Ancilla College is a ministry sponsored by the Poor Handmaids of Jesus Christ and is part of The Center at Donaldson.
# TABLE OF CONTENTS

**Welcome** .................................................................................................................................................................................... 8

**General Information** ........................................................................................................................................................................ 9
- History ....................................................................................................................................................................................... 9
- Vision Statement ........................................................................................................................................................................ 9
- Mission Statement ....................................................................................................................................................................... 9
- Accreditation & Memberships ................................................................................................................................................... 9
- Id Cards ..................................................................................................................................................................................... 9
- Student Email ........................................................................................................................................................................ 10
- Student Contact Information .................................................................................................................................................... 10
- Directory Information ............................................................................................................................................................. 10
- Student Background Check Policy .......................................................................................................................................... 10
- Class Cancellations .................................................................................................................................................................. 11
- Refund Policy ........................................................................................................................................................................ 11
- Satisfactory Academic Progress (SAP) Policy .......................................................................................................................... 14
- Verification Policy & Procedures ........................................................................................................................................... 16

**Academics** .................................................................................................................................................................................... 24
- Philosophy ................................................................................................................................................................................ 24
- Academic Competencies .............................................................................................................................................................. 24
- Academic Divisions ................................................................................................................................................................. 24
- Academic Integrity .................................................................................................................................................................... 25
- Academic Standing, Probation, and Suspension .................................................................................................................. 25
- Conduct & Civility in the Classroom ....................................................................................................................................... 26

**Campus & Student Life** .......................................................................................................................................................... 27
- Location and Buildings .............................................................................................................................................................. 27
- Student Life ................................................................................................................................................................................ 27
  - Campus Ministry .................................................................................................................................................................. 27
  - Student Employment .......................................................................................................................................................... 27
  - Student Activities, Clubs, and Organizations ..................................................................................................................... 28

**Campus Services & Resources** ............................................................................................................................................... 30
- Career Development ................................................................................................................................................................. 30
- Center for Student Achievement ........................................................................................................................................ 30
- Computer Services and Usage ............................................................................................................................................. 30
- Counseling ............................................................................................................................................................................... 30
- Disability Student Services .................................................................................................................................................... 30
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression Systems</td>
<td>76</td>
</tr>
<tr>
<td>Misuse of Fire Safety Equipment</td>
<td>76</td>
</tr>
<tr>
<td>In Case of Fire</td>
<td>76</td>
</tr>
<tr>
<td>Fire Evacuation Procedures</td>
<td>76</td>
</tr>
<tr>
<td>Personal property/liability/damage</td>
<td>76</td>
</tr>
<tr>
<td>Prohibited Activities/Appliances</td>
<td>77</td>
</tr>
<tr>
<td>Electrical Appliances</td>
<td>78</td>
</tr>
<tr>
<td>Cooking and Food Storage</td>
<td>78</td>
</tr>
<tr>
<td>College Visitation Policy</td>
<td>79</td>
</tr>
<tr>
<td>Sales/Solicitation</td>
<td>79</td>
</tr>
<tr>
<td>Pet policy</td>
<td>79</td>
</tr>
<tr>
<td>Fire Suppression Systems</td>
<td>76</td>
</tr>
<tr>
<td>Misuse of Fire Safety Equipment</td>
<td>76</td>
</tr>
<tr>
<td>In Case of Fire</td>
<td>76</td>
</tr>
<tr>
<td>Fire Evacuation Procedures</td>
<td>76</td>
</tr>
<tr>
<td>Personal property/liability/damage</td>
<td>76</td>
</tr>
<tr>
<td>Prohibited Activities/Appliances</td>
<td>77</td>
</tr>
<tr>
<td>Electrical Appliances</td>
<td>78</td>
</tr>
<tr>
<td>Cooking and Food Storage</td>
<td>78</td>
</tr>
<tr>
<td>College Visitation Policy</td>
<td>79</td>
</tr>
<tr>
<td>Sales/Solicitation</td>
<td>79</td>
</tr>
<tr>
<td>Pet policy</td>
<td>79</td>
</tr>
<tr>
<td>VETERINARY NURSING</td>
<td>80</td>
</tr>
<tr>
<td>PROGRAM MISSION STATEMENT</td>
<td>80</td>
</tr>
<tr>
<td>PROGRAM GOALS</td>
<td>80</td>
</tr>
<tr>
<td>ACADEMIC STANDARDS</td>
<td>80</td>
</tr>
<tr>
<td>ACADEMIC REQUIREMENTS FOR GRADUATION</td>
<td>80</td>
</tr>
<tr>
<td>Academic Probation and Dismissal from Program</td>
<td>80</td>
</tr>
<tr>
<td>Dropping of Students for Academic Deficiency</td>
<td>81</td>
</tr>
<tr>
<td>Readmission</td>
<td>81</td>
</tr>
<tr>
<td>TECHNICAL STANDARDS FOR VETERINARY NURSING STUDENTS</td>
<td>81</td>
</tr>
<tr>
<td>Cognitive Ability</td>
<td>82</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>83</td>
</tr>
<tr>
<td>Professional and Interpersonal Skills</td>
<td>83</td>
</tr>
<tr>
<td>Manual Dexterity and Mobility</td>
<td>83</td>
</tr>
<tr>
<td>Auditory, Olfactory, and Visual Skills</td>
<td>84</td>
</tr>
<tr>
<td>PROFESSIONAL STANDARDS</td>
<td>85</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>85</td>
</tr>
<tr>
<td>NAVTA Code of Ethics</td>
<td>85</td>
</tr>
<tr>
<td>ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY</td>
<td>87</td>
</tr>
<tr>
<td>SEXUAL MISCONDUCT</td>
<td>87</td>
</tr>
<tr>
<td>VN SOCIAL MEDIA POLICY</td>
<td>87</td>
</tr>
<tr>
<td>VN PHOTO/VIDEO POLICY</td>
<td>88</td>
</tr>
<tr>
<td>VN DRESS CODE</td>
<td>89</td>
</tr>
<tr>
<td>STUDENT ATTIRE FOR LAB AND CLINICAL COURSES</td>
<td>90</td>
</tr>
<tr>
<td>SMOKING AND EATING IN THE VETERINARY NURSING DEPARTMENT</td>
<td>90</td>
</tr>
<tr>
<td>ANIMAL USE/IACUC WHISTLE BLOWER INFORMATION</td>
<td>91</td>
</tr>
<tr>
<td>Notice: To All Faculty, Staff, Students, and Members of the Public</td>
<td>91</td>
</tr>
<tr>
<td>Utilization of Live Animals</td>
<td>91</td>
</tr>
<tr>
<td>STUDENT HEALTH</td>
<td>91</td>
</tr>
<tr>
<td>Student Health Policy</td>
<td>91</td>
</tr>
<tr>
<td>Assumption of Risk</td>
<td>92</td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>92</td>
</tr>
<tr>
<td>Zoonotic Disease</td>
<td>92</td>
</tr>
<tr>
<td>Rabies Immunization</td>
<td>93</td>
</tr>
</tbody>
</table>
I am pleased to welcome you to the 2020-2021 academic year at Ancilla College!

Ancilla has a wonderful tradition of academic excellence and civic engagement. Whether you are a returning or new student, I encourage you to participate in the rich learning opportunities available inside and outside of the classroom.

Engage in events where you will find friendship and fellowship with people from diverse backgrounds and interests. Explore and participate in extra- and co-curricular activities that coincide with your interests and goals whether it is athletics, service learning opportunities, clubs and organizations, or internships. Choose to participate in activities that will stretch your comfort level yet promote growth.

Remember that the attainment of a high-quality education is a highly interactive process. Be prepared for class, ask critical questions, read supplemental materials, collaborate with your peers, and engage in new learning experiences. Take advantage of our Library, Math and Writing Labs, and the Center for Student Achievement, which offers free tutoring in other subjects. If you need help, do not be afraid to ask for it. I'm available and so are faculty and staff; we all are dedicated to helping you achieve your personal and professional goals.

The Ancilla College Student Handbook is a resource to help guide you on your educational journey. College resources, expected behavior, and conduct are included. Students are expected to know and abide by these college policies and regulations. Please know that the College may update policies throughout the year. If this occurs information will be found on our website at www.ancilla.edu.

Lastly, I hope this year you more clearly identify how your unique God-given talents and gifts will lead to a fulfilling career but also improve humankind and the world. The values found at the heart of Ancilla College and the Poor Handmaids of Jesus Christ, the sponsoring religious order, promote the common good, human dignity, justice and care for all. I hope you will internalize and carry forth these values in your academic and professional careers and for the remainder of your lives.

We believe in you!
Sincerely,

Sam Soliman
GENERAL INFORMATION

HISTORY
Originally Ancilla Domini College provided higher education for prospective members of the Congregation of the Poor Handmaids of Jesus Christ, the religious order who sponsors the college. In 1925, DePaul University of Chicago granted a charter to the Poor Handmaids to establish an extension in Donaldson, IN. In 1937, Ancilla received its own accreditation with the Indiana State Board of Education. In 1966 Ancilla College incorporated as a separate entity from the religious congregation which founded it and broadened its liberal arts curriculum and admitted students from the surrounding geographical area, awarding an associate degree for the first time in 1967. Since 1973 Ancilla has maintained accreditation with the Higher Learning Commission. A board of trustees consisting of Sisters and leaders from the surrounding communities is now charged with maintaining its academic mission while addressing the education needs of the local community.

VISION STATEMENT
Ancilla College will be a Catholic institution of higher learning passionate about its outreach and accessibility; its delivery of transformational, progressive and student-centered programs and its fostering of intellectual, spiritual, and social values in the ecumenical tradition of the Poor Handmaids of Jesus Christ.

MISSION STATEMENT
Ancilla College is a liberal arts institution of higher learning sponsored by the Poor Handmaids of Jesus Christ. The College’s religious tradition is Roman Catholic; its climate, ecumenical. In a caring environment, Ancilla serves a diverse population, as we transform and empower students to achieve high academic goals, lifelong learning, successful careers, and values-centered lives.

ACCREDITATION & MEMBERSHIPS
Ancilla College is accredited by the Higher Learning Commission (HLC), 30 North LaSalle St., Suite 2400, Chicago, Illinois, 60602-2504. It is approved for Veterans’ educational benefits and by the Immigration Service for the education of foreign students.

The College holds memberships in the Association of Catholic Colleges and Universities, Independent Colleges of Indiana, the National Association of Independent Colleges and Universities, the Council of Independent Colleges, National Association of College and University Business Officers, the National Academic Advising Association, and in both the Indiana and the American Associations of Collegiate Registrars and Admissions Officials.

ID CARDS
ID cards are issued during the first week of the fall/spring semesters or during the on-campus orientation for students who have registered for classes at Ancilla College. All students must have ID cards for use in the library and the computer labs. A fee will be charged for replacement cards.
STUDENT EMAIL
Each student will receive a login ID and password, as well as an email username and password at the time of College orientation. This information is to remain confidential and not given to others. Email is for use when engaging in student-related activities for research, education, and instruction. Incidental personal use is allowed, provided such use does not interfere with operations, does not generate identifiable costs, and is in compliance with Ancilla’s Computer Usage Policy. Student user accounts remain active as long as the student is enrolled in classes. Upon leaving, computer and network accounts will be disabled-deleted. Users are responsible to back up data upon leaving the college.

STUDENT CONTACT INFORMATION
It is the responsibility of all students to keep current contact information (address, phone, forwarding email) on file at the college. Students are provided an opportunity to update this information each time they register. Phone, address, email may be changed either face to face or via email. Name changes require documentation. Contact the Office of the Registrar for details.

DIRECTORY INFORMATION
Institutions may disclose information on a student without violating FERPA regulations through what is known as “directory information.” Ancilla College considers the following information directory information:

- Name
- Address
- Email Address
- Enrollment Status (Full-time/Part-time)
- Class Standing (Freshman, Sophomore, Non-degree, etc)
- Field of Study
- Semesters of Attendance
- Degrees & Awards Received
  - Hometown, State, Photographs, & Dates Received
- Participation in officially recognized sports & activities
  - Height & Weight of Athletes
  - High School Attended, Hometown, State, & Photographs
- All photographic or electronic media, including recordings

If a student does not want this directory information released, the student must notify the Registrar by the end of the drop/add period and complete the required form.

STUDENT BACKGROUND CHECK POLICY
Indiana Law requires any person who provides services involving direct contact with patients and residents at a healthcare facility licensed by the state, with children at a childcare facility, have a criminal background check conducted by the state. Therefore certain majors may require such. Any person who is disqualified from having direct patient or child contact as a result of the criminal background check will not be permitted to participate in a clinical placement, in a healthcare facility or childcare facility. Failure to participate in a clinical or off-site placement required by the academic
program will result in ineligibility to participate for a degree in that program.

**CLASS CANCELLATIONS**
On rare occasion, it may be necessary for an instructor to cancel a class. Cancellations will be posted on classroom doors as early as possible and online on Bright Space. If it is determined by college administration emergency conditions have developed and regular operating hours will be changed, an announcement will be made via the Remind application sent via text, and via local radio and television broadcasts. Campus closings will be posted on Ancilla’s web page. Several local television stations offer text casting services, which we recommend signing up for Ancilla closings. The following local media will have information about Ancilla College delays and closures.

**RADIO**
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<thead>
<tr>
<th>Plymouth</th>
<th>South Bend</th>
<th>Knox</th>
<th>LaPorte</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTCA 1050</td>
<td>WSBT 960 AM</td>
<td>WKVI 99.3 FM</td>
<td>WNDU 92.9</td>
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<tr>
<td>MAX 98.3 FM</td>
<td>WLTA 94.3 FM</td>
<td>WKVI 1520 AM</td>
<td>WLOI 1540</td>
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<td>WNSN 101.5</td>
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<td>WCOE 96.7</td>
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<td>WHFB 99.9 FM</td>
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**TELEVISION STATIONS:**
South Bend/Elkhart
WNDU (NBC) Local channel
16 WSBT (CBS) Local channel Cable 12

**REFUND POLICY**
In the case of voluntary withdrawal from the College or from a particular course, tuition and fees are refunded according to the following time schedule:

<table>
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<th>Fall &amp; Spring Terms (16 week sessions)</th>
<th>Other Sessions within a term **</th>
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<tbody>
<tr>
<td>During the 1st &amp; 2nd week ........ 100%</td>
<td>During the 1st week..................... 100%</td>
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<tr>
<td>During the 3rd week................... 50%</td>
<td>During the 6th or 7th session days.................. 50%</td>
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<tr>
<td>During the 4th week................... 25%</td>
<td>During the 8th, 9th, or 10th session days........ 25%</td>
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**Other sessions include:**
8 week courses during fall & spring terms
4 week courses during winter terms
6 or 12 week courses during summer sessions
Any course that is shorter than 16 weeks

No refund is made after the fourth week of a 16 week session or its equivalent in other sessions. Proportional adjustments are made for other sessions.

**Title IV Return of Funds (R2T4) Policy**
Federal Student Aid, also known as Title IV funding, is awarded under the assumption that a student will complete courses for the entire payment period, or period of enrollment, for which the funds were awarded. Federal regulations require that students who withdraw from all classes only keep Title IV funds they have earned up to the time of withdrawal. These regulations apply when you officially or unofficially withdraw.
When a student ceases attendance in a course, regardless of the reason, the student may no longer be eligible for the full amount of Title IV funds disbursed, resulting in a refund of Title IV funding. Alternatively, the student may not have been disbursed the full amount of Title IV funds he/she is eligible to receive, resulting in a post-withdrawal disbursement of Title IV funding. To determine what the student is or isn’t eligible for, Ancilla College is required to process a Return of Title IV Funds (R2T4) calculation for Title IV fund recipients that complete a 100% withdrawal from the college prior to earning 60% of the payment period or period of enrollment.

When a student ceases attendance and is considered withdrawn:

**Official Withdrawals**

To determine when a student officially withdraws from Ancilla College, the financial aid office will use the official withdrawal date entered by the Registrar on the student’s transcript from our student data system, Empower. The financial aid office will deem the student as officially withdrawn from Ancilla based on the last date of attendance (LDA).

**Unofficial Withdrawals**

To determine when a student unofficially ceases attendance from Ancilla College, the financial aid office will use the official attendance entered by faculty members in our student data system, Empower. When it is determined that a student has had 14 consecutive days of non-attendance, in all enrolled courses, the financial aid office will deem the student as unofficially withdrawn from Ancilla College based on the last date of attendance (LDA).

Once the withdrawal occurs, Ancilla College is required to determine the earned and unearned portions of Title IV aid based on the students LDA. **The school determines the Percentage of Title IV aid earned by dividing the number of days of attendance, based on the LDA, by the number of days in the payment period (less any break periods of five days or more).** The amount of Title IV Aid earned is calculated by multiplying the percentage of Title IV Aid earned by the amount of Title IV Aid the student received or is scheduled to receive for the payment period. The amount of Title IV funds to be returned (unearned Title IV Aid) is calculated by subtracting Total Title IV Aid earned from the Total Aid Disbursed. The unearned portion of Title IV must be returned to the Department of Education within 45 days of the date the school determined the student’s LDA, also known as the Date of Determination (DOD).

**The order in which Title IV funds are returned at Ancilla College are as follows:**

1. Federal Unsubsidized Student Loan

2. Federal Subsidized Student Loan

3. Federal Direct PLUS (Parent) Loan

4. Federal Pell Grant
**Post-withdrawal Disbursements**

If a student did not receive all the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Ancilla College must get the student’s permission before it can disburse the eligible loan amount. A student may choose to decline some (or all) the loan funds so that they don’t incur additional debt. Ancilla College may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Ancilla College needs the student’s permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student’s best interest to allow the school to keep the funds to reduce their debt at the school.

**Students who are eligible to receive a post-withdrawal disbursement of federal funds will be notified as listed below:**

Federal Pell Grant- Disbursements will be made directly to the student’s account. If the student has a balance due, the Federal Pell Grant will be applied to the student’s account reducing the amount owed to the school by the student. If the student does not have a balance due, or if the amount applied to the student’s account is greater than the student’s balance, the student will be issued a refund.

Federal Loans (UNSUB, SUB, PLUS)- Students/Parents will be notified in writing, within 30 days after the student’s last date of attendance was determined by the school (DOD), that they are eligible to receive a portion of their loans based on the R2T4 calculation. Students/Parents must respond within 30 days of receipt of the notification, with their willingness to accept the loan portion. If no response is received, the loan will be cancelled.

There are some Title IV funds a student may have been scheduled to receive which cannot be disbursed once a student withdraws because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and they have not completed the first 30 days of the program before they withdraw, they will not receive any Direct Loan funds they would have received had they remained enrolled past the 30th day.

**Additional Information**

The federal unearned portion due from the withdrawn student is final and is not eligible for appeal through the college appeal process or through the Department of Education.

Students who withdraw after the 60% payment period have earned 100% of their federal aid. Therefore, no Return of Title IV is required except for those students with potential post-withdrawal disbursement eligibility.
A student should consult with the Office of Financial Aid before withdrawing from any classes to determine if the withdrawal will affect his/her financial aid status.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

This policy was adapted from Federal Regulations 34 CFR 685.309(b) and 34 CFR 682.610(c) Updated 1-28-2019

**INDIANA STATE FINANCIAL AID RETURN OF FUNDS POLICY**

Changing enrollment status by dropping classes or withdrawing from the College at any time during the College’s four-week refund period (first four weeks of the fall and spring terms, and first two weeks for shorter sessions within a term) will result in recalculation of state financial assistance. All state aid will be forfeited if a full-time student drops below 12 credit hours.

*State Grant Programs Include: The Frank O’Bannon Grant (Higher Education Award and Freedom of Choice Award), 21st Century Scholars Program, Indiana Part-Time Grant, Minority Teacher and Special Education Services Scholarship, and the State Nursing Scholarship Fund.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Students who receive federal, state, and college financial aid at Ancilla College must meet THREE requirements to achieve satisfactory academic progress (SAP) toward a degree and maintain financial aid eligibility. Financial aid includes Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study (FWS), Indiana Freedom of Choice, Indiana Part-Time State Award, 21st Century Scholars, Federal Direct Loans, and Federal Parent Loan for Undergraduate Students (PLUS), and Alternative/Private Loans.

- Students are required to maintain a minimum cumulative grade point average, and
- Students are required to complete (pass) a certain percentage of hours they attempt, and
- Students must complete their degree within a timely manner.

These three requirements are summarized in the following guidance. Failure to meet these minimum academic standards can result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.

**SAP REQUIREMENTS**

1. **Qualitative Standard: Grade Point Average (GPA)**
   All students are required to maintain a cumulative 2.0 GPA.

2. **Quantitative Standard: Credit Hour Completion**
   Students must successfully maintain a minimum cumulative completion rate of 67% of ALL credit hours
attempted or enrolled during each semester at Ancilla College. The calculation used to determine your completion rate is:

Total Credit Hours Earned divided by Total Credit Hours Attempted = Completion Rate
Example: 12 credit hours earned / 15 credit hours attempted = 80% completion rate

3. **150% Maximum Time Frame Standard:**
Federal regulations require students to complete all academic requirements for a degree within 150% of the published length of the academic program for which a student is enrolled. All enrollments at Ancilla College are considered even if no financial aid was previously received. All credits attempted are counted, including repeated courses, withdrawals, failures, and any courses cleared by Academic Forgiveness. Transfer credits that apply to the degree or program will be included in the maximum time frame allowed. Remedial courses are not included in the 150% maximum time frame requirement. If a student receives an incomplete “I” SAP will not be calculated until a final grade is given. Students must complete course requirements within four weeks of the end of the semester. If the deadline is not met, the Office of the Registrar is directed to change the incomplete grade of “I” to the grade of “IF”. The “IF” grade counts as an “F” (0) in the student’s GPA and completion. (For example: If the degree requires 62 credits hours to complete the maximum credits attempted would be 93, 62 X 1.5 = 93)

**SAP EVALUATION**
SAP at Ancilla College is reviewed at the end of each fall, spring, and summer semester after final grades are posted. All credits attempted or enrolled are counted, including repeated courses, withdrawals, failures, academic forgiveness, and all remedial courses when applicable. Transfer credits accepted into a student’s program of study count toward both credit hours enrolled and credit hours completed. Audit and non-credit classes are ineligible for financial aid; therefore, do not count in SAP calculations. Students will be notified in writing, within 2 weeks from the end of the semester, if they have been placed on financial aid warning or financial aid suspension.

- **Warning** is given to students for one semester who do not meet both requirements #1 and #2 shown above. This is a warning status and students can continue to receive financial aid during their next semester of attendance. Note: A warning is not given to students regarding maximum time frame, it is the student's responsibility to know how many hours they have attempted and where they stand.

- **Suspension** will be required for any students who fail to meet both requirements #1 and #2 at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended.

- **Probation** will be required for all students who appeal their suspension and the appeal is granted. Probation is contingent upon the student making satisfactory academic progress. Failure to meet academic progress standards will result in suspension. Continued probation may be necessary for students who are making significant progress but still unable to meet the standards set above. The plan will outline the GPA and completion requirements for the student while they are on the plan. Students on a Financial Aid recovery plan will be eligible to receive financial aid. If the student does not complete all requirements of the plan they will be suspended at the end of the semester and once
again become ineligible for financial aid. See reinstatement and regaining financial aid eligibility below.

- Rules are applied uniformly to all students.

**REINSTATEMENT AND REGAINING FINANCIAL AID ELIGIBILITY:**

1. Appeal SAP Suspension by documenting extenuating circumstances that caused unsatisfactory progress. Student must complete and submit appeal form along with appropriate documentation to the Office of Financial Aid. Appeals are to be written by the student. The appeals and all supporting documentation will be reviewed by the Director of Financial Aid. Students must submit their appeal and supporting documentation before financial aid can be reestablished. Preferably 4 weeks prior to the start of the returning semester. A written decision will be returned to the student 7-10 days from date of final grade posting. All decisions are final. A student is limited to 2 appeals only.

Some examples of extenuating circumstances include but are not limited to the following:

- Death of a close relative or friend
- Illness of a close relative or friend
- Student personal injury, illness, medical condition or emergency operation
- Unexpected disruption of personal life
- Student and/or Parent Divorce and/or separation
- Premature childbirth (self or spouse)

2. If an appeal is approved, the student will need to make an appointment with an academic advisor to develop a financial aid academic recovery plan. The academic recovery plan for financial aid must be signed by the student, academic advisor, and the financial aid office. While on the financial aid recovery plan the student will regain financial aid eligibility, on a probationary status. Failure to successfully complete any semester within the plan will result in suspension of further financial aid eligibility. A student is limited to 2 recovery plans.

3. If an appeal is denied, the student will not be eligible for financial aid until the student has met all three SAP requirements listed above for qualitative, quantitative and maximum timeframe.

*You are ultimately responsible for the information provided here, which is also provided in the Ancilla College Catalog. Please contact the Financial Aid Office at Ancilla College if you have questions.*

**VERIFICATION POLICY & PROCEDURES**

To apply for federal financial aid, a student submits a Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). Because students sometimes make errors on their application, there is a process for verifying applications and making corrections. The HEA Code of Federal Regulations (34 CFR 668.51-61) governs the verification by institutions of information submitted by applicants for student financial assistance under the subsidized student financial assistance programs.

In accordance with these regulations, Ancilla has established and uses written policies and procedures for verifying an applicant's FAFSA information. These policies and procedures include:
1. The time period within which an applicant must provide any documentation requested by the College;

2. The consequences of an applicant's failure to provide the requested documentation within the specified time period;

3. The method by which the College notifies an applicant of the results of its verification if, as a result of verification, the applicant's EFC changes and results in a change in the amount of the applicant's assistance under the title IV, HEA programs;

4. The procedures the College will follow itself or the procedures the College will require an applicant to follow to correct FAFSA information determined to be in error; and

5. The procedures the College will follow for making referrals to the Office of Inspector General.

**Institutional Responsibility:** The College must require an applicant whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA, unless the applicant qualifies for a federal exclusion. (See Exclusions from Verification.)

**Applicant Responsibility:** If the College requests documents or information from an applicant under this, the applicant must provide the specified documents or information.

**SELECTION OF APPLICANTS**

**Standard Selection:** As stated previously, to apply for federal financial aid a student submits a FAFSA to the Central Processing System (CPS). The CPS selects which applications are selected for verification. Data-based statistical analysis is used to select for verification those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a Verification Flag on the student’s processed FAFSA report to indicate that the student’s record has been selected for verification. The processed FAFSA is also known as the Student Aid Report (SAR). CPS will also use a Verification Tracking Flag to place an applicant selected for verification into one of sic Verification Tracking Groups

**Institutional Selection:** Ancilla Financial Aid has the authority and responsibility to select an application for verification if there is reason to believe that an applicant’s FAFSA information is inaccurate and/or contains conflicting information.

**Update or Correction Selection:** An aid applicant should be aware that if an update or correction is submitted by the institution to CPS, this may trigger CPS to select the application for additional data elements for verification. In this case, Ancilla will require the applicant to submit any additional documentation needed to complete the verification process.

**NOTIFICATION**

A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:

a) CPS will notify the student on his/her Student Aid Report (SAR). Next to the EFC will be an asterisk
referring to a comment in the student section of the SAR that tells the applicant that he/she will be asked by the College to provide documentation for verification.

b) The applicant will receive from the school a Verification Notice and appropriate Verification Worksheet when selected for verification.

c) After the verification documents have been reviewed and any conflicting information has been resolved, the school/third-party servicer will then make corrections to the ISIR and resubmit as applicable. If there are no corrections, the third-party servicer will process the student for FSA funding.

d) If a student is selected and placed in a V4 or V5 verification group, and all documents are collected the school/third-party servicer will then report this information on the FAA Access to CPS Online website.

**INFORMATION TO BE VERIFIED**

For each award year, the Secretary of Education publishes in the Federal Register a notice announcing the FAFSA information that an institution and an applicant may be required to verify. The notice also specifies what documentation is acceptable for verifying FAFSA information. The 2018-2019, the Federal Register lists the items to verify based upon the Verification Tracking Group to which the applicant is assigned. They are listed in the chart below:

<table>
<thead>
<tr>
<th>Verification Tracking Flag</th>
<th>Verification Tracking Group Name</th>
<th>FAFSA Information Required to be Verified</th>
</tr>
</thead>
</table>
| V1                         | Standard Verification Group (Tax Filers) | • Adjusted Gross Income  
|                            |                                   | • U.S. Income Tax Paid  
|                            |                                   | • Untaxed Portions of IRA Distributions  
|                            |                                   | • Untaxed Portion of Pensions  
|                            |                                   | • IRA Deductions & Payments  
|                            |                                   | • Tax Exempt Interest Income  
|                            |                                   | • Education Credits  
|                            |                                   | • Number of Household Members  
|                            |                                   | • Number in College  

| V1                         | Standard Verification Group (Non-Tax Filers) | • Income Earned from Work  
|                            |                                   | • Number of Household Members  
|                            |                                   | • Number in College  
|                            |                                   | • Verification of Non-filer Status  

| V2                         | Not currently in use               |                            |
| V3                         | Not currently in use               |                            |
| V4                         | Custom Verification Group          | • High School Completion Status  
|                            |                                   | • Identity/Statement of Education Purpose  
| V5                         | Aggregate Verification Group       | All items in V1 and V4  
| V6                         | Not currently in use               |                            |

**NOTE:** Federal regulations stipulate that an institution may require an applicant to verify any FAFSA information that it specifies. On occasion, the Ancilla Financial Aid office may require a student to verify any FAFSA information and to provide any reasonable documentation.
**ACCEPTABLE DOCUMENTATION**

The documentation required for verification varies according to the specific FAFSA information being verified. A student selected for verification will need to submit the following acceptable documentation to the College to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss possible alternative acceptable documentation.

<table>
<thead>
<tr>
<th>FAFSA Information</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Size*</td>
<td>Ancilla Independent/Dependent Verification Worksheet</td>
</tr>
<tr>
<td>Number in College</td>
<td>Ancilla Independent/dependent Verification Worksheet</td>
</tr>
<tr>
<td>AGI &amp; U.S. Tax Paid</td>
<td>IRS DRT** or IRS Tax Return Transcript***</td>
</tr>
<tr>
<td>Untaxed Income (Tax Return Data)</td>
<td>IRS DRT** or IRS Tax Return Transcript***</td>
</tr>
<tr>
<td>Non-Filer Work Income</td>
<td>Ancilla Independent/Dependent Verification Worksheet &amp; 2016 IRS W-2 Forms along with Verification of Non-filer status letter from IRS</td>
</tr>
<tr>
<td>High School Completion</td>
<td>High School Diploma or transcript; GED certificate or transcript; homeschooled credential or transcript; or academic transcript showing two-year program completion</td>
</tr>
<tr>
<td>Identity/Statement of Education Purpose</td>
<td>Original government-issued photo identification (ID) such as a passport or a driver’s license and 2018-19 Identity and Statement of Educational Purpose</td>
</tr>
<tr>
<td>Other Information</td>
<td>Other documentation as specified by the CPS or Ancilla</td>
</tr>
</tbody>
</table>

*Household Size:* For 2018-2019, the number of household members for dependent students must now include both of a dependent student’s legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.

**IRS Data Retrieval Tool (DRT):** The IRS DRT is the fastest, easiest and most secure method of meeting verification requirements. To verify tax data, the U.S. Department of Education and the College encourage students and parents to use the IRS DRT to import data from their tax return directly to the FAFSA, either at the initial FAFSA filing or through the FAFSA correction process. For the retrieved data to be acceptable documentation of tax data, it is necessary that neither the student nor the parents change the data after it is transferred from the IRS.

***IRS Tax Return Transcript:** If a student or parent cannot or will not use the IRS DRT, they must provide a transcript obtained from the IRS that lists tax account information of the tax filer for tax year 2016.

**Requesting a Tax Return Transcript:** A student or parent may request an IRS Tax Return Transcript from the IRS, free of charge, in one of the following ways:

a) Online by downloading an immediate PDF at www.irs.gov  
b) By mail after submitting an online request at www.irs.gov
Victims of Identity Theft: When the IRS determines a tax filer has been or likely was a victim of identity theft, it will not allow him/her to use the IRS DRT process or get a tax return transcript until the matter has been resolved, which can take up to a year for complex cases. For a tax filer who is a victim of identity theft, the College will accept for verification a Tax Return Data Based View (TRDBV) transcript along with a signed and dated statement from the tax filers that they are victims of IRS tax-related identity theft and that the IRS has been made aware of this. The tax filer should also provide the College with a copy of IRS Form 14039, Identity Theft Affidavit, if he/she submitted that form to the IRS.

Filing an Amended Return: A student or parent who files an amended return cannot use the IRS DRT process. Instead he/she may submit to the Financial Aid Office an IRS Tax Return Transcript that lists tax account information of the tax filer and a signed copy of the amended 2016 tax return (1040X) that was filed with the IRS.

Tax Filing Extensions: A student or parent who has been granted a tax filing extension must provide a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. The tax filer must also provide copies of all 2016 IRS W-2 Forms and a signed draft copy of the 2016 federal tax return to the Financial Aid Office. Ancilla may also require submission of a copy of the completed (and signed) tax return before aid is disbursed to the student’s account.

Foreign Tax Filers: A student or parent who filed an income tax return other than an IRS form, such as a foreign or Puerto Rican tax form, must use the income and tax information (converted to U.S. dollars) from the lines of that form that correspond most closely to the income information reported on a U.S. income tax return to complete the FAFSA. Foreign tax filers cannot use the IRS DRT process and, therefore, must submit signed copies of their 2016 foreign tax returns translated into English with U.S. dollar equivalencies to the Financial Aid Office.

Non-filers: A student or parent who is not required to file a U.S tax return is required to submit the Ancilla College Verification Worksheet for 2018-2019 and copies of all 2016 IRS W-2 Forms to verify income earned from work. If an individual who is required to submit an IRS W-2 Form is unable to obtain one in a timely manner, the College may permit that individual to provide a signed statement that includes:

a) the amount of income earned from work;
b) the source of that income; and
c) the reason that the IRS Form W-2 is not available in a timely manner.

The College requires independent students or parent(s) of dependent students to submit a “Verification of Non-Filing” from the IRS that the tax filer did not file a 2016 IRS income tax return. The request for “Verification of Non-Filing” can be obtained by the tax filer requesting an IRS Tax Return Transcript as outlined above.

Deadlines and Failure to Submit Documentation
A student whose FAFSA information has been selected for verification must submit all documentation required for verification to the Financial Aid Office by specific deadlines according to the type of subsidized federal aid received and his/her period of enrollment. In general, students will not be awarded any type of federal and state subsidized aid until the verification process is complete.
CAMPUS DOCUMENTATION DEADLINE
It shall be the policy of Ancilla College to set the deadline date for receiving documentation for files chosen for verification by either the DOE or the institution to be the end of the 8th week of the semester (fall or spring) depending which term the student first enrolls for the year. The date will be prorated for enrollment in only a 1st or 2nd module, or enrollment in the summer term and modules. Generally, students should submit complete documents required for verification at least four (4) weeks before the beginning of a semester or enrollment period.

Semesters currently equal 16 weeks

Proration of the deadline will occur for enrollment in only a modular session or summer term and modules
- 8-week module - deadline is end of the 4th week of the module
- 12-week summer term – deadline is end of the 6th week
- 6-week summer module – deadline is end of the 3rd week

NON-NEGOTIABLE DEADLINE
For subsidized federal aid programs, excluding the Federal Pell Grant Program: All required documentation needs to be submitted by the end of the loan period and/or award year. If the student does not provide the verification documentation by the deadline, the College may cancel his/her subsidized federal aid (excluding the Federal Pell Grant Program) for the award year.

If the student then provides the documentation after the deadline, the College will reevaluate the student’s eligibility for subsidized aid and will award aid based on the availability of federal funds at the time of documentation submission.

For the Federal Pell Grant Program: A Pell applicant selected for verification must complete the verification process by the deadline published in the Federal Register or 120 days after the last day of the student’s enrollment, whichever is earlier. The verification process is complete when the College has received all requested documentation and a valid processed FAFSA report is on file including any necessary corrections to the report.

If the student does not provide the verification documentation or the College does not receive the valid processed FAFSA report by the deadline, the student forfeits his/her Pell grant for the award year.

UPDATING FAFSA INFORMATION
Generally, a student cannot update FAFSA information that was correct as of the date the application was signed because the FAFSA is a “snapshot” of the family’s financial situation as of that date. For example, if a student’s family sold some stock after signing the FAFSA and spent the proceeds on an automobile or home improvement, the student cannot update the FAFSA to
reflect a change in assets. After the FAFSA is signed, only certain items can be updated under the conditions listed below.

1. Dependency Status Change: If a student’s dependency status changes at any time during the award year, the student must update FAFSA information. Students that are married after completing the FAFSA he status may update their dependency status.

2. Verification of Household Size or Number in College: An applicant whose FAFSA information is selected for verification of household size or number in college must update those items to be correct as of the date of verification.

3. Marital Status Change: The College may require a student to update FAFSA information under paragraph (1) or (2) of this section for a change in the student’s marital status if the College determines that the update is necessary to address an inequity or to reflect more accurately the student’s ability to pay.

CORRECTING ERRORS ON FAFSA INFORMATION
Although a student cannot update FAFSA information that was filed correctly, except under limited conditions as listed above, errors made on the original FAFSA must be corrected.

As stated previously, to apply for federal aid a student submits a Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). Generally, the FAFSA is submitted through the online process and the student receives from the CPS an electronic summary of his/her processed FAFSA known as the Student Aid Report (SAR).

Upon receipt of the SAR, the student should review all information listed on the SAR and submit for processing any errors reported on the original FAFSA to the CPS.

An electronic summary of a student’s original FAFSA and any corrected FAFSA information will be sent from the CPS to the College. Once received, all FAFSA data, Ancilla College Verification Worksheets, and any supplemental verification documents will then be reviewed by the College to verify the accuracy of the student’s FAFSA information and to calculate his/her eligibility for need-based financial aid.

If a student’s FAFSA information changes as a result of the College’s verification process, the College will:

a) Submit for processing changes to the FAFSA information determined to be in error;
b) Recalculate the student’s Federal Pell Grant based on the recalculated EFC;
c) Adjust the student’s financial aid package based on the recalculated EFC

Note: Although Ancilla will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the College will notify the student in writing (by email or phone) as to which data items must be corrected by the student and submitted for processing to the CPS.
**Referral of Fraud Cases**

Students and parents are advised that the College must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.
ACADEMICS

PHILOSOPHY
As a liberal arts college, Ancilla endeavors to form well-integrated individuals through intellectual, aesthetic, professional, social, physical, and spiritual development. It strives to mold individuals equipped to live and enjoy their roles in contemporary society and to fulfill both their spiritual and life commitments.

ACADEMIC COMPETENCIES
With a strong emphasis on academic excellence, the teaching/learning process, and personalized student service, Ancilla College provides a positive environment for the physical, intellectual, emotional, and spiritual growth of each student. Together these values form a foundation for the general education program established at Ancilla. As a basis for further learning in a student’s educational journey, the introduction to these values opens the way to expand his/her knowledge in a major concentration area. These values provide guidance to decision-making and program development while implying commitment to providing the essential resources for their fulfillment.

AC 1: Critical Thinking & Quantitative Reasoning
Demonstrate competence in understanding, evaluating, and using both qualitative and quantitative information to explore issues, solve real-life problems, and develop informed opinions.

AC 2: Communication: Written and Oral
Understand and communicate effectively with others using a variety of contexts and formats, which include writing, speaking, reading, listening and interpersonal skills.

AC 3: Global Awareness
To acquire the knowledge, values, and dispositions to act in an informed manner, demonstrate empathy, engage in effective intergroup communication, and build community across social, cultural, political, environmental, geographic, and economic boundaries.

AC 4: Technology & Information Management
Demonstrate ability to utilize technology effectively in support of records and information.

AC 5: Personal Responsibility & Professional Development:
Ability to understand and manage self, to function effectively in social and professional environments and to make reasoned judgments based on an understanding of the diversity of the world community.

ACADEMIC DIVISIONS
Ancilla College has experienced faculty and advisors in academic divisions. Divisions are comprised of related fields of study.

Division of Business..................................................................................................................Chair: Dr. Dave Stauffer
Business Administration, Culinary Arts, and Sports Management
Division of CHEBS ........................................................................................................... Chair: Dr. Buchanan
Criminal Justice, Education, History, and Behavioral Science

Division of Humanities ...................................................................................................... Chair: Joel Thomas
Art, Communication, English, Foreign Languages, Music, Philosophy, Religion, and Theology

Division of Nursing ........................................................................................................... Chair: Lori Huffman

Division of Professional Technical Education ................................................................. Chair: Vacant
Agriculture

Division of SMIT .............................................................................................................. Chair: Kristin Korcha
Science (Biological, Physical, Environmental, Health and Exercise Science), Mathematics, Information Technology (Computer Information Systems)

ACADEMIC INTEGRITY
As specified in all syllabi, academic integrity is highly stressed and valued. This means students do not submit work that is not their own including but not limited to research papers, exams, oral reports, computer reports, etc. Submission of another’s work is cheating/plagiarism. Furthermore, permitting other students to use one’s work as their own violates the principle of academic integrity and is equally culpable. Any violations will be treated seriously. Sanctions-discipline can range from failure on the assignment or course to dismissal from the College. Sanctions will be determined by the Instructor or, in more serious offenses, the Vice President of Academic and Student Affairs.

ACADEMIC STANDING, PROBATION, AND SUSPENSION
Students are in good academic standing when they maintain a 2.0 GPA, cumulatively and for each term. If the cumulative or term GPA falls below a 2.0, students are placed on academic probation and must meet regularly with an academic sponsor who monitors their progress.
If a student fails to achieve a minimum 2.0 term and cumulative GPA the following term (excluding summer or winter terms), the student is placed on academic suspension. However, if the student’s term GPA improves to 2.0 or better for the term, and the cumulative GPA improves but still falls below the minimum 2.0 GPA, the student will be granted continuing probation.

Students suspended the first time must sit out one regular term before they are eligible to apply for reinstatement. Students suspended a second time must sit out a minimum of two regular terms before they are eligible to apply for reinstatement. Students applying for reinstatement are not guaranteed re-admittance to the college.

Students who are academically suspended must appeal in writing to the Vice President of Academic and Student Affairs if they seek re-admittance. They will have the option to appear before the Academic Council who will decide for or against the student’s petition; that appeal hearing will serve as the appeal for financial aid reinstatement when applicable. Students should see the Assistant to the VPASA for more information.
Learning is a group activity. Students have the right to learn and the responsibility to participate in the learning process that complies with the expectations of the College. Both students and faculty have the responsibility to maintain an appropriate learning environment. Faculty are professionally responsible for setting standards and behavioral expectations for the learning environment. When student behavior interferes with the ability of an instructor to teach, faculty have the obligation and authority to take the appropriate action. Most students exhibit appropriate behavior in class, but sometimes there is disparity over what defines “appropriate” behavior.

Each syllabus will define specific rules for each course; read those rules and know them. The following are basic guidelines on acceptable/appropriate behavior.

- Always bring the required supplies and be ready to actively engage in the learning process.
- Class begins promptly. Be in your seat and ready to start participating at that time.
- Turn your cell phone off or to vibrate before the start of class.
- Your professor expects your full attention for the entire class period.
- Turn in assignments on time. Instructors may deduct points, and some may not accept any late assignments beyond the due date.
- Being courteous in class does not mean you have to agree with everything said. Your point is much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with her/him after class.
CAMPUS & STUDENT LIFE

LOCATION AND BUILDINGS
Ancilla College is on the grounds of the PHJC Ministry Center campus in Donaldson (eight miles west of Plymouth, Indiana). The main two-story college building, completed in 1966, is located on 9B Road. The first floor holds administrative offices and classrooms. The college east wing (connects to the PHJC Motherhouse) holds classrooms, faculty offices, the Charger Lounge, the Ancilla nursing laboratory, college bookstore, and greenhouse. Two elevators are located in the main building of the Ministry Center-Motherhouse. On the north end of the main College building is the Science and Technology Wing, built in 2003. The two-story 10,000 square foot facility contains biology and chemistry and computer labs, faculty, and IT offices. An accessibility entrance is available at this wing. The second floor also houses the Gerald J. Ball Library, Center for Student Achievement, and classrooms.

The beautiful Gothic-style chapel of the Ministry Center, open to all students and the public, is on the second floor. Below the chapel are the Cana Hall auditorium, the PHJC Motherhouse cafeteria entrance, and the Emmaus Dining Room.

State of the art housing (Hardesty Hall and Miller Hall) and a dining facility (Zirkle Commons) are located to the northwest of main campus building across 9B Road.

Athletic offices are located inside the main college building. Baseball, softball, and soccer fields are located on the Ancilla campus, west of the main college building. Additional athletic facilities are located at Fitness Forum Health & Wellness on Miller Drive in Plymouth, Indiana.

STUDENT LIFE
The College assists students in developing an awareness of, and an appreciation for, the College’s cultural heritage by sponsoring a variety of informative, cultural, and recreational programs, activities and clubs.

The Student Life and Inclusion Committee is composed of faculty, staff, and students who work to lead, advise, and coordinate co-curricular student activities. The committee also deals with issues related to student behavior or conduct violations.

CAMPUS MINISTRY
Ancilla offers rich spiritual life programs to encourage students to find, articulate, and grow their own spiritually. Faculty and staff work with students to integrate academics and spirituality into their daily lives, and there are many opportunities for students to participate in campus spiritual life. Contact the Campus Minister for more information.

STUDENT EMPLOYMENT
There are various opportunities for students to earn money and gain valuable work experience. These include but are not limited to the Earn2Learn program, internships, and Career Services,
Jim Cawthon. For work-study eligibility, see the Financial Aid Office.

**STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS**

**ANCILLA EARTH**
This club promotes global awareness by learning about other cultures, nations and the environment. The club promotes recycling efforts and focuses on travel abroad opportunities as well. For more information, contact Adam Calhoun adam.calhoun@ancilla.edu or see the Assistant to the Vice President of Academic and Student Affairs, office 106, ext. 376.

**BRAZILLIAN JJJITSU (BJJ) CLUB**
The Brazilian Jujitsu teaches students self-confidence and physical well being through exercise as well as self-defense skills and mental techniques to help them not to be intimidated by bullying personalities. The club is dependent on participation to run. For more details, contact the Vice President of Academic and Student Affairs.

**ESPORTS**
The Esports Clubs is a student-led group that provides opportunity for students to compete against each other and other college esports teams. For more details, please contact the Vice President of Academic and Student Affairs.

**FALL AND SPRING BASH**
Each semester, the Student Government Association sponsors a fall and spring bash. These events are open to all Ancilla faculty, staff, students, friends, and family. The events involve fun, food, and games. Emails are sent, and posters hung advertising the event in advance of its dates.

**FELLOWSHIP OF CHRISTIAN ATHLETES**
FCA is a student-athlete led organization that shares the Christian faith through Bible studies, life stories, fellowship, and service projects.

**FUTURE FARMERS OF AMERICA**
FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Collegiate FFA empowers values-driven pre-professionals to lead and serve in schools, businesses, and communities.

**INTERCOLLEGIATE ATHLETICS**
Athletics at Ancilla College is designed to motivate student-athletes to excel in mind, body, and spirit. The Athletic Department helps players succeed in the classroom and on the court or field.

Ancilla College is affiliated with Region 12 (Indiana, Michigan, and Ohio) of the National Junior College Athletic Association. The “Chargers” play in Division II
Michigan Community College Athletic Association Conference. Each Ancilla athletic team participates in two or three service-learning (community service) activities each year, which helps student-athletes to learn respect for the underprivileged.

**LAMPEN LECTURES**
The Lampen Lecture Series, named after Ancilla’s first President Sr. Joel Lampen, is open to Ancilla students, faculty and staff at Ancilla and other PHJC ministries, as well as the general public. The series promotes the universality of the Catholic Church and Earth Charter, PHJC’s international character, with the purpose to promote the individual’s ability to think beyond his or her own experiences and interests.

**LEADERS FOR LIFE**
Leaders for Life aims to help students who possess leadership qualities learn how to become more effective leaders. Community/Business leaders are brought in to speak about skills like Conflict Negotiation Ethics, Fundraising, Understanding and Appreciating Human Differences.

**PHI THETA KAPPA**
The Beta Beta Beta chapter of Phi Theta Kappa was chartered at Ancilla College in 1995. Membership for is by invitation and based upon academic achievement. The student must be enrolled at Ancilla College, completed 12 credit hours and have a 3.5 or above grade point average.

**PODCAST CLUB**
Students can work on video and other media communications to develop their technology skills in an emerging field. We are involved in promoting the college but can also work on other projects of individual interest. Students from all majors are encouraged to get involved and have fun with this club.

**STUDENT AMBASSADORS**
Student Ambassadors are nominated by faculty and staff to serve as representatives at Admissions Office events. Students may participate in a Student Panel, College Fair, Access Ancilla Day, or give prospective students a tour of the campus. They’re representation of the best Ancilla College offers.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**
This organization is elected by students to represent them and to provide leadership in student activities. SGA makes known to the administration the wishes and the desires of the student body as it strives to build school spirit. A committee of elected officers and class representatives sets the agendas for the meetings that are open to all students.
CAMPUS SERVICES & RESOURCES

CAREER DEVELOPMENT
Career advice is available to help students and alumni with job searches after graduation and with internships while still in college. Assistance is available for résumé and cover letter writing, interviewing skills, and job applications. Online resources are available at www.ancilla.edu, and special résumé programs are available in the Center for Student Achievement.

CENTER FOR STUDENT ACHIEVEMENT
The Center for Student Achievement coordinates a variety of student services designed to support student success at Ancilla: tutorial services, career development, disability services, and academic advising.

COMPUTER SERVICES AND USAGE
IT services work to ensure that network and PC privileges are properly maintained for all college Employees and Students. Users also have certain responsibilities and are subject to certain restrictions. The college’s IT and computer usage policies are posted online; everyone is subjected to abide by these rules.

COUNSELING
Ancilla College has arrangements with the Bowen Center (which has seven regional locations with one located in Plymouth, just five miles away from campus) to provide each student with two free one-hour counseling sessions. Students wishing to continue with a series of on-going sessions after the completion of the two free sessions may do so at their own cost (which may be covered by insurance).

DISABILITY STUDENT SERVICES
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. Academic accommodations and support services are determined on an individual basis, based on functional limitations as identified in the required documentation, and is designed to meet a student’s needs without fundamentally altering the nature of the student’s instructional program(s). All course syllabi provide contact information on how to apply. See the directory staff for the person in charge of ADA accomodations or contact the assistant to the Vice President of Academic and Student Affairs in Office room 106.

EMERGENCY FUND & KATIE’S CUPBOARD
A fund of resources is available to help persons from the Ancilla College community who experience need. The fund is intended to assist in situations where small amounts of monies assist with basic emergency needs for automobile gasoline, medical items, emergency housing, and food for an adult or dependents. All requests and disbursements remain confidential. See the Assistant to the President and Vice President of Academic and Student Affairs Office-Room 106, ext. 376 for more details.
In addition, Sisters donate food and store it on the counters and in the refrigerator in the Emmaus Room, as part of a program called Katies’ cupboard. Students are asked to put used dishes and utensils on the carts in the hallway for Motherhouse kitchen staff to wash. If the area is not well-kept, it will be closed.

**LIBRARY**
The spacious Gerald J. Ball Library is located on the second floor. Staff provide personal assistance with the information and research needs of students, faculty, and staff. The library has a catalog of thousands of books and media, and subscriptions to numerous magazines, journals, newspapers, and a suite of online databases, many with full text (accessible on and off-campus). Efficient inter-library loan service and self-service printing/copying are also available. The library has 28 internet-accessible computer workstations for student use, and wireless access for personal devices. Study tables and casual seating areas are available. A self-service coffee bar with coffee, tea (including herbal), and hot chocolate packets for purchase from the circulation desk is conveniently located in the library.

**TUTORING**
Free tutoring services are available for all subjects. Tutoring services for math and writing are located in the math lab and the writing lab, respectively. Assistance with other subjects needs to be requested to the staff in the Center for Student Achievement Lab in Room 204.
COMMUNITY STANDARDS & POLICIES

GENERAL STANDARDS OF CONDUCT

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, at a host institution, or other site for an academic, athletic, or any extracurricular experience. Ancilla community members embrace the College’s mission and the core values of the Poor Handmaids of Jesus Christ (PHJC). Students are expected to abide by the values, principles, and policies of the College. 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.

Any student who commits acts of misconduct listed below may be subject to disciplinary action. 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. The college will cooperate with all law enforcement agencies as requested. Committing a city, state, or federal crime is grounds for immediate suspension. Conduct violations include, but are not limited to:

1. Actions that obstruct, deny access to, or intentionally incite another to deny access to services, facilities, or activities at Ancilla.

2. Conduct that disrupts the orderly process of Ancilla and/or that is disruptive

3. Conduct that is immoral, lewd, or indecent according to the commonly accepted standards of Ancilla and surrounding community.

4. Giving false information, altering or misusing Ancilla documents and records, and non-responsiveness to Ancilla officials.

5. Violations of restrictions for demonstrations on the Ancilla campus specifically authorized by the VPASA (or authorized designee) with reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to Ancilla property.

6. Theft, malicious destruction, misappropriation, or misuse of Ancilla property or private property on campus, including possession of the stolen property.

7. The 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.
8. 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 unauthorized or improper use of that property, equipment or facility, which includes leaving or entering Ancilla building or property, or assisting others to do so in any manner other than its intended, proper use.

9. 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.

10. Violation of federal, state, and local laws – as well as College policies – concerning the use of alcoholic beverages or drugs. Please note certain Ancilla Departments like Athletics, Nursing, and Residential Life may have additional restrictions on tobacco or alcohol use regardless if the student is old enough to legally purchase it.

11. 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 page 16).

12. 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.

13. 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.

14. Repeated violations of lesser regulations may result in disciplinary action under this Code.

15. Violations of academic policies and non-academic policies.

16. Violations of the rules and regulations outlined by the Residence Life Department.

17. Violations of the rules and regulations as outlined by the Athletic Department.

18. Violations of rules and regulations as outlined by the Nursing Department.

19. Violations of rules and regulations as outlined by the Veterinary Nursing Department.

20. 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 Ancilla 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. All provisions contained in applications, contracts, or policies pertaining to personal conduct are deemed as acceptable standards of conduct.

**NON-DISCRIMINATION POLICY**
Ancilla College is a private, not-for-profit, faith-based exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code. In compliance with applicable federal and state laws, Ancilla College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs and activities, or in employment. All allegations of discrimination are taken seriously and will be investigated. Retaliation for reporting discrimination is prohibited; individuals who intentionally make false reports of discrimination may be disciplined. Students who believe they may have been discriminated against should contact the Office of the Vice President of Academic and Student Affairs.

**HARASSMENT POLICY**
Ancilla is committed to maintaining a respectful educational environment free from conduct and communication which can be classified as harassment. Forms of harassment 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 – 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 and the peaceable participation of all its members in the educational endeavor it fosters. This includes a commitment 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.

**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 Title IX coordinator (who can be reached at 574-936- 8898 ext. 702) is responsible for Title IX compliance, and formal complaints of noncompliance (including sexual misconduct) should be reported to the coordinator, who oversees the investigation, resolution, appeals process, and any report of retaliation.

**INVESTIGATION PROCEDURES**
Upon receipt of a complaint, a timely investigation will be conducted. An investigation will begin within 10 business 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 an opportunity to respond to all allegations
- A 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 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 the decision. An appeal will be processed through a hearing with the Student Life and Inclusion 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.

**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:

1. Get away from the attacker to a safe place as fast as you can.
   - On-campus students should call the resident director/resident assistant immediately. In the most dire of circumstances (e.g. sexual assault) 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.

2. 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.

3. 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 the 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.

**RETAIATION**
Ancilla College strictly prohibits any form of retaliation against individuals reporting sexual misconduct or assisting in investigations. 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.

**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 and 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 provide 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 provide 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.

**DRUG-FREE COLLEGE**
Ancilla College is committed to providing drug-free work and learning environments for all individuals. Please note different departments or offices, i.e. residential housing, athletics and nursing, may have additional policies regarding the use of illegal or legal (prescribed) use of drugs.
and alcohol which may result in further sanctions or discipline.

The following actions are prohibited by Ancilla College:

- Unauthorized possession or use of any drug, controlled substance, or alcoholic beverages.

- Use or possession of alcoholic beverages on College property, or in the course of a College activity or student activity or student organization, contrary to law or college policies.

- Use or possession of drugs or controlled substance or drug paraphernalia on College property or in the course of a College activity, or student organization activity, contrary to law.

- Use of College facilities to manufacture, process, or distribute any drug or controlled substance contrary to law.

- Sale, gift, or transfer of drugs, controlled substances or drug paraphernalia to Ancilla College students, whether or not such sale, gift, or transfer occurs on the college property or in the course of a college activity or student organization activity.

**NOTE:** Students should know that under Indiana Law, it is illegal for a minor (someone under the age of 21) to possess or consume alcoholic beverages. It is illegal for a minor to transport alcohol (even unopened) unless accompanied by a parent or legal guardian. Students should be aware that violators will be punished to the full extent of the law, and that the ramifications of these charges may hinder their ability to pursue a career in their chosen field.

**AVAILABLE DRUG OR ALCOHOL TREATMENT**
Ancilla College maintains a list of community resources providing intensive treatment and/or a rehabilitation program. Ancilla has in no way undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even where such use becomes apparent as a result of this policy.

**TOBACCO USE POLICY**
All buildings are smoke and tobacco-product free. Use of tobacco products is permitted only in designated areas. Violations of this policy are subject to corrective actions. **PLEASE NOTE: Specific departments like Athletics have additional policies regarding the use of tobacco.**

**POSSESSION OF FIREARMS AND/OR OTHER LIFE-ENDING INSTRUMENTS**
Possession of firearms and other life-endangering instruments is prohibited by the College. Fireworks are also prohibited on campus. Any person caught with any of these items is subject to disciplinary action, including immediate suspension.

**STUDENT CONCERNS & COMPLAINTS**
Students who may have concerns or complaints about their experience at Ancilla College may present them to the Vice President of Academic and Student Affairs (VPASA) as the general contact. When receiving a complaint from a student, the VPASA 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 and Student 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)**
- The 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, 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 and Student Affairs. Every year the President and the VPASA 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 VPASA will take responsibility for implementing appropriate plans to respond to these trends.

**STUDENT GRIEVANCE PROCEDURE**

**Purpose**
The purpose of the Student Grievance Procedure provides 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 on page 20)
- Be used for course grade appeals (see the Academic Appeal Process on page 25)
- 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 and Student 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 of Academic and Student Affairs where he or she will obtain Form B in order to appeal, in writing, to the Academic Council or the Student Life and Inclusion Committee (SLIC). The appeal will be submitted to the office of the Vice President of Academic and Student Affairs. The student will be asked to attend the next regularly scheduled committee meeting*. If not satisfied with the response of the Academic Council or Student Life and Inclusion Committee, 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 of Academic and Student 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 committee meetings. Ancilla College will provide the official recording to the student upon request.
ATHLETICS

AFFILIATIONS
Ancilla College is a member of the National Junior College Athletic Association (NJCAA) Region 12 and the Michigan Community College Athletic Association (MCCAA).

The web site for the NJCAA is: www.njcaa.org.
The web site for the MCCAA is: www.mccaa.org.

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The Ancilla College President, Vice President of Academic and Student Affairs, Athletic Director, and the Athletic Director’s Committee (Athletic Director, Head Coaches, and Trainer) administer the Athletic Program. The Faculty Athletic Advisory Committee is the liaison between the faculty and the athletic program.

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION ATHLETIC ELIGIBILITY
Any student-athlete entering Ancilla College must have graduated from high school, obtained a GED, or transferred from another college. The student-athlete is advised to enroll in a minimum of 13-16 credit hours for each semester in which they are participating. The student-athlete must have completed 12 credit hours with a 1.75 cumulative GPA to stay or to become eligible for the second semester of competition.

A 2.0 cumulative GPA and a minimum of 24 credit hours completed is recommended to be eligible for the third semester. A 2.0 cumulative GPA and a minimum of 36 credit hours are required to be eligible for the fourth semester. Sixty credit hours with a 2.0 GPA are required for graduation in most areas of study.

ATHLETIC GRANT POLICY
Any student-athlete receiving an athletic grant understands certain requirements are expected, and they agree to follow rules and regulations outlined in the NJCAA Letter of Intent, the Athletic Handbook, Student Handbook, and all other Ancilla college policies and regulations. Ancilla Board of Trustees has mandated that student-athletes with only a GPA of 2.0 or above or eligible to receive athletic scholarships and grants.

ATHLETIC PHILOSOPHY
Ancilla College’s athletic philosophy is to produce true winners for a lifetime and to assist student-athletes in attaining their greatest potential whether in body, mind or spirit. Athletic experiences provide a dynamic
growth process for learning, discipline, teamwork, leadership, loyalty, cooperation, and mutual respect. Being successful student-athletes revolves around constant on-going communication. Communication is two ways; it involves both parties; the coach to athlete and the athlete to coach. Students need to frequently review the “Athletic Bulletin Board” for information, come to the athletic office with questions, and discuss problem situations with their coaches.

Ancilla student-athletes understand that it is a privilege to participate in college athletics and accept the responsibility of being a 24-hour representative of Ancilla College. This responsibility places the student-athlete in a model citizenship role behaviorally, in and out of school all year round.

**MICHIGAN COMMUNITY COLLEGE ATHLETIC ASSOCIATION (MCCAA) CODE OF CONDUCT**

Ancilla belongs to the Michigan Community College Athletic Association (MCAA) which is a regional conference of the NJCAA. Ancilla College Athletics department, its coaches and student-athletes, are bound to abide by NJCAA regulations and the MCAA Code of Conduct/Sportsmanship. For MCAA rules see the following:

http://www.mccaa.org/information/Files/Handbook/TOC.pdf
http://www.mccaa.org/information/Files/Handbook/ALLSPORT.pdf

**SPORTSMANSHIP**

Student-athletes are guests at any athletic event; participation is a privilege, not a right. Student-athletes are Ancilla College ambassadors and need to act with honesty, dignity, respect, and good sportsmanship during games and competitions and at all times, this behavior should be reflected toward fellow participants, coaches, officials, spectators, medical or media personnel, etc.

Student-athletes need to always maintain an attitude of respect toward opponents and encourage and appreciate quality play and effort, regardless of whether it’s exhibited by a teammate or an opponent.

While intense and emotional game action and conduct are certainly a reasonable part of intercollegiate sports, student-athletes should never demean the dignity and personhood of the opponent. Student-athletes are prohibited from engaging in the following behavior at any Ancilla intercollegiate sporting events:

- Striking or physically abusing an official, coach, player or spectator.
- Intentionally inciting participants or spectators to violent or abusive action.
- Using profanity, vulgarity, taunts, ridicules, or making obscene gestures.
- Publicly criticizing any game official, conference personnel, a member institution, or institutional personnel.
- Engaging in negative recruiting by making statements which are unduly derogatory of another institution or its personnel to a prospective student-athlete, parents, or others in the
community.

• Entering the competing area for an unsportsmanlike purpose

• Any other act of unsportsmanlike conduct not specifically prescribed.

**ATHLETIC CODE OF CONDUCT & DISCIPLINARY ACTIONS**

Athletic participation is a **privilege, which may be suspended or terminated at any time** if a student-athlete is not taking responsibility toward academic success or violates rules of athletic code conduct, which are inconsistent with the honor and dignity of an Ancilla College student-athlete.

Student-athletes are expected to demonstrate good sportsmanship, honesty, integrity and conform to the rules of this student-athlete code of conduct at all times. Additionally, students are required to abide by the rules set forth by the NJCAA and the MCCAA pertaining to eligibility and participation. Please remember that each head coach has the right to establish additional rules and regulations regarding team membership.

Student-athlete are held to a higher standard because they are looked upon as a role model, leader, mentor and representative of Ancilla College. Whenever violations of the student-athlete code of conduct occur, the Athletic Director and head coach will review the misconduct and apply the appropriate disciplinary action. Violations of any law, the Ancilla College Student Handbook and other departments’ policies, as well as standards imposed by the coaches are subject to disciplinary action.

The student-athlete has the opportunity to meet with the Athletic Director after discussion with the coach. If the student so chooses; they may petition the Student Life and Inclusion Committee, but this does not mean a hearing will ensue. The Athletic Director and/or coach will submit in writing the details of the offense and the penalties required. The student-athlete may also submit his/her version of the situation. At this point, a hearing for both parties may or may not be conducted. If a hearing is conducted, after both parties have presented their arguments; the committee will make a recommendation to the Vice President of Academic and Student Affairs.

**ACADEMIC STANDARDS AND VIOLATIONS**

**Academic Success**

The Ancilla College Athletic Department believes education is the first, top priority, and athletics are secondary. Athletics are provided as a motivator for academic success, and to accomplish this, every student-athlete is expected to do the minimum 3 things:

1. Go to class every day.

2. Turn homework in on time.

3. Ask for help when they are struggling. We will not accept any situation (defined as a class absence, late or missed a homework assignment, or conference on difficulties).

**Academic Integrity**

Refer to the Student Handbook for academic integrity, cheating and plagiarism. Violations will result in college (non-athletic) penalties as well as athletic department penalties.
Any case of proven violation of academic integrity will incur athletic suspension (which means student-athlete can practice, be on the bench; but not in uniform, and will not travel or be at away games/matches) for 20% games and scrimmages (immediate and consecutive) plus loss of 25% of the athletic grant.

Penalties carry over from one semester to the next semester and from one year to the next year. Out-of-season sophomores with no games/matches remaining will also lose Fitness Forum Sports and Wellness privileges and be expected to perform 20 hours of community service and/or work at athletic events. Removal from athletic participation and complete loss of scholarship is also possible.

**ATTENDANCE**
The Ancilla College Athletic Department believes that all student-athletes should be in class each and every day. Students need to be in class on time. Academic attendance and homework progress will be monitored by Academic/Athletic Advisors and their coach.

If student-athletes miss classes for non-emergency reasons, they will find themselves in a situation resulting in suspension or termination should they need to miss a class for an actual emergency or illness. The only excused absences will be when a student-athlete is on an approved team travel trip (instructors must be notified, or the team travel trips absences will become unexcused) or for a special circumstance (example: long term injury or illness, funeral). An unexcused absence may be brought by the Athletic Director before a five-person committee to be redefined as excused.

Absences should be used for emergencies only when there are more than 3 absences. This pertains to 16 week courses that meet twice a week. See the chart below regarding online courses or courses that meet only once a week for 16 weeks, and classes that meet once a week for 8 weeks. Absences for student-athletes result in the following consequences:

**16 Week Courses Meeting on Campus:**
- Each absence after 3 absences = 1 game suspension
- 8 total absences in any one class per semester is termination for the semester
- 20 total absences for the semester is termination for the year
  - Baseball Starting Pitchers
    - Each absence after 3 absences = 1 suspension from next starting assignment

**16 Week Courses Meeting Online and Evening Courses Meeting Once per Week**
- Two classes missed = 1 game suspension
- Third absence = 2 game suspension, etc
- 4 total absences is termination for the semester
- 10 total absences for the semester is termination for the year

**8 Week Courses Meeting Online and Evening Courses Meeting Once per Week**
- 1 absence = 1 game suspension
- 2 absences = 3 game suspension (2 absences equates to 8 meetings dates for a standard course)
- 3 absences = termination for the semester
- 5 absences = termination for the year

**PLEASE NOTE:** For online courses and 16 week courses that meet once a week: each class absence counts as two meeting dates (compared to the class that meets 16 weeks, twice each week). For the online and 16 week evening courses (that meet once a week), the second class missed equals 1-game suspension, since it is equivalent to missing 4 classes for a ‘normal’ class (i.e. meeting 16 weeks, twice each week).

A combination of 3 tardies and/or unexcused early class departures in one class = 1 absence. Each additional tardy and/or unexcused early departure will constitute an additional absence.

**HOMEWORK**
Notification by Ancilla College Faculty that includes late or missing homework assignments will trigger immediate suspensions until it is verified that the student/athlete’s homework is turned in and is up-to-date.

When faculty notifies the Academic/Athletic Advisors there is missing work, it will trigger an email to the coach and a suspension form put in the coach’s mailbox. The suspension (suspended from all athletic participation-all athletic venues) begins when the e-mail and or text is sent.

Realizing that we have many adjunct professors and full-time professors are on campus at irregular hours, we accept e-mails from professors as their signature.

- 1st homework assignment missing in any one class will trigger a discussion with the coach about the homework policy and its penalties. Each additional missing homework after that will trigger an indefinite suspension until the assignment is turned in.

- A total of 8 homework assignments missing per semester will mean termination for that semester. A total of 16 homework assignments in all classes per semester will mean termination for that year.

**OUT OF SEASON SOPHOMORE STUDENT-ATHLETES W/NO GAMES REMAINING**

**HOMEWORK PENALTIES**
- May Perform Ancilla College community service (designated project)
- Lose Fitness Forum Sports and Wellness privileges
- Lose Athletic Scholarship after 8 homework assignments missing in any one class per semester and/or 16 homework assignments in all classes per semester will mean termination for that year.

This is calculated by percentage starting with the month of 8 or 20 absences accrued. **Homework penalties do not carry over from semester to semester.**
TEAM RULES
The coach in each individual sport may also establish additional individual team rules (absences, dress code, etc.) that are stricter than the ones stated in this handbook. The coach must first present a copy of the proposed rules to the Ancilla College Athletic Director before the first scheduled meeting, conditioning or practice.

HAZING, HARASSMENT, & DISCRIMINATION
Student-athletes are prohibited from engaging in any hazing activities. This is defined as any act that injures, degrades, harasses, or disgraces any person. For Discrimination, Sexual Harassment, Title IX policies, refer to the Student Handbook.

CRIMINAL OFFENSES
Any student-athlete found guilty (conviction shall include a plea of “guilty” or “no contest”) in a court of law of a criminal offense will be immediately suspended from athletic participation. Any student-athlete pleading not guilty to a criminal offense may be allowed to participate until the matter has been adjudicated. In both cases, the Vice President of Student and Academic Affairs will review the case and forward to the Student Life and Inclusion Committee (who serves as an appeals board) to determine if additional disciplinary action is necessary, and if so, the action to be taken.

ALCOHOL, TOBACCO & DRUGS
Student-athletes are strongly encouraged not to use illegal or unauthorized drugs including alcohol, cigarettes, and/or chewing tobacco. Any student-athlete who is charged with or who receives a citation relating to the possession or illegal use of alcohol, illegal drugs and/or prescription drugs will be subject to disciplinary measures.

**Prescription Drugs**
A list of all prescription medications will be kept in a file by the college trainer.

**Nicotine Patch**
The Nicotine Patch will not be recognized as a reason for a positive drug test unless prescribed by a doctor.

**Drug Testing**
Random Drug Testing may be administered at any time. Roster names will be put into a database and randomized for testing. Five to fifteen individuals will be selected for each test at random times. All student-athletes will be required to take the test, Monday through Sunday. Drug Testing may start as early as the first student-athlete orientation meeting.

**Reasonable Suspicion Drug Testing**
Each student-athlete is required to submit to a drug and alcohol test whenever any member of the athletic department staff has reasonable suspicion to believe the student-athlete has used drugs and/or alcohol. Reasonable suspicion will exist when the student-athlete’s appearance, behavior, speech, body odors or circumstances indicate drug and/or alcohol use, or the withdrawal effects of those substances.

The drug-testing company will go to the Ancilla College website for current schedules and rosters. Coaches will be responsible for keeping their schedules and rosters updated at all times. The company will randomly select the numbers of the student-athletes to be tested, find the names that go with those
numbers, determine how many student-athletes will be tested, and on what days the testing will occur. The company will put the names in a sealed envelope and give the envelope to the Ancilla College Athletic Trainer to deliver to the Director of Athletics.

The Ancilla College Athletic Trainer will contact the selected student-athletes on the day of testing. The student-athlete must make the trainer aware of any legitimate (written documentation required) reason they would not be available. The student-athlete must make the trainer aware of any legitimate (written documentation required) prescription drugs they are taking immediately.

Once the testing is complete, the athletic trainer will deliver the tests to the lab for testing. The results will be picked up by the athletic trainer and delivered to the Athletic Director. Any positive test results, plus anyone not showing up, or refusing to be tested will be referred to the Ancilla College Athletic Director. The student-athlete testing positive and their coach will be notified to meet with the Athletic Director for notification and consequences (addressed earlier in this handbook).

The student-athlete may appeal penalties within one week. Written documentation will be required. **During any appeal process, the student-athlete is still under suspension until the appeal has been heard and the verdict rendered.** The appeal is to be made to the Vice President of Academic and Student Affairs, who will take the appeal to the Student Life and Inclusion Committee.

**SUSPENSION PENDING INVESTIGATION**
The athletic department, in consultation with the head coach, has the ability to levy an immediate suspension pending investigation of alleged misconduct, which includes use of prohibited substances. If the investigation does not produce a finding or admission of guilt, the student-athlete will be reinstated.

**Maximum First Offense**
The student-athlete proved guilty (admission by the athlete, a positive test result, interference with the test or test results, refusal to promptly take a test when requested) will be suspended (which means student-athlete can practice, be on the bench but not in uniform, and will not travel or be at away games/matches) for 20% games and scrimmages (immediate and consecutive) plus loss of 25% of the athletic grant when any student-athlete is proven guilty of any violation relating to drug, alcohol, tobacco, any criminal offenses, or violation of Ancilla’s code of conduct. Admittance of substance abuse will be considered a positive screening test. **Self-reporting substance abuse (before the Athletic Director is informed) will reduce your penalties by 50%. This is a one-time opportunity.**

The student-athlete may be required to take the next two drug tests. One or more immediate counseling sessions may be required before they are allowed to begin athletic participation. Counselors or counselor location will be determined by the athletic department. Admitting abuse or testing positive means the student-athlete must take the next two random or scheduled drug tests and pay for them. Penalties carry over from one semester to the next semester and from one year to the next year. Out-of-season sophomores with no games/matches remaining will also lose Fitness Forum Sports and Wellness privileges and be expected to perform 20 hours of community service and or work at athletic events.

**Maximum Second Offense**
Any student-athlete proven guilty a second time of any violation relating to academic cheating, drug,
alcohol, tobacco or criminal offenses will be suspended from all Ancilla College Athletics for the remainder of the year plus loss of remaining grant. The “Two strike rule” states that any student-athlete proven guilty of two violations of the code of conduct or behavior relating to: drug, alcohol or tobacco use, criminal offenses, or academic cheating will not be allowed to participate or receive athletic monies for the following two years.

**STUDENT DEVELOPMENT APPEALS COMMITTEE**

Any disagreement about athletic sanctions may be subject to the same review process as any other extracurricular violation.

**FITNESS FORUM SPORTS AND WELLNESS REGULATIONS**

1. You are a GUEST at Fitness Forum Sports and Wellness (FFSW) and should treat this facility and its members with RESPECT.

2. You must be an Ancilla College student-athlete enrolled full time and have signed his/her Ancilla College athletic grant form to use FFSW.

3. Student-athletes use the main entrance of FFSW at all times during FFSW hours (exception: game/match days).

4. All guests (student-athletes) must register at the front reception desk upon arrival every time you use the facility.

5. Foul language is prohibited.

6. Cell phone/texting is not to be used while using gym machines and equipment.

7. When using the sauna or pool, swimsuits must be worn. T-shirts and shorts are not allowed.

8. “Charger Arena” entrance doors are not to be opened at any time unless for a scheduled game or an event is in progress.

9. During games/practices, student-athletes are asked to use the gym locker rooms, not member locker rooms.

Following these rules allows you to use this facility. If you do not follow these rules, your privileges will be revoked.

Ancilla College Athletics has First Agency from Kalamazoo, Michigan, as its Athletic Accident Insurance carrier. The Plan has a $0 student-athlete deductible. That means the first $0 is the student-athlete’s responsibility. If the student-athlete or their parents have primary insurance, that plan will have to pay as much as much as the plan allows, i.e. whatever is reasonable and customary for the specific injury as defined in their policy. If the student-athlete or their parents do not have insurance, the student-athlete is still responsible for the first $0.
After that, Ancilla’s policy will begin coverage. A copy of the policy is available in the Athletic Director’s Office in the athletic annex. Accident claims must be filed within 90 days. Our catastrophic policy covers up to $5,000,000 per occurrence. The athletic department secretary will work to help the student-athlete get their insurance paperwork completed.

**SOCIAL MEDIA**

Social media tools have become widely accessible and are often used in the classroom (real or virtual) activities. It is important to be aware of how the content students post can affect them and their peers. Students should remember that what they post can reach audiences far beyond the classroom for an unlimited length of time. Students need to be mindful that social media usage has some common risks and should be used very carefully.

**Do’s**

- Be aware of what is posted online, a digital footprint is there for all to see and can be permanent.

- Be respectful, even when are expressing a difference of opinion. Keep it constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be aware that certain “non-verbal” cues (such as tone of voice) get lost when translated online.

- Review links before sharing them online to make sure the material is appropriate for the classroom and for personal reasons.

- Get permission to repost copyrighted material. Although easily accessible, reposting pictures or content that are not personally created and posted on the Internet may violate copyright laws.

**Don’ts**

- Don’t post questionable individual photos or photos of others anywhere on the Internet.

- Don’t post anything on the Internet that you would not want your instructors or employers (current or future) to see.

- Don’t post combative responses to other students’ or instructors’ comments.

- Don’t abandon inhibitions that are normal in face to face communication. Students should think if they wouldn’t say in person, they shouldn’t say it online.

- Don’t use anyone else’s identity.

The Department of Athletics reserves the right to take action against currently enrolled student-athletes engaged in behavior that violates Ancilla College, Athletics Department, or team rules including such behavior that occurs in postings on the internet. This action may include education, counseling, team suspension, termination from the team, and reduction or non-renewal of any athletic scholarships.
**CONCUSSION PROTOCOL**

The Ancilla College Department of Athletics, under advisement from the school’s athletic trainer, has developed the following procedures to follow when a student-athlete is suspected of having a concussion.

1. Student-athletes will be given an information sheet on concussions (*Heads Up: Concussion in Youth Sports, A Fact Sheet*) and will need to return a signed copy of the concussion protocol stating that they have received and understand the policy before they can participate in any intramural or interscholastic athletics activities.

2. If an athlete appears to have any signs or symptoms of a concussion during a sporting event, they will be removed from participation in that event. The coach will call the school’s medical professional for further evaluation of the injury.

3. The medical professional doing the evaluation will use the mechanism of injury, signs, and symptoms, as well as mental and physical tests to determine if the injury is a concussion. According to the new Indiana Code (IC 20-34-7), a concussion will be suspected if the mechanism of injury and even one sign or symptom of a concussion exists.

4. If the evaluation reveals that a concussion should be suspected, the student-athlete will be removed from participation until the written release is obtained from a licensed health care provider trained in the recognition and evaluation of concussions.

Ancilla College is not responsible for fees that may be associated by seeing a physician. In all cases, we will try to have the athlete see a physician that is a part of his or her insurance plan. They will be able to see a Physician from home or in Plymouth.

1. Ancilla College will accept releases from physicians (MD or DO), physician assistants (PA), and nurse practitioners (FNP, PNP, ACNP). A written release from a listed provider does not automatically release the student-athlete to participate in sports. The medical professionals associated with Ancilla College reserve the right to withhold athletic participation if they feel that the student-athlete is not healthy enough to return to activity.

2. Once the student-athlete has a written release and is symptom-free of concussion, a return-to-play protocol will be started. The return to play activities are as follows:
   - Day 1 – Stationary Bike, Running
   - Day 2 – Non-contact, Sport Specific drills
   - Day 3 – Return to full-contact practices
   - Day 4 – Return to game competition

The athlete will progress in the steps each day as long as they continue to be symptom-free. If symptoms return, the athlete will sit out for at least 24 hours or until symptoms are gone and will then complete the return-to-play protocol again.
SUSPENSION, REMOVAL, QUITTING THE TEAM

Anytime there is a total separation (meaning the athlete quits or the coach removes the athlete from the team), there are consequences. A suspension is not a total separation from the team. Rather, a suspension is temporary separation (which means student-athlete can practice, be on the bench, but not in uniform, and may not travel or be at away games/matches).

Student-athlete participation expectations are outlined throughout the Athletic Handbook.

Scholarship dollars are distributed twice, at the start of each semester, but are earned on a daily, weekly, and monthly basis. Scholarship dollars are sometimes distributed before they are earned. Total separation could mean loss of scholarship dollars when total separation means not completing the term(s) in which scholarship monies have already been distributed.

Scholarship dollars gained by the student-athlete that is separated from the team will be calculated on a monthly basis. Fitness Forum Sports and Wellness privileges will be terminated. Some of the following examples will provide guidance on this issue.

EXAMPLE #1: Tom, a baseball player, quits his team on September 14. He will be given two months (or 20%) of total scholarship dollars.

EXAMPLE #2: The softball coach asks Sally to leave because of unacceptable behavior on October 7. She will be given 3 months (30%) of total scholarship dollars.

EXAMPLE #3: The women’s basketball coach dismisses a sophomore player for unacceptable classroom participation in April after the season. She will be given 9 months (90%) of total scholarship dollars.

EXAMPLE #4: A men’s basketball player violates the substance abuse policy for the second time (2-strike rule) and is dismissed from the team on January 8. He will be given 6 months (60%) of total scholarship dollars. Any remaining scholarship dollars will be returned to the college.

REQUIRED FORMS

The following forms need to be completed and returned to the Athletic Department in order to participate in sports:

• Ancilla College Student-Athlete Handbook Form
• Ancilla College Confidentiality Waiver
• Ancilla College Concussion Form
• Ancilla College Insurance Form
• Ancilla College Athletic Trip Liability Waiver
• Ancilla College Sports Information Photo Identification/Press Release Form
• NJCAA Eligibility Affidavit
**NURSING**

**MISSION**
The mission of Ancilla College Nursing is to empower a diverse population with an opportunity to achieve high academic goals. Ancilla College of Nursing will prepare graduates who will have the knowledge, skills and attitudes (KSAs) necessary to provide professional nursing care. A 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**
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 are complex with many layers and experiences building on each other culminating, in the successful graduate nurse.

*As of July 1, 2020, Indiana is a compact state. The National Council State Board of Nursing, NCSBN, implemented new regulations that professional nursing programs must adhere.

*Regulation 34 CFR 668.43 (a) (5) (v)*

- Ancilla College ensures that the nursing curriculum meets Indiana's educational requirements for professional licensure; however, Ancilla College will not determine whether the nursing curriculum meets any other state requirements.
- Ancilla nursing students are responsible for verifying the state requirements needed for the state in which they are seeking licensure. If a graduate is licensed in Indiana, Ancilla does not determine whether its criteria meets other states requirements. Furthermore, if a graduate licensed in Indiana wishes to practice in another state, it is the responsibility of the student – not Ancilla – to search, verify and acquire the requirements and permission to practice in another state.

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informatics (INF)</td>
<td><strong>INF:</strong> Use technology to communicate, manage knowledge, and support decision making.</td>
</tr>
<tr>
<td>Quality Improvement (QI)</td>
<td><strong>QI:</strong> Identify information and data to continuously monitor patient care and safety.</td>
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### 5. Personal Responsibility & Professional Development

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<td>Evidence Based Practice (EBP)</td>
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<td>Patient-centered Care (PCC)</td>
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</tr>
<tr>
<td>Professional Identity (PI)</td>
<td><strong>PI:</strong> Develop behaviors congruent with established legal and ethical professional standards.</td>
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</table>

### AMERICAN NURSES’ ASSOCIATION CODE OF ETHICS FOR NURSES

Students who are preparing to enter the nursing profession 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.

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 actions 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

FACULTY OFFICE HOURS
Nursing Faculty office hours are posted outside of their office door and are included in each course syllabus. Faculty members are available during the posted times, but students are encouraged to schedule an appointment to ensure faculty availability. Appointments with faculty need to be scheduled directly with the specific faculty member or advisor. Faculty members are not on campus during scheduled semester breaks/holidays, over the summer (unless teaching), or weekends.

EXPLANATION OF CLOCK/CREDIT HOURS
The ratio of clock hours to credit hours for classroom or didactic experience used throughout Ancilla College is one clock hour equates to one credit hour. The ratio of clock hours to credit hours for lab and clinical experiences used throughout Ancilla College is three clock hours equates to one credit hour. A one-credit-hour lab or 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 lab or clinical facility.

GRADE CALCULATION STANDARDS
A minimum grade of 80% is required for the didactic or class portion of each nursing course. For courses with a clinical component, a "Pass" in clinical is required. See individual course syllabi for further grading information.
**Grading Scale:**

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

**Example:** A 92.9% will be 92%.

**Class Attendance**

1. Students are expected to attend all lectures and are held responsible for the content presented. In case of absence, it is the student's responsibility to obtain the information presented from another classmate. 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 the scheduled class. This creates an optimal opportunity for student learning and interaction.

3. 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 through Brightspace.

5. Use of electronic devices per instructor preference, as noted in the course syllabus.

6. Students are responsible for attending scheduled examinations. Refer to the testing policy.

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 student’s responsibility to ensure the required work has reached the instructor as desired. **ANY** late assignments will be given a zero.

**Tuition, Fees, Equipment Costs, and Other Expenses**

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

**Nursing Scholarship**

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 e.g., 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 (e.g. 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.

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

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
Students will NOT be allowed in class or clinical rotations until the nursing office receives all required paperwork. Failure to complete paperwork will be prohibited from starting the semester and will need to reapply for the following semester.

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.

1. A physical examination completed by a licensed healthcare provider; i.e., physician, physician’s assistant (PA) or advance practice nurse practitioner (ARNP) prior to admittance to the program and thereafter on an annual basis.
2. Immunizations records need to be forwarded to the Nursing Division Office
   Immunizations will include:
   - Tuberculin skin test (TST) 2-step series,
   - Measles (Rubella), Mumps, Rubella (MMR) vaccinations or titers,
   - Hepatitis series or a documented waiver/refusal,
   - Diphtheria, tetanus, and pertussis immunization,
   - Varicella vaccination or titer, and
   - Annual influenza vaccination.
   - Other immunizations as required per CDC, facility, and community health guidelines.

**USE OF DOCUMENTATION**
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.

**DRUG & ALCOHOL TESTING**
All students enrolled in Ancilla College Nursing, training, and/or courses involving a clinical component in a health care facility must undergo drug and 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 CastleBranch.
- Positive Test results, falling outside of the acceptable range, 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.
- Marijuana is federally illegal. If a student tests positive for marijuana, they will be dismissed from the program.
- All test results are kept within the Division of Nursing and will be shared as deemed
necessary with affiliating agencies.

**Drug-Free College - 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.

- 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).
- On-demand drug/alcohol testing will be completed by an outside agency.

**Criminal Background Checks**
Clinical agencies require criminal background checks. Nursing students will be provided information on how to obtain the required criminal background check before admission to the nursing program and annually thereafter. 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. Students may be prohibited from attending clinical rotations at some facilities related to the result of the criminal background check.

**Transfer, Progression, Completion Policy**
All policies below are in addition to Ancilla College transfer and progression policies:

1. Nursing students must maintain a minimum overall GPA of 3.0 on a 4.0 scale or student will be subject to Ancilla College Academic Progress Standards @ www.ancilla.edu

2. Any grade below a B- (80%) is considered unsatisfactory for all nursing courses and must be repeated. No rounding is allowed.

3. 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 reapply to the nursing program as below:
   - Must wait one semester from the date of withdrawal from the nursing program
   - Must meet all admission guidelines in place at the time of re-application.

4. Students must complete NURS 203 as the last course prior to graduation.

5. Once a student has started NURS classes, even if they drop or withdraw from NURS class(es), they must complete the ASN degree within eight semesters of the date nursing course(s) began.

6. 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 in the next semester.
• Students who do not begin or return to classes the following semester must reapply to the nursing program with all admission guidelines in place at the time of re-application.

**NURSING CLINICAL GUIDELINES**

**GENERAL CLINICAL GUIDELINES**

Clinical nursing experiences are designed to provide students with the best possible learning experiences. 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. 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. Clinical (which includes hospital experiences, observation, or simulation) scheduling include days, evening, nights, or weekends; will be determined by the faculty.

- Clinical hours are often adjusted to accommodate the clinical agencies’ hours and flow of care.

- Simulation Lab and any nursing laboratory experiences will replace clinical assignments per instructor choice and as indicated per course syllabus. Students should prepare and dress as they would for any clinical day.

- Although the most diversified clinical experiences are sought for each student, Ancilla College Nursing cannot guarantee each student will receive the same experience in their clinical rotations.

- Students are to maintain professional dress, attitude, and behaviors at all times during clinical rotations. This includes the use of professional terminology, professional etiquette, tone, and level of voice. Violations of professional behavior, not in compliance with the American Nurses Association Code of Ethics for Nurses, will result in immediate dismissal from the clinical site and possible failure of the nursing course. **This is a zero-tolerance policy.**

- Clinical sites are located throughout Northcentral Indiana.

- Students must have reliable transportation, childcare arrangements, and must plan time to accommodate travel times, including travel during inclement weather.

- Any physical limitations, illnesses or injuries occurring during nursing classes or clinical that may preclude students from performing safe nursing care must be reported to the clinical or didactic instructor immediately.

- Students who are pregnant or who suspect they may be pregnant must immediately report this to the clinical instructor.
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 judgment should be used when selecting the appropriate size of scrubs 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.
- Director of Nursing written approval for uniform exceptions may be made for religious beliefs and pregnancy.

SHOES
Shoes must be completely white or black and made of leather or rubber. 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 facilities.

REQUIRED EQUIPMENT
1. An Ancilla photo name tag is mandatory and must be visible on the uniform; it must be present at all times on clinical units. Individual facilities may require additional identification. 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 the clinical fee.

ADDITIONAL GUIDELINES:
- Fingernails: must be neatly trimmed and clean; nails must not protrude past the fingertips. Nail polish, 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, mustaches, 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 (pink, green, blue, yellow, purple, etc.) and hairstyles 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 not allowed for safety reasons. Additional body piercings that are exposed are not acceptable, including tongue piercing/gauges.

- Personal hygiene: good personal hygiene is expected. No perfume, cologne or scented lotions or soaps 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 will be sent home.

- Jewelry: a wedding style band may be worn. All jewelry should be simple, inconspicuous
and kept to a minimum.

- Clothing: The student may wear a white, black, or gray shirt under your uniform. The student is NOT allowed to wear any type of jacket.

**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 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 ATTENDANCE POLICY**

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.

2. The student should not come to clinical if symptomatic with a fever (without any pyrometric for at least 24hour), 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.
   - The first clinical absence will be allowed to be made up as directed by the clinical/course instructor. The second absence will be a failed clinical, which results in failure of the course.
   - Exceptions to this policy must be made, in writing, by the Director of Nursing.
• Do not call the instructor after 10 p.m. or before 4 a.m. unless it is an emergency. If the student is unable to contact the instructor, call the Nursing Office at 574-936-8898 Ext. 327 and leave a message, including how the faculty member will be able to reach the student. The students must attempt to contact the clinical instructor before leaving a message at the nursing office.

• The faculty must be notified at least two hours prior to the scheduled clinical.

• 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 the explicit permission of the clinical instructor will elicit a fail for the clinical day.

• If a student is 15 minutes or more late, that is an absence. Anything less than that is a tardy. Two occurrences, of tardiness, equals one clinical absence.

• A release statement from a health care provider is required following any hospitalization, an emergency room visit, a major injury, a medical illness, and communicable illness that requires a visit to a health care provider, surgery, or extended absence to indicate suitability to return to clinical and class. This applies to illnesses and/or surgeries that occur during the holiday or summer.

• Excessive absences due to illness/injury/childbirth will be referred to the Nursing Admission/Progression Committee for a specific makeup plan.

• A clinical day missed because college classes are officially cancelled, or cancelled by the clinical instructor, for example due to a winter weather closing, may require an alternate assignment to be completed.

• If a student becomes ill during the clinical time, the faculty will determine if the student should be excused. If the student is sent home, the need for makeup will be determined by the faculty and/or director of nursing.

• Students are prohibited from working at least 8 hours prior to any clinical rotation. All pre-assessments must be completed as assigned.

**Expected Clinical Behavior**

• Break and lunch times are included in the posted hours when appropriate. A 15-minute break is allowed every four hours.

• The student must always notify their clinical instructor and the nurse in charge of a patient if they leave the unit or agency for any reason.

• Students should never perform invasive procedures; pass medications, IV’s or injections without direct supervision of the clinical instructor or their designee. Any breach of this guideline results in failure of the entire clinical rotation for the
semester.

- 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.

- 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 use is prohibited. Students who violate this rule will be sent home immediately and fail clinical for the day.

- No posting of ANY photos or comments on social media; refer to the NLN social media guidelines at [www.ncsbn.org/NCSBN_SocialMedia.pdf](http://www.ncsbn.org/NCSBN_SocialMedia.pdf)

- If a student is injured in anyway, including needle sticks, the student must contact their clinical instructor immediately.

**TESTING POLICY**

All exams, including online courses, will be proctored.

If unable to attend as scheduled, the following guidelines must be followed:

- If the student is absent from a scheduled examination without contacting the instructor directly (by telephone, texting, email 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 two 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.

- Exceptions to this rule must be approved in writing by the Director of Nursing.

**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.

**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. Have you been disciplined or have any formal charges pending for any current or past health professional license, certificate, registration or permit?

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?

**ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)**

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 course content areas throughout the curriculum. 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. The course instructor will provide practice exams. 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 scoring at or above level 3 will receive 100% of the points possible. Students scoring level 2 will receive 87% of the points possible. Students scoring level 1 will receive 65% of the points possible. Students scoring below level 1 will receive the stated percentage of the points possible.

**RN COMPREHENSIVE PREDICTOR EXAM**

In NURS 203 Capstone, students must take an ATI RN Comprehensive Predictor Exam. Students who score 69% or higher will receive the associated probability score on the exam. Students who score below 69% will remediate by completing their focused review. They will then retake the comprehensive predictor exam. Students who retake the exam, will have the opportunity will receive the associated probability score of the results of the second exam.

Reference:
RESIDENCE HALL INFORMATION

RESIDENT STUDENT RESPONSIBILITIES
Resident students are expected to comply with both the Student Conduct Code and the Residence Hall policies. In addition, residents are expected to respect one another, the residence hall staff, and the housekeeping and maintenance personnel. Use of profane or obscene language is not acceptable behavior and may result in disciplinary action.

Conduct which interferes with, interrupts, or inconveniences the normal and usual activities of others violates the Student Conduct Code. Residents should be aware of the possible effects of their behavior on others. Residents are also responsible for the behavior of their guests. Students are accountable for conduct violations which occur in their rooms. They may be held accountable for conduct violations due to their presence in a situation where a violation occurs. They may also be held accountable for conduct violations if such accountability is reasonably concluded from the circumstances of the incident. Students will be afforded an opportunity to be heard relative to the alleged misconduct if they so choose prior to any sanctions being issued.

RESIDENCE HALL STAFF
The Director of Residence Life oversees residence halls and residential staff. Resident Directors (RD’s) are staff that reside in the residence halls. Resident assistants (RAs) are students who live on campus and work as staff members in the Residence Hall. RAs are responsible for building a community on the floor and in the building, and for serving as a resource and referral agent. In seeking to create and maintain a positive community, the RAs plan and implement floor activities and building-wide programs, support rules and regulations, and assists with administrative responsibilities as directed by the Director of Residence Life and RD’s; they have indirect supervisory authority and responsibility of hall operations and report to the RD and Director of Residence Life.

RESIDENT FACILITIES
Residence hall privileges are restricted to students residing in the halls. Students will, therefore, be held responsible for the general conditions (cleanliness, damage, etc.) of their living areas.

Misuses of college property and poor personal hygienic conditions which are dangerous to the well-being of roommates and other students will be dealt with promptly by hall staff and may be grounds for contract termination. Restrooms, study rooms, lounges, and corridors in the non-public areas are part of the living quarters.

All residents are collectively responsible for the general condition of these areas and will each be charged for excessive common area damages which cannot be attributed to one individual or group of individuals. Students should find their rooms in satisfactory condition when they check-in. However, if there is a problem, it should be reported immediately to the hall staff and documented on the Room Condition Report which students will be asked to complete during the first week of the semester.

It is important that students review the Room Condition Report carefully before signing, because students will
be held responsible for any damages in their room which were not listed when they checked in. During the checkout process (when students vacate their rooms at the end of the contracted period), each room will be checked twice for damages. The preliminary checkout takes place during the last week of the semester and is conducted by a RA. The final damage check is administered by professional staff and occurs after the students have vacated the rooms, and all personal belongings have been removed from beds, walls, etc.

**RESIDENCE HALL OPENING AND CLOSING**
The Residence Hall typically opens the Thursday prior to the first day of classes. Procedures for moving out of the Residence Hall for closings or breaks will be posted in the residence hall and emailed to each residence hall student. Unless otherwise stated, the Residence Hall will close at 7 p.m. on final exam week. Students who are not graduating should vacate their residence hall room within 24 hours of their last exam, or the 7 p.m. deadline, whichever comes first.

**TEMPORARY HOUSING**
Although not anticipated, during the fall semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing. Temporary assignments may include adding a third person to a double room, converting lounges or study rooms, or housing students in college guest facilities. As permanent spaces become vacant, usually within the first few weeks of the semester, students will be moved from temporary rooms to regular student rooms.

**BREAK HOUSING**
Students living on campus who are required by the college to remain on campus during breaks will be provided “break housing.” To be eligible, the student must be approved by the Director of Residence Life and complete a “break housing” contract.

**PUBLIC RESTROOMS**
Unless designated otherwise, all hall restroom facilities are intended for use by the sex designated on the restroom door. Members of one sex are not permitted to use the bathroom facilities of the opposite sex.

**LAUNDRY FACILITIES**
Free use of our washers and dryers located on each floor of the residence hall are part of the living experience at Ancilla. The college is not responsible for clothing damaged by or removed from washers and dryers.

**EQUIPMENT**
Games, athletic equipment, vacuums, and recreational equipment may be checked out by contacting the residence hall staff.

**TELEPHONES, TELEVISIONS, INTERNET**

**TELEPHONE SERVICES**
The College provides a house/courtesy telephone in the mezzanine area and in the first-floor conference room. Additionally, all RA staff have local landline telephones in their room.

**RESIDENCE HALL TECHNOLOGY SERVICES**
Ancilla provides a comprehensive set of technology-based services. These services primarily involve
television, computer, and telephone offerings. Available services for students include:

- high-speed Internet access to the college’s network and the Internet
- cable television

Tampering with residence hall technology equipment is considered the destruction of, or misuse/abuse of, college property and will be considered a violation of the code of conduct. Tampering includes the defacing or destruction of the modular wall unit that contains the room’s telecommunications connection outlet. Note: Students are subject to the college Computer Use Policy. For questions, contact the Information Technology Department.

**VENDING MACHINES**

Coin-operated vending machines may be available in the residence hall and across campus. If a machine is not functioning properly, or if students lose money in a machine, they should report it to the Residence Hall Staff.

**BICYCLE STORAGE/FACILITIES**

Students are permitted to bring bicycles to the college. For security reasons, bicycles are permitted to be stored in student rooms. The college is not responsible for theft or damage to any bicycle. Bicycles may not block exits such as windows or doorways and may not be hung from walls, ceilings, or furniture. Bike racks may be located at various points around the campus, including locations near or in the Residence Halls. Bicycles should be locked when not in use.

**ELEVATOR USE**

Elevator occupancy cannot exceed the maximum allowed at any time.

**PARKING**

Parking passes are available in the library. Automobiles parked on campus lots must be registered with the Business Office. Illegally parked student automobiles may be ticketed, booted/immobilized, or towed. Note: Spaces reserved for professional staff members or visitors are enforceable 24 hours a day, seven days a week. Parking on the GRASS is NEVER allowed.

**KEY**

In some instances, besides the student ID acting as their building access, students may be issued a room key. The key is for personal use only. Students who lend or duplicate room keys are subject to disciplinary action. Loss of a key should be reported immediately to hall staff. If a room key is lost, the core of the locks for the door will be changed at an approximate cost of $100 per key replaced. The student who loses the key is responsible for the charge.

**MAIL**

Students can pick up US Mail in the Center for Residence Life located in Hardesty Hall from 8am -5pm Monday-Friday. The mailing address for the college is:

Student name  
Name of the hall and room number  
Ancilla College PO Box 1  
Donaldson, IN 46513
It is proposed that only students’ first-class mail will be forwarded to them in the summer. However, if their summer address is different from their home address, students must submit a “change of address” form to the Registrar’s Office. Students should check email and mail regularly, as the college sends official correspondence to both. Student mail will be sent to the dorm address.

**RESIDENT HALL POLICIES**

**Right of Entry**
The College unconditionally reserves the right to enter and/or inspect rooms.

**Room Changes**
In-hall room changes must be authorized through the RD or Director of Residence Life. Any unauthorized room change shall be considered a violation of the housing agreement and may subject the resident to disciplinary action. Specific instructions will be given in August and January regarding room changes for the beginning of each semester.

**Room Consolidation Policy**
Students in a double room policy have the following options:

A. Consolidate with a student in the same residence hall who is in a similar situation without a roommate.

B. Request assignment by the RA or professional staff member to a double room with a roommate. Residence hall staff, upon request, will provide students with lists of individuals with whom the student may be consolidated.

C. Retain the room as a single by paying the established single room rate. Students will be notified in writing during the beginning of the semester as to the dates by which a room will begin being billed as a single room.

**Please note:** Students who lose roommates are required 1) to consolidate and be prepared to accept a roommate any time throughout the semester (which requires keeping belongings on one side of the room in preparation for a new roommate) or 2) pay single room rate or must be prepared to accept a roommate any time throughout the semester. That requires keeping belongings on one side of the room in preparation for a new roommate.

Residence Life Services may assign a student to a vacant space if there is an extenuating need. Double rooms cannot be retained as a single in the event other students are housed in overflow or temporary housing. Students discouraging potential roommates in an attempt to keep their room as a single may face disciplinary action.

**Other Aspects of Consolidation**

A. If two students are to consolidate, they may do so either in one of the rooms they already occupy or in any other vacant room.

B. When consolidation takes place between two individuals, the date of completed
applications will be used if a mutual decision cannot be accomplished to determine who is to move.  

**EXCEPTION:** Students who do not attend their building consolidation meeting will be placed with a roommate and will be required to move.

C. Following customary practice, room changes will be coordinated by the Center for Residence Life Services. Residence hall staff coordinates the consolidation process. It takes place within each residence hall under the professional staff member and RA’s supervision. Students who fail to comply with the consolidation policy will be subject to disciplinary action. Consolidation is conducted at any point in the academic year.

**CONTRACT TERMINATIONS**
The college reserves the right to terminate occupancy, repossess or reassign rooms, and take other actions it may deem necessary and advisable for the proper conduct of its housing program. Among those situations which should be considered the cause of termination are listed below (termination/cancellation fees may apply):

A. Failure to comply with the stated occupancy calendar.

B. Failure to comply with the stated contract procedures.

C. Damage and/or abuse of residence hall facilities or furnishings.

D. Behavior which is disruptive.

E. Failure to comply with stated check-in and check-out procedures.

F. Disciplinary actions are recommending contract termination or contract reassignment for student conduct violations.

G. Failure to complete class registration procedures.

**CARD ACCESS SYSTEM**
Tampering with the card access system is considered the destruction of or misuse/abuse of college property and will be considered a violation of the code of conduct.

Tampering includes forcing or propping doors open; permitting other individuals to gain access illegally “tailgating;” and transferring student identification to another individual. Your (ID) Card acts as your card-key in buildings that utilize the card access system. Cost of a replacement Card is the responsibility of the student.

**LOCK OUT POLICY**
Students who are locked out of their room may contact a staff member to be admitted to their room. Each student is allowed one “free” lockout per semester. In the event a staff member is unavailable, it is the student’s responsibility to contact other hall staff to be let into their room. Whenever a student is locked
out of his or her room, the procedure outlined below should be followed:

A. Attempt to locate the roommate.

B. Check to see if an RA is available to let you in your room. The RA must verify you are the resident of the room. Note: Understand that this service is a privilege and not a right; therefore, please be considerate of hall staff when requesting this service.

C. If no staff member is available, contact the Safety and Support Service office (EXT. 765) where a staff member will assist you.

Note: Excessive lockouts may result in disciplinary action and possible loss of the lockout service.

GUIDELINES FOR HALL DECORATIONS
Any student or student organization wishing to post banners, signs, or posters in the Residence Hall must deliver them to the Center for Residence Life Services for approval and distribution by the hall staff.

In order to conserve energy, and in the interest of safety and fire prevention, the following guidelines are in place for rooms and in corridors:

A. Decorations and posters may be placed only on student room doors or on college-installed bulletin boards (when permissible, validate with hall staff before posting).

B. No items can be placed on or hung from the hallway or room ceilings and light fixtures.

C. Residents should exercise caution when hanging items on doors as they may be billed for damages to the door surface.

D. No lights or other electrical apparatus may be used to decorate corridor areas, including student room doors.

E. Decorations may not be strung from door to door.

F. Items on student room doors or bulletin boards should not extend into the corridor.

G. All materials used in areas where decorations are permitted should be noncombustible, such as foil-type papers. The use of crepe paper and the practice of completely covering student room doors with sheets of paper are prohibited.

H. Students wishing to decorate windows or mirrors should use only water-soluble paint. It is the responsibility of those who decorate the window or mirror to remove the paint. Cleaning charges may be applied.

I. All holiday decorations outside of student rooms must be removed before the holiday break and are not to be left until students return for the spring semester.
Please note: the college reserves the right to remove items which may be hazardous or inappropriate. Students who fail to remove hazardous or inappropriate items may be billed for removal.

Hall Maintenance
Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported to an RA or professional staff member. Students should not attempt to make repairs themselves. Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.

Hall Furnishings
Residence hall furnishings are marked for identification and placement, and the removal of these items from the areas in which they are placed, including removal from the building or removal to other areas of the building without authorization, is considered an act of theft. The presence of college property (such as unauthorized college furniture, dining hall equipment, or items such as road signs or commercial signs) shall be considered evidence of theft and treated as such by the college administration unless rightful ownership can be proven. Students may want to add some personal touches such as plants, posters, and rugs to make their room a little more “homey.” Residents are asked not to use materials which may damage or remove painted surfaces within the room. Nails are not permitted.

Furniture Removal and Storage
Every piece of furniture in your room at the time you move in must stay in your room for the duration of your residency. You may not remove, store, or trade college furnishings. Furniture may not be taken from lounges or public areas and kept in student rooms. The college does not provide storage facilities for personal belongings. The college assumes no responsibility for personal belongings left in the Residence Hall. All personal belongings not removed from student rooms at the end of the academic year or after a student has withdrawn will be disposed of by the college.

Candles, Incense, Fireworks, Firearms, Flammables, and Explosives
Due to fire safety and personal safety, both the possession and the use of any items that might be classified under these headings are strictly forbidden in college Residence Hall. This is not meant to be an all-inclusive list; the college has the right to deem any item it so chooses as dangerous.

Damas- Common Area
When hallways, bathrooms, elevators, and other residence hall public areas receive undue abuse, we expect the assistance of residents in identifying the responsible individual(s). When the individual cannot be identified, all residents in that area will be required to pay a share of repairing such damages.

Room Damages: The student is responsible for any damage that occurs in your room during your occupancy. If damages are accidental, you must still pay repair costs.

Alcohol Policy
Note: Residence Life Services has adopted a “No Empties” policy. The presence of empty alcohol containers will result in the documentation for violating the College Alcohol Policy.
**Occupancy**
For safety reasons, no resident’s room shall have more than eight people occupying it at one time.

**Noise Policy**
Residents are expected to refrain from interfering with other residents’ ability to sleep, read, and study. An atmosphere that supports sleep and studying takes precedence at all times in the Residence Hall. Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff are expected to do so.

Unreasonable noise consists of slamming of doors, running or shouting in the halls, carrying on conversations from windows, and excessive noise in rooms, halls, lounges, stairwells, or bathrooms. Sound speakers, unless for official hall-sponsored activities, are not to be played or placed out of windows. Violations of any of these forms of noise may result in disciplinary action and/or removal of audio equipment from the residence hall or loss of on-campus housing privileges for the student.

A. Quiet hours are specific times designated by the Center for Residence Life Services and the individual hall when noise from stereos, televisions, conversations, and other activities must not be clearly heard in residence hallways, nearby rooms, or through open windows.

B. Quiet hours are in effect for the Residence Hall, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sundays through Thursdays, and from Midnight until 10 a.m. on Fridays and Saturdays. “Courtesy Hours” are in effect at all other times (24 hours).

C. Courtesy hours are always in effect, and residents should respect the rights and requests of their fellow students with regard to noise levels in the residence hall. Therefore, music or noise should not extend beyond three doors down the hallway during courtesy hours. Courtesy hours also apply to the immediate perimeter of each building (including courtyard areas). In order to maintain an appropriate environment within the Residence Hall, shouting to or from windows, playing loud music which carries strongly into hallways or outside of windows is prohibited.

D. 24 hour quiet hours will be in effect near the end of each semester in order to facilitate studying for final exams. Additional information regarding quiet hours will be posted late in the semester. As with any of our policies, students are responsible for their guests’ behavior and compliance with the noise policy. Students are also expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their hall.

**Fire Safety**
Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution and college disciplinary action. All students must evacuate the building when the alarm sounds. Failure to do so will subject the student to disciplinary action.
**FIRE SUPPRESSION SYSTEMS**
The Residence Hall has a sprinkler system. This system is designed to operate when an area reaches extremely high temperatures. Tampering with any part of the suppression system is considered the destruction of or misuse/abuse of college property and is a violation of Indiana state law and additionally will be considered a violation of the code of conduct.

**MISUSE OF FIRE SAFETY EQUIPMENT**
Placement of the fire hoses, extinguishers, alarms, sprinkler heads, and other firefighting apparatus is required by law. The presence and conditions of these items are periodically inspected by the appropriate authority. Any missing or non-working equipment may result in a citation against the college. The college is required to conduct periodic fire drills in its Residence Hall. It is expected that students know the rationale for firefighting equipment (such as smoke detectors and pull stations) in the Residence Hall and understand their intended functions. Any student who violates campus safety regulations by setting fires, tampering with fire safety or suppression equipment, reporting false fire alarms, or otherwise threatening the safety of the member(s) of the campus community, will be liable under both the college judicial system and Indiana state law. Students will be prosecuted for these violations.

According to Indiana law, false alarms to agencies of public safety are misdemeanors of the first degree, punishable by imprisonment up to five years and/or a fine of up to $10,000. The Center for Residence Life Services considers such actions a violation of the housing contract. College sanctions may include suspension or dismissal.

**IN CASE OF FIRE**
When the fire alarm rings, all occupants must evacuate the building immediately using the nearest exit. Reentry into the building may be authorized only by professional staff or members of the Fire Department.

**FIRE EVACUATION PROCEDURES**
As mandated by state law, Ancilla College is required to conduct monthly fire drills in the Residence Hall. Because students will not know of the fire drills in advance, they will be expected to respond each time as though there was a real fire. Failure to leave the building during a fire drill may result in disciplinary action. During the evacuation, students may not use the elevator. Instructions for evacuation will be discussed at your first-floor meeting with your RA. When the alarm sounds, students should check to see that their windows are closed and their drapes/blinds are open. They should also dress appropriately and should carry a towel to obstruct smoke from fully entering breathway passages if needed.

Residents must close their doors upon leaving. Students should leave the residence hall through the nearest available fire exit and exit at least 100 feet from the building. A signal will be given when students may re-enter the building. During an alarm, particularly one which takes place during inclement weather, residents may go to an alternate facility until informed they may re-enter their residence hall.

**PERSONAL PROPERTY/ LIABILITY/DAMAGE**
The college assumes no responsibility for theft or damage to student’s personal property. It is essential that students check their family insurance policies concerning the extent of coverage under their existing homeowner’s insurance policy. Students are strongly encouraged to consider carrying some form of personal insurance if their policy does not cover them while they are away from home.
PROHIBITED ACTIVITIES/APPLIANCES

The following are prohibited in and around college supervised housing; on the campus, or at any college-sanctioned event (without special permission). Note: The following is not an all-inclusive list:

- Possession/consumption of alcoholic beverages
- Possession/consumption of illegal drugs and narcotics and paraphernalia associated with such items
- Possession/use of firearms, BB, and paint and pellet guns, firecrackers, explosives, or chemicals or hazardous materials of any type
- Candles, incense, or other articles employing an open flame (lit or unlit);
- Possession of animals, reptiles, fish, and birds
- Halogen lamps
- Sports/horseplay in the hall
- Throwing of objects from or at windows
- Gambling
- Unapproved radio and television masts and aerials, including the illegal wiring or tampering with cable television services, routers, access points, repeaters, etc.
- Radio transmitters of any type
- Waterbeds
- Metal-tipped darts
- Propping doors/tampering with building safety
- Air conditioners/portable AC
- George Foreman-type grill/toaster ovens
- Non-grounded electrical connectors
- Electric heaters
- Candle warmers, tart burners
o Empty alcohol containers

o Items with open heating coils/permanent use of extension cords

o Electric skillets/Toasters/toaster ovens/deep fat fryers

**ELECTRICAL APPLIANCES**

All appliances must be UL-approved, and surge protectors must be used. The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed in “Cooking and Food Storage” below is not permitted.

Residents should exert reasonable caution to make certain approved appliances are used on a non-flammable surface, and never on upholstery, bedding, or wood surfaces. Appliances should be attended while in use, and unplugged when not in use. Residents may use extension cords on a temporary basis, provided the cord is not placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpets or bedding.

Extension outlet bars equipped with circuit breakers are the recommended extension devices. Overloaded electrical outlets and any appliances with frayed cords are prohibited.

**COOKING AND FOOD STORAGE**

Student rooms and living areas do not have adequate disposal facilities, ventilation, and safety design for food preparation, and such activities are violations of health and safety regulations.

The cooking of food is prohibited in student rooms and should be done in areas designated for cooking. Students may use coffee makers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms.

The following are permitted in student rooms:

- Hot air popcorn poppers
- Hot pots/coffee makers with automatic shutoff
- Refrigerators (no larger than 4.0 cubic feet)
- Microwaves (700 watts or less)

One refrigerator unit and one regular microwave oven with a wattage setting of no more than 700 are permitted per room in our Halls. Coffee makers should have a disposable filter system with an automatic shut-off and make no more than 12 cups of coffee at one time. Residents who store food in their rooms must make certain food is kept in tightly closed containers. Items should not be stored outside windows.
**College Visitation Policy**

Visitation is the privilege of a resident student to entertain a visitor (non-resident) or opposite gendered resident, in his or her room within the limits of these guidelines. Hall Residents and non-residents may be present in an opposite gendered student room until midnight, seven days per week.

The following conditions must be met in order to entertain the opposite gender non-residents and opposite gender residents in a student room:

A. On the days and times listed above, resident students are permitted to entertain opposite gendered residents and non-residents in their room only if there is an agreement from their roommate(s).

B. All non-residents and opposite gender residents must be escorted to and from the host student’s room at all times. Any unescorted visitor or resident from a different building found in the hall or floor area where they do not live shall be presumed to be there improperly and be requested to leave. If the individual is a student of the college, he or she shall be subject to college discipline. If a non-student, the individual's failure to comply with such a request places the individual in violation of the trespass law and subject to arrest. Note: A visitor is someone who does not live in the hall. A resident is someone who resides in the hall.

C. Visitors and residents living on a different floor are not permitted to be left in the host’s room without their host. Any non-resident found to be in a hall is considered to be in violation of trespass laws unless they are with a resident. Residents may be documented and sanctioned if their opposite gendered resident visitor or non-resident visitor(s) are found to have violated this policy. All residents must have the roommate’s permission before any visitor, or opposite gendered resident can visit in their room. No student bed should be utilized by a visitor or non-resident of the room without the occupant’s knowledge and consent. Meals may be purchased on an individual basis at dining facilities. Residents are held responsible for the actions of their guests while in the residence hall, on the campus, and at any college-sponsored event.

**Sales/Solicitation**

Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Solicitation by residents or outsiders is strictly forbidden.

**Pet Policy**

Students are not allowed to have pets of any kind in the residence hall.
VETERINARY NURSING

PROGRAM MISSION STATEMENT
To provide a learning environment for students to acquire the knowledge, technical skills, and empathy necessary to contribute to a dynamic veterinary field in our global society. Providing the foundation for mentoring, leadership, and life-long learning within the veterinary medical profession. Exhibit professionalism, personal conduct, and autonomy consistent with the standards of the veterinary profession.

PROGRAM GOALS
The Ancilla Veterinary Nursing (AVN) program will strive to educate its students with the most updated curriculum and skills that will prepare them for work within the industry as well as sit for their National Veterinary Technician Examination (VTNE) to become a credentialed veterinary technician/nurse. The program will provide small class sizes, one-on-one interaction with faculty, hands-on animal learning, and community engagement throughout the program.

ACADEMIC STANDARDS
The academic standing of students in the Veterinary Nursing Program leading to the degree of Associate in Applied Science in Veterinary Nursing shall be determined as set forth in this document.

Grades of Failing (F), not passing (NP) or unsatisfactory (U): These grades may be given for the following conditions:

- Failure to achieve minimal objectives of a course.
- Academic dishonesty

ACADEMIC REQUIREMENTS FOR GRADUATION
The faculty requires that all candidates for the Associate of Applied Science degree achieve passing grades or established credit in all courses required for graduation. Achieved a minimum cumulative index of 3.0. Successful completion of all AVMA Required Essential Skills.

ACADEMIC PROBATION AND DISMISSAL FROM PROGRAM

- A student in the Ancilla Veterinary Nursing Program (AVN) shall be placed on academic probation if his/her fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 3.0.

- A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative GPAs equal to or greater than 3.0.

- Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing.

- Veterinary Nursing Program Probation and Drop Policy Rubric
o IF: Semester GPA or Cumulative GPA is < 3.0 = PROBATION

o IF: On probation and both, Semester GPA and Cumulative GPA are < 3.0 = DROP

o IF: On probation and Cumulative GPA is < 3.0 but Semester GPA is > 3.0 = PROBATION

o IF: On probation and Semester GPA is < 3.0 but Cumulative GPA is > 3.0 = PROBATION

- Relative to required courses of the Veterinary Nursing curriculum, a student shall be dismissed from the Veterinary Nursing Program under the following conditions:
  - Receipt of F, NP, WF, or WN in any required Veterinary Nursing course to be credited towards graduation and a cumulative GPA less than 3.0 or
  - Students who have an academic session index below a 3.0 in any two consecutive semesters.

- A student may be dismissed from the Veterinary Nursing Program for any infraction of the College and or Program Student Code of Conduct.

**DROPPING OF STUDENTS FOR ACADEMIC DEFICIENCY**

- A student on academic probation shall be dropped from the Program at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 3.0

- Any grade change due to a reporting error will result in a recalculation of the index and determination of drop status.

**READMISSION**

- A student who is academically dropped from the Program for the first time is not eligible to enroll for at least one fall or spring semester. A student who is academically dropped for the second time is not eligible to enroll for at least one year.

- Any student who has been dismissed and desires readmission must petition the Veterinary Nursing Program Director and/or Veterinary Nursing Program Advisory Committee. The facts relevant to readmission will be reviewed by the Director and/or the Veterinary Technology Program Advisory Committee and recommendations will be made to the Dean or his/her designee for his/her consideration in ruling on the re-admissibility of the petitioner. Special conditions relative to course, grades, or other standards of performance may be specified for readmission. Readmission may also be refused due to limited space.

**TECHNICAL STANDARDS FOR VETERINARY NURSING STUDENTS**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards required of the Ancilla Veterinary Nursing Program with or without reasonable accommodations for admission and completion of the program to prepare for the profession of
Each student will be held to the same standards with or without reasonable accommodations. It is our focus and goal for the students to be best prepared for the profession and to enter and complete the program without barriers.

The Ancilla College Veterinary Nursing Program will make appropriate accommodations to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities. The following technical standards is to provide framework to balance the rights of students; the safety of students, their co-workers, and veterinary patients; the significant clinical training component of the AVN curriculum; and the requirements imposed upon AVN for accreditation by the American Veterinary Medical Association (AVMA). These competing interests and the nature of veterinary educational activities may prevent some prospective students will disabilities and students with disabilities from qualifying for enrollment or continued enrollment and may limit access to the academic programs of the Ancilla Veterinary Nursing Program.

The following technical standards are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic. Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards which relate to physical abilities. If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard.

Students Must:

- Possess the physical ability to
  - Tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
  - Lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
  - Lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
  - Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
  - Handle, position, and restrain live animals of small and large animal species.
- Be able to have sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

**COGNITIVE ABILITY**

Students must:

- Be able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- Possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- Be able to complete required tasks/functions under stressful and/or unpredictable circumstances.
conditions, including emergency situations.

• Be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.

• Be able to prioritize, organize, and utilize time management skills to perform tasks.

• Evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.

• Be able to progress toward minimal supervision as they advance through the program.

**COMMUNICATION SKILLS**

Students must:

• Read, write, speak and report accurately and effectively in English.

• Comprehend and carry out complex written and oral instructions given in English.

• Be able, when communicating with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms.

**PROFESSIONAL AND INTERPERSONAL SKILLS**

Students Must:

• Demonstrate professional and socially appropriate behavior, maintain cleanliness and personal grooming consistent with close human and animal contact.

• Be able to interact appropriately with clients and all members of the veterinary healthcare team.

• Have the ability to exercise good judgment and make appropriate professional and procedural judgement decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli aggressive animals).

**MANUAL DEXTERITY AND MOBILITY**

Students must:

• Be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.

• Possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.

• Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams; administering oral, intramuscular, subcutaneous, and intravenous medication; insert and remove tubes; collect organic samples from live animals and perform wound care.
• Be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string.

• This includes the ability to hold and manipulate a surgical sponge; tie a 00 silk suture; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine and/or other body fluids; apply bandages without assistance.

**AUDITORY, OLFACTORY, AND VISUAL SKILLS**
Veterinary Nurses/Technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:

• Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.

• Possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.

• Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.

• Recognize and respond appropriately to distress sounds from animals and alarms/warning signals on animal monitoring equipment directly and through intercommunication systems to ensure patient safety.

• Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.

• Be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.

• Be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes ability to detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia; ability to read anesthesia monitoring equipment.

• Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes ability to characterize bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and ability to see ECG tracing.

• Possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.
• Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.

• Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral; monitoring multiple patients in an ICU.

PROFESSIONAL STANDARDS

CODE OF CONDUCT
The following standards of behavior apply to all students enrolled in the Ancilla Veterinary Nursing Program.

• All students shall follow the published rules of the College.

• All students shall follow the published rules of the AVN Program.

• Students shall provide all personal equipment required for courses (i.e. protective clothing, instruments, etc.)

• Students shall not engage in any behavior which is fraudulent, dishonest, or deceitful.

• Students shall not use non-physician prescribed controlled or prescription drugs or chemical substances or be under the influence of alcohol or other drugs of abuse during any time when the student is, or may be, in a work or educational environment. Also students are advised to avoid drugs that interfere with mental alertness and capacity when in a work or educational environment.

• Students shall refrain from any act that might be construed as cruelty to an animal unless such an act is in defense of self, another person, or another animal or unless the act is a normal part of the training or discipline of that species or animal, or is clearly accepted by the public as participation in a sporting event such as a rodeo or in other entertainment events such as circuses.

• Students shall not engage in any action that might be construed as the practice of veterinary medicine except as permitted under the laws of the relevant state.

• Students shall exercise the self-control to deal with difficult situations and moderate psychological stress without reacting by emotional outbursts and by responding with a reasoned response which addresses the direct problem.

• Students shall be willing and able to personally provide appropriate care to animals seven days a week, 365 days per year, including any day designated a holiday for any reason whatsoever.

• Students enrolled in the Veterinary Nursing curricula should be aware of and aspire to uphold the Code of Ethics of the North American Veterinary Technician Association (https://cdn.ymaws.com/www.navta.net/resource/collection/946E408F-F98E-4890-9894-D68ABF7FAAD6/navta_vt_code_of_ethics_07.pdf)

NAVTA CODE OF ETHICS
The National Association of Veterinary Technicians in America website https://www.navta.net/general/custom.asp?page=TechnicianOath has a link to the Veterinary
Technician’s Oath which all credentialed nurses/technicians in the field of veterinary medicine should uphold as well as the Veterinary Technician Code of Ethics.

**SEVEN PILLARS OF PROFESSIONALISM**

I will strive to create awareness and promote a culture of accountability, responsibility, and respect that will develop veterinary nurses/technicians with integrity and honor, worthy of the public’s trust.

To this end, I as a student of the Ancilla College Veterinary Nursing Program will uphold the following pillars.

1. **Respect**
   - I will respect client and patient confidentiality as well as the use of teaching animals and specimen by not posting pictures of animals, specimens, or procedures associated with the AVN to the internet, including social media websites.
   - I will respect instructors, colleagues, and myself by arriving to class on time, remaining attentive during class, and being professional and tactful in my interactions with others.

2. **Integrity**
   - I will consistently represent our College in a positive manner both in the classroom as well as when I am off campus in both social and professional settings.

3. **Honesty**
   - I will complete assignments and exams honestly, providing only my own work and using only materials permitted by each course syllabus so as to become a competent veterinary nurse/technician, capable of providing the best care possible for my future patients and protecting human health.

4. **Responsibility**
   - I will uphold my responsibility as a student in the AVN Program by striving to achieve the learning objectives of the curriculum and by providing the best possible attention to the animals under my care and to their owners.

5. **Involvement**
   - I will take an active role in our student body as a means of becoming an integrated member of our veterinary profession.

6. **Compassion**
   - I will treat all clients and patients with the same compassion I would wish for myself and my animals.

7. **Community**
   - I will work toward creating an accepting and inclusive environment for all members of our AVN family.

In consideration of these values, I will abide by these pillars in addition to the established policies of our veterinary nursing program.
ANTI-DISCRIMINATION AND ANTI-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.

VN SOCIAL MEDIA POLICY

Social media channels or networks are web-based and mobile platforms that allow the use of online social connections to broadcast communication. With social media, user generated content is highly accessible online, and is also a powerful digital equivalent of “word-of-mouth”. Examples of online social media channels include but are not limited to Facebook, Twitter, LinkedIn, Snap Chat, and YouTube.

The Ancilla Veterinary Nursing Program uses selected social media channels to disseminate messages that consistently communicate the mission and values of the College. With this objective in mind, and the understanding that social media have a substantial effect on the organizational and professional reputation of the College, these guidelines must be followed by employees appointed to broadcast and monitor social media messages on the College’s behalf and by faculty, staff, and students posting in personal social media venues.

When posting on AVN social media sites students, staff, and faculty should practice good judgment and professionalism when representing AVN through social media channels. Students, staff, and faculty should practice good judgement and professionalism when representing AVN through social media channels when posting on personal social media sites.

- Do not post confidential, health, proprietary or protected information about students,
employees, clients, patients or other members of the Ancilla College community. Personal contact information must be protected from others.

- Monitor comments and discussions, because of the participatory nature of social media, it is extremely important that other user-generated content posted on the site is closely monitored. Watch for off-topic or abusive comments and promptly remove them. If possible, develop a comments policy and encourage respectful use.

- Be professional and think before you post. When your page/group mentions AVN, users who read your posts may perceive that you are representing the College, even if you state that the views are your own and do not represent your affiliation with the College. Therefore, do not post anything that you would not be comfortable saying in a public setting, at a conference, or to a member of the media.

- If you identify yourself as an AVN faculty, staff, or student online, make a clear statement that the views expressed in your personal site are not those of the institution.

- Images online are easily appropriated by other users. Photos and videos must comply with AVM policy on Use of photography, videography, and diagnostic images.

- Other Important Considerations:
  a. Do not post material that infringes on the rights of any third party, this includes intellectual property
  b. Do not post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous and hateful.
  c. Do not make negative comments about other schools or programs.
  d. Do not post jokes or tag games (very popular in social media).
  e. Be respectful
  f. Be accurate
  g. Do not post chain letters or pyramid schemes
  h. Do not impersonate others.

**VN PHOTO/VIDEO POLICY**

Policy on Use of Photography, Videography, and Diagnostic Images

The purpose of this policy is to avoid distribution of digital photographs, videos, and diagnostic images to inappropriate sites or individuals.

1. Photos, videos, or images of College-owned, shelter-owned or client-owned animals or cadavers (entire cadavers or parts thereof) may be made for educational purposes as long as client confidentiality is protected.
2. The above images must not be posted on social media networks or web sites except for official Ancilla Veterinary Nursing business.

3. Contracted animal suppliers such as humane societies and rescue organizations will be asked to consent to the following:
   a. RELEASE AND USE OF IMAGES AND MEDICAL INFORMATION: I do hereby give permissions to Ancilla College, its agents, and others working under its authority, full and free use of photographs and/or video taken of me and/or my animal. I understand these images may be used for promotional, news, educational, and related purposes (i.e. websites, media releases, print and electronic publications, etc.). I hereby release, discharge, and hold harmless the College and its agents and all claims, demands, or causes of action that I many hereafters have by reason of anything contained in the photographs or video. I do further certify that I am either of legal age or possess full legal capacity to execute the forgoing authorization and release.
   
   b. If permission for photographs or videos is not granted. The medical record and/or the animal must be identified with a warning that is easily seen.
   
   c. Animal and owner names and addresses on images or videos of patients or on diagnostic images, such as radiographs, ultrasound, or endoscopy, must be removed prior to use of the images or videos.
   
   d. All students of the Veterinary Nursing Program will also be asked to sign a photography/video release form.

4. Visitors are not permitted to take photographs or videos of animals or cadavers in Ancilla’s Veterinary Nursing Program unless administrative approval is obtained by the Program Director.

**VN DRESS CODE**

A key component of your education is the development of a professional identity. A client’s first impression of our appearance is a key factor by which our value as a professional is judged. We expect our students to demonstrate professionalism which includes professional attire. When representing themselves as a student of AVN, a student shall be expected to:

- Where attire which is neat, clean, and professional as illustrated by:
  - Clothing that is free of rips, tears, fading, and patches
  - Stretch pants and leggings shall be covered by a top or dress
  - Footwear which is protective and professional – no flip flops or open toe shoes in the lab/classroom areas. Closed toe shoes are required when working with animals and in all labs.
  - Maintain personal hygiene and be properly groomed including clean and trimmed
finger nails.

- The following are prohibited
  
  - Headwear inside the building unless for religious, cultural, or medical purposes.
  
  - Political messages
  
  - Clothing which exposes undergarments/underwear
  
  - Gym attire or sleepwear (spandex, gym shorts, yoga pants, etc.)
  
  - Flip flops
  
  - Strongly scented products (i.e. perfumes, colognes, aftershave, etc.) (respecting that some individuals are allergic)
  
  - For safety reasons: no chokers, long necklaces, bracelets, long/hooped or dangling jewelry will be worn while working with animals or performing technical skills.
  
  - Visible body piercings are prohibited (nose, tongue, cheek, chin, eyebrow, etc.)

Faculty and staff have the authority to enforce the dress code. If the standard of dress is deemed unacceptable, the student will be required to change before being allowed to participate further in AVN activities. Dress requirements for specific courses or labs supersede this dress code. In addition, the student must adhere to any dress code, appearance, or uniform standards at any externship site to which the student is assigned. Discussions about adherence to the Dress Code Policy between individual students will be documented; a first warning will be discussed with the student. You may be asked to leave and return with the appropriate dress and/or shoe type on the first infraction. Subsequent infractions will result in the student being asked to leave the class for the day (counting as an absence).

Questions regarding the dress code shall be directed to the Program Director.

**STUDENT ATTIRE FOR LAB AND CLINICAL COURSES**

The following attire is required for students of the veterinary nursing program.

1. Cover up smocks in all VN classes when labs are in session
2. Scrub suits for all VN classes in the department approved colors.
3. Name tags/College ID
4. Closed toe shoes

**SMOKING AND EATING IN THE VETERINARY NURSING DEPARTMENT**

Smoking is not permitted in any buildings on campus. All local laws must be upheld pertaining to distances
away from buildings that smoking is allowed. There will not be any human food or drink allowed in the VN classrooms/labs or teaching areas. All drink containers must have a secure lid and be placed out of site in backpacks. Students will be asked to step out of the teaching areas to consume any food and beverages. No human food or drinks will be allowed in any refrigerators located in the VN teaching areas.

**ANIMAL USE/IACUC WHISTLE BLOWER INFORMATION**

**NOTICE: TO ALL FACULTY, STAFF, STUDENTS, AND MEMBERS OF THE PUBLIC**
Ancilla College supports the humane use of animals in research, teaching, and testing. The Institutional Animal Care and Use Committee (IACUC) is responsible for ensuring that all animals used in research, teaching, and testing procedures are treated humanely and in accordance with the Federal Animal Welfare Regulations.

If you witness or suspect any violations of these regulations or have any questions or concerns about the specific use of animals at or in association with Ancilla College, you are encouraged to contact:

**Ancilla College Animal Care and Use Committee**
P.O Box 1
Donaldson, IN 46513 574-936-8898

Reports will be handled confidentially and may be submitted anonymously. All reports will be reviewed by the committee. No employee or student of the College will be subject to reprisal for reporting suspected violations.

**UTILIZATION OF LIVE ANIMALS**
The Veterinary Nursing program cannot fulfill its teaching mission without utilization of animals. Animals must be legally acquired and properly housed, fed, cleaned, and cared for to insure their comfort and well-being. The requirements as stated in local, state, and federal laws and regulations and current NIH guidelines on animal use and care constitute the minimum basis of care for animals for which we are responsible. Animals utilized in our program are to be treated with respect and compassion. All procedures utilizing animals should be designed with careful consideration of species of animal and minimum numbers necessary to ensure relevance and safety. Efforts shall be made to prevent redundancy and to develop the use of alternative methods which can replace the use of animals in teaching and research. The Ancilla Animal Care and Use Committee will monitor these practices. Sedatives, analgesics, or anesthetics shall be used to suppress more than momentary pain or distress. Muscle relaxants which do not alter pain sensation will not be used for painful or surgical procedures unless accompanied by appropriate analgesics and/or anesthetics. Animals shall be killed using approved methods of euthanasia as recommended by the American Veterinary Medical Association. Assurance that application of an approved method of euthanasia has resulted in humane deaths is the responsibility of the faculty member.

**STUDENT HEALTH**

**Student Health Policy**
This policy has been established for all students enrolled in the Veterinary Nursing Program. Students are responsible for taking care of themselves while in the Veterinary Nursing Program. This would include eating healthy, getting enough sleep and having adequate health insurance coverage.
**ASSUMPTION OF RISK**
Students will potentially be exposed to chemicals, radiation, zoonotic diseases and aggressive animals. It is the student’s responsibility to use any and all personal protective gear required for the task. Failure to follow the program guidelines and protocols can result in bodily injury to the students and their classmates. All students in the Veterinary Nursing Program encounter animals which may cause traumatic injury and/or expose them to infectious agents which cause disease. In accepting admission, students voluntarily accept these risks and assume the responsibility to act safely and responsibly at all times.

**PREGNANCY POLICY**
Consistent with legal definitions, the Veterinary Nursing Program does NOT consider pregnancy to be an illness or disability. Pregnancy is a medical condition, for which there are definite health concerns, and it is wise for a pregnant student to obtain additional information from her physician about these risks as soon as possible after the onset of pregnancy. The Veterinary Nursing Program is committed to supporting pregnant students in their academic careers. When pregnancy is identified, students are invited and encouraged to discuss needs for scheduling adjustments with the Program Director.

The pregnant student is required to meet all course and externship objectives and expectations, including Minimum Technical Standards. The instructional program will not be significantly modified to accommodate the higher susceptibility of the human fetus to potentially harmful agents. We will work within reasonable constraints to revise the student’s schedule. Items that a pregnant student may come in contact with throughout the course of the program includes but is not limited to the following:

- Exposure to radiation
- Exposure to waste anesthetic gases
- Exposure to zoonotic diseases, including Toxoplasmosis
- Exposure to accidental injury due to animal bites, falls, sharp instruments, etc.
- Exposure to hazardous chemicals such as formaldehyde, chemotherapeutic agents and certain drugs.
- Necessity to frequently lift and carry up to 40 pounds, as well as to twist, bend, squat and kneel.
- Necessity to stand and walk for long periods of time.

AVMA Position on Veterinary Facility Occupational Risks for Pregnant Workers: https://www.avma.org/KB/Policies/Pages/Veterinary-Facility-Occupational-Risks-for-Pregnant-Workers.aspx

**ZOONOTIC DISEASE**
Students may come into contact with some common zoonotic diseases. It is the student’s responsibility to understand the potential diseases they can come in contact with and notify an instructor as soon as they are aware of symptoms in themselves or the animals in the program. Please consult the Centers for
Disease Control (CDC) to familiarize yourself with the following diseases:

- Cat Scratch Disease
- Intestinal Parasites
- Leptospirosis
- Lyme Disease
- Psittacosis
- Rabies
- Ringworm
- Salmonellosis
- Tetanus
- Toxoplasmosis
- Tuberculosis
- West Nile Virus

**Rabies Immunization**

Although of the communicable disease to which any veterinary medical professional is exposed as an occupational risk, the contraction of rabies is probably the least likely but yet the deadliest. The student health guidelines regarding rabies prophylaxis are consistent with the Center for Disease Control’s guidelines on rabies prophylaxis for persons in the high-risk group. The initial rabies immunization series is strongly recommended of all students.

Protection from rabies can be best assured by any one of the following methods of circumstances:

1. A series of three doses of the human diploid cell rabies vaccine (HDCV) or purified chick embryo cell vaccine (PCECV), or
2. An alternate vaccination series with a demonstrated positive rabies title or
3. Previous post-exposure prophylaxis with rabies vaccine and rabies immunoglobulin for a presumed rabies exposure.

If the student is unsure about the accuracy of timing of previous immunizations, a rabies titer can be performed. If the titer reveals inadequate immunity, a single booster immunization for rabies is recommended by the ACIP (Adult Committee of Immunizations Practices). If the titer reveals adequate immunity, no further immunization is necessary.

**Tetanus Immunization**

Since students will be working with large animals and learning in an outdoor environment, you are required to have a current Tetanus toxoid within the last 7 years. If your vaccine expires while in the program, it is the student’s responsibility to get a booster to make sure you are covered. Most students will have received tetanus vaccination as a child and subsequently received one or more boosters. If the student has never received tetanus vaccination, a series of three tetanus vaccinations must be obtained. If s/he had the initial series, but the last booster was received more than ten years prior to the beginning of the First Spring Semester of the VN Program, an updated tetanus immunization is required. **Immunization with either diphtheria-tetanus toxoid of TdaP (tetanus-diphtheria-pertussis) is acceptable.**

**Tuberculosis Testing**

Students who have not had a test for tuberculosis within one year of the beginning of the First Spring Semester of the VN Program will be required to receive a tuberculosis test. Both the PPD skin test and the interferon gamma release assay (blood test) are acceptable. If the test is positive, evaluation by a physician and medical clearance for continued enrollment in the Veterinary Nursing Program must be obtained.
**EXCEPTIONS**

Section VIII of the Indiana State Board of Health Regulation HCD-33, issued May 11 1977, shall apply to this program. It provides that any person may refuse immunization, medical treatment, or hospitalization when they “….. rely in good faith upon spiritual means or prayer to prevent or cure disease of suffering…” Students who rely on spiritual means and who choose not to be vaccinated may sign a waiver. Any person may be quarantined and certain cultures and medical tests may be required of any person to determine eligibility for release from a quarantine.

A medical exemption will be granted upon receipt of a written statement from a healthcare provider indicating the nature and duration of the medical condition which contraindicates an immunization, along with the specific vaccine identified as detrimental to the student’s health, or certifying pregnancy or suspected pregnancy. Medical exemptions expire when the medical condition(s) contraindicating immunization change in a manner which permits immunization.

**COST**

The student shall bear all costs incurred for immunizations, tests, and evaluation by a physician.

**RADIATION EXPOSURE**

X-ray exposure presents a risk to anyone taking radiographic images. The effects of radiation exposure over the career of a Veterinary Nurse/Technician cumulative, so the ALARA (As Low As Reasonably Achievable) policy should always be followed. Students are expected and required to wear appropriate personal protective equipment and a dosimeter badge when taking radiographs in laboratory courses and externship sites.

**AGGRESSIVE ANIMAL POLICY**

If for any reason, an animal shows aggression (biting, scratching) or warning signs of aggression (growling, hissing, etc.) toward students or staff, it will be returned to its cage/carrier. The animal’s chart and cage should be marked with “CAUTION! Aggressive Animal!”.

The following procedures should be followed:

- Mark cage/carrier with a sign that reads “Caution! DO not handle-aggressive animal”
- Only instructors may handle animal until owner arrives to take pet from facility.
- Cage/carrier should be turned away/located away from high-traffic areas.
- Alternatively, cage/carrier can be covered with a sheet/towel, so long as this does not obscure warning sign.

**ANIMAL BITE POLICY**

If student or instructor is bitten by an animal in the Veterinary Nursing Program educational areas, the following should be followed.

- Call emergency service provider if necessary (911)
- Contact the Program Director Immediately
- Wash wound immediately with soap and water, then bandage lightly.
- Obtain and complete Student Injury Report.
- Visit your healthcare provider. Only they can determine if additional treatment or
medications are indicated.

- Procedures outlined in the “Aggressive Animal Policy” should be followed.

**STUDENT INJURY**
During your training, accidental injury from animal bites, scratches, stab wounds, needle sticks, animal kicks, etc. may occur. **IF YOU SUSTAIN AN ACCIDENTAL INJURY: 1) OBTAIN MEDICIAL CARE, 2) INFORM THE INSTRUCTOR AND PROGRAM DIRECTOR, AND 3) COMPLETE A STUDENT INJURY REPORT WITH THE PROGRAM DIRECTOR AND WITNESS TO INJURY.**

Appropriate medical care can only be obtained from trained medical professionals. Do not expect to receive medical care (except first aid) and/or medical advice from faculty/staff. Even trivial-looking wounds can expose a person to severe infections, including possible rabies exposure. Seek medical care from your personal physician or emergency department without delay. Reporting the incident to the instructor of record will help assure that dangerous conditions are alleviated and that appropriate materials are obtained, which may be needed to follow up on your injury (vaccination records, cultures, tissues for testing, etc.).

Ancilla College is not responsible for paying medical bills for injuries sustained by students enrolled at Ancilla when there is no negligence on the part of the College. The bills for incurred medical costs are the responsibility of the student. Students do not qualify for Workman’s Compensation.

**OTHER HEALTH SERVICES**
For all injuries and/or illnesses not referenced above, the student will have the same rights and obligations as those of all students at Ancilla College.

**PROGRAM ORIENTATION**
Students shall be provided with a copy of this document prior to the First Spring Semester of the Program.

Student may obtain the required immunizations and tests through their personal physician prior to the First Spring Semester of the Program.

Students will receive the “Student Health Policy Compliance Statement”, be given the opportunity to consider the waiver of immunization, and complete the Ancilla College immunization record. A signed statement rejecting vaccinations for religious reasons will negate the requirement for immunization and serve as documentation. This would be submitted to the Veterinary Nursing Program Director.

The “Student Health Policy Compliance Statement” should be signed and returned to the Program Director by the beginning of the First Spring Semester of the Program. It will be made a part of the student records and retained with the academic records following graduation.

Students who do not have the necessary immunizations, tests, or documentation prior to the beginning of the First Spring Semester of the Program will be put on probation and will not be able to continue on in the program until all requirements have been met.
AVN policy on biosecurity precautions shall be followed by students, faculty, staff, and visitors returning from international travel to prevent introduction of foreign animal diseases.

1. General requirements for all people who have traveled outside of the United States or Canada within the last 5 days (120 hours):
   - Clothing worn overseas should be laundered/dry cleaned prior to leaving the foreign country. All traveling clothes must be laundered or dry cleaned immediately upon return to the United States.
   - All dirt and soil should be removed from shoes and personal items (i.e. watches, cameras, laptops, jewelry, and cell phones) by thorough cleaning prior to wiping with cloth dampened with a bleach solution. (5 teaspoons of household bleach in 1 gallon of water, or another approved disinfectant).
   - All animal and plant food products originating outside of the U.S. or Canada must be declared at customs. Uneaten food should not be removed from international aircraft. These food items should absolutely not be brought into the AVN Complex or farms or fed to animals housed within or outside of the AVN Complex or farms.
   - Animal products (tissue, blood, etc.) originating from countries outside of the U.S. and Canada should NOT be brought to the AVN complex or farms, except under USDA license.
   - Live animals originating from countries outside of the U.S. and Canada should NOT be brought to the AVN Complex or farms, under any conditions.

2. IN ADDITION, people who have visited a Biosafety Level 3 or 3+ laboratory (i.e. Plum Island), or have traveled outside of the United States or Canada within the past 5 days (120 hours) AND HAD CONTACT WITH ANIMALS (including livestock, birds, horses, zoo animals, pet store animals, wildlife, and laboratory animals) OR ANIMAL PREMISES (zoo, veterinary hospitals, laboratories, pet livestock-owning homes) while outside the United States or Canada will have the following restrictions.
   - Access to the AVN complex and farms will be completely restricted for 5 days (120 hours) after contact with animals or animal premises.
   - These people will be restricted from contact with animals and animal premises or AVN equipment (clinical areas, vehicles, dog-walking areas/runs, and isolation, etc.).

3. Some off site farms may require that no persons that have been out of the country for up to 21 days prior be allowed on the animal premises. These requests must be acknowledged and accepted.

**RESPONDING TO POTENTIAL EXPOSURES TO RABID ANIMALS**
ALL STUDENTS AND ALL NEW HIRES WHO WILL HAVE CONTACT WITH ANIMALS SHOULD BE ADVISED OF THE REQUIREMENT FOR RABIES PROPHYLACTIC VACCINATION.
1. Students should be informed of the requirement for prophylactic vaccination policy.

ALL PERSONNEL WHO COME IN CONTACT WITH A POTENTIAL RABIES SUSPECT SHOULD BE ASKED BY THE ATTENDING VETERINARIAN AND OR PROGRAM DIRECTOR IF THEY HAVE HAD THE RABIES PROPHYLACTIC SERIES OF VACCINATIONS

1. All students and staff should be advised of the potential for rabies exposure associated with a particular case.

2. Non-vaccinated individuals should be advised that exposure to rabies would require both post-exposure vaccination with rabies vaccine and the administration of rabies immunoglobulin.

3. Students should be advised that they are responsible for all costs incurred for post-exposure treatment regardless of the nature of the exposure.

4. Students and staff with questions or concerns should be referred to a health care professional.

IF AN ANIMAL TESTS POSITIVE FOR RABIES, OR IF AN ANIMAL IS SUSPECTED OF HAVING RABIES AND THE ANIMAL BECOMES UNAVAILABLE FOR RABIES TESTING, POTENTIALLY EXPOSED PERSONNEL MUST BE ADVISED OF THEIR RISK.

1. The attending veterinarian should contact the Program Director who will be responsible for identifying all involved individuals and communicating necessary information.

2. All personnel who have come in contact with the animal should immediately be informed of the rabies status of the animal.

3. All potentially exposed personnel should be given a rabies exposure information sheet outlining their potential risk of exposure and appropriate response.

4. All potentially exposed personnel should be counseled to seek the advice of a health care professional if they are concerned that an exposure might have occurred.

5. Post-exposure prophylaxis should be administered by an appropriate health care professional in all cases deemed a likely rabies exposure. This treatment should occur as soon as possible, but not before all information is available for determining whether a rabies exposure occurred.

6. Students should be advised that they are responsible for all costs of treatment regardless of the nature or circumstance of the exposure.

It is ultimately the responsibility of the exposed individual and the treating health care professional to make the decision as to whether post-exposure prophylaxis is required or desired.

If an animal tests positive for rabies, or if an animal bites someone and is suspected of having rabies and the animal becomes unavailable for rabies testing, all human and animal health agencies must be advised of potential rabies exposures in accordance with Indiana Law.
REQUIRED FORMS
The following forms need to be completed and returned to the Director of Veterinary Nursing in order to participate in the Veterinary Nursing program:

- Veterinary Nursing Verification of Reading Handbook
- Veterinary Nursing Personal Contact Information Directive
- Veterinary Nursing Rabies Vaccination Acknowledgment
- Veterinary Nursing Rabies Vaccination Declination
- Veterinary Nursing TB Test Acknowledgment
- Veterinary Nursing Two Step Tuberculosis Skin Test
- Veterinary Nursing Teanus Vaccine Acknowledgment
# ADMINISTRATION & STAFF

## OFFICE OF THE PRESIDENT & THE VICE PRESIDENT FOR ACADEMIC & STUDENT AFFAIRS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
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<tbody>
<tr>
<td>Dr. Michele Dvorak, PHJC, President [2018]</td>
<td>729</td>
<td>MH326</td>
</tr>
<tr>
<td>Ed.D. University of San Francisco; M.A. University of Dayton; B.A. Alverno College; A.A. Ancilla College</td>
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<tr>
<td>Sam Soliman, Vice President for Academic &amp; Student Affairs [2007]</td>
<td>385</td>
<td>113</td>
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<tr>
<td>M.A./M.Div. Yale University; M.P.A. Indiana University; B.A. Bethel College</td>
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<tr>
<td>Michelle Bougher, Administrative Assistant [2018]</td>
<td>385</td>
<td>115</td>
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<tr>
<td>B.F.A. Ray College of Design</td>
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<td>Jennifer Ross, Administrative Assistant to the Division of Nursing [2002]</td>
<td>327</td>
<td>142</td>
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<tr>
<td>M.Ed. Ball State University; B.S. Indiana State University; A.S. Ancilla College</td>
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<tr>
<td>Suzette Keen, Director of Residence Life/Title IX Compliance Officer [2018]</td>
<td>702</td>
<td>Miller Hall</td>
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<td>BLS. Purdue University North Central</td>
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## LIBRARY

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<tr>
<td>Cassandrea Bash, Director of Library Services [2007]</td>
<td>323</td>
<td>204B</td>
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<tr>
<td>MLS. Indiana University/Purdue University-Indianapolis; B.S. Ball State University</td>
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## OFFICE OF ENROLLMENT MANAGEMENT

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<tr>
<td>Debra Ecker, Center for Student Achievement Coordinator [2018]</td>
<td>313</td>
<td>208</td>
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<tr>
<td>M.S. Indiana University South Bend</td>
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<td>B.S. Indiana University</td>
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<tr>
<td>Hagin Hiatt, Admissions Counselor [2019]</td>
<td>331</td>
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<td>B.A. Olivett Nazarene University/ A.A. Ancilla College</td>
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<td>Jerry Kisela, Manager of Admissions &amp; Community Outreach [2020]</td>
<td>375</td>
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<td>B.S. Indiana Wesleyan University/ A.A. Ancilla College</td>
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<td>Kim Louderback, Admissions Office Coordinator [2019]</td>
<td>332</td>
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<tr>
<td>A.S. Ivy Tech</td>
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<td>Lizzy Wahl, Visit Coordinator [2020]</td>
<td>330</td>
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<td>B.A. New Horizon Computer Learning Center</td>
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## OFFICE OF THE REGISTRAR

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Tiffany Fisher, Registrar [2011]</td>
<td>393</td>
<td>116C</td>
</tr>
<tr>
<td>MBA., University of Saint Francis; B.S., A.S. Indiana Wesleyan University</td>
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<tr>
<td>Dia Cooper, Registration Specialist [2012]</td>
<td>325</td>
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<tr>
<td>B.S. Ashworth College</td>
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</table>
OFFICE OF BUSINESS AFFAIRS

Don Holland, Vice President of Finance and Administration (CFO) [2017]
MBA. Bethel College, B.S. Purdue University

Marcella Hopple, Director of Business Affairs [2001]
B.S. Calumet College of St. Joseph; A.S. Ancilla College

Kaitlyn Jensen, Business Office Coordinator [2020]
B.A. International Business College

Kristin Rust, Accounts Receivable/Student Accounts Specialist [2012]
B.S. Indiana University-South Bend

Elizabeth Adams, Financial Aid Counselor [2020]
B.S. Indiana Wesleyan University

John Linback, Director of Information Technology [2001]
MCSE: Microsoft; CCNA: Cisco; CNE: Novell

Derek Lenig, Desktop Support Specialist [2015]
A.S. Ancilla College

Tom Nowak, Director of Building Maintenance [2008]
A.S. Ancilla College; CHSP Wastewater Class II; Drinking Water WT3 & DSL

CENTER FOR STUDENT ACHIEVEMENT/CAREER SERVICE & PROGRAM DEVELOPMENT

Jim Cawthon, Director of Student Services [2004]
B.A. Greenville College

Ingeborg (Inge) Kirk, Coordinator for Academic Advising [2000]
inge.kirk@ancilla.edu
MSM Indiana Wesleyan University; B.S. Calumet College of St. Joseph; A.S. Ancilla College

Clare Czolgosz, Director of APAC Program & ADA Specialist [2020]
B.A. Saint Mary’s College

OFFICE OF MARKETING, INSTITUTIONAL ADVANCEMENT, & MISSION INTEGRATION

Calvin Hopple, Marketing & Social Media Coordinator [2020]
B.S. Western Governors University; A.S. Ancilla College

Emily Hutsell, Development & Alumni Relations [2015]
B.S. Indiana State University

OFFICE OF ATHLETICS

Tom Anders, Women’s Softball Coach [2019]
B.S. Ball State, M.S. Indiana Wesleyan University

Chalee Calhoun, Co-ed Cheerleading Coach [2018]
A.S. Ancilla College

Gary Christlieb, Women’s Basketball Coach [2019]
B.S. Indiana University, M.S. Butler University
Mat Ferriter, Cross Country Coach/Admissions Counselor [2019] 334 110H
B.S. Indiana University

Tim Frasier, Men’s & Women’s Bowling Coach [2020]
Wawasee High School

Farkhod Kurbonov, Men’s Soccer Coach [2019] 343 110D
B.S. Holy Cross College, M.S. Delta State University

Mark Line, Wrestling Coach [2019]
B.S. University of Indianapolis, M.S. Purdue University

Terry Maas, Men’s & Women’s Golf Coach [2020]

Shaun McAllister, Women’s Volleyball Coach [2020]
B.S. University of Indianapolis; B.S. Bethel University

Brian Pearison, Athletic Director/Men’s Basketball Coach [2016] 360 109D
B.S. Bethel College, M.S. Concordia University

Kalen Saddler, Women’s Soccer Coach [2020]
B.S.

Amy Thomas, Admin. Asst. to AD/Men’s & Women’s Swim Coach [2019] 361 109C
B.S. Indiana Wesleyan University

Dino Vitale, Lacrosse Coach [2019]

Christopher Woodruff, Assistant AD/ Men’s Baseball Coach [2018] 304 109A
B.S. Holy Cross College
### FULL-TIME FACULTY MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>College/Campus</th>
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<tbody>
<tr>
<td><strong>Jodie Bowers</strong>, Assistant Professor of Communications [2015]</td>
<td>357 C221B</td>
<td></td>
<td>M.A. Gonzaga University, B.S. Indiana University South Bend</td>
</tr>
<tr>
<td><strong>Dr. Thomas Buchanan</strong>, Professor of History [1992]</td>
<td>328 C216F</td>
<td></td>
<td>Chair, Division of Criminal Justice, History, Education, Behavioral Science Ph.D., M.A., B.S. Ball State University</td>
</tr>
<tr>
<td><strong>Cynthia Cawthon</strong>, Instructor of English [1999]</td>
<td>301 C221A</td>
<td></td>
<td>B.A. Greenville College</td>
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<tr>
<td><strong>Marianne Dosmann</strong>, Director of Veterinary Nursing [2017]</td>
<td>379 C202</td>
<td></td>
<td>M.S. Argosy University, B.S. Purdue University</td>
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<tr>
<td><strong>Rebecca Falbo</strong>, Nursing Instructor [2020]</td>
<td>356 C141C</td>
<td></td>
<td>MSN-Ed Colorado Technical University, BSN Indiana University</td>
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<tr>
<td><strong>Theresa Garza</strong>, Nursing Instructor [2018]</td>
<td>329 C141E</td>
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<td>MSN, ED Western Governor’s University</td>
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<tr>
<td><strong>Lori Huffman</strong>, Director of Nursing [2016]</td>
<td>362 C141B</td>
<td></td>
<td>MSN Indiana University; BSN Indiana University; ASN Ivy Tech; A.S. Ancilla College; A.S. International Business College</td>
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<tr>
<td><strong>Chad Kebrdle</strong>, Assistant Professor of English [2014]</td>
<td>368 C210</td>
<td></td>
<td>M.A. Indiana University; B.S. Ball State University</td>
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<tr>
<td><strong>Kristin R. Korcha</strong>, Associate Professor of Science [2004]</td>
<td>378 C201</td>
<td></td>
<td>Chair, Division of Science, Mathematics &amp; IT M.S. Purdue University; B.A. University of Illinois</td>
</tr>
<tr>
<td><strong>Patricia Moore</strong> [2017]</td>
<td>386 C141G</td>
<td></td>
<td>MSN Ball State University; B.S. Purdue University; BSN Indiana University</td>
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<tr>
<td><strong>Kristen Poikus</strong>, Nursing Instructor [2020]</td>
<td>326 C141D</td>
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<td>MSN-NE/BSN Bethel University</td>
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<tr>
<td><strong>Lana Singleton</strong>, Instructor of Education [2008]</td>
<td>353 C221C</td>
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<td>MS. Ed. Indiana University; BPE. Purdue University</td>
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</tbody>
</table>
Melissa Smeltzer, Assistant Professor of Religion and Philosophy [2015] 305 C216E
B.A University of Evansville, M.A. St. Meinrad Seminary

David Stauffer, Assistant Professor of Business [2015] 303 C216A
Chair, Division of Business
MBA University of North Alabama; M.A. Liberty University; M.M. Bethel College; B.S. Bethel College; A.A. Liberty University

Joel Thomas, Assistant Professor of English [2008] 359 C212
Chair, Division of Humanities
M.A., BGS. University of Nebraska Omaha; A.S. Southwestern Michigan College

Steve VanDerAa, Instructor of Criminal Justice [1997] 383 C216C
M.A. Grace College; P.C.T., B.A. Bob Jones University

Victoria Zellers, Nursing [2019] 354 C141F
B.S.N. University of St. Francis
ADJUNCT FACULTY MEMBERS

Marlene Atkins, Public Speaking [2016]
MLS Dominican University, M.A. Northeastern Illinois University, B.A. Elmhurst College

Jim Cawthon, Freshman Seminar [2004]
B.A. Greenville College

Natalie Daily-Federer, Agriculture [2015]
PhD. Purdue University, M.A. Purdue University, B.A. Purdue University

Krista Everdon, Developmental English [2016]
M.A. Southern New Hampshire University

Chris Fardulis, Psychology [2016]
M.A. University of Phoenix; B.A. Bethel College; A.S. Brown Mackie

Mat Ferriter, First Year Experience [2019]
B.S. Indiana University

Tiffany Fisher, Computer Information Systems/Registrar [2011]
M.B.A., University of Saint Francis; B.S., A.S. Indiana Wesleyan University

Reginald Glon, Sports Management [2019]
M.A. United States Sports Academy, B.A. Indiana University

Sarah Perschbach, Biology [2019]
B.A. Indiana University

David Powell, Computer Information Systems [2017]
B.A., Indiana University, M.S. Indiana University

Brandy Reincke, Communications [2016]
B.A. Purdue University, M.A. Purdue University

Emily St. Germain, Biology [2018]
M.A. Pennsylvania State University, B.A. Pennsylvania State University

George Schaefer, Physical Science [2000]
M.S. Ibid; B.A. Indiana University Northwest

Sam Soliman, First Year Experience [2007]
M.A. M.Div. Yale University; M.P.A. Indiana University; B.A. Bethel College

Sandra Thomas, English [2014]
MA. Ed Indiana University; B.A. University of Notre Dame

Donna Wenzel, Culinary Arts [2017]
A.C. Monroe Community College
Steve White, Computer Information Systems [2009]
M.A. Indiana Wesleyan University, B.S. Indiana Wesleyan University

Geoff Williams, Business [2020]
MBA, Purdue University

Clara Woolley, Music [1974]
M.S. Indiana State University; B.S. Manchester College
# BOARD OF TRUSTEES

## 2020-2021

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<th>Name</th>
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<tr>
<td>Chair</td>
<td>John Chandler</td>
<td>Chair</td>
<td>Brad Aquino</td>
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<tr>
<td>Vice Chair</td>
<td>Patricia Kitch</td>
<td>Vice Chair</td>
<td>Sr. Deanne Blume, PHJC</td>
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<tr>
<td>Board Secretary</td>
<td>Charles Hardesty</td>
<td>Board Secretary</td>
<td>Daniel Chamberlin</td>
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<td>Brad Hardesty, Board Secretary</td>
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<td>John DeSalle</td>
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<td>Sr. Nora Hahn, PHJC</td>
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<td>Larry Faulstitch</td>
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<td>Sr. Marlene Ann Lama, PHJC</td>
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<td>Sr. Margaret Anne Henss, PHJC</td>
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<td>Dr. Marilyn Feldmann</td>
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<td>Adam Lukenbill</td>
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<td>Loretta Schmidt</td>
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<td>V. Richard Miller II</td>
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<td>Amanda Morris-Feldman</td>
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<td>David Vermillion</td>
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<td>Pete Peuquet</td>
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**Trustee Emeritus**

- Mr. James Hardesty, Hamlet, IN †
- Sr. Agatha Neibrugge, PHJC
- Dr. Otis Bowen, Bremen, IN †

† Indicates deceased
EMERITI FACULTY

Sr. Angelita Amann, PHJC †
Instructor, Music/Registrar (1953-1976)

Sr. Mildred Augustin, PHJC †
Instructor, History (1953-1967)

Sr. Loyola Baitzer, PHJC †
Instructor, Education/English (1953-1974)

Sr. Angelene Bilicke, PHJC †
Instructor, Art (1978-1998)

Ms. Glenda Bockman
Director of Library Services (1983-2011)

Sr. Henrica Boll, PHJC †
Instructor, English (1956-1967)

Rev. Dr. Samuel A. Boys
Professor, Philosophy and Religion (1997-2015)

Sr. Vivian Brand, PHJC †
Professor, History (1962-1992)

Sr. Mary Magdalen Dapprich, PHJC †
Instructor, French/German (1953-1967)

Sr. Consilia Danyi, PHJC †
Professor, Art (1957-1987)

Sr. Judith Diltz, PHJC
Professor, English (2000-2013)

Sr. Roselda Filley, PHJC †
Instructor, Spanish (1967-1994)

Dr. John Fogl
Professor, Biology (1997-2013)

Mr. John Gough
Assistant Professor, Business (1997-2015)

Sr. Mary Dolores Greifer, PHJC †
Professor, English (1966-1999)

Sr. Margaret Hanon, PHJC †
Professor, English (1984-1996)

Sr. Erwin Huelskamp, PHJC †
Professor, Chemistry/Science (1955-1990)

Sr. Virginia Kampwerth, PHJC
Instructor, German/President (1971-1994)

Ms. Roba Kribs,
Associate Professor of English (1999 – 2014)

Sr. Victoriana Kuech, PHJC †
Instructor, Biology (1964-1976)

Sr. Johnel Kunkle, PHJC †

Sr. Joel Lampen, PHJC †
Professor, Education/President (1964-1984)

Mr. Robert McGinnis
Professor, Psychology & Philosophy (1974-1994)

Sr. Agatha Niebrugge, PHJC †
Professor, Sociology (1987-2004)

Sr. Marguerite Niesen, PHJC †
Instructor, Mathematics (1991-2001)

Sr. Longinia Pobiedzinski, PHJC †
Instructor, Home Economics (1960-1991)

Sr. Lorenza Scheutte, PHJC †
Instructor, Theology (1953-1967)

Sr. Leonard Skevington, PHJC †
Librarian (1964-1975)

Sr. Matthew Tischer, PHJC †
Instructor, Sociology (1960-1988)

Sr. Lorraine Veldenz, PHJC †
Professor, Mathematics (1960-1983)

Sr. Inez Wilmering, PHJC †
Instructor, Nursing (1979-1994)

Sr. Cecile Wisman, PHJC †
Instructor, French/Finance (1967-1994)
## Academic Calendar 2020-2021

<table>
<thead>
<tr>
<th></th>
<th>Fall 2020</th>
<th>Winter 2020</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
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<tr>
<td><strong>15 (12) week &amp;</strong></td>
<td>August 24</td>
<td>December 14</td>
<td>January 25</td>
<td>May 17</td>
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<tr>
<td>Session A courses</td>
<td></td>
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<tr>
<td><strong>Session B courses</strong></td>
<td>October 12</td>
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<td>March 15</td>
<td>June 28</td>
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<tr>
<td><strong>Add Period (Current</strong></td>
<td>August 24-28</td>
<td>December 14-18</td>
<td>January 25-29</td>
<td>12 weeks: May 17-21</td>
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<td>Students)**</td>
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<td>Session A: May 17-19</td>
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<td>Session B: June 28-30</td>
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<tr>
<td><strong>Drop Period</strong></td>
<td>August 24 – September 9</td>
<td>December 14-18</td>
<td>January 25 – February 5</td>
<td>12 weeks: May 17-28</td>
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<td>Session A: May 11-21</td>
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<td>Session B: June 28 - July2</td>
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<td><strong>Student Registration</strong></td>
<td>October 5 – for Spring 2021</td>
<td>Registration for Spring 2021 is ongoing.</td>
<td>March 8 for Summer 2021 &amp; Fall 2021.</td>
<td>Registration for Summer 2021 &amp; Fall 2021 is ongoing.</td>
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<td><strong>Final Exam Week</strong></td>
<td>November 30 - December 4</td>
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<td>May 3-7</td>
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<td><strong>Honors Ceremony</strong></td>
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<td>May 7</td>
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<td><strong>Graduation Rehearsal</strong></td>
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<td>May 7</td>
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<tr>
<td><strong>Graduation</strong></td>
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<td>May 8</td>
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<td><strong>Term Breaks</strong></td>
<td>Labor Day – September 7</td>
<td>Winter Term does not incorporate regularly scheduled breaks.</td>
<td>Good Friday – April 2</td>
<td>Memorial Day – May 31</td>
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<tr>
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<td>Thanksgiving Break – November 26-29</td>
<td></td>
<td>Good Friday – April 2</td>
<td>Independence Day – July 5th</td>
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<tr>
<td><strong>College Closed</strong></td>
<td>Labor Day &amp; Thanksgiving Break</td>
<td>December 24-25 &amp; December 31 – January 1</td>
<td>Good Friday</td>
<td>Memorial Day Independence Day</td>
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</table>
1. Motherhouse/Convent Ancilla Domini
2. Ancilla College
3. Maria Center
4. Lindenwood Retreat & Conference Center
5. Ancilla Domini Chapel
6. Catherine Kasper Home
7. Villa Maria
8. Chaplain's residence
9. Sisters’ Vacation House
10. Lake House
11. PHJC Greenhouse Project
12. Heilbom Chapel
13. Peace garden
14. Mt. Carmel Cemetery
15. Prayer Garden & Labyrinth
16. Catherine's Cottage
17. MoonTree Community
18. Central Receiving Services
19. College Athletic Fields
20. Little House
21. Courtyard
22. Garages
23. College Residence & Dining Halls

Parking Lots: A, B, C, D

Rain Gardens
Natural Prairie Restoration
Lakeshore Stabilization
Run off Water Filter Restoration

a. Our Lady of Grace
b. Stations of the Cross
c. St. Joseph
d. St. Isidore
e. Madonna of the Heilbom
f. St. Jude
g. St. Anne - Blessed Mother
h. St. Rose of Lima
i. Crucifix
j. Pieta Grotto
k. Our Lady of Lourdes
l. Holy Family
m. St. Vincent de Paul
n. Open gazebo
o. Bicentennial bell