rotation. Patient demands may require that a student stays in the setting for additional time, which will not be compensated.
- 2) Students will be advised of facility break and lunch policies during facility orientation and must follow these facility guidelines while in clinical rotations. Failure to abide by facility guidelines for break time, and/or lunch times, will result in a failure recorded for that clinical day that may not be made up.
- 3) A student must always notify their clinical instructor and the nurse in charge of a patient if the student leaves the unit or agency for any reason.
- 4) **Students should never perform invasive procedures, pass medications, IV's or injections without direct supervision of the clinical instructor or their designee. Breach of this guideline will result in failure of the entire clinical rotation for the semester.**
- 5) Students assigned a client who expresses discomfort with a student nurse or who verbally states they do not want a student nurse to care for them will have the student re-assigned to another client. Students assigned a client who is no longer at the facility the day of the clinical rotation or a client who is discharged early in the

- day will be re-assigned a client or clinical area as determined by their clinical instructor.
- 6) It is unprofessional and unacceptable to use the clinical institution's telephones or computers for any personal reason. Using a unit/agency telephone should be reserved for patient care and emergencies only. Use of telephones, computers or any other clinical facility equipment for personal student use is prohibited. Students who violate this rule will be sent home immediately and fail clinical for the day.
 - 7) Cell phones, PDA's, or any other electronic devices are only allowed per facility policy while in the clinical rotation. Students should use vigilance and discretion before posting any photos or comments on social media; refer to the NLN social media guidelines at www.ncsbn.org/NCSBN_SocialMedia.pdf
 - 8) In case of emergency, contact should be made with the nursing office who will then contact the student at the appropriate clinical facility.
 - 9) Students impaired in any way (including signs of sleep deprivation from working nights) will be sent or escorted home. *It is expected that students do not work at least 8 hours prior to any clinical rotation. All pre-assessments must be completed as assigned.*
 - 10) **Alcohol and/or drug impairment will result in administrative withdrawal from the nursing program.**

Clinical Make-up Guidelines:

- 1) These shall be considered general guidelines only. The clinical instructor may specify makeup time that could differ from these guidelines. Specifics may be articulated in the syllabus for each Nursing course.
- 2) The student must be making satisfactory progress towards all course competencies before makeup can be offered.
- 3) Faculty and clinical instructors have the right to determine the nature of the experience that will make up the time missed.

<i>Student Resources</i>

Nursing Faculty

Nursing Office Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

Location: Room C-136,

Ancilla College Phone: (574) 936-8898 or toll free: 866-262-4552

Nursing Program Director

Liz King BS, MSN, RN

Ext. 347

Office:

C-129E

e-mail:

liz.king@ancilla.edu

Nursing Instructors:

Lori Huffman MSN, RN	Ext. 362	C-136F	lori.huffman@ancilla.edu
Patricia Moore MSN, RN	Ext. 386	C-136G	patricia.moore@ancilla.edu
Howard Mattingly MSN, RN	Ext. 365	C-129D	howard.mattingly@ancilla.edu
Theresa Garza MSN, RN	Ext. 329	C-129C	theresa.garza@ancilla.edu

Nursing Program Administrative Assistant

Rhonda Arvesen, AS	Ext. 327	C-136	rhonda.arvesen@ancilla.edu
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Nursing Scholarships

Scholarship monies are available from the State of Indiana: SSACI Scholarships and are distributed (when available) through the financial aid office. Many local agencies also administer scholarship funds (i.e. The Starke County Community Foundation – The Winifred J Simpkins Spirit of Nursing Scholarship, The Starke Memorial Hospital and Medical Staff Health Education Scholarship, The Francis Myers Scholarship). The Financial Aid Office maintains information on scholarship availability. Students are strongly encouraged to meet with the staff of the Financial Aid Office frequently for scholarship opportunities and to pick up applications. All students requesting scholarship monies must have a FAFSA on file at the Financial Aid Office at Ancilla.

The internet also is a valuable source for the availability of scholarships (i.e. www.fastweb.com). Students are cautioned to be careful when utilizing the internet for scholarship information and never to pay for any scholarship information; all legitimate scholarships should incur no cost to the student.

Preparation for Graduation and NCLEX

Assessment of Student Learning and NCLEX Readiness

Program and National Council Licensure Examination (NCLEX) Readiness Assessment

All students in the Ancilla College Nursing Program are required to pass various nationally normed exams when entering, exiting and throughout the nursing program. This testing is used for purposes of program assessment, student achievement, and NCLEX readiness. Since successful completion of the NCLEX is mandatory to practice as a registered nurse in Indiana, **the overarching goal is to ensure students are well-prepared to pass the NCLEX on the first try.**

NCLEX Diagnostic Assessment

All students in the Ancilla College Division of Nursing are required to take one or more NCLEX Readiness Diagnostic Tests during or after their final semester before the Associate of Science in Nursing (ASN) degree will be granted. These tests help to counsel students on necessary preparation to succeed in passing the NCLEX. Students, who require extended review and assistance, will assume the cost of testing, tutoring or remediation.

Verification of Reading Handbook

PLEASE READ AND SIGN:

I have read and understand the Anti-Discrimination and Anti-Harassment Policies as well as the *Division of Nursing Student Handbook*.

This Handbook does not establish a contractual relationship between Ancilla and its nursing students. This Handbook only serves to highlight Ancilla’s general policies, practices, and procedures for your benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide nursing students with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

I agree to abide by and be governed by the philosophy, rules, policies, and regulations set forth and described in the **2018-2019** *Division of Nursing Student Handbook*.

Keep top portion for your records.

Turn bottom portion into the nursing office before the start of classes each year.

Verification of Reading Handbook

PLEASE READ AND SIGN:

I have read and understand the Anti-Discrimination and Anti-Harassment Policies as well as the Division of Nursing Student Handbook.

This Handbook does not establish a contractual relationship between Ancilla and its nursing students. This Handbook only serves to highlight Ancilla’s general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide nursing students with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

I agree to abide by and be governed by the philosophy, rules, policies, and regulations set forth and described in the **2018-2019** *Division of Nursing Student Handbook* (5/18).

Printed Student Name

Signature of Student

Date:



Ancilla College Nursing Program
Personal Contact Information Directive

I understand that it is my responsibility to keep the Nursing office advised of any changes in contact information including my home address, telephone number, and email address.

I also understand that Ancilla College email will be utilized as the primary form of communication when not in class. Failure to provide current contact information to the Nursing office will result in a lack of communication which may result in less than satisfactory performance by the student in the Nursing program.

By signing this, I agree to abide by the above directive and keep the Nursing Office informed of any changes in my contact information.

Print Name

Signature

Date

Updated 10/31/18



ANCILLA COLLEGE NURSING STUDENT AUTHORIZATION

I, _____, authorize Ancilla College Nursing Department to provide the following personal information about me, if required, to any clinical facility to which I may be assigned.

If required by a clinical facility, Ancilla College Nursing may provide information such as, but not limited to, my full name, email address, as well as the last 4 digits **only** of my social security number. In addition, Ancilla College Nursing may also provide clinical facilities with copies of my TB, CPR, and Criminal Background Check records, if necessary.

This authorization shall remain in effect for the remainder of my matriculation in the Ancilla College Nursing program.

Signature _____

Date _____