

Bryan College of Health Sciences
STUDENT HANDBOOK
2020-2021



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bryanhealthcollege.edu**

Bryan College of Health Sciences Integrity Social Contract Academic Year 2020-2021

Bryan College of Health Sciences prides itself on offering students an educational experience that is highly responsive to individual student needs, inclinations, and ambitions. But the conditions of the COVID-19 global pandemic require a shift in our priorities. Our policies—and our actions—must be governed by a public health perspective, focused on the well-being and safety of the community as a whole (students, faculty, and staff) rather than on individual preference.

If we are to meet our goal of providing an in-person educational experience for as many students as possible as safely as possible, we will all be required to adjust how we conduct ourselves in community. To reduce the risk to those on campus and the surrounding communities, students must commit to following federal, state, and local public health guidelines, as well as Bryan College's expectations for conduct both on and off campus, as outlined in the following Social Contract.

***Please read the following agreement carefully.
You are agreeing to abide by the terms of the agreement.***

The College's plans for the upcoming academic year are subject to change. The College reserves the right to update its plans and the terms of this social contract to reflect such changes, which may be informed by public health guidance and governmental regulation. We encourage students to follow closely information distributed by the College throughout the fall 2020 semester.

Before Arriving On-Campus I Will:

- **Always** Self-Monitor my health for COVID-related symptoms.
- Make every effort to comply with immunization requirement set by the State of Nebraska and the College as detailed at BCHS Health Services' Required Immunizations.
- Delay my campus visits if I am feeling ill or have signs of any illness. I will wait until I am fully recovered before traveling to campus.

While On-Campus I Will:

- Participate in BCHS mandatory screening process which includes:
 - Being screened daily for the virus that causes COVID-19 when entering Bryan College or Bryan Medical Center and following the instructions of College Health Nurses concerning any required quarantine.
 - Participate in daily monitoring of COVID-19 Symptoms.
 - Contacting Bryan College Health Nurses immediately to seek an evaluation or arrange for testing when I experience symptoms that suggest COVID-19.
 - Cooperating with contact tracing inquiries within 24 hours by, among other things, responding to texts and calls from contact tracers and answering all questions about my contacts honestly and completely.
 - Complying with any request to isolate or quarantine made by the Bryan College Health Nurses and be available for a clinician to check on my health status via secure email, phone, or both.
 - Monitoring my health daily as directed by Bryan College Health Nurses and staying in my home/room alone; only participating in classes, events, or meetings remotely if I'm not feeling well (unless prior arrangements have been made).
- Wear face covering when entering Bryan College (masks) in all Bryan College/Bryan Medical/Clinical facilities, including workplaces, classrooms, dining facilities (unless eating), and all student spaces, *including student centers*. Masks are highly encouraged from parking lot to entrance doors.
- Observe all guidelines for dining.
- Receive a flu shot when Bryan College makes them available on campus or submit a record proving receipt of flu shot to College Health Nurses.
- Adhere to other health and safety practices recommended or required by the College, such as frequent hand-washing.
- Remain in my local area as much as possible and, when traveling, complying with all Bryan College travel guidance and state of Nebraska travel restrictions, including:
 - Registering all personal travel outside of Lincoln (unless I am a distance education student or commuting to Bryan College) with Bryan College Health Nurses.

- Strictly limiting personal travel for leisure or recreation (for example, visiting friends/family, sightseeing, short trips to Kansas City, etc.) beyond Lincoln.
- Consulting with BCHS Health Nurses about possible quarantine or testing requirements on my return from travel.

While Studying Away from Campus I Will:

- Monitor my health for COVID-related symptoms and seek appropriate evaluation and care if needed.
- Receive a flu shot.

Accountability and Responsibility:

Everyone recognizes that the Bryan College of Health Sciences will be operating, for the foreseeable future, under unusual circumstances due to the COVID-19 pandemic. We are committed to reducing your risk of catching the COVID-19 virus by establishing policies and procedures that follow local, state and federal requirements and guidelines, as well as those established by Bryan Medical Center to not only address COVID-19, but all communicable diseases. Despite our best efforts, the College cannot guarantee that its staff and students will not contract COVID-19 and each employee and student assumes such risk when participating in any employment, educational or social activity. All employees and students are required to follow established hygiene and other established practices intended to reduce the spread of COVID-19. The College will periodically keep employees and students updated as to the current requirements. Should you show symptoms of COVID-19 or other communicable disease, please contact employee/student health immediately. You should also self-quarantine until you can be evaluated by a healthcare professional. We also encourage employees and students to report any questions and concerns they have related to the College's response to the COVID-19 pandemic. Your adherence to established procedures is key to fostering a safe place to work and learn.

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GENERAL INFORMATION

Student Handbook

The student handbook is designed to serve as a quick reference for issues relating to your attendance at Bryan College of Health Sciences. It is not a contract, nor is it an invitation to contract. It is available on the college website for you to refer to it as necessary throughout the program.

Bryan College of Health Sciences reserves the right at its discretion to change or amend the handbook at any time in the future. Revised policies, rules and procedures supersede previous policies, rules and procedures. Students are informed as new policies are created or when revisions of current policies occur. New policies and policies with editorial changes are e-mailed. If a policy revision requires small group discussion to ensure understanding, it is distributed in the classroom setting and explained by course instructors.

You will be asked to sign the Student Handbook Received Form acknowledging that you are aware of the Student Handbook upon enrollment.

Failure to adhere to all Bryan Medical Center, Agency and College policies may be grounds for dismissal, regardless of clinical/classroom performance.

College Catalog

The Bryan College of Health Sciences Catalog may be found on college website at www.bryanhealthcollege.edu

Mission

The Mission of Bryan College of Health Sciences is to provide education in the health professions emphasizing clinical and academic excellence through collaboration with Bryan Health System and the healthcare community.

Vision

The Vision of Bryan College of Health Sciences is to provide a College of Health Sciences recognized as a leader in health professions education by qualified applicants, graduates, and employers.

Purpose

The purpose of Bryan College of Health Sciences is to educate healthcare professionals for service to the global community.

Goals

The Goals of Bryan College of Health Sciences are:

To prepare graduates who:

- Are qualified to practice in entry level, mid-level, and advanced practice roles in diverse healthcare environments;
- Are critically aware of their individuality;
- Maintain a clear understanding of professional scope of practice;
- Value life-long learning as a means of personal and professional growth;
- Participate as responsible citizens within the community; and
- Are capable of meeting the healthcare needs of an ever-changing society

Values

Integrity - Be honest, trustworthy, accountable and ethical

Caring - Be compassionate, empathetic and respectful

Equity – Be adaptive and just

Learning - Be insightful, knowledgeable and open to change

Diversity Statement

Bryan College of Health Sciences honors cultural differences and promotes equality of all individuals through creation of a campus climate of inclusion, tolerance, and respect. The College provides students with curricular and co-curricular opportunities to help them to grow personally and professionally and to prepare them to be culturally competent citizens in a diverse and ever-changing society. The College emphasizes the significance of providing faculty and staff with educational and collegial opportunities to maintain an environment which recognizes the importance of cultural competence.

Philosophy of Diversity

Bryan College of Health Sciences recognizes through its mission statements that:

- The individual is a unique and multidimensional being with inherent worth and dignity who deserves to be treated with consideration, empathy, humaneness, kindness, respect, trust and a non-judgmental attitude.
- All individuals deserve the same rights, privileges or status as others including acceptance, assertiveness, fairness, self-esteem and tolerance.
- The individual has the freedom to exercise choice.
- The education process must enable the graduate to participate as a contributing member of a culturally diverse society.
- Faculty are responsible as role models, mentors and teachers for providing a caring environment in which students are free to explore and develop.

Bryan College of Health Sciences recognizes that diversity presents itself in many different ways. It is not just the ethnic and sociocultural differences among individuals, but also the physiological, psychological, developmental and spiritual

differences. The College strives to provide equality to all individuals through nondiscriminatory policies on admission/enrollment, religious or cultural observances, services for students with disabilities, financial aid, student rights and responsibilities, student code and harassment.

Bryan College of Health Sciences recognizes that while the community in which it exists is rapidly becoming more culturally diverse, this growth in cultural diversity is not presently realized proportionately within the College faculty or student body. The College recognizes the importance of striving to recruit a more culturally diverse student body and providing the necessary resources to increase the likelihood of success in the College.

Bryan College of Health Sciences recognizes the rich learning opportunities within the community for interaction with individuals and groups of diverse backgrounds. Both curricular and co-curricular opportunities must be systematically provided to students to help them to grow personally and professionally and to prepare them to be culturally sensitive citizens in a diverse and ever-changing society.

Non-Discrimination Policy

Bryan College of Health Sciences is committed to providing equal opportunities for all persons and an environment free from discrimination, harassment, or related retaliation. Bryan College of Health Sciences does not discriminate on the basis of race, ethnicity, color, national origin or ancestry, religion, sex, genetic information, gender identity or expression, age, marital or family status, pregnancy, sexual orientation, disability, veteran status, source of income, or any other protected class recognized by state or federal law in its programs, activities, employment and admissions.

The College complies with all applicable federal, state, and local laws relating to equal opportunity, including the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as applicable.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Alethea Stovall, Dean of Students/Title IX Coordinator, 1535 S. 52nd St., office #233, Lincoln, NE 68506, 402-481-3804, alethea.stovall@bryanhealth.org. Contact information for the Bryan College of Health Sciences Deputy Title IX Coordinator, who can receive inquiries about Title IX-related issues if the Title IX Coordinator is not available, and the ADA Coordinator, who can address ADA-related issues, is also provided below.

For additional information on discrimination and harassment-related issues, you may visit <http://wdcrobcolpo1.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the United States Department of Education Office for Civil Rights office that serves your area, or call 1-800-421-3481.



Title IX Coordinator:

Dr. Alethea Stovall, Dean of Students,
1535 S. 52nd St., office #233, Lincoln, NE 68506,
402-481-3804 or alethea.stovall@bryanhealth.org



Deputy Title IX Coordinator:

Dr. Sue Pilker, Assistant Dean of Undergraduate Nursing
1535 S. 52nd St., office #321, Lincoln, NE 68506,
402-481-8712 or sue.pilker@bryanhealth.org



ADA Coordinator:

Sheri Paneitz, Clinical & Academic Development Director,
1535 S. 52nd St., office #219, Lincoln, NE 68506,
402-481-8782, or sheri.paneitz@bryanhealth.org

Accreditation/Licensure

The College is authorized by the Nebraska Coordinating Commission for Postsecondary Education and is approved by the Nebraska State Board of Nursing, Credentialing Division, Department of Regulation and Licensure of the Nebraska Health and Human Services System. Bryan College of Health Sciences is accredited by the Higher Learning Commission.

The Adult Cardiac Sonography and Vascular Sonography programs and the Diagnostic Medical Sonography program offered at Bryan College of Health Sciences are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US HWY 19N, Ste 158, Clearwater, FL 33763, phone (727) 210-2350, www.caahep.org upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology and the Joint Review Committee on Education in Diagnostic Medical Sonography respectively.

Bryan College of Health Sciences School of Nursing Baccalaureate Program is accredited by the Accreditation Commission for Education in Nursing. Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA, 30326, phone: 404-975-5000, Fax: 404-975-5020. In addition Bryan College of Health Sciences School of Nursing Baccalaureate Program is approved by the Nebraska State Board of Nursing, 301 Centennial Mall South, Lincoln, NE 68509, Phone: 402-471-4376

Bryan College of Health Sciences Master of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing. Accreditation Commission for Education in Nursing Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: (404) 975-5000.

The Doctor of Nurse Anesthesia Practice Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). American Association of Nurse Anesthetists, 222 S. Prospect Avenue, Park Ridge, IL 60068, Phone: (847) 692-7050; FAX: (847) 692-6968. www.coacrna.org

The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand the requirements for licensure and/or registry.

Bachelor of Science in Nursing Program

Graduates of the Bachelor of Science in Nursing program are eligible to file an application to take the National Council Licensing Examination (NCLEX). Licensing entitles the individual to practice professional nursing as a registered nurse in the state in which the examination was written, and to apply for a license in other states.

Based on the Nebraska Uniform Licensing Law 71-147, the Department of Health-Bureau of Examining Boards may deny licensure to applicants who have been convicted of a misdemeanor or felony; who may be addicted to alcohol or a controlled substance or narcotic drug; or who engage in grossly immoral or dishonorable conduct.

Any student who has a criminal offense other than a minor traffic violation prior to or during enrollment at Bryan College of Health Sciences is required to report it to and conference with the Dean of Students.

Health Professions Programs

Graduates of the Adult Cardiac Sonography, Vascular Sonography, and Diagnostic Medical Sonography programs meet published requirements by the Association of Registered Diagnostic Medical Sonographers (ARDMS) to apply for the registry exam. After successfully writing an ultrasound physics exam and examination(s) in the specialty, the graduate is credentialed as a Registered Diagnostic Cardiac Sonographer (RDCS), Registered Vascular Technologist (RVT), or Registered Diagnostic Medical Sonographer (RDMS), respectively. ARDMS policy stipulates that candidates must complete both the physics and the specialty area examination components within five years of each other.

ARDMS may deny, revoke or otherwise take action with regard to the application or certification of an applicant or registrant in the case of the conviction or plea of guilty, or plea of nolo contendere to a crime (felony and/or misdemeanor) which is directly related to public health or the provision of diagnostic medical sonography or vascular technology services.

Student Code of Conduct

In keeping with the mission of Bryan College of Health Sciences the Student Code of Conduct was developed to maintain an environment that fosters student success and promotes professionalism. Each student is subject to federal and state laws, respective county and municipal ordinances, and all policies, rules and regulations of Bryan College of Health Sciences and Bryan Medical Center. The College expects all students to comply with all laws. In addition, students are expected to maintain the values of the College and comply with the College and Medical Center policies and regulations as outlined in The Student Handbook.

The College, in consultation with students, faculty, and staff, has developed policies for student conduct and College discipline policies. The College and its Board of Trustees have established College standards to support a philosophy of education based on socially responsible freedom. The policies and procedures contained in The Student Handbook are established in order to provide a climate necessary for achieving the goals of learning and personal development.

All violations of College policies and procedures committed on or off College property (both inside and outside the classroom), or at officially sponsored College events/activities (on or off campus) or via an electronic network or by electronic means fall within the scope of the Student Code of Conduct. The College reserves the right to take disciplinary action against students when their off-campus behavior violates College expectations and/or policies or when it adversely impacts or could adversely impact the College or surrounding community. The College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or that yields a complaint from others alleging law violations or student misconduct, will be reviewed by the College to determine the appropriate course of action by the College. The College reserves the right to report any situations involving student misconduct to appropriate law enforcement authorities.

The Office of the Dean of Students coordinates all matters relative to reported violations of the Student Code of Conduct and behavior. Any reports of unprofessional, unethical, or dishonest behavior will be investigated as deemed appropriate by the College.

Failure to meet College academic requirements are addressed utilizing the Academic Policies in The Student Handbook. Alleged and confirmed student violations related to academic integrity are addressed utilizing the Academic Integrity Violation Procedure.

Any violation of the College Student Handbook, Medical Center policies, or federal, state, or local laws or respective county and municipal ordinances, may result in investigation and subsequent disciplinary action under this Student Code of Conduct.

Examples of prohibited conduct include, but are not limited to:

- All forms of dishonesty, including, but not limited to, furnishing false information, forgery, and altering or misusing documents.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- Abuse, assault or harassment, physical, verbal or otherwise, of any person. This includes, but is not limited to, abuse or harassment based upon such factors as race, ethnicity, color, national origin or ancestry, sex, genetic information, gender identity or expression, sexual orientation, disability, age, marital or family status, pregnancy, source of income, veteran status, or political or religious beliefs.
- Behavior or activity that endangers or threatens to endanger the safety of one's self or others, including, but not limited to, the possession and/or use of firearms, fireworks, dangerous weapons, or hazardous chemicals.
- Behavior that significantly disrupts the learning environment of the College.
- Vandalism or damage, destruction or defacement of property.
- Theft of College property or the property of any person.
- Hazing; hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with the College; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or

demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts; the College will use a "reasonable person" standard when evaluating such conduct and its potential effects; because of the socially coercive nature of hazing, implied or expressed consent to hazing is not a defense under this policy.

- Any violation of the College Drug and Alcohol Policy, including, without limitation, possession, manufacture, distribution, dispensation, sale, or use of any controlled substance without medical authorization or misuse of any controlled substance for which they have medical authorization, unauthorized use of alcoholic beverages; procuring alcohol to a minor; or underage drinking.
- Failure to follow Medical Center, agency, and College policies.
- False reporting of an emergency or tampering with fire safety equipment, including, but not limited to, false reporting of a fire or a bomb threat or tampering with other fire related equipment.
- Unauthorized presence in or forcible entry into a College facility or College-related premises, including, but not limited to, College building roofs or fire escapes.
- Unauthorized use of College property, equipment or keys, including networks, computers, software or other information technology resources.
- Illegal peer to peer downloading of copyrighted material, copyright violation, or the unauthorized use of intellectual property.
- Failing to follow the reasonable directives of a College official, including violating the terms of a disciplinary sanction imposed through this policy.

In addition to applying this Code of Conduct to matriculated students, if between the time of an offer of admission and a student's matriculation the College learns of conduct that appears to be inconsistent with the behavioral expectations for students that are outlined here, the College reserves the discretion and right to withdraw such an offer of admission.

Anyone who has grounds to initiate a complaint regarding any Bryan College of Health Science student's conduct/behavior may do so by contacting the Dean of Students. The Dean of Students will request that a written complaint be submitted, which will usually include: 1) name(s) of the accused; 2) name(s) and contact information of those filing the complaint; 3) a clear statement explaining the nature and circumstances of the complaint. Complaints should be submitted as soon as possible after the event takes place.

The Office of the Dean of Students reserves the right not to proceed with complaints that are not submitted within a reasonable time frame. In addition, the Office of the Dean of Students reserves the right to investigate and pursue all alleged violations of professional conduct/behavior standards that come to the Office's attention, including cases in which the student(s) or other College constituents affected by the violation choose not to file or pursue a complaint.

A student who has a complaint lodged against him or her (known as the "respondent") will be notified by the Dean of Students or designee and a meeting will be set to discuss the complaint. The respondent will be given a copy of the complaint in writing and the opportunity to present a written response to the matter. All parties will be given an equal opportunity to review any statements submitted by the other parties in the matter. At the meeting the case may be resolved, dropped or kept open for later resolution. Resolution may include sanctions up to dismissal from the program/College.

All parties, including the respondent and any aggrieved party, are required to respect the right of confidentiality of other participants. Any unauthorized disclosure of confidential information by participants to persons not involved in the process as direct participants, advisors, or responsible administrators, will be dealt with as a disciplinary violation. In addition, all participants in the process have a right to be free from intimidation and harassment. Any implied or actual act of retaliation, intimidation, or harassment is strictly prohibited and will be dealt with as a serious violation.

The Dean of Students will conduct an investigation to determine if the complaint(s) have merit and/or if they can be resolved by informal resolution by mutual consent of the parties involved on a basis acceptable to the Dean of Students. The investigation will typically be completed within 30 calendar days. Involved parties will be notified in writing if the investigation will exceed 30 calendar days.

If the Dean of Students finds that it is more likely than not that the violation occurred (known as a "preponderance of the evidence" standard) and the matter was not resolved by mutual consent, the Dean of Students will forward his/her written

findings and all written materials submitted to or gathered by him/her to the College's Student Conduct Board. The Student Conduct Board membership includes the College Provost, Dean of Operations, and the Dean of the program in which the respondent student is enrolled. The Dean of Students will present the findings of the investigation to the Student Conduct Board. The Student Conduct Board will determine by the preponderance of the evidence standard if the conduct occurred. The Board will also determine the sanction to be imposed, taking into consideration the context and seriousness of the violation and the respondent's prior disciplinary history, if any. Decisions will be made by a majority vote of the members of the Student Conduct Board. Both parties will be simultaneously informed in writing of the decision of the Student Conduct Board, procedure for appeal, and when the decision becomes final. Decisions made by the Student Conduct Board shall be final, pending the right to appeal a sanction of suspension or dismissal based on the following appeal grounds: 1) there is new material evidence that was not presented and could not have been presented in the proceedings before the time the appeal is taken; 2) there was a violation of the procedures set forth in the Student Code of Conduct; or 3) the sanction is not appropriate under the circumstances. The request for appeal must be in writing and be submitted within ten (10) calendar days. The appeal will be reviewed by the President of Bryan College of Health Sciences. The President will review the appeal and issue a determination in writing within ten (10) calendar days. The time may be extended, with notice to the parties, if the President is out of the office or for other good cause. The President may affirm the decisions of the Student Conduct Board, modify or vacate those decisions, and/or refer the matter to the Student Conduct Board or the Dean of Students for further proceedings as directed by the President. The decision of the College President is final. The sanction may be imposed by the Student Conduct Board pending appeal to the President on a case by case basis.

It is the College's belief that sanctions should maximize safety for all students and College constituents, relate to the nature of the behavior, and provide an opportunity for growth and learning. The following disciplinary sanctions may be imposed for violations of student conduct but are not meant to represent the only sanctions that may be imposed by the College:

Written Warning

A written warning is a notice that the student's behavior is unacceptable and that further misconduct may result in further disciplinary action. A copy of the warning letter is placed in the student's academic file.

Fines

A monetary fine may be imposed. Failure to pay or to make arrangements to pay a fine may result in a hold being placed on the student's account.

Restitution

Restitution may be imposed in the form of monetary payment to repair or otherwise compensate for damages caused by the student. Failure to pay or to make arrangements to pay may result in a hold being placed on the student's account.

Loss of Privileges

A student may be restricted or excluded from participation in curricular or extra-curricular activities for a specified period of time.

Educational Sanction

Educational sanctions may include mediation, drug and alcohol education/treatment, public presentation, formal apology, research paper, college completion contract, etc.

Suspension

Termination of student status at the College for a specified period of time, with the possibility of reinstatement, provided that the student has complied with all conditions imposed as part of the suspension and provided the student is otherwise qualified for reinstatement. Depending on the length of the suspension, transition activities may be required. Suspension involves the exclusion of the student from participation in any academic or other activities of the College. Written notification of this action will be provided to the student. The student may be withdrawn from all courses carried that semester and shall forfeit all tuition/fees according to the normal refund schedule of the College. The student may not be on the College's premise unless engaged in official business approved in writing by the Dean of Students or College Administrator.

Dismissal

Termination of student status. Written notification of this action will be provided to the student. The action of dismissal will be noted on the student's academic transcript; the student will be withdrawn from all courses carried that semester and shall forfeit all tuition/fees according to the normal refund schedule of the College. The student may not be on the College's premise unless engaged in official business approved in writing by the Dean of Students or College Administrator. Readmission after dismissal may be granted on a case by case basis.

Administrative withdrawal

The College reserves the right to administratively withdraw a student for reasons such as failure to return from an approved leave of absence, dropping all classes after the beginning of a semester, inability to progress in a program due to academic performance, failure to register for a subsequent semester, failure to meet attendance or participation requirements, failure to meet course requirements or failure to pay College tuition and fees.

In addition, the college may require withdrawal of a student for medical reasons when:

(a) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student's behavior and other relevant information, that the student's medical, psychological, or substance-related condition prevents him/her from safely and/or effectively participating in the College's academic and/or clinical education programs, such that the student is not otherwise qualified to attend the College; or

(b) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student's behavior and other relevant information, that as a result of the student's medical, psychological, or substance-related condition, the student has threatened, or poses a significant risk of threatening, the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the College community. (Behavior that is "unduly disruptive" includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others.)

Prior to the withdrawal, the student may be required to sign a release authorizing disclosure of the student's medical or other information by and between the student's physician(s), psychologist(s), or licensed counselor(s), or others who are asked to provide information regarding the student and the appropriate College official(s). A medical evaluation by a competent specialist may also be required. The outcome of the medical evaluation will be shared with an appropriate professional employed or contracted by the College.

Student(s) will be given notice and an opportunity to speak with an appropriate College official prior to or within five business days of the withdrawal. That official may also consult with others as appropriate (e.g., medical professionals, other College officials, law enforcement, and/or the student's family members).

The student will be notified of the withdrawal decision in writing. The decision may be appealed, by filing an appeal to the President, within 10 working days of when the student receives notice of the decision. The President's decision is final.

Students withdrawn under this section may also be subject to the normal disciplinary processes if their conduct has violated College policy. If disciplinary action is appropriate, the matter must be resolved either before or immediately upon the student's return.

The action of administrative withdrawal will be noted on the student's academic transcript; the student will be withdrawn from all courses carried that semester and shall forfeit all tuition/fees according to the normal refund schedule of the College. Administrative withdrawal is a neutral action and should not be considered as negative or of a disciplinary nature; it is therefore not subject to the procedures set forth in this Student Code of Conduct. Students desiring to reenter the College after administrative withdrawal must apply for readmission.

Disciplinary Records

A record is maintained for disciplinary proceedings and incidents that violate the College Student Code of Conduct. These records are maintained in the Dean of Student's Office for seven years. At the discretion of the Dean of Students, a disciplinary record for severe violations of the Student Code of Conduct or violations of local, state, and federal laws may be maintained by the College indefinitely. Records involving alleged violations in which the student was charged and found not responsible, or in which charges were subsequently dropped, are, absent extenuating circumstances, retained in the Office of the Dean of Students for the tenure of the student, then destroyed, unless retention is required by law.

Student Rights and Responsibilities

1. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students will exercise their freedom in a responsible manner.
3. The College has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances will a student be barred from admission to a particular institution on the basis of their race, ethnicity, color, national origin or ancestry, religion, sex, genetic information, gender identity or expression, age, marital or family status, pregnancy, sexual orientation, disability, veteran status, source of income, or any other protected class recognized by state or federal law in the College's programs, activities, employment and admission.
5. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise will be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
8. The student has the right to have a responsible voice in the determination of his/her curriculum.
9. The College will have a carefully considered policy as to the information that will be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions.
11. Students are allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body has a clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through Student Government Association or representation on faculty committees.
13. The College has an obligation to clarify those standards of behavior that it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings will be instituted only for violations of standards of conduct that have been formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. An appeal procedure will be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations that accrue to them by virtue of this membership and are entitled to the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy to the extent that the welfare and property of others are respected.
18. Adequate safety precautions will be provided by the College; for example, adequate street lighting, locks, and other safety measures deemed necessary given the environment.
19. Dress code will be established with student input in conjunction with the College, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems will be carefully reviewed periodically for clarification and better student-faculty understanding.
21. Students will have a clear mechanism for input into the evaluation of faculty.

ACADEMIC POLICIES AND PROCEDURES

Academic Progress

The College has adopted the standard published in the Federal Student Financial Aid Handbook, as the basis for the academic progress policy.

Full time students may receive financial aid for a maximum of 150% of the credit hours required to complete their program or until the degree is acquired, whichever occurs first. Students who do not complete within the published time frame are evaluated on an individual basis to determine appropriate action for program completion.

Satisfactory Academic Progress

Bryan College of Health Sciences has established the following policy related to student satisfactory progress for the purpose of assuring that the College is in compliance with the most current language found in Federal Regulation C.F.R. 668.34 which establishes standards for satisfactory academic progress that must be met in order for students to receive federal Title IV financial assistance. The following policy applies to all undergraduate students.

Satisfactory academic progress will be assessed at the completion of each academic semester. Students will be notified in writing if they are not making satisfactory academic progress. It should be noted that lack of academic progress may affect a student's academic standing, and a student's ability to receive federal financial aid. The Registrar will notify students who are not meeting minimum academic standards (see academic policies). The Director of Financial Aid will notify students of any change in financial aid eligibility that is a consequence of failure to make satisfactory academic progress.

Evaluation for satisfactory academic progress will be performed using the following standards:

Qualitative Standard – Grade Point Average (GPA)

Undergraduate students must maintain a cumulative GPA of at least 2.0 on a 4.0 scale.

Quantitative Standard – Pace of Progress

Effective Fall 2019, for an undergraduate no letter grade less than a C in a general education course or a C+ in a course in the major will be considered successful. For students entering prior to Fall 2019, no letter grade less than a C+ for any course will be considered successful. A grade of no pass (NP) is also not considered successful.

The following considerations will also be included in applying the qualitative standard:

- Transfer credits accepted toward the student's program are included in both the attempted and completed credits and are subject to the same grade standards as non-transfer credits. The official cumulative GPA is derived from courses taken at Bryan College of Health Sciences; however, Bryan College of Health Sciences must include all attempted hours when calculating the maximum time frame for degree completion.
- Credits for a course from which the student has withdrawn will not be considered successfully completed.
- Grades of incomplete (INC) will not be considered successfully completed until the incomplete has been removed and a successful grade has been assigned.
- When a student successfully repeats a course that had been previously failed, the grade for that course will replace the grade for the failed course on their transcript; and the credit hours will count as attempted and successfully completed. The credit hours for the failed course will also count toward attempted hours.

Maximum Time Frame

- **For Federal Financial Aid:** Students will not receive federal financial aid once they have completed credit hours equaling 150% of the length of their program. For example: for a BSN student whose program is 128 credit hours in length, no financial aid will be given once the student has completed 192 credit hours ($128 \times 1.5 = 192$).
- **For Optimum Student Retention and Performance:** Students will be expected to complete their programs in a time period equal to 150% of their identified program of study as measured in years. Students who are not on a trajectory to complete in that time frame will be evaluated on a case-by-case basis.

Consequences of Failure to meet Satisfactory Academic Progress Standards

Any student failing to meet the qualitative or quantitative (pace) standards for satisfactory academic progress will be placed on financial aid warning. Students on financial aid warning may receive financial aid for one semester after warning status has been applied. Financial aid will be available in the following semester only if the student made satisfactory academic progress during the warning semester.

The student may also be subject to a change in academic standing. See policies related to academic standards.

Re-Establishing Eligibility For Financial Aid

Eligibility for federal and institutional aid will be reinstated when a student presents the Director of Financial Aid with an official transcript from the Registrar verifying the satisfactory removal of the deficiency.

Academic Standing

A student who is dismissed is not allowed to enroll during the next semester or at any time in the future unless special permission is secured.

At the end of each semester students who fail to remain in good standing are placed on academic warning, probation or are dismissed.

Academic Warning

Initiated when a student's cumulative GPA falls below the specified minimum level in a given semester.

Academic Probation

Initiated when a student's cumulative GPA remains below the specified minimum level at the end of the academic warning semester.

Academic Dismissal

Occurs when a student's cumulative GPA remains below the specified minimum level at the end of the academic probation semester.

The minimum grade point averages permitted for students to be considered in good standing are as follows:

Academic Warning	Cumulative GPA falls below 2.00
Academic Probation	Cumulative GPA remains below 2.00 at end of academic warning semester
Academic Dismissal	Cumulative GPA remains below 2.00 at end of academic probation semester OR Fails 1/2 of attempted hours

Sonography Student Progression

In the event of a student unable to progress with the entering class they have been accepted into and follow the assigned curriculum plan for that class, the student may be placed in the next available class based on the number of students in each course and the sequence of courses. It may become the student's responsibility to secure the new clinical site reassignment. Transition activities may be required before and upon return.

Registration

Registration occurs in March/April for the summer and fall terms. Registration for the spring term occurs in October/November. Students will be notified regarding course offerings prior to registration. The course registration guides will be available on the College website. See the academic calendar for registration dates. The College reserves the right to cancel any course offering for which enrollments are insufficient.

RN Portfolio Process for Course Validation

The RN portfolio process is a method that allows registered nurses with clinical practice experience to earn college credit toward the BSN degree. While the student must pay tuition for the credits earned via portfolio, the portfolio process validates prior experiential learning.

Students register for courses following the same process as all other course registrations. Students doing the portfolio for the clinical portion of the course will pay half (1/2) tuition for the clinical credits assigned to the course. Grades for the course and /or the portfolio completion will be recorded as a letter grade. If the student fails the course through the portfolio option, the student will be required to complete the course in its entirety.

Portfolio validation for the clinical component of the following courses may be an option.

- Nursing Management
- Community Health Nursing

All students will be required to take the theory component of Nursing Management and Community Nursing. This component cannot be waived by the portfolio process.

Portfolio validation is an option for students who have had clinical practice experience in the workplace where they have applied the concepts necessary to meet the objectives for the clinical portion of a course. The student must have sufficient work experience to meet all clinical outcomes. Partial credit towards clinical outcomes will not be given.

Portfolio validation of clinical credit is to be completed per directions and guidelines of the course.

Course Load

The normal course load when pursuing a single major is 12-16 credit hours per 16-week semester. Students are encouraged to limit the total number of major and general education credit hours to no more than 18 credit hours per semester.

Student Status

Semester	Undergraduate		
	Full time	¾ time	½ time
Fall	12 credits	9-11 credits	6-8 credits
Spring	12 credits	9-11 credits	6-8 credits
Summer	12 credits	9-11 credits	6-8 credits

Audit of Course Policy

The primary purpose for offering course audits is to allow students with no need or desire for academic credit to pursue their interest in a particular subject matter. Auditing gives students access to course materials and opportunities to participate as determined by the course faculty. Students do not receive a grade or credit for an audited course.

Application to or enrollment in the College is not required to audit a course. Registration to audit a course requires the permission of the course faculty, faculty advisor (if applicable), and the Dean or Director of the Program. Permission is considered on a space available basis with priority given to those students enrolled for credit. A student may audit up to eight credits. The clinical or lab portion of a clinical course may not be audited.

The following stipulations apply to course audits:

- The student is required to contact the course faculty prior to the start of the course to inquire about the expectations for auditing the course.
- Access to exams is not allowed for nursing courses and per instructor in all other courses. The course faculty determines and communicates the expectations and allowances for student involvement in remaining class activities/assignments.
- An audited course may not be used to earn credit by examination or credit by waiver.
- An audited course cannot count in fulfillment of current program or degree requirements.

Tuition for auditing a course is listed on the tuition and fees schedule which is updated annually and available on the College website. Refunds are based on the refund policy for the College. An individual must declare audit status at the time of registration and may change to credit status only during the first week of the course and only with permission of the Dean or Director of the Program. If audit status is changed to credit status, regular tuition and fee rates apply and the student must fulfill all of the course requirements.

The official transcript will reflect "AU" for those individuals who successfully meet the expectations determined by the course faculty. No grade is assigned and no course credit is earned.

Petition of Exceptions to Program Curriculum Requirements

A Petition of Exceptions to Program Curriculum Requirements is a request made by a student to alter expected program requirements, which may include clinical, internships, classroom, and curriculum. The petition initiates committee review to determine if the proposed request is educationally sound.

Procedure

1. The student is responsible for communicating to their advisor and if a faculty member is involved, the student is also required to notify them as well.
2. All petitions must be submitted through formal request by using the *Petition of Exceptions to Program Curriculum Requirements form*. The form must be delivered to the Registrar's Office in order to facilitate timeliness and tracking. The student is responsible for delivering the petition to the Registrar. Copies will be sent by the Registrar to the Dean, Advisor, and Student prior to committee action.
3. The Registrar's Office will forward the *Petition of Exceptions to Program Curriculum Requirements form* to the appropriate person(s) or his/her designee. The committee chair will organize a meeting to review the petition prior to the start of the semester; with a committee decision following.
4. The Committee Chair will prepare a letter within five business days of the meeting to inform the student of the committee's decision and rationale. The Committee Chair and Secretary will sign the letter. The Committee Chair will deliver the letter to the Registrar's office and the Registrar will provide a copy of the letter to the Dean, Advisor, and Student.

Drop and Add

Adding a course

A course may be added through the end of the first week of a semester. The student must complete a "Request to Drop/Add a Course Form" and submit it to Records and Registration. After the first week of the semester adding a course requires permission of the instructor. Add deadlines for summer terms or sessions less than a full semester follow a prorated schedule. Prorated schedules are available from Records and Registration.

Dropping a Course

A course may be dropped through the end of the first week of the semester. The student must complete a "Request to Drop/Add a Course" and submit it to Records and Registration. A course dropped by the end of the first week of the semester is not recorded on the transcript. A student who wishes to drop a course after the first week must follow the "Withdrawal from a Course" policy. Drop deadlines for courses less than a full semester follow a prorated schedule available from Records and Registration.

Withdrawal from Course/College

A student may voluntarily withdraw from Bryan College of Health Sciences at any time.

Reasonable efforts are made to assist the student in completing the program. However, the faculty have the authority to request the withdrawal from the College of any student at any time when such action is deemed to be in the best interest of the College or of the student.

Withdrawal Policy

A student who wishes to drop a course after the first week of the semester must withdraw from the course. The student must complete a "Request to Drop/Add a Course" and submit it to Records and Registration. If a student withdraws from a course before the end of the tenth week of the semester, a grade of "W" (withdrawal) is recorded on the transcript. A withdrawal is not computed in the grade point average.

Students who find it necessary to withdraw from a course after the tenth week of the semester or after the completion of blocked clinical requirement for a course must petition the Dean of the students program for permission to withdraw. If approved to withdraw, the student will receive a WP (withdraw passing) or a WF (withdraw failing) on the transcript, dependent upon the student's grade in the course (class or clinical) at the time of withdrawal. A WP or WF is not computed in the grade point average.

If a student withdraws after the tenth week or completion of blocked clinical requirements for a course and does not petition for a WP or WF, the course grade will be assigned based on work completed to date with a grade of zero assigned for work not completed. This may result in a failing grade. The failing grade will be included in the grade point average. A WF in a course will count as a failure and may impact progression.

Withdrawal deadlines for summer terms or sessions less than a full semester follow a prorated tuition refund and withdrawal schedule. Prorated schedules are available in Records and Registration.

Withdrawal from all Courses

A student who withdraws from all courses prior to the end of the tenth week of the semester must complete the "Request to Withdraw" form to avoid receiving an automatic F in all courses. All College property must be returned prior to withdrawal, and arrangements must be made for meeting financial obligations. A student seeking to withdraw after the tenth week of the semester must petition the Dean of the appropriate school for permission to withdraw; the student will not be allowed to withdraw unless permission is granted.

Withdrawal deadlines for summer terms or sessions less than a full semester follow a prorated tuition refund and withdrawal schedule. Prorated schedules are available in the Office of the Registrar.

Withdrawal from College Procedure

Students who voluntarily withdraw from Bryan College of Health Sciences must carry out the following procedure in order to clear their student record:

1. Present to the Registrar a written statement of intent to withdraw from the College of Health Sciences using the Withdrawal From College Form. Forms may be obtained from the Registrar.
2. Return all resource materials to the library and any skills lab equipment to the library or skills lab.
3. Check to make certain that all financial obligations have been met.
4. Arrange to schedule repayment of student loans through the Financial Aid Office.
5. Students interested in readmission, see readmission policy.

Withdrawal from Course Procedure

Students withdrawing from a course should follow Steps 1, 2, and 3 above.

Administrative Withdrawal

Students may be withdrawn from Bryan College of Health Sciences by the administration for reasons such as failure to return from an approved Leave of Absence, dropping all classes after the beginning of the term, inability to progress in program due to academic performance, failure to register for subsequent semesters, failure to meet attendance requirements, or failure to meet course requirements. In addition, the College may require withdrawal of a student for medical reasons. Students will be sent a letter informing them of the withdrawal and the reason for the action. Administrative withdrawal is a neutral action and should not be considered as negative or of a disciplinary nature. The official date of withdrawal will be determined by the last date of attendance for an enrolled student, or the first date of the term for students that failed to start classes as scheduled.

Tuition due will be based upon official date of withdrawal, and any tuition refunds will be determined according to the tuition refund policy. The student will be placed on a transcript hold if there are unmet obligations to the College. Students who are administratively withdrawn from the Basic Nursing Assistant course during the summer semester due to background and/or abuse registry check findings will receive an 80% refund.

Students who are listed on a class roster but who have not attended class or clinical by the end of the first week of a term may be administratively withdrawn from the course. Students who are administratively withdrawn from a course will receive a tuition refund according to the tuition refund policy.

Repeating a Course

Effective Fall 2019, Nursing, Sonography, and Health Professions Completion students must repeat any required course in which a grade below a "C" in a general education course or a grade below a "C+" in the major is received. For degrees in Biomedical Sciences and Healthcare Studies, all entering students must repeat any required course in which a grade below a "C" is received, both for general education and major courses. Students who entered prior to Fall 2019 must repeat any required course in which a grade below "C+" in a general education course or below "C+" in a course in a major is received.

Course in a Major

Students may only repeat a course in the major one time. Students may repeat no more than two courses in the major in which a grade of less than "C+" is earned throughout the curriculum. A student cannot repeat a course in a major for which a final grade of "C+" or better has been earned.

General Education Courses

Students may only repeat the same General Education course one time. Students who choose to repeat a general education course that they have already completed successfully at Bryan College of Health Sciences and/or that has transferred successfully from an accredited institution must be informed that they will not be able to include such a course toward eligibility for federal financial aid. Students may audit a general education course that they have already completed successfully at Bryan College of Health Sciences and/or that has transferred successfully from an accredited institution. However, students must be informed that an audited course will not be included toward eligibility for federal financial aid.

Transfer of Credit

General Education Courses

The following policy delineates minimum standards for the transfer of general education credit hours for Bryan College of Health Sciences. Individual degree-granting programs may develop their own, more stringent, standards for acceptance of general education or program-specific credit hours from accredited post secondary institutions and other sources. Degree completion programs, due to the nature of their purpose and the unique experiences of their students, may elect to waive requirements 4 to 6 as applicable and pertinent to the individual student's course of study. Students must be aware of the requirements of their individual programs.

Students may transfer up to 64 general studies credit hours from accredited post-secondary institutions. Courses will only be accepted for transfer if they meet the following criteria:

1. The quality and content of courses must be compatible with the educational philosophy of Bryan College of Health Sciences and similar to courses in the College's general education curriculum.
2. Students requesting credit for courses taken at institutions of higher learning located outside the United States must have those courses evaluated. Acceptable evaluation agencies include Educational Credential Evaluators (Catalog Match Evaluation) and World Education Services.
3. Effective Fall 2019, only courses for which the student has earned at least a C (or the equivalent of a C) will be considered for transfer credit. For students who entered prior to Fall 2019, only courses for which the student has earned at least a C+ (or the equivalent of a C+) will be considered for transfer credit. For degree completion students only: Only courses for which the student has earned at least a "C" (or the equivalent of a "C") will be considered for general education transfer credit.
4. Courses accepted for transfer must have been taken no more than 7 years prior to the date on which the transfer of credit was requested for natural sciences and mathematics courses.
5. At least 30 of the last 45 credit hours needed for a degree (including program-specific and General Education hours) must be taken at Bryan College of Health Sciences.

6. A maximum of 32 of the 64 credit hours accepted for transfer may be from a combination of hours earned through:

AP Exam	Minimum Required Score	Corresponding Course	Credits
AP English Language and Composition	3	ENGL104	3
AP Psychology	3	PSYC121	3
AP Calculus AB	3	MATH205	3
AP Calculus BC	3	MATH205	3
AP Statistics	3	STAT210	3
AP Biology	4	BIOS110	4
AP Chemistry	3	CHEM103	4
	4	CHEM103 OR CHEM110	4
	5	CHEM110 AND CHEM120	8
AP Physics B	3	PHYS105	4
AP Physics B	4	PHYS210 AND 220	8
AP Physics C: Mechanics	4	PHYS210	4
AP Physics C: Electricity and Magnetism	4	PHYS220	4
AP Spanish Language and Culture	3	SPAN101 and SPAN102	6

- Credit by Standardized Examination:
 - Advanced Placement (AP): Credit for certain courses may be awarded provided that students have achieved a minimum qualifying score on the corresponding AP exam. The current list of exams that will be accepted as well as the minimum qualifying score for each exam is listed below.
 - College Level Examination Program (CLEP): Students with pertinent knowledge or experience may demonstrate proficiency by taking examinations such as those offered by the College Level Examination Program (CLEP). Credit for certain courses may be awarded provided that students have achieved a minimum credit-granting score on the corresponding CLEP Exam. The current list of CLEP exams that will be accepted, as well as the minimum credit-granting score for each exam, is listed on the following page.
 - International Baccalaureate (IB): Credit for certain courses may be awarded provided that students have achieved a minimum qualifying score on the corresponding IB exam. The current list of exams that will be accepted as well as the minimum qualifying score at the Standard Level (SL) and Higher Level (HL) is listed below.

CLEP Exam	Minimum Required Score	Corresponding Course	Credits
College Composition	50	ENGL104 AND ENGL154	6
Humanities	50	Humanities Elective	3
Human Growth and Development	50	PSYC201	3
Introduction to Psychology	50	PSYC121	3
Introduction to Sociology	50	SOCL101	3
Biology	50	BIOS110 AND BIOS120 (need BIOS110L and BIOS120L)	6
Calculus	50	MATH205	4
Chemistry	50	CHEM110 AND CHEM120 (need CHEM110L and CHEM120L)	6
College Algebra	50	MATH155	3
College Mathematics	50	MATH105	3
Spanish Language Level I	50	SPAN101 AND SPAN102	6
Spanish Language Level II	63	SPAN101, SPAN102, AND SPAN201	9

- Credit by Waiver: Students with pertinent knowledge or experience may demonstrate proficiency by presenting relevant documents for review

Program Change

A current student in a bachelor's degree program who desires to change to another bachelor's degree program at the College must meet with his or her current academic advisor to initiate the process. Admission into the desired program is not guaranteed, and a change of program may extend the student's anticipated graduation date. The student must also consult with the Financial Aid Office to determine how the program change might impact his or her financial aid. The student must complete a Request for Program Change Form. The student will be evaluated based upon the admission criteria for the desired program, using previously received application materials and an updated transcript. The Admission, Progression, and Graduation (APG) Committee of the desired program will make an acceptance determination. The APG chair will communicate the decision with the student, the student's current advisor, the dean or director of both programs, and the registrar's office. If the program change is approved, the date of admission to the desired program will be determined based on the availability of space, the curriculum, and course sequencing. An individual program of study will be created for the student, and the student may be assigned a new advisor.

Leave of Absence Policy

Students may submit a request to the Registrar for a leave of absence. The date of re-enrollment will be determined based on numbers of students in each course and the sequence of courses. The request must be submitted prior to the start of the leave of absence, unless unforeseen circumstances arise. The leave of absence may not exceed one year however, financial aid repayment will begin after 180 days. When returning to the course the student will start at the beginning of the course, regardless of where they were at the time the leave of absence was requested. Failure to return from an approved leave of absence shall be considered a withdrawal from the College. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy will then be implemented.

Students may be required to complete transition activities if a one semester gap occurs between courses. Faculty and the student will collaborate to determine individualized activities designed to promote success in the program. Transition activities must be completed prior to resuming courses.

Leave of Absence Procedure

Students requesting a leave of absence from Bryan College of Health Sciences must carry out the following procedure:

1. Present to the Registrar a written request ("Leave of Absence Form"), which includes the date the leave starts and the date the student will return to school. The written request must document the reason for the leave of absence and explanation of reasonable intent of return to complete the course of study.
2. Return all resource materials to the library and skills lab equipment to the Library/Skills Lab.
3. Prior to the date of return, the student will receive a written communication regarding course placement and any required transition activities. Questions regarding course placement are to be directed to the Registrar.

Dismissal Policy

Failure to meet the requirements as listed in the College catalog, Student Handbook, and course requirements may be grounds for dismissal from the program and College regardless of clinical/classroom performance. Students may be dismissed at any time when performance, based on Faculty professional judgment, is deemed unacceptable or unsafe. The President of the College has the authority to dismiss any student from the College at any time when such action is deemed to be in the best interest of the College or of the student. Failure to follow medical center, agency or College policies is cause for immediate dismissal.

Dismissal Procedure

Students dismissed from the Bryan College of Health Sciences must carry out the following procedures:

1. Turn in the student name tag and any keys checked out to the student. A fine of \$100.00 will be charged for any lost medication access key that is not turned in. Failure to do so will result in a hold being placed on the student's transcripts.
2. Return all resource materials to the Library and skills lab equipment to the Bryan College of Health Sciences Office. If assigned a locker, remove the lock and all contents.
3. Check to make certain that all financial obligations have been met.
4. Arrange to schedule repayment of student loans through the Financial Aid Office

Readmission Policy

Withdrawn or dismissed students seeking readmission must contact the Admissions Department to initiate the process. As outlined in the Readmission Procedure, the Admissions Department will coordinate with all necessary departments to verify the former student's eligibility to reapply. The readmission decision for eligible re-applicants will be made by the program-specific Admissions, Progression, and Graduation (APG) committee, following review of the former student's reapplication materials. Readmission and start date are subject to availability of space in the desired program. For readmitted students, the appropriate Curriculum Committee will determine placement and plan of study. Students may only apply for readmission to a program once.

Readmission Procedure:

1. Former students seeking to reenter Bryan College of Health Sciences must notify the Admissions Department of their intent to reapply.
 - a. Former students who were dismissed from the College within one year of their College start date can send an e-mail to the Recruitment and Diversity Coordinator indicating their intent to reapply.
 - b. Former students who were dismissed from the College more than one year after their College start date must submit a new application.
2. The Admissions Department coordinates with applicable departments, including the Dean of Students, Student Accounts, the Registrar, and the Dean or Director of the Program to verify the former student's eligibility to reapply.
3. If the former student is ineligible to reapply, the Admissions Department will notify the applicant of ineligibility. If deemed eligible to reapply, the Admissions Department will present the following student information to the program-specific Admissions, Progression, and Graduation (APG) Committee.
 - a. Application materials (the original application and updated transcripts can be presented if these materials are less than one year old).
 - b. A letter from the readmission applicant, including an explanation of the circumstances that led to dismissal or withdrawal, proof of progress since dismissal or withdraw, and plan for success.
 - c. **For Traditional Nursing Program re-admission only**
 - i. Two letters of recommendation from Bryan College of Health Sciences faculty
 - ii. Readmission applicants who completed three or more semesters of the undergraduate nursing program curriculum are not required to participate in the admission interview process but must include a nursing faculty for one of their two letters of recommendation.
 - iii. The Nursing APG Committee will review applications for readmission twice a year, in September and April.
4. The APG Committee makes the readmission decision based on the readmission applicant's materials. The APG Committee chair communicates the decision with Admissions.
5. Communication of the readmission decision:
 - a. If denied readmission, the Admissions Department communicates the decision with the readmission applicant.
 - b. If accepted, the Admissions Department notifies the following parties about the readmission: readmitted student, Dean or Director of the program, Program Clinical Coordinator (if applicable), applicable Curriculum Committee, Registrar, Financial Aid, and Student Success Center.
6. The student is not charged an enrollment deposit and is reinstated as a future start student by the Registrar's office.
7. The appropriate Curriculum Committee determines the student's plan of study and recommends resources and strategies for success and communicates this information with the Dean or Director of the Program.
8. Dean or Director of the Program collaborates with the Registrar to determine a start date and assign or reassign an advisor for the student.
9. Dean or Director of the Program communicates with the applicant in writing the Curriculum Committee's decisions, start date, and their assigned academic advisor.
10. Dean or Director of the Program communicates with course faculty of the potential enrollment in a clinical course.
11. The student meets with his or her advisor and registers for classes.

Academic Integrity

Academic Integrity Policy

Bryan College of Health Sciences is committed to being an academic community of integrity. Academic integrity, as defined by this statement, is expected in all endeavors of its administration, faculty, staff, and student body. Academic integrity encompasses honesty, trust, fairness, respect, responsibility, and courage (International Center for Academic Integrity, 2014) as they relate to all aspects of academic life, including administration, teaching, learning, and research. The resulting culture of integrity promotes academic excellence at all levels.

Honesty

Honesty is the foundation upon which academic integrity is built. All members of the College community are expected to embrace the concept of honesty in all its facets. Truth-telling, a most basic component of honesty, is expected in all written and verbal communications and scholarly activities. This encompasses accurately representing individual knowledge, effort, and participation in assigned activities and responsibilities, service activities, and scholarly work. All members of the College community will accurately represent all prior and current education, accomplishments, and professional experiences. Honesty also includes accurately representing the work of others through proper acknowledgment and citation. Honesty allows constituents to achieve their goals and permits failure, which promotes honest achievement. Honesty also involves respect for the property of individuals and the learning community. Honesty promotes trust.

Trust

The College is trusted by its constituents to provide quality education and quality graduates. Trust is earned when individuals and institutions do what they say they are going to do and accurately portray themselves to others. This includes being physically, emotionally, and mentally prepared to carry out required duties without impairment. Trust requires a balance of supervision and autonomy; honest and caring interactions among members of the College community help to engender trust. Clear, realistic expectations foster trust, as does an open forum for appropriate discourse.

Fairness

Fairness in the academic setting allows all parties an equal opportunity to learn and grow. This requires objectivity in evaluation and equitable treatment. This does not imply that equitable treatment always means the same treatment, as each individual's unique needs may require unique solutions to provide opportunity for comparable outcomes.

Responsibility

All members of the College community bear responsibility for maintaining a culture of academic integrity. At the core of academic integrity lies the responsibility of all members of the College community to strive for academic excellence. This involves actively demonstrating the precepts of this policy and the Bryan College of Health Sciences values, both while inside and outside the College. When the actions of individuals are incongruent with those values, all members of the College community are responsible for initiating an appropriate response.

Respect

Honesty, trust, fairness, and responsibility are vehicles by which respect is earned. Respect is integral to the maintenance of relationships within the College community, and by necessity includes appropriate valuing of individual and cultural differences, and respecting privacy.

Courage

Promoting and maintaining a culture of academic integrity requires all members of the College to be prepared to act with courage. The College has a responsibility to act with courage and to hold individuals accountable for their actions. Voicing a concern regarding academic integrity may feel difficult or even uncomfortable, however, demonstrating academic integrity requires those with concerns to have the courage to step forward.

International Center for Academic Integrity (2014). *The fundamental values of academic integrity*. Retrieved from <http://www.academicintegrity.org/icai/resources-2.php>

Unconscious Bias: At BCHS we acknowledge that everyone has bias. We minimize bias through ongoing training and self-reflection.

Administrators are expected to live the values of the Bryan College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, responsibility, and courage delineated in the preceding parts of this policy. Examples of academic integrity issues specific to the administrative role include, but are not limited to:

- Minimizing bias in admitting, progressing, or dismissing students
- Minimizing bias in hiring, promoting, disciplining or dismissing faculty or staff
- Representing the College accurately to internal and external constituents
- Providing adequate resources and support to ensure the culture of integrity is maintained
- Supporting the professional growth of all members of the College community
- Promoting a culture of open communication

Faculty members are expected to live the values of the Bryan College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, responsibility, and courage delineated in the preceding parts of this policy. Examples of academic integrity issues specific to the role of faculty members include, but are not limited to:

- Maintaining a teaching/learning environment free of bias
- Addressing each person's unique learning needs appropriately
- Minimizing bias in admitting, progressing or dismissing students
- Creating a teaching/learning environment that fosters integrity and deters dishonesty
- Achieving and maintaining competency in classroom and clinical skills
- Promoting a collegial environment
- Respecting intellectual property rights of others

Students are expected to live the values of the Bryan College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, responsibility, and courage delineated in the preceding parts of this policy. Examples of academic integrity issues specific to the student role include, but are not limited to:

- Demonstrating personal integrity and fostering integrity in others
- Coming prepared to learn and actively participating in class and clinical.
- Seeking assistance from appropriate sources as needed
- Students must obtain advance permission from individual course faculty to capture electronic file (including but not limited to pictures, video, or audio recording). Approved electronic files can be used solely for the student's own private use. Capturing electronic files without permission or distributing electronic files is a violation of the BCHS Integrity Policy and may be considered a violation of educational privacy laws.
- Managing time and resources to allow appropriate commitment to learning
- Taking responsibility for understanding the meaning and implications of academic integrity and dishonesty as described in this policy

Research and Data Collection Integrity

The Bryan College of Health Sciences believes in the value of scholarly activities including the performance of research. Administrators, faculty and staff members are leaders in their professions and role models for students. As such they have a responsibility to add to the knowledge base of their profession and appropriately incorporate existing knowledge into their practice and their teaching.

Students may also perform research studies that add to their knowledge base and assist with their understanding of various research and quality management processes.

The IRB of the Bryan College of Health Sciences is a federally registered board composed of faculty, administrators and community representatives, which is charged with the review and approval of all research protocols involving humans as participants and created by anyone affiliated with Bryan College of Health Sciences. All research protocols (involving both human and nonhuman participants) by faculty and/or students of Bryan College of Health Sciences must be approved by an appropriate IRB prior to initiation of data collection including additional approval by the Institution in which the research will be conducted.

Research investigators are expected to live the values of the Bryan College of Health Sciences and meet the high standards of honesty, trust, fairness, respect, responsibility, and courage delineated in the preceding parts of this policy. Research misconduct is a violation of academic integrity. Research misconduct includes behaviors such as *fabrication, falsification, or plagiarism* while proposing, performing, reviewing or reporting research results.

- **Fabrication:** Making up data or results and recording or reporting them.
- **Falsification:** Manipulating research materials, equipment, or processes during the research process. Falsification also includes changing or omitting data or results leading to research that is not accurate.
- **Plagiarism:** Using another person's ideas, processes, results, or words without giving them proper credit

Research misconduct does not include honest error or differences of opinion.

Reference

Public Health Service Policies on Research Misconduct – Part 93:103 Research Misconduct.

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title42/42cfr93_main_02.tpl

Research investigators must maintain academic integrity in the research process including, but not limited to:

- Seeking IRB approval prior to beginning human subjects research
- Following the approved IRB study protocol
- Obtaining IRB approval for any change in protocol
- Acknowledging any monetary or other interest in the outcome of the study that may represent a conflict of interest with the study's purpose
- Using appropriate, recognized methods when planning and conducting the study
- Minimizing bias in the selection and treatment of research subjects
- Providing a thorough, honest informed consent process
- Demonstrating scrupulous honesty when recording and analyzing study data
- Protecting the privacy of subjects and subjects' data during the study and within any written or verbal report, presentation or publication about the study

There are many instances in which data collection may occur within the College. Information is often collected by students in fulfillment of course objectives and data about students and faculty are often compiled by College departments for improvement purposes. All administrators, faculty, staff and students are expected to know and follow the information privacy laws related to the data they are collecting. Faculty members are responsible for educating students about all privacy issues that may relate to assignments made in their courses.

Academic Integrity Violations

Alleged and confirmed student violations of this academic integrity policy will be addressed utilizing the *Academic Integrity Violation Procedure* ([Appendix A-16](#)). Enrolled students confirmed to be in violation of this academic integrity policy will participate in an individualized remediation plan in order to learn and grow. In addition, a sanction may be imposed upon the student. Definitions of types of academic integrity violations, along with typical sanctions imposed for such violations, can be found in [Appendix A-15](#).

The examples provided in [Appendix A-15](#) are intended for clarification only, and are not all-inclusive.

See [Appendix A-16](#) for the *Academic Integrity Violation Procedure Flowchart*

See [Appendix A-15](#) for *Types of Academic Dishonesty*

** Factors given consideration when determining appropriate sanctions may include but are not limited to:

- Self-reporting
- Level of intent to deceive
- Scale of violation
- Stakes of assignment / exam
- Prior learning opportunities
- Outcomes resulting from the violation, including patient outcomes in clinical situations

- Student's response to opportunities to take corrective action
- Student's view of the violation in terms of remorse, understanding impact (on learning or patient safety, for example)
- Student's level of honesty in discussions or other investigation pertaining to the violation
- Prior engagement in academic integrity violations, according to record maintained by Provost

Academic Integrity Violation Policy

Refer to [Appendix A-16](#) for Academic Integrity Violation Procedure Flow Chart, [Appendix A-17](#) Academic Integrity Violation Student Notification, and [Appendix A-18](#) for Academic Integrity Violations Reporting Form, [Appendix A-20](#) for First-time Negligent Plagiarism Form, and [Appendix A-19](#) for Procedure for Appeal of integrity Panel Decision.

Academic integrity is expected in all student endeavors. The College's Academic Integrity Policy published in the Student Handbook defines academic integrity and academic dishonesty, including cheating, deliberate plagiarism, fabrication, and falsification. Resolution of student violations under the Academic Integrity Policy is addressed in this procedure.

Alleged and confirmed academic integrity violations are held in strict confidence. Information regarding alleged or confirmed violations and identities of violators will be shared with faculty, students, administrators, or staff on a need-to-know basis necessary to this procedure. Trends in academic integrity violations will be reported to College Committees, omitting any potentially identifying information.

All students, faculty, staff, and administrators are expected to report suspected academic integrity violations. Suspected violations should be reported directly to the involved Course Faculty; the Provost may also be contacted for assistance. Investigating and reporting alleged violations is the responsibility of the involved Course Faculty.

Resolution of Alleged Academic Integrity Violation at the Course Level

Course Faculty may learn of a potential academic integrity violation through direct observation, self-report by the violator, or report by a third party. Faculty are obligated to address the matter with the student. Course Faculty will notify the student in writing that he or she is suspected of violating the College's Academic Integrity Policy, identifying the specific violation or violations, and requesting the student to provide any evidence relevant to the investigation the Faculty will conduct. Course Faculty will document that the student was notified and method of notification. The student may be notified verbally, electronically, or by the Student Notification of Academic Integrity Violation form (SNAIV), [Appendix A-17](#). Faculty will notify the Provost of the potential academic integrity violation. Course Faculty will collect all relevant evidence. Course Faculty are encouraged to contact the Academic Integrity Committee (AIC) Faculty Advisor for support and guidance during the investigation, while maintaining student anonymity. Upon notifying the student of the suspected violation and requesting any evidence from the student, the Faculty shall have 10 (ten) working days to complete his/her investigation and shall thereafter schedule a meeting with the student. These business days include when students are on scheduled breaks and holidays. The meeting shall occur within 5 (five) days of the conclusion of the investigation. Failure on part of the student to meet with the faculty within the designated time will result in an Integrity Panel Review (IPR).

If evidence does not support an alleged violation, Course Faculty will meet with the student to discuss the potential violation, and review the academic integrity policy, college values, and course expectations. The student may be referred to the Student Success Center for further development, as needed. An academic integrity violation will not be recorded in the Academic Integrity Violation Database. Course Faculty will document the conference in the student's course file with clear indication that there was no finding against the student.

Negligent Plagiarism. If evidence supports an incident of negligent plagiarism, faculty shall contact the Provost to determine if this is a first-time incident of negligent plagiarism for that student. If the student already has an incident of negligent plagiarism, the incident will be treated as an academic integrity violation (see below). As described in the Academic Integrity Policy, a first-time occurrence of negligent plagiarism is not considered an academic integrity violation. The student will be informed of the violation using the First-time Negligent Plagiarism form, [Appendix 18](#) within ten (10) working days, a copy of which will be provided to the Provost. The Provost will maintain record of this in a database separate from the academic integrity violation database. The student will complete a mandatory individualized plan for success developed for the student by the Course faculty. Individualized plans for success must be completed within the time frame determined by the faculty. Failure to complete the plan for success may result in disciplinary action, up to and including dismissal from the College.

If evidence supports the occurrence of a violation, Course Faculty will contact the Provost to report the violation and ascertain whether prior violations are on record for the student in the Academic Integrity Violation Database.

If there are no prior violations on record, Course Faculty have 2 options in proceeding with the alleged violation.

Option One: Course Faculty will determine the sanction and remediation plan the violation warrants, pursuant to the sanctions and penalties for academic violations described in the student handbook, and complete the Academic Integrity Violation Report (AIVR), [Appendix A-18](#). Course Faculty may assign a sanction with a maximum severity of course failure. Course Faculty will meet with the student, inviting the AIC Faculty Advisor. The student will indicate on the AIVR whether he or she is (a) admitting responsibility and accepting the sanction, or (b) not admitting responsibility and/or not accepting the sanction. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR).

If the student admits responsibility and accepts the sanction, Course Faculty will complete the AIVR and **forward the original and all supporting documents to the Provost**. Course Faculty will retain copies of all documents until course end, at which time documents are destroyed. Faculty will implement the sanction and remediation plan. The student will make an appointment with the Provost within 2 (two) working days to review the Academic Integrity Policy and Procedure. The Provost will record the violation in the Academic Integrity Violation Database. The Provost retains all original documents for a minimum of 5 years after graduation or dismissal. The Provost in collaboration with the faculty will monitor the student's progress throughout the completion of the remediation plan. The Provost may appoint an appropriate liaison to monitor the student's progress throughout the process. Failure to complete the remediation plan may result in disciplinary action up to and including dismissal from the College.

If the student does not admit responsibility and/or does not accept the sanction the student indicates this on the AIVR and signs the form. Course Faculty will forward the original AIVR and all supporting documents to the AIC chair within 2 (two) working days. This action triggers an IPR. The outcome of the IPR cannot result in a harsher sanction than was imposed by the Course Faculty.

Option Two: In the event Course Faculty determines the alleged violation warrants a sanction more severe than course failure, Course Faculty will complete an AIVR and meet with the student to inform the student of this possible sanction. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR). Course Faculty will forward the original AIVR signed by the student, the SNAIV Form, and all supporting documents to the AIC Chair within 2 (two) working days after meeting with the student. Course Faculty will direct the student to meet with the Provost.

If evidence supports the occurrence of a violation when the student has a prior violation on record, Course Faculty will complete the AIVR with recommended sanctions and remediation plan. Course Faculty will meet with the student to review the sanctions and plan, inviting the AIC Faculty Advisor. Course Faculty will inform the student that the previous violation requires an IPR of the current violation. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR). Course Faculty will forward the original AIVR, the SNAIV form, and all supporting documents to the AIC chair within 2 (two) working days after meeting with the student. Course Faculty will direct the student to meet with the Provost

Resolution of Alleged Academic Integrity Violation through Integrity Panel Review (IPR)

Receipt of an AIVR by the AIC Chair triggers an IPR conducted by the Integrity Panel (IP). Information about the violation or student(s) to this point is strictly limited to the involved Course Faculty, AIC Faculty Advisor, Provost, and AIC Chair.

The IP is comprised of 6 voting members: 3 (three) students and 3 (three) faculty selected from the pool of AIC members by the AIC Chair and Provost or Administrative Designee. Members of the AIC are specified by the Faculty Senate Bylaws and any are eligible to serve on the IP for a specific case. Prospective members of the IP will honorably decline participation if conflict of interest exists. Conflict of interest includes any factor that may interfere with the ability to judge facts presented in the hearing, such as personal relationships, prior knowledge, or direct involvement in the alleged violation. The AIC Faculty Advisor is ineligible to serve on the IP. The AIC Chair serves as a nonvoting facilitator of the IPR. The Provost serves as a nonvoting advisor for the IPR.

Prior to the IPR, the alleged violator may challenge the presence of any voting member on the Panel because of bias or conflict of interest. Prior contact between participants is likely in an intimate college campus setting and does not per se indicate bias or conflict of interest. The AIC Chair and Provost will determine sufficient proof of bias that may interfere with an IP member's ability to judge the case fairly and solely on the evidence presented. If all available AIC members have a conflict of interest, the AIC Chair and Provost will appoint non-conflicted students or faculty from the College at large to serve on the IP.

An IPR will occur within 10 (ten) working days from receipt of the AIVR by the AIC Chair. A minimum of 5 (five) working days before the scheduled IPR, the Provost or AIC Chair will send a written notice to the student(s), Course Faculty, and IP members of the scheduled meeting time and place. If significant scheduling conflicts exist, this timeframe may be waived by mutual agreement of the student and Dean. The alleged student violator will be allowed to continue to participate in all course activities until this procedure and the appeal process has been exhausted. However, alleged academic integrity violations in the clinical setting that pose possible concerns for patient safety may result in prohibition of participation in clinical activities pending resolution of the alleged violation as described in this procedure.

The student will be advised of student rights pursuant to this policy, the student handbook and will be advised of all IPR processes by the Provost. The Provost will encourage the student to seek support and guidance from the appointed AIC Student Advisor. The Provost will advise the student of other available supports, such as faculty advisors and the Professional Development Center. Course Faculty are encouraged to seek support and guidance from the AIC Faculty Advisor regarding the Integrity Review process.

The alleged student violator, Course Faculty, and other witnesses will attend the IPR. An administrative assistant will record the IPR hearing. Course Faculty may be accompanied by the non-testifying AIC Faculty Advisor as a resource and support person. The alleged student violator may be accompanied by one non-testifying Bryan College student or employee as an advocate. Advocates may speak in confidence to their designated witnesses but may not address the IP.

The IP will hear the case pursuant to the proceeding/hearing rules established in [Appendix A-19](#) of this procedure. Course Faculty and the alleged student violator have the right to be present for the entire hearing. No evidence of prior academic integrity violations committed by the student shall be permitted to be introduced as evidence by any party or otherwise be made available to the panel until after the case has been heard and a determination has been made of whether a violation occurred with the present case. The academic hearing is not open to the public. No legal representation will be present. The hearing will be recorded. Recordings will be the property of and secured by Bryan College of Health Sciences. The IP will render a decision, based solely on the evidence presented in the IPR. The IP will deliberate in private, and such deliberation will not be recorded; the IP will render its decision, upon due deliberation, on the record. The IP may request the presence of the AIC Chair during deliberation for questions of procedure, and/or the Provost for questions of due process. The IP will review the case for evidence showing that it is more likely than not that an academic integrity violation occurred, affirmed by simple majority vote of the six (6) voting members. A simple majority requires that over half the valid votes cast by the IP to determine "it is more likely than not" that an integrity violation occurred. In the event of a tie vote, a finding of "it is more likely than not" that an academic integrity violation occurred will not be determined.

1. If the IP determines it is more likely than not an academic integrity violation occurred, the student's records, if any, pertaining to prior academic dishonesty will be made available to the IP. If the student has prior academic integrity violations on record, the student will be allowed to address the IP regarding the evidence of prior violations at this time, prior to the IP determining the sanction and remediation plan. Subsequently, the IP will affirm or amend the sanction and remediation plan recommended by Course Faculty, by majority vote pursuant to the sanctions prescribed in the Academic Integrity Policy. For cases in which the student requested the violation be forwarded for an IPR, the IP cannot impose a harsher sanction than was originally imposed by the Course Faculty. The Provost will record the violation in the Academic Integrity Violation Database.
2. If the IP determines it is more likely than not that an academic integrity violation did not occur, no sanction will be assigned. The Integrity Panel may refer the student to the Student Success Center as needed. The alleged violation is not recorded in the Academic Integrity Violation Database.

The Provost and the AIC Chair will notify the student, Course Faculty, and Dean of the Academic Program of the IP decision in writing within 3 working days of rendering its decision on the record. The student will be notified via certified

mail. In cases of a finding that an academic integrity violation occurred, the penalty for same shall be contained within the decision of the IP and shall be effective immediately. The letter will direct the student to meet with the Provost as soon as possible.

The decision of the IP is final unless (1a) the sanction includes suspension or expulsion, or (1b) course failure results in dismissal from the academic program, and (2) the student appeals. In these events, the Provost will inform the student of the option to appeal using the process described below. IP findings and sanctions may not be contested using the College's Grievance Procedure.

Appeal of Academic Integrity Panel Decision

Refer to [Appendix A-19](#) Procedure for Appeal of Integrity Panel Decision.

The student may only appeal the IP findings if the recommended sanction for the academic violation is suspension or expulsion, or course failure resulting in dismissal from the academic program.

The student must submit a written appeal of the IP findings to the Dean of the Academic Program within 5 (five) working days of receipt of notification via certified mail of the IPR decision. Failure to appeal within this timeline will result in refusal to hear the appeal. Upon receipt of an appeal request, the student will be forwarded, if he/she so requests, a transcript of the hearing. The student shall have 5 (five) working days to submit in writing the reasons why the record supports overturning the findings of the IP, either because (a) the evidence doesn't prove the student's culpability, (b) there was a violation of due process that substantially prejudiced the student's rights, and/or (c) the sanction is grossly disproportionate to the violation.

The Dean of the Academic Program will convene an Integrity Appeal Panel (IAP) comprised of 3 (three) students and 3 (three) faculty from the pool of AIC members, and the Dean of the Academic Program, none of whom served on the original IPR. The Dean of the Academic Program shall serve as a voting member and facilitator of the IAP. The Dean of the Academic Program may defer serving on the IAP to the Dean of another academic program, if a conflict of interest exists. If any potential IAP member has a conflict of interest, the Dean of the Academic Program will appoint non-conflicted students and/or faculty from the College at large to serve on the appeal panel.

The appeal will be determined solely based upon the record made before the IP by the student and the Course Faculty, including all testimony and exhibits. The IAP will review the IPR record and decision and the student's appeal letter and written rationale requesting the IP decision be overturned within 5 (five) working days. All decisions of the IAP will be made by simple majority vote.

1. If there is no evidence in the appeal that supports reconsideration to overturn the findings of the IP or its sanction, the IAP upholds the IP decision. The appeal process is complete and sanction is applied.
2. If there is no evidence in the appeal that supports reconsideration to overturn the findings of the IP, but there is evidence that supports reconsideration of the IP sanction, the IAP upholds the IP decision, but reduces the sanction and remediation plan.
3. If there is evidence in the appeal that supports reconsideration to overturn the findings of the IP, the IAP will overturn the IP decision and the academic integrity violation will be absolved from the student's record.

The Dean of the Academic Program will notify the student, the Provost, AIC Chair, and Course Faculty of the IAP decision. The student will be notified via certified mail within 3 (three) working days of the decision. The IAP decision is final and not appealable.

Types of Academic Dishonesty

Type of Academic Dishonesty	Typical Range of Sanctions for violator with no prior record of Academic Integrity Violations**
<p>Cheating: Using or providing unauthorized assistance to gain or promote an unfair advantage. Examples include (a) collaborating with others to complete a course assignment when assistance is inappropriate, and (b) bringing and/or accessing illicit information during a testing situation.</p>	<p>Reduced grade on assignment / exam / quiz Zero on assignment / exam / quiz Final course grade reduced by one letter grade Course failure—theory component</p>
<p>Deliberate Plagiarism: intentionally claiming the words or ideas of another as one's own without attempting to give credit to the originator of the words or ideas, thereby implying the words or ideas are one's own. An example of deliberate plagiarism is cutting and pasting content from an internet website without attempting to identify the words were written by someone else.</p>	<p>Revise / repeat the assignment Reduced grade on assignment / exam / quiz Zero on assignment / exam / quiz Final course grade reduced by one letter grade Course failure—theory component</p>
<p>Negligent Plagiarism: A pattern of failure to properly credit sources in a written or oral assignment, due to inexperience with writing academic papers or making professional presentations. Citing a source without using quotation marks for a direct quote is an example of negligent plagiarism.</p>	<p>A first-time occurrence of negligent plagiarism is not considered an academic integrity violation; rather, it is an opportunity for learning and remediation which will involve mandatory completion of an individualized plan of success for the student. Courses with a primary focus of teaching basic academic writing and formatting skills are exempt. Any subsequent occurrence of plagiarism by the student with a prior record of negligent plagiarism, will be considered deliberate plagiarism, and will be addressed as an academic integrity violation.</p>
<p>Fabrication / Falsification: reporting or recording false information, or omitting required information. Examples include (a) documenting medications or treatments were administered or performed when they were not, (b) recording observations of clients that were not made, (c) failing to report an incident/occurrence, such as a medication error, and (d) falsely reporting participation in clinical or other activities.</p>	<p>Zero on assignment / exam / quiz Unsatisfactory in weekly clinical evaluation Final course grade reduced by one letter grade Course failure—theory component Course failure—clinical component Suspension (pending completion of remediation plan??) Expulsion / Dismissal</p>
<p><i>Violations occurring in the clinical environment are complex and may result in sanctions ranging from "unsatisfactory" in the weekly clinical evaluation to dismissal from the College. Repeat occurrences of academic integrity violation by an individual student as indicated in the Academic Integrity Violation Database maintained by the Provost, regardless of the type of violation, will result in escalating sanctions, which may include dismissal from the College.</i></p>	

GRADING & TESTING POLICIES

Grading System

Throughout individual courses, grades are recorded numerically. The final numeric course grade is calculated and rounded to the nearest hundredths place. Letter grades are assigned according to the final numeric value and grade point averages are computed according to the following schedule:

<i>Percentage Grade</i>	<i>Letter Grade</i>	<i>Quality Points</i>
95.00-100	A+	4.0
90.00-94.99	A	4.0
85.00-89.99	B+	3.5
80.00-84.99	B	3.0
75.00-79.99	C+	2.5
70.00-74.99	C	2.0
65.00-69.99	D+	1.5
60.00-64.99	D	1.0
59.99 and below	F	0

<i>Additional Grades</i>	<i>Code</i>	<i>Quality Points</i>
Audit	AU	--
Administrative Withdrawal	AW	--
Credit by Examination	CX	--
Credit by Validation	CV	--
Credit by Waiver	CW	--
Incomplete	INC	--
In Progress	IP	--
No Pass	NP	--
Pass	P	--
Satisfactory	S	--
Unsatisfactory	U	0
Withdrawal	W	--
Withdraw Failing	WF	--
Withdraw Passing	WP	--

Cumulative GPA equals the total quality points divided by total credit hours from the program prerequisite courses and/or required general education courses and courses in the major. Transfer credits are not included when calculating GPA.

Final grades are recorded in letter grades in courses that have both a theory and a clinical component. If the clinical portion of a course is unsatisfactory, the final course letter grade will be recorded as an F. If a student earns a satisfactory in the clinical portion of the course, the final course letter grade will be recorded as the theory grade earned.

Incomplete Grade Policy

A grade of incomplete (INC) may be recorded only when the student is in good standing in the course, has already substantially completed the course requirements, and is experiencing extenuating circumstances considered valid by the instructor or the College (e.g., illness, military service, death in the immediate family, disability-related issues, personal or family hardship).

- The incomplete grade form is initiated and submitted to the Registrar. The completion date is not to exceed one year, whether or not school is in session. If the student does not complete the course requirements within the allotted time frame, a grade "F" will be recorded on the student transcript.

- A grade of incomplete will not be granted without approval of the course instructor.
- Upon satisfactory completion of the course work the instructor will sign the "Grade of Incomplete Form" indicating the work has been completed.
- The signed form is sent to the Registrar and the "INC" is replaced with the final grade on the student's transcript.

Pass/No Pass Policy

A student may request from the Registrar a change to or from Pass/No Pass until midterm. No courses in the major may be taken Pass/No Pass. Effective Fall 2019, a course grade of C or better is required to earn a grade of Pass for those courses graded as Pass/No Pass. For students entering prior to Fall 2019, a course grade of C+ or better is required to earn a grade of Pass for those courses graded as Pass/No Pass. Each student may use no more than a total of six semester credit hours with grades of "P" toward prerequisite/general education requirements. Effective Fall 2019, only courses for which pass is designated as a "70%" or above will be considered for transfer credit. For students entering prior to Fall 2019, only courses for which pass is designated as a "75%" or above will be considered for transfer credit.

President's & Dean's List

Bryan College of Health Sciences compiles and posts the President's and Dean's Lists for each term to recognize undergraduate students for their excellent academic achievement. The President's List is composed of students who were taking 12 credit hours or more for the term and received a 4.0 grade point average (GPA). The Dean's List is composed of students who were taking 12 credits or more for the term and received a GPA of 3.50 to 3.99.

Clinical Grading Policy

Clinical performance is graded as Satisfactory (S) or Unsatisfactory (U). A grade of "U" will be calculated into the GPA as zero quality points. A grade of "S" does not affect the GPA.

Courses with both a clinical and theory component will be recorded on the transcript as the theory grade received unless the clinical grade is unsatisfactory. A student must pass both the clinical and the theory portions of the course. If the clinical grade is unsatisfactory, a grade of "F" will be recorded for the course and no quality points will be earned toward the GPA.

In clinical courses that do not have a theory component, a grade of "S" or "U" will be recorded. A grade of "U" will earn zero quality points and will be calculated into the cumulative GPA. If a student retakes the course and receives a satisfactory grade, the "U" will be replaced and quality points awarded accordingly.

Midterm Course Warning

The purpose of the midterm course warning is to inform a student that they are functioning below a 75% average in a theory course or theory component of a course in the declared major. General Education Courses Effective Fall 2019: a student will be informed of midterm course warning when they are functioning below a 70% in a general education course. For students who entered prior to Fall 2019, a student will be informed of midterm course warning when they are functioning below a 75% in a general education course. The student will be informed of their status in writing by the Registrar.

Course Warning Policy

In addition to action based on academic standing, faculty may place a student on course warning at any time. The purpose of initiating course warning status is to inform the student of their status and to clarify the consequences of the warning. Failure to demonstrate satisfactory improvement will result in failure of the course and may result in dismissal from the College. A student demonstrating unacceptable behavior (unprofessional, unsatisfactory, or patterns of unsuccessful behavior) will be informed in writing of their status and will be placed on course warning. The warning status may be removed if behavior improves sufficiently to indicate satisfactory conduct and consistency in meeting the expectations of the course.

Courses in a Major

A student functioning below a 75% average in a theory course or theory component of a course in the declared major at midterm will usually be informed in writing of his/her status by the registrar. A student demonstrating unacceptable

behavior (unprofessional, unsatisfactory) will usually be informed in writing of his/her status and will be placed on course warning by course instructors, at any time in the course. Warning status may be removed if behavior improves sufficiently to indicate satisfactory conduct and consistency in meeting the expectations of the course.

A student functioning at an unsatisfactory level in the clinical portion of a course, will usually be informed in writing of his/her status and usually will be placed on course warning status at that time by the course faculty. Warning status may be removed if course performance improves sufficiently to indicate satisfactory performance and consistency in meeting the objectives.

General Education Courses

Effective Fall 2019, a student functional below a 70% in a required general education course offered at Bryan College of Health Sciences at midterm will be informed in writing of his/her status by the Registrar. For students who entered prior to Fall 2019, a student functioning below a 75% in a required general education course offered at Bryan College of Health Sciences at midterm will be informed in writing of his/her status by the Registrar.

A student demonstrating unacceptable behavior (unprofessional, unsatisfactory) will be informed in writing of his/her status and will be placed on course warning by course instructors at any time in the course. The warning may be removed if behavior improves sufficiently to indicate satisfactory conduct and consistency in meeting the expectations of the course.

Grade Dispute Policy

Purpose & Definition:

The purpose of the grade dispute policy is to ensure due process for a student wishing to dispute the final grade that has been assigned to them as appearing on their official transcript. Grade disputes may be initiated if a student suspects "inappropriate criteria were used to determine the grade or that the instructor did not adhere to stated procedures or grading standards." (AAUP) Students may progress to subsequent semester classes while the grade dispute is in progress. Should the resolution result in an upheld failing grade, the student will be administratively withdrawn from the course and receive a full refund for tuition paid for that course. This policy relates only to final grades, students should meet with instructors within 1 week (or the timeframe indicated on the syllabus) for individual assignment grades being posted.

Procedure*:

Step	Action Required	Responsible Party	Timeline
1	The student will initiate in writing a one-on-one conversation with the faculty member who assigned the disputed grade. If the faculty member is unable to respond to the student within 5 days of receiving the initial contact, the student may move directly to Step 3.	Student	Within 5 business days after posting of final grades for the semester in which the grade was assigned.
2	The faculty member and student will meet for a one-on-one conversation to discuss the written request regarding the disputed grade. The faculty will inform the division Dean of this conversation no matter the outcome.	Faculty	Within 5 business days of receiving the written request from the student.
3	If the student deems the outcome of Step 2 is unsatisfactory, the student will inform the faculty and division Dean that the conversation with the faculty did not resolve the dispute and request a meeting with the Dean.	Student	Within 5 business days of the conclusion of Step 2.
4	The Dean will schedule meetings with the student and faculty to provide mediation and input. The faculty will provide a decision regarding the grade appeal within 3 business days of meeting with the Dean.	Dean	Within 5 business days of receiving the student's request pending schedule availability of the Dean and faculty.
5	If the student deems the outcome of Step 4 unsatisfactory, the student will inform the Dean that the mediation did not resolve the dispute and request a meeting with the Provost in writing.	Student	Within 5 business days of the conclusion of Step 4.

6	The Provost will convene a grade dispute committee (GDC) consisting of 3 faculty members from the same or closely-related division as the faculty with whom the dispute was initiated.	Provost	Within 5 business days of meeting with the student pending faculty availability.
7	The GDC will hold a formal hearing that includes the student, faculty, and GDC members.	GDC	See Step 6
8	The GDC will communicate the results of the hearing to the Provost.	GDC	Within 5 business days of the hearing.
9	The Provost will communicate the results of the hearing to the student, Dean, Registrar, and faculty member. The decision of the hearing is final and ineligible for further dispute or grievance processes.	Provost	Within 5 business days of receiving decision from the GDC.

*At no point in this process, will a decision be made by an administrator

*All records from the grade dispute process will reside in the student's file in the Provost's office.

Test/Exam Guidelines

Test/Exam Guidelines pertain to all paper pencil or computerized testing and quizzes given at the college.

Campus Proctored Testing/Classroom Proctoring:

1. Students are reminded to be aware of the academic integrity policy prior to the start of a test/quiz.
2. No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
3. All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
4. No personal electronic devices may be used. Calculators will be provided.
5. Pencils will be supplied for testing; no personal pens or pencils will be allowed.
6. Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
7. All hats must be removed before beginning the examination and left in the personal belongings area.
8. Faculty may choose to provide arranged seating assignments.
9. Faculty may decline to answer any questions asked during an examination.
10. An alternate test/quiz may be given to students making up a missed test/quiz.
11. If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

Testing Using Computers:

1. When using computerized tests, students are to sign out and walk away from the computer. No other websites are to be opened during the test time. When the test is complete and everyone returns to the room, computers are to be turned off, closed and stored, if from the computer cart. If the computer is personal property, students are to immediately log out of and close CANVAS.

If at any time the faculty-proctor feels the integrity of the test has been compromised, the faculty may end the test.

Semi -Private Room Testing:

Students requiring extra testing time or semi-private room testing are to notify the Clinical & Academic Development Director/ADA Coordinator, at the start of each semester to make arrangements for semi-private room testing. Students with a documented learning disability who require extra time for exams, or a quieter setting than the classroom allows, are granted semi-private room testing. Referral for semi-private room testing may also be obtained from Continuum EAP or another professional counselor. Students who must have the exam read to them are granted private room testing. All other students requesting semi-private room testing must meet with the Clinical & Academic Development Director to discuss their request, after which a decision will be made regarding the requested accommodation/s. Decisions to allow semi-private room testing are made on a case-by-case basis. If accommodations such as wearing ear plugs or sitting facing a wall are sufficient, students will be encouraged to use these techniques while taking the exam in a classroom. If test anxiety is the reason the student requests semi-private room testing, a referral will be made to Professional Development for assistance which might include biofeedback to help the student focus when taking exams.

Testing Center:

- All the classroom testing guidelines will be adhered to.
- Use of the testing center will be arranged by the Clinical & Academic Development Director.
- Prior to admittance students must check in by showing a valid picture ID.
- Testing center proctors will turn away any one without a picture ID.

Off Campus Proctored Testing:

1. On campus students taking online courses are expected to use the testing center. The testing center is available for fully online students wishing to use this option. Student must fill out form, Student Application for Distance Proctor.
2. Proctor request forms must be received at the College at least 2 weeks in advance of the first proctored event.
3. A single proctor is to be arranged for the entire semester whenever possible.
4. Proctors must not be related to the student or be the student's direct supervisor.
5. Proctors must fit one of the following descriptions:
 - a. Clergy
 - b. Elementary, Middle or High School teachers
 - c. College faculty
 - d. Military Education Officer or Officer of rank higher than student
 - e. Supervisor from a different department or more than one level above student
 - f. Faculty may request exceptions to the above from their Dean/Coordinator/Chair
6. Any payment due proctors will be the student's responsibility. Payment must not be construed by the student or the proctor to be anything other than a contract to pay for the proctor's time. No exceptions to proctoring policies are to be expected based on payment. The proctor is at all times serving the College's interest.
7. The proctor's responsibilities are to complete or enforce the following:
 - Check the ID of the student using a driver's license or other photo ID
 - No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
 - All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
 - No personal electronic devices may be used. Calculators will be provided.
 - Pencils will be supplied for testing; no personal pens or pencils will be allowed.
 - Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
 - All hats must be removed before beginning the examination and left in the personal belongings area.
 - Faculty may choose to provide arranged seating assignments.
 - Faculty may decline to answer any questions asked during an examination.
 - If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

Computer Based Tests:

If the test is online, the proctor will receive by email or US Mail the password to use to access the test on CANVAS, the learning management system the College uses for online content. The student is responsible for locating the test and opening the page that requires the password. The proctor will enter the password without sharing it with the student.

Philosophy of Assessment of Student Learning

Bryan College of Health Sciences is committed to creating an academic culture dedicated to improving the quality of higher education. Assessment of student learning is a key component of this commitment.

The purpose of assessment is to assure the College, its constituents, and the public that students are meeting desired learning outcomes. This ongoing process uses multiple, broad-based, valid, and reliable measurements to monitor and improve teaching and learning. Administration, faculty, and staff use assessment results to recommend and implement changes in programs, curriculum, resources, and services that will enhance student learning.

Student Diagnostic and Standardized Testing

Diagnostic and Achievement Tests

Diagnostic and Achievement tests are administered according to a predetermined schedule to provide faculty and students with evaluation feedback for diagnostic purposes.

Students failing to take the ATI test as scheduled will be assessed a make-up fee. If there is a conflict with the scheduled time, students must seek faculty approval prior to the scheduled ATI exam.

General Education Placement Examinations

Mathematics Placement

Mathematics course placement will be based upon a grade of C or higher in a prerequisite math course taken within the past 5 years, current ACT (2 years or less) math sub-score, or math placement exam score, whichever is higher. For students who entered prior to Fall 2019, mathematics course placement will be based upon a grade of C+ or higher in a prerequisite math course taken within the past 5 years, current ACT (2 years or less) math sub-score, or math placement exam score, whichever is higher. Students may attempt the mathematics placement exam a total of three times with a minimum of three weeks between attempts, unless prior approval has been granted by the General Education Curriculum Subcommittee. Degree completion programs, due to the nature of their purpose and the unique experience of their students, may have alternate methods of math placement. Students must be aware of the math course and placement requirements of individual programs and should consult with their advisor regarding math placement.

Spanish Placement

The computer assisted placement examination (CAPE) may be taken by students who have completed one or more Spanish courses in high school or college, or have other prior second language environments.

General Education Assessments

Bryan College of Health Sciences students are required to complete testing as part of the College's overall assessment of student learning. Students will receive notice of the testing requirement upon entry into their program of study and/or as part of a course requirement. Students will also receive communication indicating the test date/time and room number. Students do have the option of making alternate arrangements if the designated test date/time does not work for their schedules. Petitions to complete the test on a different date must be received and approved by course faculty and/or the Dean of General Education prior to the designated testing date. All testing must be completed within the overall testing period for a given test.

The following general education assessments are utilized:

American Chemical Society (ACS) exam. Administered during General Chemistry II (CHEM120).

Human Anatomy and Physiology Comprehensive Exam (HAPS). Administered during Anatomy & Physiology II (BIOS204)

Health Sciences Reasoning Test (HSRT). Administered during students' programs of study. Students will receive communication informing them of the exam information.

Math Assessment. Administered during the highest-level required math course or during a student's programs of study.

Students who do not make alternate arrangements in advance and who miss their designated testing date will be fined \$100.00 and will be required to take a make-up examination. Decisions regarding the fine, make-up testing date, grading, and progression will be made by the course faculty member and/or the Dean of General Education.

IDI Test

The IDI (Intercultural Development Inventory) test is administered the first and final semesters during a student's enrollment at Bryan College of Health Sciences. Students are required to complete the assessment online on their own time during a specified testing period. Students receive formal letters providing them with ID numbers/codes and the window for completing the test. Entering students complete the IDI assessment in the Introduction to the Bryan Experience course or through alternative arrangement with the Dean of their program. Graduating seniors must complete the IDI assessment by the final day of classes in the semester of graduation. Failure to complete the exit IDI assessment will result in a graduation hold.

Decisions regarding the IDI graduation hold will be made by the Registrar and/or the Deans of General Education, Health Professions, and Nursing.

Baccalaureate Nursing Program Examinations Utilized:

ATI prepares students to pass NCLEX, which all nursing students must take upon graduation to be licensed as a registered nurse. Because of this, ATI proctored assessments are required, as designated, at various points throughout the curriculum. Specific information related to ATI will be given and available to students at the beginning of the nursing program.

Students will receive points toward their final course grade for ATI practice and proctored assessments. Distribution of points can be found within the syllabi for courses administering the proctored assessments.

Students who do not receive at least a Level II on any ATI proctored assessments will be required to complete ATI progression activities, which includes remediation and a second proctored assessment, before the start of the next semester. Progression activity dates will be published in syllabi for courses that administer ATI proctored assessments. Failure to take assessments and / or complete the progression activities may impact students' progression in the nursing program.

Students unable to take scheduled ATI proctored assessments will be issued a rescheduling fee for an alternate testing time. Students who no show / no call for scheduled ATI proctored assessments will be charged a fee and rescheduled for an alternate testing time. This includes proctored assessments administered during the semester and ATI progression activities.

If a student is repeating a course, they will retake the ATI practice and proctored assessments, regardless of previous score. If a student has already taken a proctored assessment achieving at least a level II and is not repeating a course, student may petition the Nursing Assessment Sub-Committee to opt out of taking the proctored assessment.

Finals Week Policy

Bryan College of Health Sciences final exams are to be scheduled at the regularly scheduled course time during the final week of the course. Scheduling the final exam at a time other than the regularly scheduled course time must be agreed upon by all concerned (variables to consider include conflicts with other final exams, clinical schedules, ATI exam schedules, room availability, etc.).

New content should not be delivered to students during finals week. For courses in which there are both final papers/projects and a final, it is recommended that final papers and/or projects be due the week prior to final exams to allow students adequate time to prepare for their exams. For courses in which a final paper/project is substituted for a final exam, the paper/project should be due no later than the regularly scheduled course time during the final week of the course.

Mandatory and Voluntary Assessment of Student Learning

New Student Orientation includes information on mandatory standardized testing and voluntary assessment activities. Students will be required to sign a written acknowledgement of being informed about the College's mandatory standardized testing. Any student who does not sign the acknowledgement will be placed on registration hold. The student is also given the opportunity to consent to voluntary participation in additional College assessment activities.

All testing must be completed within the designated division guidelines.

The Assessment of Student Learning forms are reviewed and signed by a member of the Standing Assessment Committee.

Signed Assessment of Student Learning forms will be kept in the student's permanent file in the registrar's office.

GENERAL POLICIES AND PROCEDURES

Attendance Policy

Learning is an interactive process between the student, faculty, and peers; consequently, it is imperative that the student be present in the classroom (in all formats) and clinical area.

Consistent attendance and participation in assigned activities is a critical element in professional development, therefore, students are expected and required to attend and participate in all scheduled experiences. Make-up activities will be determined by faculty in collaboration with students based on the nature of the missed experience, individual student needs and availability of clinical and/or faculty resources.

Students are expected to attend all classes and participate in all planned clinical, laboratory, **and/or practicum** experiences. Each student is responsible for the content of all courses.

Absence may jeopardize a student's understanding of course content and may result in a grade reduction or failure of the course. Failure to attend a course does not automatically release a student from financial obligations associated with that course. Should a student decide to drop a class or withdraw from school the appropriate paperwork must be completed. Paperwork is available from the Records and Registration.

College Sponsored Absences

1. A student who serves on College Council committees will be excused to attend meetings.
2. Student organization meetings will be considered on an individual basis. The student must inform the instructor at least one day in advance of the scheduled meeting.
3. Faculty will facilitate attendance at student conferences and conventions. Students may be required to make-up missed experiences.

Reporting Absences

Absences from clinical experiences must be reported to the clinical site and the supervising instructor prior to the start of the clinical experience.

See course guidelines for specific absence reporting protocols for each experience.

When absent from a learning experience, the student must refer to the syllabus for expectations of the missed experience.

Personal Information Updates

For clerical and legal reasons, Bryan College of Health Sciences and Bryan Medical Center need to be informed of name/address/telephone changes.

Students wishing to change their name on official college records must fill out a Student Name Change Form and submit it to Records and Registration with a copy of acceptable documentation of the name change. The following documents are considered acceptable documentation of an official name change: copy of marriage certificate/divorce decree; copy of court document with new name; copy of social security card with new name; copy of driver's license with new name.

Students update their address/telephone through the Student Portal or the Records and Registration office.

Classroom Dress Code Policy

From Students Rights and Responsibilities: "Dress code will be established with student input in conjunction with the College Dean of Students -and faculty, so the highest professional standards are maintained, but also taking into consideration comfort and practicality for the student" as well as the dress code of the parent organization Bryan Health. The purpose and goal of a classroom dress code is to reflect a professional, respectful, and scholastic attitude about college dress.

When on campus for classroom learning activities, students should wear items of clothing with the following characteristics:

- Clean, in good repair, and well-fitting
- Adequately conceals all private anatomical parts and undergarments
- Conceals the upper half the thighs and entire buttocks
- Free of vulgar, suggestive, provocative statements or advertising (e.g. alcohol, tobacco, illegal drugs, sexual connotation)
- Includes footwear
- Includes student identification badge

Tattoos that are deemed offensive (including, but not limited to, drug related, sexually explicit, offensive language, and/or gang related in nature) must be covered at all times while in classroom learning activities on campus.

Failure to comply with classroom dress code may result in the student being asked to change clothing. Students who do not follow established dress code may have further disciplinary action and may be dismissed from Bryan College of Health Sciences.

Institutional Review Board (IRB)

The Bryan College of Health Sciences Institutional Review Board (IRB) is a federally registered board responsible for the review and approval of all research protocols involving humans as participants. The IRB requires that all research involving human subjects conducted within the College or by faculty, staff, or students affiliated with the College, be reviewed and approved prior to subject recruitment or initiation of data collection.

A human subject is defined as "...a living individual about whom an investigator (whether professional or student) conducting research obtains 1) data through intervention or interaction with the individual; or 2) Identifiable private information." (CFR Title 45 Part 46). **Therefore, any study/project that collects data about human subjects in any form, requires consideration by the IRB. Only the IRB can determine that such a study/project does not need to be reviewed.**

A student class project is a project that is required for completion of a course or series of courses at Bryan College of Health Sciences. The purpose of a class project is for the training and education of students in the use of particular methods, concepts, devices, or equipment with no intent to contribute to generalizable knowledge. **A thesis/dissertation is not a class project.** IRB waivers for student class projects are obtained by faculty teaching courses that require a student class project as an assignment for completion of a course. Class projects that have been granted an IRB waiver cannot be submitted for publication or be presented at meetings outside Bryan College of Health Sciences without prior IRB approval.

Carefully consider the need for IRB review. Retrospective IRB review is NOT possible after data collection has begun for a class project. Once students begin class project data collection, the faculty or student cannot change their mind and submit an *IRB Request for Review* after the fact. Retroactive IRB approval will not be granted under any circumstance. Carefully consider the possibility of publication or use of data collected in class projects in future research studies.

Please see the College IRB website for the application guidebook, meeting dates, forms/templates, and resources for researchers. Please see the College Manual for bylaws of the Bryan College of Health Sciences IRB.

Statement of Copyright Restrictions

Bryan College of Health Sciences abides by the Statement of Copyright Restrictions: The copyright law of the U.S. (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions. One of the specified conditions is that the photocopy is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or other reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights

include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov .

Student Email Usage Policy

The following guidelines have been developed for the utilization of student email accounts.

1. Students enrolled in a program of study will receive email accounts provided by the College. It is expected that students will check and read email regularly.
2. Email accounts for new students will be activated before classes begin.
3. If an email account is used for illegal activities, it will be terminated immediately. Such activities will be investigated and reported to the appropriate authorities.
4. Inappropriate use of email accounts may result in disciplinary action up to dismissal from the College.
5. Examples of illegal and/or inappropriate activities include, but are not limited to:
 - Emailing of pornographic, sexually explicit, offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment and intimidation of individuals on the basis race, ethnicity, color, national origin or ancestry, religion, sex, genetic information, gender identity or expression, age, marital or family status, pregnancy, sexual orientation, disability, veteran status, source of income, or any other protected class recognized by state or federal law.
 - Emailing threats to students, faculty or staff.
 - Harassment and intimidation of other students, faculty, or staff.
 - Emailing hate literature.
 - Sending of chain letters inside or outside the College.
 - Soliciting others for commercial ventures, religious or political causes, outside organizations, or other non-College matters.
 - Any actions that violate the Student Code of Conduct and are contrary to the mission and values of the College.
 - Libel or slander
 - Fraud or misrepresentation
 - Academic dishonesty
 - Academic integrity violations
 - Intentional or negligent distribution of computer viruses.

The College expressly reserves the right to access, retrieve, read and delete any communication that is created on, received through or sent in the E-Mail system to assure compliance with this or any other College policy, for system maintenance or repair, and for any other lawful purpose. Users of these systems should have no expectation of privacy with respect to any such communication.

6. If a student withdraws and does not intend to return, or is dismissed, their email account will be disabled after five school days.
7. If a student is on a leave of absence, their account will remain active.
8. When students graduate, their email accounts will remain active for life.

Student Use of Personal Electronic Devices

- i. Students are encouraged to appropriately utilize online resources to enhance learning and quality patient care. Personal electronic devices (PEDs) may be utilized to access such resources, according to this policy. PEDs may include Personal Digital Assistants (PDAs), smartphones, tablets, or any other handheld or worn computers. Use of PEDs for personal, non-school related functions is prohibited in the classroom and clinical settings and students engaging in this behavior will be requested to leave the classroom or clinical area. Inappropriate use of PEDs may result in disciplinary action up to and including dismissal from the College.

- A. Suspected violations should be reported to the Dean of the Program. The Dean of the Program will consult with the Dean of Students in the investigation to determine a course of action and potential sanction.
- II. Classroom Usage
Use of PEDs in the classroom is limited to activities that enhance learning of the content at hand. Such use may not impede the learning of other class participants. No unapproved electronics are allowed during any exams. Students may not be able to see/hear/feel/wear these devices during exams [devices are to be left in purses/backpacks, and no devices can be in the immediate possession of any person].
- III. Clinical Usage
 - A. PEDs are to be used in the clinical areas, and for lab activities and classroom exercises as directed by faculty. Use of PEDs in clinical areas is regulated by the clinical agencies, local, state, and federal regulations and laws. All students are fully responsible for following the Health Insurance Portability and Accountability Act (HIPAA) regulations and the Protected Health Information Policy.
 - B. Capturing electronic files (including but not limited to pictures, video, or audio recordings) pertaining to class, clinical, or lab settings is prohibited.
 - C. The student should always explain the reason for the use of PEDs prior to using the device in the presence of patients, family members, staff, and healthcare professionals.
 - D. The student is solely responsible for the care and maintenance of personal PEDs. Neither the College nor clinical agencies are liable for lost or damaged PEDs.
- IV. Infection control precautions are expected and must be maintained when using PEDs. Disinfect PEDs per clinical site, science lab, or manufacturer recommendations.

Student Authentication

Students are identified in electronic systems by unique credentials, such as usernames and passwords. Measures should be taken to protect credentials from accidental loss or discovery. Sharing credentials, failing to log out of systems, accessing systems as someone else, or similar actions are potential violations of academic integrity. The student should immediately report a compromised account or lost or stolen credentials to their program dean or director. In addition, the student should immediately change their account password. Failure to address loss or misuse of credentials is unprofessional behavior which may result in disciplinary action up to and including dismissal from the College.

Social Media Policy

The use of any type of social media communication (i.e., Facebook, Snapchat, Instagram, Twitter, blogs, etc.) is supported by Bryan College of Health Sciences. The success of a positive, interactive social media site depends on the activity of those that belong and contribute. The College encourages interaction on such sites and recognizes them as valuable educational and personal and professional development opportunities. Interactions reflect on the student personally and may also reflect on the image of the College, clinical sites, and the health care profession.

- Social media associated with the Bryan College of Health Sciences, its students, faculty, staff, and any clinical setting associated with the College, and Bryan Medical Center and its affiliates, should be positive, celebratory, informative, and encouraging. Content is held to the same professional standards and guidelines as are expected when interacting with others in the classroom, clinical, and college settings.
- The College encourages the posting of photos and or videos featuring students, faculty, staff, and administration with the following guidelines when posting to College or medical center sponsored or personal sites.

The following guidelines have been developed for Bryan College of Health Sciences students when using social media communication for both personal and professional use:

1. Posting or taking patient or any care related photos, video content, or writing about patient information from any clinical area is strictly prohibited and may be a violation of Health Insurance Portability and Accountability Act (HIPAA) policy.
2. Students may not make posts suggesting they are an official representative of the College, medical center or other clinical sites. (Refer to the student handbook for complete HIPAA policy.)
3. Posting comments, photos, or videos from the classroom setting or College activities may be a violation of Family Educational Rights and Privacy Act (FERPA) or the Academic Integrity policy. (Refer to the student handbook for complete FERPA and Academic Integrity policies.)
4. Offensive, harassing, and/or bullying material are not acceptable and will not be tolerated. Content found to be posted on any Bryan College of Health Sciences sites that are offensive, harassing, and/or bullying in nature or inconsistent with the College's harassment and discrimination policies must be removed, and posting such materials may result in disciplinary action.
5. Social media sites are not the appropriate venue for expressing negative experiences in the classroom, clinical, or college setting. Such issues should be brought to the attention of appropriate personnel at the College.
6. Students posting unprofessional content on social media sites will be asked to remove such content.

Students are to report any inappropriate posts and/or violations of this policy to the Dean of Students or any College administrator. Appropriate disciplinary action will be taken when a student is found to have violated the policy up to and including dismissal from the College.

Computer and Network Usage Policy

Students are encouraged to have a Windows-based personal computer with access to high-speed Internet. The College does not guarantee the performance of the wireless network. Performance is dependent upon network traffic and system loads. The College is not responsible for damage to student devices, for configuring software, or for ensuring the functionality of applications on student devices.

The College may provide computers for use in a classroom setting. College computers are also available for use in the Library and the Student Centers on East and West Campus. Students may check out laptops from the Library, pending availability. Users are required to save their work to a secure, personally-accessible storage location; the College does not assume any responsibility for storage. Printing capabilities are provided on campus. Students are provided a limited printing allotment each semester. Students are responsible for additional printing costs once the allotment limit has been reached.

When using a College computer or the College networks, users are expected to conduct themselves in a professional manner. Usage of College computers and the College networks is tracked. All students, faculty, staff, and administrators are expected to report suspected inappropriate use of computer resources. Violations should be reported to the Dean/Director of the Program and the Dean of Students. Inappropriate use of computer resources, as determined by applicable College, Network, and IT Security personnel, may result in disciplinary and/or legal action. Users are not permitted to alter College hardware, software, or networks. If a situation occurs where additional computer resources are required, users need to submit requests to the College Network Administrator.

Background Check Policy

The clinical programs of Bryan College of Health Sciences require students to participate in the care of patients in various healthcare settings. Students accepted into programs with clinical components are required to have a background check.

Students must clear the background check upon enrollment into any Bryan College of Health Sciences program with clinical components. Failure to undergo the background check will result in dismissal from the program. If deemed appropriate by the College, students may be dismissed from the program based on the results of a background check. Students may appeal the decision and will have the opportunity to present information to dispute the background check. In addition, enrolled students are required to complete an annual disclosure statement. Failure to comply may result in dismissal from the College. Information from the disclosure statement may then be forwarded to the Program Dean/Director and another background check may be required at the student's expense. The clinical agencies, at their discretion, may elect to deny a student with a newly reported criminal background permission to continue to participate in programs at their site, which would mean that the student would be unable to complete his or her clinical training and would be dismissed from the program.

Students are responsible for all costs associated with the background check. The results of the background check must be made available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of the background check, the program has no responsibility for arranging alternate clinical placements.

If an applicant or student is issued a citation or other criminal process and/or convicted of any criminal offense(s), other than minor traffic violations, subsequent to the date the student has obtained the background check under this policy, the student is required, within three (3) days after such citation/conviction to report, in writing to the Dean of Students, the date, court location and nature of any such criminal citations or convictions. Failure to comply may result in dismissal from the College. This information may then be forwarded to the clinical agency for review and another background check may be required, at the student's expense. The clinical agencies, at their discretion, may elect to deny a student with a newly reported criminal background permission to continue to participate in programs at their site, which would mean that the student would be unable to complete his or her clinical training and would be dismissed from the program. If an individual is issued a citation or other criminal process or is convicted of such an offense after an offer of admission is made but before matriculating as a student at the College, the College reserves the right to withdraw the offer of admission.

Drug and Alcohol Policy and Procedure

Bryan College of Health Sciences is committed to providing a drug and alcohol free educational environment which supports the mission of the College. The College's primary role in dealing with the use or potential use of drugs or alcohol is that of prevention, counseling, and education.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. There are obvious risks, such as being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse: poor academic performance; poor job performance; unwanted sexual activity; sexually transmitted diseases, including HIV/AIDS; and jeopardizing future career prospects. In addition, alcohol and drug abuse put the user at considerable health risk, which can include: nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases death.

It is the policy of the College that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, or the purchase, sale, possession, use or consumption of alcohol is strictly prohibited on College premises, extension of the College campus, and at all College-sponsored events and activities on and off campus. A College-sponsored student event is any gathering that is arranged or endorsed by the College, where students are in attendance. Attendance at any school activity, either curricular or extra-curricular, while under the influence of alcohol, shall constitute misconduct, unless prior permission from Bryan College administration has been obtained and the alcohol is sold off campus by a licensed independent vendor via a "cash bar" and only to persons of legal age. Any student or student organization that violates this policy will be subject to disciplinary action up to and including dismissal from the College. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program. Students may be placed on suspension until the required program is completed.

The College reserves the right to notify an appropriate law enforcement agency when violation of the alcohol and drug policy is also a violation of the law.

If there is a reasonable suspicion of alcohol or drug consumption prior to or while in class or at a College-sponsored activity, the student may be removed from the class or activity. If there is a suspicion of drug or alcohol consumption prior to or after reporting to clinical activities, the student will be removed from the clinical setting.

At the discretion of the faculty or College Administrator, the student may be taken to the Health Office for evaluation, which may include alcohol or drug screening test(s).

Reason to suspect impairment and/or withdrawal include personal observations of, but not limited to, the following signs: poor neuromuscular coordination, diaphoresis, tremors, muscle cramps, gastrointestinal cramps/diarrhea, irritability, restlessness, difficulty concentrating, drowsiness, confusion, slurred speech, blurred vision. Acute behavioral changes such as severe mood swings, panic, severe depression, excessive physical activity, difficulty with authority and

poorly explained errors, accidents or injuries are reasons to suspect impairment or withdrawal. Signs, behavior changes or other evidence of impairment and/or withdrawal will be documented by program administration, faculty or clinical preceptors and will include dates, times, locations, and names of witnesses.

Reason to suspect substance use disorder can be based on personal observations documented by administration, faculty or clinical preceptors. Documentation of concerns related to attendance (frequent or unexplained tardiness, absences, illnesses;), behavior (see behavior changes above), performance (underperformance, errors or elaborate excuses), physical signs (see signs above) and use of controlled substances (consistently uses more drugs than colleagues, heavy wastage of drugs, drugs carried outside of clinical area) will include dates, times, locations, and names of witnesses.

Intervention by School

Assessment for Chemical Dependence or Substance Use Disorder

A student is required to complete an assessment for chemical dependence/substance use disorder if a drug screening is positive or based on reason to suspect impairment, withdrawal or substance use disorder. The assessment method must be preapproved by the Dean of Students. The results of the assessment must be provided to the Dean of Students and Program Dean. The student is placed on administrative/medical leave of absence until the assessment results are reviewed by the Dean of Students and Program Dean.

Reentry

A safe return to the program will be facilitated on an individual basis. A student placed on administrative/medical leave of absence for substance use disorder may not be able to reenter the program if reentry is a threat to the student's or patient safety. Readiness for reentry is a collaborative decision of any applicable monitoring/treatment programs, a certified drug and alcohol counselor, the Dean of Students, and the Program Dean.

A reentry contract with conditions to reenter the program will be written and agreed upon by the Dean of Students, Program Dean and affected student prior to return to the classroom or clinical activities. A reentry contract is required for a student placed on administrative/medical leave of absence for assessment and/or treatment of chemical dependence or substance use disorder. Conditions likely will include evaluation by a certified drug and alcohol counselor, successful completion of a rehabilitation program if recommended, compliance with any follow-up care such as taking prescribed naltrexone or participating in a 12-step program, and participation in a monitoring program with random drug testing at the student's expense, with results reported to the Dean of Students. The student is required to comply with all conditions of any monitoring contract the student has entered into with a state licensing authority. Additional conditions may be included in the reentry contract on a case by case basis.

Drug Violations can render students ineligible for federal student aid.

If you or someone you know is having difficulties because of alcohol or substance abuse, please seek assistance. The College and the Lincoln community include individuals and agencies with the resources to help. Professional Development Services (Patty Bollinger, 402-481-3831) or Continuum EAP (402-476-0186) are resources that can provide information and access to counseling, treatment, support groups and rehabilitation programs.

City and State Laws on Violations and Penalties for Abuse of Alcohol and Drugs

Liquor/Alcohol

Sale to minors and incompetents; prohibited. (53-180.)

No person shall sell, give away, dispose of, exchange, or deliver, or permit the sale, gift, or procuring of any alcoholic liquors, to or for any minor or to any person who is mentally incompetent.

Minor misrepresenting age; unlawful. (53-180.01.)

No minor shall obtain, or attempt to obtain, alcoholic liquor by misrepresentation of age, or by any other method, in any tavern or other place where alcoholic liquor is sold.

Minors and incompetents; violations; penalties; false identification; penalty; law enforcement agency; duties. (53-180.05.)

1. Any person violating section 53-180 shall be guilty of a Class I misdemeanor. Any person violating any of the provisions of sections 53-180.01 to 53-180.03 shall be guilty of a Class III misdemeanor.
2. Any person who knowingly manufactures, creates, or alters any form of identification for the purpose of sale or delivery of such form of identification to a person under the age of twenty-one years shall be guilty of a Class I misdemeanor. For purposes of this subsection, form of identification means any card, paper, or legal document that may be used to establish the age of the person named thereon for the purpose of purchasing alcoholic liquor.
3. When a minor is arrested for a violation of sections 53-180 to 53-180.02 or subsection (2) of this section, the law enforcement agency employing the arresting peace officer shall make a reasonable attempt to notify such minor's parent or guardian of the arrest.

Minor; prohibited acts; exception; governing bodies; powers. (53-180.02.)

The governing bodies of counties, cities, and villages shall have the power to, and may by applicable resolution or ordinance, regulate, suppress, and control the transportation, consumption, or knowing possession of or having under his or her control beer or other alcoholic liquor in or transported by any motor vehicle, by any person under twenty-one years of age, and may provide penalties for violations of such resolution or ordinance.

Consumption of liquor on public property; forbidden; exceptions; license authorized. (53-186.)

1. Except as provided in subsection (2) of this section, it shall be unlawful for any person to consume alcoholic liquor upon property owned or controlled by the state or any governmental subdivision thereof unless authorized by the governing bodies having jurisdiction over such property.
2. The commission may issue licenses for the sale of alcoholic liquor at retail (a) on lands owned by public power districts, public power and irrigation districts, the Bureau of Reclamation, or the Corps of Army Engineers or (b) for locations within or on structures on land owned by the state, cities, or villages or on lands controlled by airport authorities. The issuance of a license under this subsection shall be subject to the consent of the local governing body having jurisdiction over the site for which the license is requested as provided in the Nebraska Liquor Control Act.

Consumption of liquor in public places; license required; exception; violations; penalty. (53-186.01.)

1. It shall be unlawful for any person owning, operating, managing, or conducting any dance hall, restaurant, cafe, or club or any place open to the general public to permit or allow any person to consume alcoholic liquor upon the premises except as permitted by a license issued for such premises pursuant to the Nebraska Liquor Control Act.
2. It shall be unlawful for any person to consume alcoholic liquor in any dance hall, restaurant, cafe, or club or any place open to the general public except as permitted by a license issued for such premises pursuant to the act.
3. This section shall not apply to a retail licensee while lawfully engaged in the catering of alcoholic beverages.
4. Any person violating subsection (1) of this section shall, upon conviction thereof, be subject to the penalties contained in section 53-1,100.
5. Any person violating subsection (2) of this section shall be guilty of a Class III misdemeanor.

Controlled Substances

Prohibited acts; violations; penalties. (28-416.)

1. Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person knowingly or intentionally:
 - (a) To manufacture, distribute, deliver, dispense, or possess with intent to manufacture, distribute, deliver, or dispense a controlled substance; or
 - (b) to create, distribute, or possess with intent to distribute a counterfeit controlled substance.

2. Except as provided in subsections (4), (5), (7), (8), (9), and (10) of this section, any person who violates subsection (1) of this section with respect to:
 - (a) A controlled substance classified in Schedule I, II, or III of section 28-405 which is an exceptionally hazardous drug shall be guilty of a Class II felony;
 - (b) any other controlled substance classified in Schedule I, II, or III of section 28-405 shall be guilty of a Class III felony; or (c) a controlled substance classified in Schedule IV or V of section 28-405 shall be guilty of a Class IIIA felony.

3. A person knowingly or intentionally possessing a controlled substance, except marijuana, unless such substance was obtained directly or pursuant to a medical order issued by a practitioner authorized to prescribe while acting in the course of his or her professional practice, or except as otherwise authorized by the act, shall be guilty of a Class IV felony.

4. (a) Except as authorized by the Uniform Controlled Substances Act, any person eighteen years of age or older who knowingly or intentionally manufactures, distributes, delivers, dispenses, or possesses with intent to manufacture, distribute, deliver, or dispense a controlled substance or a counterfeit controlled substance
 - (i) to a person under the age of eighteen years,
 - (ii) in, on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, a community college, a public or private college, junior college, or university, or a playground, or
 - (iii) within one hundred feet of a public or private youth center, public swimming pool, or video arcade facility shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony.
 (b) For purposes of this subsection:
 - (i) Playground shall mean any outdoor facility, including any parking lot appurtenant to the facility, intended for recreation, open to the public, and with any portion containing three or more apparatus intended for the recreation of children, including sliding boards, swingsets, and teeterboards:
 - (ii) Video arcade facility shall mean any facility legally accessible to persons under eighteen years of age, intended primarily for the use of pinball and video machines for amusement, and containing a minimum of ten pinball or video machines: and
 - (iii) Youth center shall mean any recreational facility or gymnasium, including any parking lot appurtenant to the facility or gymnasium, intended primarily for use by persons under eighteen years of age which regularly provides athletic, civic, or cultural activities.

5. (a) Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person eighteen years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of eighteen years to manufacture, transport, distribute, carry, deliver, dispense, prepare for delivery, offer for delivery, or possess with intent to do the same a controlled substance or a counterfeit controlled substance.
 (b) Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person eighteen years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of eighteen years to aid and abet any person in the manufacture, transportation, distribution, carrying, delivery, dispensing, preparation for delivery, offering for delivery, or possession with intent to do the same of a controlled substance or a counterfeit controlled substance.
 (c) Any person who violates subdivision (a) or (b) of this subsection shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by

the next higher penalty classification than that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony.

6. It shall not be a defense to prosecution for violation of subsection (4) or (5) of this section that the defendant did not know the age of the person through whom the defendant violated such subsection.
7. Any person who violates subsection (1) of this section with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:
 - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
 - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or
 - (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
8. Any person who violates subsection (1) of this section with respect to base cocaine (crack) or any mixture or substance containing a detectable amount of base cocaine in a quantity of:
 - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
 - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or
 - (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
9. Any person who violates subsection (1) of this section with respect to heroin or any mixture or substance containing a detectable amount of heroin in a quantity of:
 - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
 - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or
 - (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
10. Any person who violates subsection (1) of this section with respect to amphetamine, its salts, optical isomers, and salts of its isomers, or with respect to methamphetamine, its salts, optical isomers, and salts of its isomers, in a quantity of:
 - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
 - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or
 - (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
11. Any person knowingly or intentionally possessing marijuana weighing more than one ounce but not more than one pound shall be guilty of a Class III misdemeanor.
12. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.
13. Any person knowingly or intentionally possessing marijuana weighing one ounce or less shall:
 - (a) For the first offense, be guilty of an infraction, receive a citation, be fined three hundred dollars, and be assigned to attend a course as prescribed in section 29-433 if the judge determines that attending such course is in the best interest of the individual defendant;
 - (b) For the second offense, be guilty of a Class IV misdemeanor, receive a citation, and be fined four hundred dollars and may be imprisoned not to exceed five days; and
 - (c) For the third and all subsequent offenses, be guilty of a Class IIIA misdemeanor, receive a citation, be fined five hundred dollars, and be imprisoned not to exceed seven days.
14. Any person convicted of violating this section, if placed on probation, shall, as a condition of probation, satisfactorily attend and complete appropriate treatment and counseling on drug abuse provided by a program authorized under the Nebraska Behavioral Health Services Act or other licensed drug treatment facility.
15. Any person convicted of violating this section, if sentenced to the Department of Correctional Services, shall attend appropriate treatment and counseling on drug abuse.
16. Any person knowingly or intentionally possessing a firearm while in violation of subsection (1) of this section shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, but in no event shall such person be punished by a penalty greater than a Class IB felony.
17. A person knowingly or intentionally in possession of money used or intended to be used to facilitate a violation of subsection (1) of this section shall be guilty of a Class IV felony.

Unlawful acts; violations; penalty. (28-417.)

1. It shall be unlawful for any person:
 - (g) To be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a practitioner. In a prosecution under this subdivision, it shall not be necessary for the state to prove that the accused was under the influence of any specific controlled substance, but it shall be sufficient for a conviction under this subdivision for the state to prove that the accused was under the influence of some controlled substance by proving that the accused did manifest physical and physiological symptoms or reactions caused by the use of any controlled substance.
2. Any person who violates this section shall be guilty of a Class III misdemeanor.

Intentional violations; penalty. (28-418.)

1. It shall be unlawful for any person knowingly or intentionally:
 - (a) Who is a registrant to distribute a controlled substance classified in Schedule I or II of section 28-405 in the course of his or her legitimate business except pursuant to an order form as required by section 28-413;
 - (b) To use in the course of the manufacture or distribution of a controlled substance a registration number which is fictitious, revoked, suspended, or issued to another person;
 - (c) To acquire or obtain or to attempt to acquire or obtain possession of a controlled substance by theft, misrepresentation, fraud, forgery, deception, or subterfuge;
2. Any person who violates this section shall be guilty of a Class IV felony.

Inhaling or drinking certain intoxicating substances; unlawful. (28-419.)

No person shall breathe, inhale, or drink any compound, liquid, or chemical containing acetate, acetone, benzene, butyl alcohol, cyclohexanone, ethyl acetate, ethyl alcohol, ethylene dichloride, ethylene trichloride, hexane, isopropanol, isopropyl alcohol, methyl alcohol, methyl cellosolve acetate, methyl ethyl ketone, methyl isobutyl ketone, pentachlorophenol, petroleum ether, toluene, toluol, trichloroethane, trichloroethylene, or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes. For the purposes of sections 28-419 to 28-424, any such condition so induced shall be deemed an intoxicated condition.

Selling or offering for sale certain compounds; use; knowledge of seller unlawful. (28-420.)

No person shall knowingly sell or offer for sale, deliver or give to any person any compound, liquid or chemical or any other substance which will induce an intoxicated condition as defined in section 28-419. when the seller, offerer or deliverer knows or has reason to know that such compound is intended for use to induce such condition.

Violations; penalty. (28-424.)

Any person who violates any provision of section 28-419, 28-420, 28-422, or 28-423 shall be guilty of a Class III misdemeanor.

Additional penalties. (28-427.)

Any penalty imposed for violation of the Uniform Controlled Substances Act shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law. A conviction or acquittal under federal law or the law of another state having a substantially similar law shall be a bar to prosecution in this state for the same act. If any person is convicted for violation of the Uniform Controlled Substances Act, in addition to any penalty imposed by the court, the court may order that such person make restitution to any law enforcement agency for reasonable expenditures made in the purchase of any controlled substances from such person or his or her agent as part of the investigation leading to such conviction.

Drug paraphernalia; use or possession; unlawful; penalty. (28-441.)

1. It shall be unlawful for any person to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of sections 28-101, 28-431. and 28-439 to 28-444.
2. Any person who violates this section shall be guilty of an infraction.

Drug paraphernalia; deliver or manufacture; unlawful; exception; penalty. (28-442.)

1. It shall be unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances in which one reasonably should know, that it will be used to manufacture, inject, ingest, or inhale or otherwise be used to introduce into the human body a controlled substance in violation of sections 28-101, 28-431. and 28-439 to 28-444.
2. This section shall not apply to pharmacists who sell hypodermic syringes or needles for the prevention of the spread of infectious diseases.
3. Any person who violates this section shall be guilty of a Class II misdemeanor.

Delivery of drug paraphernalia to a minor; penalty. (28-443.)

Any person eighteen years of age or older who violates section 28-442 by delivering drug paraphernalia to a person under eighteen years of age who is at least three years his or her junior shall be guilty of a Class I misdemeanor.

Imitation controlled substance; prohibited acts; determination; penalties; seizure. (28-445.)

1. Any person who knowingly and intentionally manufactures, distributes, delivers, or possesses with intent to distribute or deliver an imitation controlled substance shall:
 - (a) For the first offense, be guilty of a Class III misdemeanor; and
 - (b) For the second and all subsequent offenses, be guilty of a Class II misdemeanor.

Federal Trafficking Penalties (PDF) Located on the web at www.bryanhealthcollege.edu

Uses and Effects of Controlled Substances (PDF) Located on the web at www.bryanhealthcollege.edu

NOTE: Bryan College of Health Sciences complies with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) through the publication of the Alcohol and Drugs Policy and other written materials distributed annually to students and employees.

Formal Complaints Policy

A formal complaint about Bryan College of Health Sciences must be submitted in writing to the President of the College or the President's designee. Any individual may submit a written complaint.

Procedure

1. The President of the College or his/her representative will review and investigate any written formal complaints received.
2. A written response to the formal complaint will be formulated by the President or his/her representative.
3. The President will maintain a written complaint record including: number of complaints, type of complaint, written response to the complaint, and resolution of the complaint.
4. General information on the nature of complaints on file will be available to any person upon written request.

State of Nebraska Authorization/Complaint Process

The College is considered legally authorized by the State of Nebraska's Commission on Postsecondary Education for Title IV funding eligibility purposes.

The State has a process to review, investigate, and resolve student complaints arising under State laws, including laws related to fraud or false advertising (74 Fed. Reg 66865-66, Oct. 29, 2010). A student can file a complaint with the state at the following link: <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Graduation Policy

Graduation Requirements

Students must complete the general education and education requirements in the major as described in the Curriculum and Courses section of the College catalog. Students are expected to assume responsibility for understanding the requirements of their program and for seeking appropriate assistance to do so.

Diplomas and transcripts will not be issued to graduates with outstanding financial, testing or exit interview obligations to the College of Health Sciences, until such obligations are met.

Application for Graduation

Students must apply for graduation by the posted deadline in the semester PRIOR to the one in which they wish to graduate.

The College's allowing a student to participate in the graduation ceremony does not obligate the College to confer a degree should the student subsequently fail to meet degree requirements.

Graduation Exercises

Graduation ceremonies are held in May and December. Degree conferral dates are in May, August, and December following the end of the term. Arrangements regarding date, time, place and program are the responsibility of College administration.

Graduation Honors

Graduates with an associate degree will be awarded honors based on cumulative grade point averages as follows:

Highest Distinction	3.87 or above
High Distinction	3.64-3.86
Distinction	3.50-3.63

Graduates with a baccalaureate degree will be awarded honors based on cumulative grade point averages as follows:

Summa cum laude	3.87 or above
Magna cum laude	3.64-3.86
Cum laude	3.50-3.63

Honor Society

The Bryan College of Health Sciences is a member of the Nu Rho Chapter – at – Large of the Sigma Theta Tau International Honor Society of Nursing. In March of each year the chapter inducts new graduates into the chapter based upon the graduate's grades and faculty recommendations.

Program completions at times other than end of term

Students who complete all their degree requirements at times other than the end of a semester (i.e. mid-term) will be invited to participate in the next regularly scheduled graduation ceremony and their graduation date will be the next identified degree conferral date.

Students wishing to participate in an earlier commencement ceremony may file a petition with the Registrar. Forms are available from the Registrar. Each petition will be reviewed on a case by case basis.

Program completion in August

There is no August ceremony, therefore students with 6 or fewer credits needed to complete graduation requirements at the end of the spring semester may participate in the May graduation ceremony provided they:

1. Are registered for the needed courses in the immediately following summer term; and
 2. Will complete those needed courses by the end of the summer term as defined by Bryan College of Health Sciences.
- Students will not receive their diploma until all requirements are completed. These students will not be considered for May graduation honors.

Students completing requirements in August will be listed as August graduates in the May graduation program. These students will not be considered for May graduation honors and will receive their diploma and honors when all requirements are completed. Upon completion of program requirements, if criteria have been met for honors, the diploma and transcript will reflect those honors.

Failure to meet program requirements by graduation date

Students who do not successfully complete program requirements at their expected time will no longer be considered a part of their intended graduation cohort. Upon completion of program requirements the student may reapply for graduation.

Posthumous Degree Policy

Degrees are awarded posthumously to candidates who have completed the academic requirements and pass away before the graduation date.

A request for a posthumous degree should be initiated by faculty. The request must be in writing and include a copy of the official obituary notification.

Posthumous degrees may be awarded to deceased students who meet the following criteria:

- The student was in good standing;
- The student has completed 75% or more of degree requirements; Individual circumstances will be considered on a case-by-case basis;
- The posthumous degree has to be approved by the Dean of the Department, the Faculty Senate, the Provost, and the President;
- Notification to the recipients designated representative will be made by the Dean of Students or designated College representative;
- Degree may be awarded at graduation to a designated student representative.

Licensure

The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand the requirements for licensure and/or registry.

Bachelor of Science in Nursing Program

Graduates of the Bachelor of Science in Nursing program are eligible to file an application to take the National Council Licensing Examination. Licensing entitles the individual to practice professional nursing as a registered nurse in the state in which the examination was written, and to apply for a license in other states.

Based on the Nebraska Uniform Licensing Law 71-147, the Department of Health-Bureau of Examining Boards may deny licensure to applicants who have been convicted of a misdemeanor or felony; that may be addicted to alcohol or a controlled substance or narcotic drug; or who engage in grossly immoral or dishonorable conduct.

Any student who has a criminal offense other than a minor traffic violation prior to or during enrollment at Bryan College of Health Sciences is required to report it to and conference with the Dean of Students.

Sonography Programs

Graduates of the Adult Cardiac Sonography, Vascular Sonography and Diagnostic Medical Sonography programs meet published requirements by the Association of Registered Diagnostic Medical Sonographers (ARDMS). After successfully writing an ultrasound physics and specialty exam(s), the graduate is credentialed as a Registered Diagnostic Cardiac Sonographer (RDCS) or Registered Vascular Technologist (RVT), respectively. ARDMS policy stipulates that candidates must complete both the physics and the specialty area examination components within five years of each other.

ARDMS may deny, revoke or otherwise take action with regard to the application or certification of an applicant or registrant in the case of the conviction or plea of guilty, or plea of nolo contendere to a crime (felony and/or misdemeanor) which is directly related to public health or the provision of diagnostic medical sonography or vascular technology services.

Grievance Policy

A grievance is a student's formal claim of unfair and/or inequitable treatment regarding an incident, policy, procedure or condition within the College. All students have the right to appeal through this Grievance Policy an academic matter in which they feel they have been treated unfairly (however, Academic Integrity Violations may only be appealed by utilizing the appeal process outlined in the Academic Integrity Violation Policy). The processes for resolving a grievance allow all parties to be heard. It is important for students to be aware of these processes should they be involved in a conflict,

disagreement, or misunderstanding. The grievance process in its entirety is an internal process and legal counsel is not permitted. Students should contact their faculty advisor for assistance in facilitating the grievance process. Students may choose another faculty member to act as an advisor if desired. Failure to appeal the decision after any of the steps within the specified period of time indicates acceptance of the decision and waives the student's right to further appeal. Time limits may be changed by mutual agreement of the involved parties and approval by the College. If a resolution of the grievance is obtained in any given step, the resolution is considered final. The academic status of the student will not be altered until resolution of the grievance is obtained in any given step.

No retaliatory action will be taken against any participants because they have participated in this process.

Grievance Process: Phase 1

The student must initiate Phase 1 of the process no later than the first week of the term after the term in which the issue in question arose.

Step 1: The student should discuss the concern with the other involved party and should try to work out a solution. If a resolution is not reached or the student does not wish to confront the other involved party, the student should initiate Step 2.

Step 2: The student should request a meeting with the administrator of the program. The administrator will schedule and facilitate the meeting to include the student, the administrator and the other involved party, within five school days of receiving the student's request to proceed to Step 2. The administrator of the Program will inform the other involved party that they may choose a faculty or staff member to act as an advisor during this process if desired. At this meeting the student must provide a written account of the student's complaint, including names of the people or course involved, the date and location of the incident or the condition complained of, and the resolution the student is requesting. The outcome of Step 2 is determined by the other involved party. The administrator will notify the student and Dean of Students in writing within five school days of the outcome of Step 2.

Step 3: If the student is not satisfied with the outcome in Step 2, within five school days the student should request a meeting with the Dean of Students. The Dean will schedule and facilitate the meeting to include the student, the other involved party, the administrator and the Dean of Students, within five school days of receiving the student's written request to proceed to Step 3. At this meeting the original written account of the student's complaint and the resolution the student requested in Step 2 will be reviewed. Either party may provide additional written information related to the grievance at this meeting. The outcome of Step 3 is determined by the other involved party. The Dean of Students will inform the student in writing, within five school days, of the outcome of Step 3. Within five school days of this communication, the student must inform the Dean of Students in writing if he or she will pursue Phase 2 of the Grievance Process.

Grievance Process: Phase 2

Step 1: The Dean of Students will meet individually with both parties and explain Phase 2 of the Grievance Process. The Dean of Students will arrange the Grievance Review Board meeting within ten school days of receiving the request to move to Phase 2.

The original written account of the student's complaint and the resolution the student requested in Step 2 and any written information and/or background material that either the student or the other involved party will review at the Grievance Review Board meeting must be submitted to the Dean of Students, within three school days of notification of the request to move to Phase 2. All written materials submitted will be available for review by all parties involved in the Grievance Review Board meeting. Materials will be available for review during the College's Office hours and will be checked in and out. All materials are confidential and should not be shared or discussed with anyone, including other members of the Grievance Review Board.

The Dean of Students will determine the appropriateness and involvement of witnesses. Witnesses may be deemed appropriate for either party.

Step 2: The Grievance Review Board will be convened by the Dean of Students and will consist of two faculty members, one professional staff member and two students who will be trained in the Grievance Review process by the Dean of Students or designee, according to the Grievance Review Board training guideline. A list of potential Grievance Review

Board members will be reviewed with both parties to ensure that there is no conflict of interest with any potential Board member.

The Dean of Students will select the Grievance Review Board from the pool of non-conflicted individuals.

The Dean of Students will serve as the nonvoting chairperson of the Grievance Review Board and will conduct the meeting utilizing the Grievance Review Board agenda.

During the Grievance Review process, both parties will be requested to present and both parties will have the opportunity to be heard.

Confidentiality will be maintained within the Grievance Review Board and College Administration.

The Grievance Review Board will determine if "it is more likely than not," that the alleged behaviors occurred and/or resulted in unfair and/or inequitable treatment. The decision will be made by a secret ballot majority vote of the members of the Grievance Review Board. The ballot results will be shared with the Grievance Review Board at the conclusion of the voting.

The Grievance Review Board meeting will be recorded. The recording will be the property of and secured by Bryan College of Health Sciences.

Any changes in the scheduled Grievance Review Board meeting must be requested in writing to the Dean of Students at least 24 hours before the appointed meeting time.

Unless the College determines that extraordinary circumstances justify a different outcome, failure of the student to appear at the Grievance Review Board meeting will nullify the process and the outcome of Phase 1 will stand. Failure of the other involved party to appear at the Grievance Review Board meeting will result in a rescheduled meeting, at which the student, other involved party and/or a department representative will be present.

Step 3: The Dean of Students will notify in writing the involved parties of the Grievance Review Board's decision. This information will be postmarked or otherwise delivered within three school days of the Grievance Review.

Step 4: A decision reached by the Grievance Review Board may be appealed to the President of the College by either the student or the other involved party. A written appeal must be delivered to the Dean of Students within five school days of receiving the decision. The appeal will be limited to a review of the record and supporting evidence of the Grievance Review. Acceptable reasons for appeal are:

- To determine whether the Grievance Review was conducted fairly in light of the complaint and evidence presented and conformity with prescribed procedures.
- To determine whether the decision reached was based on substantial evidence, that is whether the facts in the Grievance Review were sufficient to meet the criterion of "it was more likely than not."
- To consider new information to alter a decision or other relevant facts not brought out in the Grievance Review, because the student or College personnel appealing did not know such information at the time of the Grievance Review.

The decision of the President will be postmarked or otherwise delivered within ten school days of receiving the record and supporting evidence from the Grievance Review. The decision of the President is final.

College Closing Policy Due to an Emergency

The College will be as comprehensive as possible when making announcements concerning emergencies; however *the ultimate decision for safety rests with the individual student or staff member*. The individual should never travel to a classroom, clinical site, or other college-related function if the safety of the individual is threatened by the situation or by the act of travel.

- College administration will monitor emergency situations to determine the extent to which some or all College operations will be suspended. Emergency situations are usually weather-related, but can also include, but not limited to, utility outages, health emergencies, or local or national crises.
- In the event of an emergency situation, College Administration will announce the decisions concerning College operations as soon as possible. Announcements will be posted as soon as possible via Bryan College App, email, the College website, local television stations and social media when applicable.

Parking Policy and Procedure

Bryan College of Health Sciences follows the Bryan Medical Center Parking Policy and Procedure, as outlined below.

- I. Bryan Medical Center exists to serve the community. Thus, priority for prime parking locations is for patients and visitors. Special consideration is given to parking requirements for physicians and tenants. Each site will establish specific designated areas of parking for the following groups:
 - a. Patients
 - b. Visitors
 - c. Tenants
 - d. Employees
 - e. Physicians
 - f. Volunteers
 - g. Students of College of Health Sciences
 - h. Students receiving clinical training onsite
 - i. Travelers
 - j. Contractors and their employees
- II. Bryan assumes no responsibility for damage to or theft of items from vehicles parked on either site or at any assigned parkinglot.
- III. The Medical Center reserves the right to tow improperly parked vehicles if necessary.
- IV. The twelve (12) month period referenced in this procedure is defined as the elapsed period of time between the date of the first citation and the anniversary date of that same citation twelve (12) months later.

STEPS

- I. Vehicle Registration
 - A. Initial Registration
 1. Employees and students will receive vehicle registration forms during the orientation process.
 2. Tenants will register their vehicles through Facilities Management.
 3. Physicians may contact the Medical Staff Services Department at the east site to obtain a card providing access to the gated area of the Sumner Street parking garage.
 4. Volunteers and members of other groups will receive parking information, assignments and vehicle registration forms from their primary Bryan contact.
 - B. Annual Assessment
 1. Security will conduct an annual Medical Center-wide vehicle registration assessment.
 - C. Changes
 1. Notify Facilities Management any time there is a change in vehicles or license numbers, by completing a vehicle registration form and sending it to Facilities Management-East.
- II. Refer to addendums and maps for specifics on parking assignments by site and group.
- III. Parking Violations for employees/students

Security will monitor the parking program and issue tickets for violations to include:

 1. Failure to park in designated lots.

East Campus

Sumner Garage – Upper Level and ramp
Zone A (48th Street Garage) – 2nd level ramp, 3rd level ramp and 3rd level, 4th level
Zone B (Cotner Garage) – North of Cotner garage, North of 48th Street Garage, East of the Sumner Garage, North of the College of Health Sciences Building

West Campus

Parking Garage – ramp to 2nd Level, 2nd level, Ramp to 3rd level, Ramp to 4th level, 4th level

Emergency Department Lot – 2 south rows along Lake Street, 1 row, West of physician designated parking

Surface lot south of radiology, along Lake Street - Entire lot

2. Parking in any areas reserved for other groups or designated no parking, such as fire lanes, red-lined curbs, handicapped spaces or visitor and patient parking areas.
3. Parking over a line or taking two stalls.
4. Parking on residential sidestreets.
5. Failure to register or provide current vehicle license number.

Notify Security (ext. 13997-East) or (ext. 15802-West) if any vehicle will be parked in a Medical Center lot for more than 24 hours.

IV. Corrective Action for Employees/Students

- A. Individuals who fail to register their vehicle(s) may be denied parking in any Bryan controlled parking lots.
- B. First Ticket - The first ticket issued in a twelve (12) month period will result in a written notice sent to the employee's manager or student's instructor.
- C. Second Ticket - The second ticket issued within a 12-month period will result in a written notice sent to the manager or instructor. Security will verify that the employee is on duty, and if so, a wheel lock will be placed on the car. In addition, a \$30.00 fine will be assessed for the wheel lock to be removed.
NOTE: If you do not have the required parking sticker on your vehicle and are improperly parked, two tickets will be issued.
- D. Third Ticket - The third ticket issued within a 12-month period will result in Security verifying whether the employee is on duty. If the employee is on duty, a wheel lock will be placed on the vehicle requiring payment of a \$50.00 fine before Security will remove the wheel lock. In addition, a written notice will be sent to the manager or instructor indicating further violations may result in the employee's immediate termination.
- E. Fines should be paid to the cashier's office directly during office hours. After hours, an invoice will be sent to cashier services. This invoice must be paid the next business day between the hours of 8:00 a.m. and 4:30 p.m. If payment is not received as required, a wheel lock will be reapplied and remain on the vehicle until the fine is paid.
- F. Discretion will be used in all cases prior to having a vehicle wheel-locked.
- G. All citations will be destroyed as they reach their 12 month anniversary date. Action as described above will be taken if, at any time, an individual accumulates the specified number of citations in this twelve (12) month period. Actions taken as a result of these citations will not negate them. They will remain active and will count toward future action, if necessary, in the same time period.

Privacy Act

Bryan College of Health Sciences is subject to the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. Under the provisions of this act, students have specific rights related to their educational records:

- The right to inspect and review the student's records within 45 days of the day the College receives a request for access.
- The right to request the amendment of any educational records that a student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the College decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent to disclosures of personally identifiable information (“PII”) contained in a student’s education records, except to the extent that FERPA authorizes disclosure without consent. (See the partial list below of circumstances in which FERPA authorizes disclosure without consent).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Circumstances in which FERPA permits the disclosure of PII without consent include, but are not limited to (more detailed information is provided in the FERPA regulations at 34 C.F.R. Part 99), the following:

- To other school officials, including faculty, staff and administrators within the College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other third parties to whom the school has outsourced institution services or functions;
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer;
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To comply with a judicial order or lawfully issued subpoena, or as otherwise required by law;
- Accrediting organizations;
- Organizations conducting certain studies on behalf of the College;
- The sharing of PPI between the College and Bryan Medical Center for the purposes of facilitating ongoing operations, supporting the educational mission of the College, and meeting their respective legal obligations;
- To appropriate officials in connection with a health or safety emergency;
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense (such disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding);
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College’s rules or policies with respect to the allegation made against him or her;
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the College governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21;
- Information the College has designated as “directory information”.

The College designates the following information as “directory information”, which the College may release to a third party without the student’s consent:

- student’s name, address, telephone listing and electronic mail address
- field of study (major)
- academic class (freshman, sophomore, junior, senior)
- enrollment status (full-time or part-time)
- dates of attendance, graduation
- estimated graduation date
- academic awards and degrees
- participation in officially recognized activities and sports.

Students have the right to withhold the disclosure of this information. Students who wish to restrict the disclosure of this information or who desire additional detailed information regarding student rights outlined in FERPA should contact the Registrar.

FERPA rights accorded to parents of K-12 students are transferred to students who are 18 years of age or are attending institutions of post-secondary education.

Record Retention

Bryan College of Health Sciences maintains a Record Retention Policy in compliance with The Family Educational Rights and Privacy Act; the Veteran's Administration; the United States Department of Education and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) *Retention of Records, A Guide for Retention and Disposal of Student Records*. Records are maintained for applicants, enrolled students, graduates, and students who are withdrawn. Records and Registration is responsible for maintenance of permanent student records.

Course Refund Policy

The refund of tuition and fees upon withdrawal from a course or courses will be prorated for the spring or fall semesters as follows:

Tuition Refund Schedule

<i>Percent of semester rate to be refunded:</i>
100% refund the first week
80% refund the second week
60% refund the third week
40% refund the fourth week
20% refund the fifth week

Refunds for courses less than a full term will be prorated. The following fees are not refundable: enrollment fee, course materials and laboratory fees, and books purchased through the bookstore.

No refunds will be made if a student is suspended or dismissed for disciplinary reasons.

Return of Title IV Funds Policy

General Requirements

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. A Return of Title IV Funds calculation must be performed when any student who received, or was eligible to receive, Title IV aid ceases attendance in all classes prior to completing the payment period or period of enrollment. A return calculation is NOT required if the student:

1. Never began attendance at the school
2. Continues to attend at least one Title IV eligible class
3. Is on an approved leave of absence
4. Did not receive, and is not eligible to receive, any Title IV aid
5. Has only received, or is eligible to only receive, Federal Work Study funds

Drops all Eligible Title IV Courses

The refund policy governs the return of Federal financial aid disbursed for a student who completely withdraws from a term, payment period or period of enrollment. Private loans and scholarships are excluded from this policy. If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for Title IV purposes. Regardless of the student's continued attendance in courses for which the student may not receive Title IV, program assistance during that period, the student is, for Title IV purposes, no longer attending an eligible program.

Continuing Attendance

The school is not required to perform a return calculation if the student continues to attend at least one class in the period. For example, a student who drops to three hours from 15 hours still is considered in attendance if those three hours are in a class or classes that are:

Part of the student's program of study, **and**
Otherwise eligible for Title IV assistance.

Although no return calculation is required, any appropriate aid adjustments due to a change in enrollment status would be necessary.

Does Not Begin Enrollment in All Courses

Anytime a student begins attendance in at least one course but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal, the College will check to see if it is necessary to recalculate the student's eligibility for Pell Grant and Campus-Based funds based on a revised enrollment status and cost of education.

Return to Title IV and Federal Work Study Funds

The return requirements apply only to the receipt of or qualification for aid that can be included in the calculation. For example, the requirements of 34 CFR 668.22 do not apply to Federal Work-Study (FWS) funds. Therefore, the Return requirements do not apply to a student if the only Title IV program assistance that the student has received or could have received was FWS funds.

Determining if a Student has Withdrawn

Students are considered withdrawn from classes when they do not complete their scheduled enrollment. Regulations require the school to determine the percentage of the period the student has completed, and whether funds must be returned based on that percentage.

Procedure a student must follow to officially withdraw from school

A student may voluntarily withdraw from Bryan College of Health Sciences at any time.

Every effort is made to assist the student in completing the program. However, the faculty have the authority to request the withdrawal from the College of any student at any time when such action is deemed to be in the best interest of the College or of the student.

Students who voluntarily withdraw from Bryan College of Health Sciences must carry out the following procedure in order to clear their student record:

1. Present to the Registrar a written statement of intent to withdraw from the College of Health Sciences using the Withdrawal from College Form. Forms may be obtained from the Registrar.
2. Return all resource materials to the library and any skills lab equipment to the library or skills lab.
3. Check to make certain that all financial obligations have been met. If assigned a locker, remove lock and all contents.
4. Arrange to schedule repayment of student loans through the Financial Aid Office.
5. Students interested in readmission, see readmission policy.

Last Date of Attendance –

Student Requests to Withdraw (Official Withdraw)

Students may initiate a request to withdraw from Bryan College of Health Sciences for various reasons. The student must complete a Request to Withdraw Form, acquire the necessary signatures, and return the form to Records and Registration. The official date of withdrawal is determined by the date the Request to Withdraw Form is initiated by the student or school official. The student will receive a tuition refund according to the College's tuition refund policy, if applicable. Federal financial aid will be returned according to the Return of Title IV Funds policy.

Administrative Withdrawal Policy (Unofficial Withdraw)

Students may be withdrawn from Bryan College of Health Sciences administratively for reasons such as failure to return from an approved leave of absence, dropping all classes after the beginning of a term, inability to progress in a program due to academic performance, failure to register for subsequent term semesters, failure to meet attendance requirements, or failure to meet course requirements. An administrative withdrawal is a neutral action and should not be considered as negative or as a disciplinary action. The student will be sent a letter informing them of the withdrawal and the reason for this action. The official date of withdrawal will be determined by the date the student last attended an academically related activity (i.e. attended a class, took an exam or turned in an on-line assignment) for an enrolled student or the first date of the term for students that failed to start classes as scheduled. Tuition due will be based upon the official date of withdrawal, and any tuition refunds will be determined according to the College's tuition refund policy. Federal financial aid will be returned according to the Return of Title IV Funds policy. The student will be placed on a transcript hold if there are unmet obligations to the College. Students who are listed on a class roster but have not attended class or clinical by the end of the first week of a term may be administratively withdrawn from the course.

Student Stops Attending

When a student stops attending all courses during a semester, that student is considered to have unofficially withdrawn from the College. Because the student in this circumstance does not file withdrawal papers, the College relies on faculty members to notify the Director of Financial Aid that a student has stopped attending courses, and to provide the last date a course-related activity was performed. In the event that a student's faculty members are not aware of the student's lack of activity, the evaluation of satisfactory academic progress will be used as a means of uncovering the situation. The Registrar, on performing the evaluation for satisfactory academic progress at the end of the semester, will initiate an investigation whenever a student receives unsatisfactory grades in all attempted courses. That investigation will include contacting the faculty of all attempted courses to ascertain the last date a course related activity was performed. The Director of Financial Aid will be notified of the unofficial withdrawal of the student and informed of the last date of attendance. If applicable, federal financial aid will be returned according to the Return of Title IV Funds policy.

Leave of Absence Policy

A leave of absence (LOA), for Return of Title IV funds purposes is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. For Return of Title IV funds purposes an LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a Return of funds calculation. If the LOA does not meet the conditions, the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a Return calculation.

The student must follow the school's policy and submit a request to the Registrar for a leave of absence. The date of re-enrollment will be determined based on numbers of students in each course and the sequence of courses. The request must be submitted prior to the start of the leave of absence, unless unforeseen circumstances arise.

The leave of absence must not exceed a total of 180 days in any 12-month period; and any student's LOA exceeding 180 days will be considered to have withdrawn and the school will perform a return of title IV funds calculation for the funds received for the semester.

There must be a reasonable expectation that the student will return from the LOA.

Transition activities may be required upon return. When returning to the course the student will start at the beginning of the course, regardless of where they were at the time the leave of absence was requested. Failure to return from an approved leave of absence shall be considered a withdrawal. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy will then be implemented.

Students may be required to complete transition activities if a one semester gap occurs between courses. Faculty and the student will collaborate to determine individualized activities designed to promote success in the program. Transition activities must be completed prior to resuming courses.

Leave of Absence Procedure

Students requesting a leave of absence from Bryan College of Health Sciences must carry out the following procedure:

1. Present to the Registrar a written request ("Leave of Absence Form"), which includes the date the leave starts and the date the student will return to school. The written request must document the reason for the leave of absence and explanation of reasonable intent of return to complete the course of study.
2. Return all resource materials to the library and skills lab equipment to the Library/Skills Lab.
3. Prior to the date of return, the student will receive a written communication regarding course placement and any required transition activities. Questions regarding course placement are to be directed to the Registrar.

Post-Withdrawal Disbursements

The College will offer any post-withdrawal disbursement of loan funds within 30 days of the date of the school's determination that the student withdrew, and return any unearned funds and make a post-withdrawal of grant funds within 45 days of that date. If a student provides all documents required for verification after withdrawing but before the verification submission deadline, and in time for the College to meet the 30-day Return deadline, the College will perform the Return calculation including all Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal.

Calculation and Definition of Earned / Unearned Aid

The refund policy assumes that a student earns his/her aid based on the period of time he/she remained enrolled. If a student remained enrolled for 20% of the term before he/she withdrew then he/she has earned 20% of the aid disbursed. Earned aid bears no relationship to the amount of costs (i.e. tuition, books, supplies, and living expenses) a student may have incurred while enrolled.

Earned Aid -- Earned aid is the amount of aid the student earned for the period of time he/she was enrolled. Regulations require schools to calculate the percentage of completion by dividing the number of completed days by the number of days the student was scheduled to attend in the period. During the first 60% of the term, a student earns financial aid funds in direct proportion to the length of time he/she remains enrolled. A student who remains enrolled beyond the 60% point is considered to have earned 100% of the aid for the period. Tuition costs **do not** determine the amount of financial aid funds a withdrawn student is entitled. **Days completed include:** all calendar days completed in the period and the day the student withdrew. **Excluded from days completed:** days the student was not scheduled to be enrolled; scheduled breaks of at least five consecutive days; and approved leaves of absence. **Days scheduled include:** all calendar days in the period that the student was scheduled to complete prior to withdrawing. **Excluded from days scheduled:** days the student was not scheduled to be enrolled; scheduled breaks of at least five consecutive days when student is not scheduled to attend; and approved leaves of absence.

Scheduled Breaks

Scheduled breaks of five or more consecutive days are excluded in the R2T4 calculation. The first day of a scheduled break is the first day after the last day of class. The last day of a scheduled break is the day before the next class is held. For example, when classes end on a Friday and do not resume until Monday with a one-week break between a school would exclude nine days from the calculation (Saturday through the following Sunday).

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 CLASSES	2 CLASSES	3 CLASSES	4 CLASSES	5 CLASSES	6 CLASSES	7 BREAK (Exclude from calculation)
8 BREAK (Exclude from calculation)	9 BREAK (Exclude from calculation)	10 BREAK (Exclude from calculation)	11 BREAK (Exclude from calculation)	12 BREAK (Exclude from calculation)	13 BREAK (Exclude from calculation)	14 BREAK (Exclude from calculation)
15 BREAK (Exclude from calculation)	16 CLASSES	17 CLASSES	18 CLASSES	19 CLASSES	20 CLASSES	21 CLASSES

Unearned Aid --Unearned aid is the amount of aid disbursed that exceeds the amount of aid earned under the formula. Unearned financial aid funds, other than work-study, must be returned. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement. If there is a balance due on the tuition and fees after the return of Title IV Federal Student Aid, the student will be responsible for the balance due. Student Accounts will notify the student via a tuition bill of any balance due.

Unearned Aid Due from the School

Title IV aid that the student did not earn must be returned to the appropriate aid programs. Funds may be returned by either the school of the student. When the school returns Title IV funds, the calculation looks at whether the student received the benefit of the institutional charges assessed by the school through attending classes. As a result, the school must return the lesser of:

The amount of the student’s unearned Title IV aid; or

The amount of institutional charges assessed for the period multiplied by the percentage of unearned funds.

Order of Returned Funds by the School

Federal financial aid funds must be returned in a specific order, based on what types of aid the student received. Each fund will be return in the following order until the total net amount to return is achieved:

Unsubsidized Direct Loan
Subsidized Direct Loan
Direct Grad PLUS loan
Direct Parent PLUS loan
Federal Pell Grant

Non-Title IV Refunds

Any non-Title IV funds, such as private loans, Bryan loans, private or institutional scholarships, and Nebraska Opportunity Grants are refunded to the funding source if possible. Work study funds are paid for work performed and are excluded from the refund policy.

Inadvertent Overpayment

The school has administrative functions in place to prevent inadvertent overpayments, such as immediate notification to the financial aid office when a student ceases attendance. However, should an inadvertent overpayment occur, these funds will be counted as aid that could have been disbursed. If it is determined that these funds qualify as a late disbursement, only the unearned portion will be returned. If the funds do not meet the criteria for a late disbursement, the entire inadvertent overpayment will be returned.

Return of Grant Funds by the Student

Any amounts of \$50 or less per the Pell Grant program are not required to be returned by the student.

Refund Timeframe -- The school will apply the refund policy to a student's tuition account and determine if any refunds are due within 30 days of either 1) receiving official written notification of a student's withdrawal or 2) determining the last documented date of attendance in either class or clinical.

Student Repayment -- If it is determined that a student owes a refund to a financial aid program, the school will allow the student to repay the aid under a payment arrangement satisfactory to the school.

Late Disbursements -- A student who earned more aid than was disbursed prior to withdrawal is owed a late disbursement. Late disbursements must be made from available grants before loans. The school will credit late disbursements toward an unpaid tuition account. Any portion of a late disbursement not credited to the student's tuition account will be offered as a cash disbursement to the student (or parent in the case of a PLUS loan).

Refund Requirements Communicated to the Students

The College's tuition credit policy grid and the federal financial aid refund policy with a sample R2T4 calculation are available for the students to read on the College's website. Financial Aid counselors and academic advisors are also available to answer any student or parent questions.

Sample Return of Title IV Funds Calculation

Step 1 – Determine Dates		
Dates of the period of enrollment		08/20 – 12/15
Date school determined student withdrew		09/12
Number of completed days		24
Total number of days in the period		113
Percentage of payment period completed	$24 \div 113$	21.2%

Step 2 – Determine Aid		
A Net amount of Pell Grant disbursed		\$933
B Net amount of Subsidized loan disbursed		\$1,156
C Net amount of Unsubsidized loan disbursed		\$1,980
Total of aid disbursed:	A + B + C +	\$4,069
Total of aid that could be disbursed	A + B + C +	\$4,069

Step 3 – Determine Earned Aid		
Amount of Title IV aid earned by the student	$21.2\% \times \$4,069$	\$862.63

Step 4 – Total Title IV Aid to be Disbursed or Returned		
Title IV Aid to be Returned	$\$4,069 - \862.63	\$3,206.37

Step 5 – Amount of Unearned Title IV Aid due from the School		
Total Institutional Charges		\$6,077
% of Unearned Aid	$100\% - 21.2\%$	78.8%
Amount of unearned charges	$\$6,077 \times 78.8\%$	\$4,788.68
Use lesser amount of total aid to be returned or unearned charges	$\$3,206.37$ or $\$4,788.68$	\$3,206.37

Step 6 - Return of Funds by the School		
Aid to be Returned – Due from the school	Subsidized loan	\$1,156
	Unsubsidized loan	\$1,980
	Pell Grant	\$70.37

Step 7 - Initial Amount of Unearned Aid Due from Student		
Initial amount of unearned aid due from student	$\$3,206.37 - \$3,206.37$	\$0

Step 8 – Repayment of the Student’s loans		
Net loans disbursed minus loans school must return	$\$3,136 - \$3,136$	\$0

Step 9 - Grant Funds to be Returned by Student		
Initial Amount of Grants for the Student to return	$\$0 - \0	\$0
Amount of Grant Protection	$\$0 \times 50\%$	\$0
Grants for the Student to return	$\$0 - \0	\$0

A Student must be informed that if he or she withdraws, school charges that were previously paid by federal student aid funds might become tuition charges that the student will be responsible for paying.

Step 10 – Determine Institutional Charges	
Original Tuition charges for the term	\$6,077
Per school’s tuition credit policy: withdrew 2 nd week of the term = 40% credit on tuition	-\$3,646.20
Books Purchased at Bookstore	\$ 587.08
Adjusted Tuition charges for the term:	\$3,017.88

Step 11 – Determine What the Student Owes				
Aid the student keeps that was applied to tuition	Pell	\$933-\$70.37	\$ 862.63	862.63
	Subsidized loan	\$1,156-\$1,156	\$0	
	Unsubsidized loan	\$1,980-\$1,980	\$0	
Amount of tuition owed by the student because federal funds were returned	\$3,017.88 - \$862.63		\$2,155.25	

Religious or Cultural Observances Policy

Bryan College of Health Sciences strives to be sensitive to the religious and cultural beliefs of an increasingly diverse population. If a concern arises regarding a scheduled College or course activity and a particular religious or cultural practice, the student must inform the instructor of the concern well in advance of the scheduled activity. If this concern results in the student being absent from course activities, make-up may be required, at the discretion of the instructor.

Smoking Policy

Bryan Medical Center and Bryan College of Health Sciences have a tobacco-free policy. Tobacco products include cigarettes, pipes, or cigars – and in any smokeless form. Also included are substitute items such as clove cigarettes, electronic cigarettes (also known as e-cigarettes), etc.

Use of tobacco products is not permitted in the College or on the campus. This includes inside and outside of our buildings, all parking garages, lots and all grounds of our main and ancillary buildings. The procedure applies to all individuals including students, patients, visitors, employees, volunteers, medical staff members, and tenants. The one exception is patients of the Independence Center. Use of tobacco products is prohibited in personal vehicles when on Bryan property.

Students are expected to adhere to smoking policies of their off-site classroom or clinical experience sites.

Safe Haven Bill Procedure

In the event a person surrenders custody of an infant (less than 30 days old) to an employee of the medical center, it is our policy to accept that infant into the hospital’s custody until custody can be transferred to law enforcement or the Department of Health and Human Services (DHHS).

Legislative Bill 157 states that no person shall be prosecuted for any crime based solely upon the act of leaving an infant in the custody of an employee on duty at the hospital. Bryan has received consent from the state for medical screening, evaluation, and treatment as needed until such time the infant is released to a state agency. Medical center employees are immune from criminal liability and civil liability for accepting an infant. Signs will be posted at emergency and main entrances indicating we are a safe haven for abandoned infants.

Steps to take

Contact care management, the nursing administrative supervisor (NAS) and hospital security, upon learning that a person intends to leave his or her child at the medical center.

Ask the person to accompany you and the infant to the emergency department.

Inform the person bringing the infant that they are not required to answer any questions; however, the following information is requested:

1. Name of infant
2. Names of biological parents & address
3. Information about the child's medical history or significant family history
4. Is the child an American Indian? What tribe?
5. Date of the child's birth

The employee involved with release of the infant, care management or the NAS will take the child to the ED for evaluation and treatment needed. Care management or the NAS will notify risk management.

Please refer to the new procedure for all of the details. If you have additional questions, please call Suzan Mulligan, care management, 18996, or Norma Coleman, 18365, risk management.

Video Camera Use

The following guidelines have been developed for the utilization of the Bryan College of Health Sciences video camera.

1. The video camera must be checked out and returned to the Bryan College of Health Sciences Education Information Technology Office.
2. The camera can be checked-out based on the following authorization:
 - a. Bryan College of Health Sciences Faculty use for academic purposes.
 - b. Faculty approved student use for course/academic purposes.
 - c. Administrator approval for requested use by other hospital departments/employees.
3. Students are financially responsible for equipment that is lost or broken while checked out to them.

Video Recording in the Simulation Center

Video recording may be used in the simulation lab during simulated clinical experiences. Recordings may be used during the debriefing period to help students reflect on the actions and activities that occurred during the simulated clinical experience.

This recording will only be viewed by those students who participated in the simulated clinical experience, the instructor(s), and the simulation lab faculty. The video will be stored on a password-protected area of the College's computer system. It may temporarily be placed on Canvas but password protected so that only the participants may access it. The videos will be deleted from the computer at the end of each semester.

Under no circumstances will the video be viewed by unauthorized people without written consent of the participant(s). The video will not be uploaded to any public viewing site such as Youtube.com. If a faculty member wishes to use portions of a video for educational purposes or as part of a conference presentation, they will obtain written consent from the participant(s) prior to that use. If a video is going to be used for research purposes, written consent will be obtained. The video may be transferred to a DVD and stored in a locked file cabinet.

Tuition Collection and Payment Policy

Spring and Fall Semesters

1. Tuition and fees are billed on the student portal during the second week of a new semester and are due by Friday the 5th week of classes.
2. For accounts unpaid at the beginning of the 6th week of classes, student accounts:
 - a. Places a financial hold on the student's account
 - b. Notifies the student of the hold
3. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
4. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
5. If payment has not been received by the end of the semester, inactive accounts will be referred for collection.

Summer Semester

1. Tuition and fees are billed on the student portal during the second week of a new semester and are due by Friday the 3rd week of classes.
2. or accounts unpaid at the beginning of the 4th week of classes, student accounts:
 - a. Places a financial hold on the student's account
 - b. Notifies the student of the hold
3. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
4. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
5. If payment has not been received by the end of the semester, inactive accounts will be referred for collection.

Billing for Fines

1. Fines may be charged for issues including, but not limited to:
 - a. Clinical make-up in excess of times allowed per course
 - b. Unplanned or unexcused absences from scheduled exams or competency exercises
 - c. Unreturned library or skills lab resources
 - d. Skills supplies
 - e. Lost student identification cards
2. Fines are billed on the student account as they are accumulated.
3. If the fines are not paid within 30 days, student accounts:
 - a. Places a financial hold on the student's account
 - b. Notifies the student of the hold
4. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
5. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
6. If payment has not been received by the end of the semester, inactive accounts will be referred for collection.

Monthly payment plans are available through Student Accounts.

Questions regarding tuition collection and payment for Student Accounts may be directed to the Bursar's Office at (402) 481- 8752.

Vacations and Holidays

1. Vacations are scheduled according to the academic calendar of Bryan College of Health Sciences.

GENERAL CLINICAL POLICIES

Clinical Attendance Policy

Clinical Attendance Policy Beliefs and Expectations

The faculty of Bryan College of Health Sciences believes that clinical experience is essential to preparing a health care professional who is competent and caring, and that consistent attendance and participation in assigned clinical activities is a critical element in professional development, therefore, students are expected to attend and participate in all scheduled clinical experiences. The faculty in each course best understand the requirements for adequate clinical experience in that particular area, and that while 100% attendance and participation in assigned clinical experiences is highly desirable and expected, it may not be essential in every case for achievement of course objectives or College goals.

Policy

1. Students will be required to make-up absences, as the course instructors deem that the experiences missed are necessary for satisfactory achievement of course outcomes and completion of the course.
2. Absences will be recorded and monitored. The student must be present enough, in the faculty's opinion, to demonstrate consistency and satisfactory performance during any given course to be considered complete in the course.
3. Students must be complete in prerequisite courses before advancing to the next level in the curriculum, regardless of total number of hours missed.
4. Faculty will facilitate attendance at such professional activities as student association conventions, student government conferences, and college committee meetings. However, students may be required to make-up missed experiences within the course as deemed necessary by the course faculty.
5. "Make-up" is defined as demonstrating comparable outcome understanding or skill for the content/experience missed.
6. The Academic Dean or Program Director of each division reserves the right to assess a make-up fee for make-up experiences.

Clinical Evaluation Policy

The Bryan College of Health Sciences Clinical Evaluation System is designed to assist the student in meeting standards necessary to provide quality care. Evaluation is based on individual progress made toward attainment of course objectives.

Evaluation is an ongoing process with the final decision being made at the completion of the course. The role of the instructor in evaluation is to observe and measure the student's performance during the clinical experiences, provide immediate feedback about performance strengths and areas needing improvement and to document summary observations, conclusions and recommendations.

The role of the student in evaluation is to seek out the instructor to observe performance and to provide information regarding client care, to critically review own performance and incorporate instructor feedback into future clinical experiences.

CPR

Students are required to have completed a BLS/CPR for the Health Care Provider course prior to beginning clinical experiences; Students are responsible for maintaining their CPR card throughout the program.

BSN and Sonography Students

CPR for the Healthcare Provider

Students are required to have completed a Cardiopulmonary Resuscitation (CPR) Basic Life Support (BLS) for the Healthcare Provider course prior to beginning clinical experiences. Students are responsible for maintaining their CPR certification throughout the program. Acceptable courses are: American Heart Association (AHA) Basic Life Support for the Healthcare Provider or American Red Cross (ARC) Basic Life Support for Healthcare Providers. Students are required to provide proof of course completion prior to beginning any clinical experience. Students will not be allowed to continue clinical experiences until a current CPR/BLS card is obtained.

Procedure

1. Students are to provide proof of course completion at least one month prior to beginning any clinical experience. A copy of the student's card will be maintained.
2. Faculty will note card expiration date when students begin a course. If the BLS/CPR card will expire during the course, faculty will reinforce the requirement to complete a *BLS/CPR for the Health Care Provider Renewal* course before card expiration and the consequences if the card expires.
3. Upon attainment of a new BLS/CPR card, the student will provide proof of being current to designated College personnel. A copy of the card will be maintained.
4. A student will not be allowed to continue clinical experiences until a current BLS/CPR card is obtained. The student will receive a grade of "unsatisfactory on the evaluation form for not meeting program policies and requirements for each week in which the student does not have verification. Days missed by the student because of a lapse in current status will not be rescheduled or allowed to be made up. This may result in failure of the course.
5. Students can take BLS/CPR for the Health Care Provider courses at an institution that provides American Heart Association or American Red Cross BLS/CPR, the initial BLS/CPR or renewal must be a Health Care Provider Course (examples: Bryan, Southeast Community College, American Red Cross, American Heart Association, place of employment)

Protected Health Information Policy

The Health Insurance Portability and Accountability Act (HIPAA) became a federal law in 1996. HIPAA established a set of national standards for the protection of certain health information. These standards address the use and disclosure of individuals' health information—called "protected health information" (PHI) by organizations that have been defined as "covered entities." Covered entities regulated by HIPAA are obligated to comply with all of its applicable requirements. Bryan Medical Center is a covered entity and as such complies with all applicable requirements of HIPAA.

A major goal of HIPAA is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health. HIPAA strikes a balance that permits important uses of information, while protecting the privacy of people who seek health care. Given that the health care marketplace is diverse, HIPAA is designed to be flexible and comprehensive to cover the variety of uses and disclosures that need to be addressed.

Protected Health Information (PHI) includes all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral.

"Individually identifiable health information" is information, including demographic data, that relates to:

- the health care recipient's past, present or future physical or mental health or condition,
- the provision of health care to the health care recipient, or
- the past, present, or future payment for the provision of health care to the health care recipient,

and that identifies the health care recipient or for which there is a reasonable basis to believe it can be used to identify the health care recipient. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

Students will access only the records of health care recipients to whom they have been assigned by a faculty member or preceptor to provide care or to review an assigned chart for an approved educational purpose. Students will regard all protected health information (PHI) in accordance with HIPAA. This is to include any PHI encountered while functioning as a student within the College at any facility, site, function, or classroom.

- Students will remove all health care recipient PHI from papers that have any relation to or association with being a student at the College.
- Health care recipient PHI may not be taken from the clinical area in any format. Students may not discuss any aspect of health care recipient PHI outside the academic setting.

See course guidelines for application of HIPAA policies to specific projects.

- Students are required to participate in HIPAA training and sign an agreement to comply with HIPAA regulations prior to beginning clinical experiences.

Students are required to comply with HIPAA regulations while a student at Bryan College of Health Sciences. Failure to comply with HIPAA regulations will result in disciplinary action up to and including dismissal from the college. Failure to comply with HIPAA requirements in an employee role at Bryan Medical Center or any other health care facility will have no bearing on the student's status at Bryan College of Health Sciences except as it relates to clinical limitations and consequences.

Reporting HIPAA violations

All students, faculty, staff, and administrators are expected to report suspected HIPAA violations. Violations should be reported to the Dean/Director of the Program and the Dean of Students. The Dean of Students will lead an investigation and maintain the record.

HIPAA Violations Procedure

Alleged and confirmed student violations of this HIPAA policy will be addressed using the HIPAA Violation Procedure and the covered entity's (where the violation occurred) HIPAA violation procedures. All HIPAA violations are reported to the Dean of Students and the Program Dean/Director at the time they are alleged. The Dean of Students will maintain a record of the HIPAA violation. Enrolled students confirmed to be in violation of this HIPAA policy and who remain as students at the College will participate in an individualized remediation plan in order to learn and grow. In addition, a sanction may be imposed upon the student. Failure to complete the remediation plan may result in disciplinary action up to and including dismissal from the College. The HIPAA Violation Procedure provides examples of types of HIPAA violations along with typical sanctions imposed for such violations. The examples provided are intended for clarification only and are not all-inclusive.

There are three levels of HIPAA violations

Level I Violation: A student has authorized access to PHI for an approved educational purpose. However, the student has used that access carelessly, resulting in access mistakes or inappropriate disclosure of information.

Example of a Level I access mistake includes but is not limited to:

- Misspelling a person's name and inappropriately accessing the PHI for another individual with a similar name.

Examples of Level I inappropriate disclosure include but are not limited to:

- Identifying client protected information within the academic setting but outside of the scope of its intended educational purpose (e.g., using PHI obtained in a clinical class in a paper for a general education composition course).
- Leaving PHI in a public area.
- Misdirecting faxes or emails that contain PHI.
- Discussing PHI the student is authorized to have accessed in public areas where overhearing is possible.
- Leaving a computer accessible and unattended with PHI unsecured.

Level I Sanction: The sanction for a Level 1 violation will be determined by course faculty. Typical sanctions for a violator with no prior record of HIPAA violation include but are not limited to:

- Unsatisfactory in course evaluation.
- Course failure.
- Recommend suspension (pending completion of remediation plan).
- Course recommendation to Admission, Promotion, Graduation Sub-Committee for dismissal from the Program.

Level 2 Violation: A student deliberately accesses PHI without authorization. Examples include but are not limited to:

- Accessing PHI without an approved educational or clinical purpose.

- Unauthorized access to the student's, a friend's, relative's, a public personality's, or any other individual's PHI.
- Assisting another individual in gaining unauthorized access to PHI.

Level 2 Sanction: The sanction for a Level 2 violation will be determined by the Program Dean/Director in collaboration with the College's Executive Council. Typical sanctions for a violator with no prior record of HIPAA violation include but are not limited to:

- Suspension (pending completion of remediation plan).
- Loss of Information Technology privileges to computer systems containing PHI.
- Dismissal from the Program and/or College.

Level 3 Violation: A student intentionally accesses and discloses PHI without authorization. Examples include but are not limited to:

- Unauthorized intentional disclosure of a friend's, a relative's, a public personality's, or any other individual's PHI. Such disclosure may occur through conversation, in writing, or through social media, or by any other means.
- Unauthorized delivery of any PHI to any third party.

Repeated occurrences of HIPAA regulations, regardless of the type of violation.

Level 3 Sanction: Violation may result in dismissal from the program/College. The sanction for a Level 3 violation will be determined by the Program Dean/Director in collaboration with the College's Executive Council.

Repeat occurrences of HIPAA policy violations by an individual student as indicated in the records maintained by the Dean of Students, regardless of the type of violation, will result in escalating sanctions, which may include dismissal from the College.

Factors given consideration when determining appropriate sanctions for Level I and II violations may include but are not limited to:

- Self-reporting
- Scale of violation
- Outcomes resulting from the violation
- Student's response to opportunities to take corrective action
- Student's view of the violation in terms of understanding impact on health care recipient
- Student's level of honesty in discussions or other investigation pertaining to the violation
- Prior HIPAA violation

BIOMEDICAL SCIENCES POLICIES

Biomedical Sciences Laboratory Safety Rules and Procedures

The laboratories in the Biomedical Sciences department allow students to participate in hands-on activities designed to enhance student learning. Working in a laboratory requires everyone to be aware of and to follow appropriate safety procedures.

Students will be provided with safety rules and procedures specific to each laboratory course on the first day the course meets. Students will be expected to sign a statement acknowledging their understanding of these rules and procedures.

In addition, the following are general rules are to be adhered to at all times in any of the Biomedical Sciences laboratory:

Food and drink are not permitted within the lab at any time.

Anyone working in the lab must have fully covered legs and closed toe shoes.

Students are not authorized to work in the lab without appropriate faculty supervision.

Appropriate personal protective equipment (PPE) must be worn at all times when working in the lab.

Students are expected to follow all written and oral instructions while in the lab setting for their own safety and the safety of those around them.

Use of mobile devices for non-laboratory purposes is prohibited.

Failure to adhere to the outlined safety rules and procedures may result in disciplinary action up to and including dismissal from the college as outlined in the Student Code of Conduct

SONOGRAPHY CLINICAL POLICIES

Clinical Evaluation Policies

The Clinical Evaluation System is designed to assist the student in meeting standards necessary to provide quality care. Evaluation is based on individual progress made toward attainment of course objectives. Evaluation is an ongoing process with the final decision being made at the completion of the course. The role of the instructor/preceptor in evaluation is to observe and measure the student's performance in the clinical setting.

The Performance Evaluation is a record indicating the instructor's or preceptor's judgment of student performances in the clinical setting. The form indicates the behaviors which must be met to attain course objectives.

The instructor/preceptor will evaluate student performance on a regular basis. The instructor/preceptor indicates on the Performance Evaluation the student's performance of the behavior as follows:

E = exceeded expectations

M = met expectations

P = partially met expectations

U = unsatisfactory

Exceeded expectations: Performance exceeded expectations for the course behavior. Activities performed contributed to enhanced learning of self or others and/or patient well-being.

Met expectations: Performance consistently met expectations for the course behavior. Actions contributed positively to learning of self or others and/or patient well-being.

Partially met expectations: Performance met some components of the course behavior, but was incomplete and improvement is necessary for full attainment of the behavior.

Unsatisfactory: Performance did not meet expectations for the course behavior. Corrective action is necessary.

Written feedback may be provided when the student exceeded expectations (E), partially met expectations (P) or was unsatisfactory (U).

- Recommendations for improvement must be documented for (P) or (U).

Written feedback for meeting expectations (M) is not required, but is useful and highly encouraged. By evaluating performance, the student and the instructor are able to see patterns of behavior and provide a means of feedback.

The student is responsible for reviewing submitted Performance Evaluations on a regular basis. Students are encouraged to provide a written response to feedback on the student comment portion of the evaluation tool. When a difference of opinion exists between faculty/clinical preceptor and student regarding performance, a conference should be held and a summary written. Either the student or instructor may initiate the conference.

To satisfactorily complete the course, the student must demonstrate an ability to consistently meet the clinical behaviors. A pattern of partially met expectations and/or unsatisfactory performance will result in probationary status. Failure to demonstrate consistent satisfactory performance will result in unsatisfactory clinical behavior evaluation and failure of the course.

At the end of the course, the instructor will evaluate each student based on attainment of established course objectives and requirements. A final grade of satisfactory (S) or unsatisfactory (U) will be recorded on the evaluation form and on the College transcript.

The faculty of the sonography program have the responsibility and the authority to establish and maintain standards of ethical, personal, and professional conduct for students in the College. If at any time during the educational experience, the faculty's professional judgment is that the student is not providing safe, competent, and ethical care, or acting in a professional manner, the faculty member has the responsibility to remove the student from the setting and document the incident. If the student does not utilize appropriate knowledge and judgment, the faculty is responsible to submit a recommendation to the school specific Admission, Promotion and Graduation Committee for review and appropriate action.

Student Removal from Clinical Site

In the event of a student failing to meet clinical course objectives or the clinical site chooses to dismiss the student from their facility, the student will be removed from the assigned clinical site. The date of clinical site reassignment will be determined based on numbers of students in each course and the sequence of courses. It may become the student's responsibility to secure the new clinical site reassignment. If the event(s) result in a second clinical course failure for the same clinical course, or a third course failure within the major, or the student withdraws before the clinical course has officially ended then the appropriate policies in those situations will be followed.

Compensatory Time Policy

A student is not expected to exceed 40 hours per week of scheduled school activities. However, while the need for compensatory time is very rare, there may be an occasional exception to this. For example, 1) accompanying an experienced technologist to a mobile experience; 2) experiencing "on-call" time with an experienced technologist; or 3) attendance at an instructor-approved conference or health fair. In the event that any of these experiences, or any other required school activity would result in a total of greater than 40 hours of school activities in any given week, the student will receive an equal amount of compensatory time free of scheduled school activities.

Procedure for Receiving Compensatory Time

In the event that the Clinical Coordinator observes that a student has entered in Trajecsys more than 40 hours in a week due to regular clinical activities, he/she will determine when the compensatory time is to be taken and adjust time records accordingly. In the event the student would like to attend an in-service, or extra educational activity, the student should report the following information about their activities:

1. The type and location of the school activities during that week
2. The name of the Instructor/Preceptor(s) supervising the activity
3. The number of hours spent at each activity

The Clinical Coordinator and student will mutually determine when the compensatory time is to be taken.

Clinical Dress Code

The Faculty of Bryan College of Health Sciences believe it is necessary to address the issue of a dress code for the following reasons: 1) client safety, 2) need for asepsis, and 3) projection of a professional image. It is believed by the Faculty that a professional image is important to convey the knowledge, skill and authority of the healthcare provider. You are encouraged to observe the culture in which you work and act and dress accordingly.

In consideration of the above, the Faculty have established the following criteria.

Sonography

During skills lab and clinical time, you are to wear the following:

- The College patch affixed on all white lab coats and scrub tops over the left chest area.
- Slacks and appropriate tops and a white lab coat OR
- Dresses at least knee length and a lab coat OR
- Skirts (at least knee length) and tops and a white lab coat OR
- Plain navy blue scrubs (no lab coat needed) Pant legs must not touch the floor
- A small pin indicating the modality in which you are trained or training (CVT only) worn on the left chest area
- Footwear: no opened-toed shoes are permitted in the clinical settings. Clean leather athletic shoes that are reserved for the clinical setting are ideal.

Keep jewelry at a minimum during the lab and clinical times. Especially limit the bracelets worn, as they have a high risk of being caught in the equipment. Long necklaces would have the potential of also getting caught in equipment and/or swinging into a patient when you are bending over.

Rings: If rings are worn, only one may be worn on each hand. They are to be removed if they jeopardize medical asepsis or patient safety.

All Students

Name Tag: A name tag must be worn during all school activities.

Body Piercing: Visible body piercing is limited to the ears. One earring in each lower ear lobe is allowed. Earrings must be plain and not to exceed ¼ inch in size. No hoops are allowed. No rings/studs/hoops may be visible from alternate body piercing sites.

Nails: Length and condition of natural nails will be conducive to safety and effective hand washing. Artificial nails may not be worn; this includes shellac and appliqués. Polish may be worn if it is in a muted color (i.e. natural, beige, light pink). Nail polish may not be chipped, cracked or peeling.

Hair: Hair (including facial hair) must be neat, clean and project a professional appearance. Hair must be confined in a fashion so as not to fall in the face when bent over or within a surgical cap as appropriate.

Aftershave, cologne, perfume: Aftershave, cologne, or perfume should not be worn when having direct patient contact.

Personal Hygiene: Good personal hygiene is mandatory at all times. Clothing should be free of the smell of smoke.

Gum chewing is not allowed in the clinical area.

Tattoo Policy

Tattoos that are deemed offensive (including, but not limited to, drug related, sexually explicit, offensive language, and/or gang-related in nature) must be covered at all times while at school or in school-related experiences. The student must be able to comply with the policies of various agencies where clinical experiences are scheduled in order to participate in the required clinical courses of each program.

Clinical Practice Policy: Sonography

1. Students will follow standards of current, safe practice and institutional policies at all times.
2. Any new procedure must be discussed with the clinical instructor/preceptor before proceeding.
3. The student is expected to follow the recognized scope of practice for the diagnostic medical sonographer, published by the Society of Diagnostic Medical Sonography (SDMS) under the supervision of their assigned preceptor with the following exceptions:
 - a. Students are not allowed to perform any procedure that requires certification or training beyond entry level; e.g., ACLS, PALS, NALS.
 - b. Students are not allowed to perform venipuncture.
 - c. Students are not allowed to inject any type of contrast medium. They may inject micro-bubbles during an echocardiographic bubble study under the direct supervision of a registered diagnostic cardiac sonographer (RDSCS).
 - d. Students are not allowed to administer local anesthesia of any sort, e.g., Cetacaine spray to the throat for TEE procedures.
4. Instructors and preceptors have the right to limit the student scope of practice based on clinical situation, hospital policy, and student performance.

Employment in Specialty Area

Purpose

To establish a policy for students who wish to seek employment in their specialty area while still enrolled as a student.

Policy

Students wishing to seek employment in their area of specialty may do so according to the following guidelines and limitations.

1. The student must have progressed through the curriculum to such a point that he/she has the knowledge and skills to competently perform, under appropriate supervision of the employer, the duties of the position being sought.
2. Employment may not under any circumstances interfere with, or substitute for, any classroom or clinical schedules or assignments.
3. The student may under no circumstances replace or assume the responsibilities of regular and/or qualified staff during scheduled course activities.
4. Employment in the area of specialty is a matter between the employee and the employer. The College is not a part of, nor does it assume any responsibility for, matters related to the employment of a student while enrolled in the program of study.

5. Employment outside of curricular activities is non-compulsory. The student must receive pay and is subject to standard employee policies.

Student Pregnancy and Radiation Safety Policy

Purpose

The purpose of this policy is to minimize radiation exposure to the developing embryo/fetus of a student who has declared pregnancy and is assigned in or near clinical areas that routinely utilize radiation.

Policy

Reasonable measures will be taken by clinical affiliate sites and the College of Health Sciences to reduce exposure to radiation for students who have made a written declaration of pregnancy.

Procedure

1. State regulations require healthcare institutions in which a risk of radiation exposure exists to take reasonable measures to limit the exposure of employees, volunteers and students to radiation. These regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus.
2. The choice to declare pregnancy is completely voluntary. If a student chooses to declare her pregnancy, she must do so in writing on the Declaration of Pregnancy form so that a lower radiation dose limit will apply to the embryo/fetus. If the student chooses not to declare her pregnancy, she and her embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers.
3. A student who has declared pregnancy will be issued a radiation monitor (fetal badge) to be worn at the waist at all times and under the protective apron when an apron is worn. If the student is assigned in an area that requires all employees to wear a radiation monitor, the fetal badge will be in addition to this.
4. The dose of the fetal badge cannot exceed 0.5 rem (5 millisievert) during the entire pregnancy. If the pregnant student has already received a dose exceeding 0.5 rem in the period between conception and the declaration of pregnancy, an additional dose of 0.05 rem (0.5 millisievert) is allowed during the remainder of the pregnancy. In addition the clinical site must make efforts to avoid substantial variation above a uniform monthly dose rate so all the allowed dose does not occur in a short period during the pregnancy.
5. If these limits are exceeded, temporary reassignment of the student or a leave of absence may be necessary. All options will be discussed with the student and reviewed by the Medical Director and the Radiation Safety Officer for a final decision regarding the appropriate actions to be taken.

Sonography Technical Standards

After a sufficient period of instruction the students would be expected to perform the following technical standards:

Acquire Information

Acquires information from didactic, clinical, and technological learning experiences

- Lecture, demonstration, observation, interview and on-line learning

Acquires information from written, video, audio, and electronic sources

- Literature search, data retrieval, & electronic medical records

Examples:

- Identify and document normal and abnormal sonographic patterns of disease processes, pathology, and pathophysiology of organs and areas of interest. Modify scanning protocol based on sonographic findings and differential diagnosis relevant to the sonography specialty.
- Identify pertinent clinical questions and the goal of the examination.
- Recognize significant clinical information and historical facts from the patient and medical records, which may impact the diagnostic examination.
- Utilize examination recording devices to obtain pertinent documentation of examination findings.

Critical Reasoning (Interpret and Integrate)

Measure, calculate, reason, analyze and synthesize data related to patient care.

Examples:

- Review data from current and previous examinations to produce a summary of technical findings, including relevant interval changes, for the reporting physician's reference.
- Perform related measurements from sonographic images or data.
- Demonstrate knowledge and understanding of Doppler ultrasound principles, spectral analysis, and color flow imaging relevant to and in the sonography specialty.
- Demonstrate knowledge and understanding of anatomy, physiology, pathology and pathophysiology relevant to and in the sonography specialty.
- Identify and document normal and abnormal sonographic patterns of disease processes, pathology, and pathophysiology of organs and areas of interest. Modify scanning protocol based on sonographic findings and differential diagnosis relevant to the sonography specialty.
- Apply theory content in the skills lab/clinical setting.

Psychomotor/Technical Skills

Perform or assist with procedures and treatments

Examples:

- Perform sonographic examinations of organs and regions of interest according to professional and institutional protocols relevant to and in the sonography specialty.
- Adjust instrument controls including examination presets, scale size, focal zone(s), overall gain, time gain compensation, and frame rate to optimize image quality.
- Select the correct transducer type and frequency for examination(s) being performed.
- Perform related measurements from sonographic images or data.
- Utilize examination recording devices to obtain pertinent documentation of examination findings.
- Identify and document normal and abnormal sonographic patterns of disease processes, pathology, and pathophysiology of organs and areas of interest. Modify scanning protocol based on sonographic findings and differential diagnosis relevant to the sonography specialty.
- Distinguish textures, degrees of firmness, temperature differences, pulse rate, vibrations and strength.

Communication Skills

Communicate information effectively and efficiently in English with faculty, clients, families and health care constituents

Examples:

- Report client status, facilitate client teaching, and document care
- Collaborate with faculty, clients, family and health care constituents
- Participate in the exchange of information among health care constituents

Character

Demonstrate integrity, accountability and concern for self, and others

Examples:

- Accountable for actions, exercises proper judgement, and completes responsibilities according to clinical guidelines and course outcomes.
- Exhibit professional, sensitive and effective interactions with clients, families and healthcare constituents
- Respond professionally during stressful and/or rapidly changing situations and/or alterations in the status of a client.
- Uphold ethical principles and practices of education and the profession of sonography.
American Institute of Ultrasound in Medicine, Society of Diagnostic Medical Sonography, Bryan College of Health Sciences Student Code of Conduct and College Values.

References

ARDMS. (2017). Clinical verification (CV) form. ARDMS.org. Retrieved from <http://www.ardms.org>

These Technical Standards are required for completion of a Bachelor of Science in Health Professions. Technical Standards must be met with or without reasonable accommodations.

Bryan College of Health Sciences committed to providing an environment conducive to learning for all students, including students with disabilities. Accommodations are provided in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

If you are a student with a disability who may need reasonable accommodations, please contact sheri.paneitz@bryanhealth.org or call 402-481-8782.

Ultrasound Scanning of Volunteer Subjects Policy

Ultrasound Scanning of Volunteer Subjects Policy

Purpose

Students gain invaluable experience scanning volunteer subjects, both student and non-student, as part of their educational program in sonography at Bryan College of Health Sciences. The purpose of this policy is to ensure voluntary and prudent use of students or other human subjects for non-clinical ultrasound scanning for educational purposes.

Policy

Students in any sonography program at the College will be expected to spend time in skills lab scanning human subjects solely for educational purposes during scheduled skills labs, as well as outside of scheduled skills lab hours. Students may scan each other as appropriate. They are afforded the same rights and safeguards as a non-student volunteer subject as described below. This is very valuable and students are encouraged to serve as subjects for their classmates. However, students have the right to elect not to be scanned without any impact to their grade in the course or progression in the program. If a student elects not to be scanned, he/she is responsible for providing a volunteer to be scanned for each scheduled lab. Volunteer subjects outside of the program are also used to provide students with scanning experience. All subjects must sign a consent form prior to being scanned by the student. The consent form must give a brief explanation of the procedure to be performed and any possible risks. The subject may change his/her mind about this consent at any time before or during the procedure simply by informing the student performing the procedure.

Obstetrical Volunteer Subjects

In order to be eligible to volunteer for an obstetrical ultrasound procedure for student educational purposes the subject must be beyond the first trimester of the pregnancy and have undergone an anatomical survey obstetrical ultrasound during this pregnancy. In addition the volunteer must inform her primary obstetrical care provider of her intention to participate in the student educational procedure.

Transvaginal Ultrasound Volunteer Subjects

Female students may be asked to volunteer as a subject for a transvaginal ultrasound procedure to be performed by a classmate, or peer students, enrolled in the Bryan College of Health Sciences, School of Health Professions under the direct supervision of an instructor in the Diagnostic Medical Sonography program.

The ultrasound procedure will require the student to lie on a table and have a hand held ultrasound transducer inserted into the vagina. The student may change her mind about consenting to the procedure at any time and the procedure will be cancelled or stopped. The procedure is solely for educational purposes.

Students will not be required, nor will they be coerced to volunteer. Students who wish not to volunteer will not be retaliated against in any way or held in ill-will. Participation is completely voluntary on the student's part.

The consent form for all volunteers must make clear that the scanning is being done for educational purposes only and there are no guarantees or assurances concerning the accuracy or results of the procedures and no diagnosis will be made. The consent and a HIPAA Release form must be signed by the volunteer subject or legal guardian of the subject, or other authorized representative. Parental permission is required for any subject under the age of 19.

No results of the procedure will be given to the volunteer. In the event that the procedure being performed suggests certain findings that may be of clinical importance, the course instructor will review the findings, and if, in the opinion of the instructor, such a situation may exist, the volunteer will be informed via the procedure in the Incidental Findings Policy

and encouraged to discuss it with a physician of his/her choice. In the event a student volunteer needs a physician referral but does not have a physician, the instructor will encourage the student to contact Employee Health Services who will assist them with a physician referral.

No record or results of the procedure will become a part of any medical record and will not include the name or any other information that may identify the subject.

The consent form must include a release of responsibility statement releasing the student, Bryan Medical Center and the College and the staffs thereof from any liability or responsibility associated with or related to the performance or outcomes of the procedure.

Incidental Finding Policy:

An incidental finding is the identification of a sonographic finding or medical condition that was previously unknown to the volunteer. Incidental findings can range from normal variations or other minor findings to clinically significant or life-threatening pathologies.

In the event an Incidental Finding is suspected or discovered on a volunteer during a sonographic scan the following steps must be followed:

1. The lab or course Instructor should speak with the volunteer individually in private and provide an explanation similar to the following:
 - a. During the scan, the ultrasound appeared to be different than expected. I cannot be sure if it is significant or not. You should consult your personal physician or other healthcare provider (e.g., physician's assistant, nurse practitioner, etc.) and tell them you were participating as a volunteer in a non-diagnostic sonography scan lab and the sonographic examination appeared to be different than expected. Your personal physician will decide whether you should have a diagnostic ultrasound performed.
2. Provide the volunteer with an Incidental Finding Form that they can take to their physician.
3. Do not provide the volunteer with any information regarding the finding as we are not allowed to diagnose- only suggest a follow up.

Sonography Skills Laboratory:

To provide a place for simulated learning experiences enabling students to acquire and practice new skills, refine skills, and increase proficiency in skills. To provide specialized equipment necessary for the completion of sonography exams.

Skills Lab Guidelines for students:

1. Student ID must be displayed at all times during the use of the skills lab.
2. **Consent forms must be filled out completely on every volunteer.** This includes the "*Consent for Ultrasound and/or ECG for Student Education*" and the "*HIPAA Release Form.*" Turn these in with your weekly assignments. If applicable an "*Incidental Finding Form*" as well.
3. Skills lab phone numbers (402) 481-8489 Lab 211 (402) 481-8454 Lab 213 (402) 481-8099 Lab 217
4. In the event of a schedule change, the student must remove his/her name from the weekly schedule allowing others to utilize that time slot.
5. Due to liability issues and high price of very fragile equipment children eleven years old and younger are not permitted in the skills labs.
6. Weekly sign up schedule will be available online (utilize **Google Chrome** when signing up online). Students must sign up to use the skills labs. Only students and their volunteers are allowed in the skills lab
 - Students can sign up for a **maximum of a 1 ½ hour time slot per volunteer.**
7. It is mandatory that students begin their studies on time. If the student or the volunteer is more than 15 minutes late they lose their time slot. **The student must vacate the machine on or before their allotted time is up. There will be no exceptions.** If the student loses the privilege to the use of that particular system or the student has not completed the study in the allotted time they have two choices:
 - Continue the study on another machine (if available)-must sign up
 - Sign up for a different time
8. No food or drink is allowed in the scanning bays and/or 7 feet away of any skills lab equipment.
9. Please pick up after yourself. The skills labs have to be left in the condition prepared for the next patient volunteer.

10. Please notify the faculty of any skills lab supplies that may need to be reordered. In addition, all linens should be restocked.
11. Skills Lab hours: See your course instructor for specific hours the skills lab may be utilized.
12. Professional and respectful behavior is expected at all times.
13. Failure to comply with these guidelines may result in a "U" in the skills lab grading.
14. Ultrasonic/ECG equipment should be plugged into the uninterrupted power supply boxes (UPS) (i.e. black boxes). UPS boxes should remain plugged in directly to the electrical wall outlets.

NURSING CLINICAL POLICIES

Clinical Practice Policy - Nursing

Students will follow standards of current, safe practice and institutional policy at all times. Any new procedure or medication route needs to be discussed with the clinical faculty/preceptor before proceeding. Students are accountable to perform any skill, procedure or medication route introduced in taught previously and throughout the program.

Students are not permitted to perform any procedure or give medication that is investigational and/or requires training or certification beyond entry level, e.g., CAPD, ACLS, PALS, and NALS. Faculty/Preceptors have the right to limit student scope of practice based on clinical situation and student performance.

Medications: Each time a medication is given students will follow the Rights of Medication administration. All high alert medications must be checked by the clinical faculty/preceptor at all times before administration. Courses have the right to develop additional requirements and/or limitations. All medication errors are to be reported to the faculty/preceptor, institutional policy will be followed for reporting errors, and errors will be documented on the Clinical Evaluation Record.

Clinical Evaluation Policy - Nursing

Clinical evaluation is designed to assist students in meeting course outcomes and associated clinical behaviors by providing objective, constructive feedback regarding performance. Evaluation is based on individual progress made toward attainment of course outcomes and is provided written and verbally.

The role of the faculty in evaluation is to observe and measure student performance during clinical experiences, provide timely feedback about performance strengths and areas needing improvement and to document summary observations, conclusions and recommendations.

The role of the student in evaluation is to seek out the faculty to observe performance and to provide information regarding client care, to critically review own performance and incorporate faculty feedback into future clinical experiences.

The Clinical Evaluation Record documents faculty and student reflection on student progress toward attainment of course outcomes and associated behaviors. The faculty and the student will evaluate student performance at the end of each week of clinical experience, or at a frequency deemed appropriate by course faculty based on the nature of the clinical experiences. The method and format of documenting the student's reflection on progress toward attainment of course outcomes is at the discretion of course faculty. The faculty will write a brief narrative in the Clinical Evaluation Record, providing an objective summary of the student's strengths and areas for growth. Descriptions of deficits must be accompanied by the course outcome number and specific action steps to improve. In addition, the faculty will grade the student's performance on the Clinical Evaluation Record as follows:

- M = met expectations
- U = unsatisfactory

Met expectations: Performance met expectations for the course outcome.

Unsatisfactory: Performance did not meet expectation for the course outcome.

Written evaluations must be available for review by students prior to the next clinical experience and must be provided in a format in which the student has the ability to keep or retrieve a copy for future reference. Students are expected to review prior to their next clinical experience. If a difference of opinion exists between the faculty and student regarding performance, the student is expected to discuss the issue with the involved faculty in a timely manner.

To satisfactorily complete the course, the student must demonstrate an ability to consistently meet all course outcomes as well as demonstrate a pattern of growth and progression. Based on the nature of the clinical, faculty within a course may determine that some clinical experiences carry more weight in determination of the pattern of growth and progression than others as noted in syllabus. A pattern of unsatisfactory performance may result in a warning status. Failure to demonstrate growth and consistent satisfactory performance will result in unsatisfactory course outcome evaluation and failure of the course.

Evaluation is an ongoing process with the final decision being made at the completion of the course or upon completion of blocked clinical; see course syllabus guidelines. At the end of the course, course faculty will evaluate each student based on attainment of course outcomes and associated behaviors.

The faculty of the College have the responsibility and the authority to establish and maintain standards of ethical, personal, and professional conduct for students in the College.

Unsafe clinical practice is behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which places the client at risk. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk.

(Scanlan, Care, & Gessler, 2001, pg. 25)

If at any time during the educational experience, the faculty's professional judgment is that the student is not providing safe, competent, and ethical care, or not acting in a professional manner, the faculty member has the responsibility to remove the student from the setting and document the incident. Based on the incident, disciplinary action up to and including failure of the course and dismissal from the College may result.

Student Clinical Dress Code

Faculty of Bryan college of Health Sciences believe that it is necessary to address the issue of a dress code for the following reason: (1) client safety, (2) need for asepsis, and (3) projection of a professional image. It is believed by the Faculty that a professional image is important to convey knowledge, skill and authority of the nurse. Students will need to follow dress code of host agency. Clarification will be provided by course faculty.

In consideration of the above, the Faculty has established the following criteria:

Clinical Experience Requiring Uniform

- Pants with top. Lab coat optional. Only uniform and lab coat designated by the College may be worn. Includes required student name tag. Pant legs must not touch the floor. All clothes must be clean.
- Name Tag: Shall not be defaced in any manner. School of Nursing conceptual framework pin is allowed and blue award/nominee. No other pin is allowed on the name tag or holder. Your last name may be covered with clean white tape.
- Shoes: Clean, modest in appearance, mostly solid color of black, white or grey with closed toe with heel strap or closed heel.
- Any shirt worn under scrub top must be solid white.
- Jewelry: Clinical areas that require frequent hand washing to protect patient and self, rings should be limited to one ring per hand. Necklaces and bracelets should not be worn except medi-alert bands.
- Body Tattoos and Piercing: We encourage covering all body tattoos. Tattoos that use profanity or promote violence, hatred, religious intolerance, bigotry, or otherwise violate the beliefs and standards of Bryan College of Health Sciences must be covered. Facial piercing (i.e. eyebrow, nose, lip, tongue, excessive ear, ect.) must be removed. Ear piercings should not pose a potential safety issue.
- Length and condition of natural nails will be conducive to safety and effective hand washing. Natural nail: Natural nails without an artificial covering other than nail polish.
No artificial nails. Artificial nails: any material applied to the nail for the purpose of strengthening or lengthening nail including but not limited to:
 - Wraps
 - Acrylics
 - Tips
 - Tapes
 - Extensions
 - Overlays
 - Fills
 - Shellac
 - Appliques other than those made of nail polish

Nail polish must be kept in good repair without cracks or chips.

- Hair, beards and mustaches must be clean and neatly combed. Extreme hairstyles such as cutouts, stripes, or unnatural colors are not acceptable. Long hair must be pulled back and secured away from the face.

Clinical Experience Requiring Polo

- Pants with college polo: pants to be black, navy, or khaki in color. Only polo designated by the college may be worn.
- Name Tag: Shall not be defaced in any manner. School of Nursing conceptual framework pin is allowed and blue award/nominee. No other pin is allowed on the name tag or holder. Your last name may be covered with clean white tape.
- Shoes: Clean, modest in appearance, mostly solid color of black, white or grey with closed toe with heel strap or closed heel.
- Any shirt worn under scrub top must be solid white.
- Jewelry: Clinical areas that require frequent hand washing to protect patient and self, rings should be limited to one ring per hand. Necklaces and bracelets should not be worn except medi-alert bands.
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 - Wraps
 - Acrylics
 - Tips
 - Tapes
 - Extensions
 - Overlays
 - Fills
 - Shellac
 - Appliques other than those made of nail polish

Nail polish must be kept in good repair without cracks or chips.

- Hair, beards and mustaches must be clean and neatly combed. Extreme hairstyles such as cutouts, stripes, or unnatural colors are not acceptable. Long hair must be pulled back and secured away from the face.

Clinical Prepping

- Option 1: Pants with college polo: pants to be black, navy, or khaki in color, with lab coat. Only polo designated by the college may be worn.
- Option 2: Professional dress with lab coat.
 - Examples of inappropriate dress includes:
 - Non-business attire
 - Slacks (dress or scrub) that drag on the floor
 - Slacks that are shorter than mid-calf length
 - Skirts greater than 3 inches above the knee
 - Denim jeans or skirts of any color
 - Novelty clothing/t-shirts with messages or graphics
 - Tank tops and spaghetti strap tops (sleeveless clothing is to be covered)
 - Beach sandals, flip flops, crocs (or similar style with holes or without back straps.
 - Any shirt with midriff exposure or front or back cleavage exposure (this includes exposures that would occur during bending, reaching or stretching).
 - Fleece tops/bottoms, sweatshirts or hooded garments
- Name Tag: Shall not be defaced in any manner. School of Nursing conceptual framework pin is allowed and blue award/nominee. No other pin is allowed on the name tag or holder. Your last name may be covered with clean white tape.

- Closed toed shoes must be worn while prepping.
- Body Tattoos and Piercing: We encourage covering all body tattoos. Tattoos that use profanity or promote violence, hatred, religious intolerance, bigotry, or otherwise violate the beliefs and standards of Bryan College of Health Sciences must be covered. Facial piercing (i.e. eyebrow, nose, lip, tongue, excessive ear, ect.) must be removed. Ear piercings should not pose a potential safety issue
- Hair, beards and mustaches must be clean and neatly combed. Extreme hairstyles such as cutouts, stripes, or unnatural colors are not acceptable. Long hair must be pulled back and secured away from the face.

Other expectations

- Body Odor (including tobacco) can be offensive to clients, guests, and staff. Use of perfumes, colognes or scented lotions should be avoided.
- Personal Hygiene: Good personal hygiene is mandatory at all times.
- Appearance of student is to project professional image as identified above.

Charges and Fines for Schedule Adjustments, Rescheduling or Makeup of Course Experiences

The faculty recognize that life events can interfere with the student attending a clinical experience. Given this understanding, the School of Nursing has identified the appropriateness of providing two clinical misses or clinical schedule changes without a charge beginning with the Summer practicums and running through the Fall and Spring academic semesters. This is not two per course, but two per total clinical experiences during the designated time. This does not excuse the absence in terms of requirements for makeup, but rather provides two non-charged misses or schedule changes in one academic year.

After two absences or requests for change during the academic year, the student will be charged \$50 for each additional clinically related course experience that requires schedule adjustments. This includes student requests, rescheduling of student missed experiences, and makeup of student clinical experiences.

A \$100 fee will be charged to any student who is a no-show or does not call to report an absence for any clinical experience, regardless of the number of absences incurred.

The above charges and fines will relate to clinical experiences within the nursing courses. Clinical experiences include, but are not limited to; direct patient care in a hospital setting, outpatient and community clinical, observations, preceptored/mentored experiences, service learning, class field trips/in-services, skills lab and simulation lab.

Military obligations will not be charged, but the student is expected to communicate needs to faculty upon receiving notice from the military.

Psychomotor Skill Assessment

Students enrolled in the traditional BSN program are required to participate in psychomotor skill assessment during objective structured clinical examinations (OSCEs).

- Psychomotor skills assessment will be conducted in a simulated environment.
- Students will be provided psychomotor skills checklist(s) in advance. Students are expected to utilize the checklists, guidelines, and provided resources to prepare adequately for the assessment. Students will be familiar with the technology and equipment, expectations, stations, and timing of the assessments.
- Students will be notified in course syllabi of required psychomotor skills assessments.
- Qualified faculty will assess psychomotor skills in a controlled setting. Faculty will provide performance-based feedback to students.
- Students who do not meet the established passing standard for a psychomotor skill will be expected to remediate and engage in repetitive practice prior to retesting at a later date.
- Successful performance of skills is necessary to meet course outcomes and progress to future courses. Students must meet the passing standard prior to the start of the subsequent semester.
- If a student is repeating a course, they will repeat psychomotor skills assessments, regardless of the previous score.
- Psychomotor skills assessments will follow the clinical absence policy for the undergraduate nursing program.

Undergraduate Nursing Technical Standards

Students accepted into the Bachelor of Science in Nursing program must possess and maintain the following technical standards:

Acquire Information

1. Acquire information from didactic, clinical, and technological learning experiences
Example: Lecture, demonstration, observation, interview, on-line learning and patient assessment.
Obtain clinical information and historical facts from the client and medical records
2. Acquire information from written, video, audio, and electronic sources
Example: Literature search, data retrieval, & electronic medical records
3. Acquire information through nursing assessment techniques
Example: Assess blood pressure, heart sounds, lung sound and/or bowel sounds

Communication Skills

4. Communicate information effectively and efficiently in English with faculty, clients, families and health care constituents
Example: Report client status, facilitate client teaching, and document care
5. Collaborate with faculty, clients, family and health care constituents
Example: Participate in the exchange of information among health care constituents

Interpret & Integrate information

1. Measure, calculate, reason, analyze and synthesize data related to patient care.
2. Integrate learned concepts, theories and research into nursing practice
Example: Utilize Evidenced Based Practice in providing nursing care
3. Interpret and integrate information obtained from nursing assessment techniques and diagnostic tests to establish clinical judgement
Example: Recognize and act upon alterations in client status
4. Provide holistic nursing care to clients, families, and/or communities in diverse healthcare settings
Example: Use cultural competency when engaging with diverse populations.
5. Perform or assist with procedures, treatments and the administration of medications

Character

1. Demonstrate Integrity, accountability and concern for self, and others
Example: Accountable for actions, exercises proper judgement, and completes responsibilities according to clinical guidelines and course outcomes.
2. Exhibit professional, sensitive and effective interactions with clients, families and healthcare constituents
3. Exhibit professional and rationale responses to stressful and/or rapidly changing situation in classroom and clinical practice settings.
4. Uphold ethical principles and practices of education and the profession of nursing.
Examples: American Nurses Association of Standards of Care, Nursing Code of Ethics, Bryan College of Health Sciences Student Code of Conduct and College Values.

*Technical Standards are required for the completion of a Bachelor of Science in Nursing.
Technical Standards must be met with or without reasonable accommodations.*

Bryan College of Health Sciences is committed to providing an environment conducive to learning for all students, including students with disabilities. Accommodations are provided in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

If you are a student with a disability who may need reasonable accommodations, please contact sheri.paneitz@bryanhealth.org or call 402-481-8782.

Nursing Skills Lab Guidelines

Objective

To provide students with a safe, simulated, clinical environment to learn, practice, and increase proficiency of nursing skills.

- Nursing skills include, but are not limited to, physical assessment, psychomotor skills, and critical thinking.

Nursing Skills Lab Hours, Scheduling & Reservations:

Skills Lab Hours, Scheduling and Reservations: The Nursing Skills Lab Calendar will be posted outside the Skills Lab doors (Rooms 207 & 209) and will be available on the College website under College Calendars. • Students may use the Nursing Skills Labs any time they are not reserved. • Students may use the Skills Labs independently, with a group, or while Peer Tutors are present. • To reserve the Nursing Skills Labs, please contact the Nursing Skills Lab Coordinator.

Nursing Skills Lab Guidelines for Students:

General Care and Maintenance

- Students and Faculty are responsible for leaving the skills lab neat and clean.
- Dispose of all used supplies, materials, and trash when finished.
- Straighten linen on the beds or replace with clean if stained.
- Remove shoes when lying on the beds.
- Return chairs to the tables, over-bed tables to the foot of the bed, and all equipment or supplies to where you found them.
- Any equipment or supplies from the Skills Lab is to be used for educational purposes only.
- Supplies from Skills Lab or Kits will not be used on any human.
- Notify Skills Lab Coordinator if any equipment is broken, missing, or in need of replacement.

Manikin Care and Maintenance

- Treat the manikins with respect.
- Leave manikins in the manner that you found them.
 - Remove any dressings, tape, IV's, catheters, or tubings when finished.
 - Position the manikins comfortably, and cover neatly with bedding when finished.
- Do not move manikins unless directed to do so.
 - Do not use betadine, markers, or lubricant on the manikins. Use only 'Manikin Lubricant' if needed.

Skills Lab Kits

- Students who receive Skills Lab Kits at the beginning of their course should use supplies within those kits to practice.
- Students who lose their Skills Lab Kit or need additional supplies are required to purchase replacement supplies. Students will access the Nursing Skills Lab Supplies Kit Charge Form located on the Bryan College of Health Sciences website under the Student Forms Tab. Students will complete and submit the Nursing Skills Lab Supplies Kit Charge Form to the BSN Skills Lab Coordinator. The BSN Skills Lab Coordinator will provide the student with the requested supplies and the supplies will be billed to the student account.

Sharps Safety

- Sharps (including needles and syringes) will be locked in cabinets at all times.

- Sharps will be available for practice only when Peer Tutors or Faculty are present for assistance.
- Students are to practice injections only on the manikins provided.
- Do not inject fluid into the manikins.
- Dispose of used needles in the sharps container.
- Needles and syringes may not be removed from the Nursing Skills Lab.

Lab Supplies and Equipment

- Equipment and Supplies may be set up in advance for a lab or class. Do not use supplies from or rearrange these areas.
- Students are encouraged to use the equipment while in the Lab. If equipment needs to be used outside of the lab, it must be checked out.

Checking Out Skills Lab Equipment:

- Skills lab equipment may be checked out to students by the Library Staff or Skills Lab Coordinator.
- Equipment is due back to the library or Skills Lab Coordinator by 0800 the next scheduled school day.
- Equipment may be checked out for a maximum of 24 hours unless prior arrangements have been made.
- If there is no bar code on the equipment, the Skills Lab Coordinator will check the item out.
- Students are financially responsible for equipment checked out to them that is lost, broken, or not returned. Equipment returned after the due date will be assessed a late fine. Equipment that is broken or not returned by the end of the course is subject to the replacement cost of the item plus a \$10.00 fine. Students will be billed for the replacement cost and fine.

Nursing Skills Lab Peer Tutors

- Peer Tutors are available to assist or guide students utilizing the Skills Lab for learning purposes.
- When working with Peer Tutors, please bring your Skills Lab Kit for supplies. If you need additional supplies, Peer Tutors have access to limited supplies. They do not have access to all supplies or manikins in the Skills Lab.

Nursing Skills Lab Assistants

- Skills Lab Assistants are responsible for setting up lab scenarios, supply inventory, and general Skills Lab maintenance.
- Skills Lab Assistants are not responsible for assisting or guiding students who are practicing in the Skills Lab.

SAFETY POLICIES AND PROCEDURES

Campus Security/Crime Prevention

Bryan College of Health Sciences is a college community of approximately 700 students and approximately 75 regularly employed faculty and staff, located in Lincoln, Nebraska. The population of Lincoln is approximately 250,000. The Bryan College of Health Sciences is located on the Bryan East Campus. The College also utilizes space at Bryan West Campus, located three miles west of the College. As part of this larger community the College shares many of the same interests and problems, including concerns about crime. Bryan College of Health Sciences fortunately has not experienced significant numbers of crimes on any of its campus locations.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security and campus safety report containing campus security and safety policies and procedures, as well as crime statistics.

The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, and 2008. In 2013, the Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security and safety reports. All statistics in this Annual Security and Campus Safety Report are presented and updated in compliance with all amendments to the act, under the supervision of the Dean of Students in collaboration with Student Services, Bryan Medical Center Safety Officer and Bryan Medical Center Security.

Bryan College is concerned about the safety and welfare of the entire Bryan College community and its guests. The College has developed a number of procedures, policies, and programs to help promote a safe and secure learning and working environment.

Campus Security

Campus safety is every individual's concern and responsibility. The success of the security staff is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the campus community are expected to support the efforts of the Security Officers in developing and maintaining a safe and secure learning environment. Campus Security is managed by the Facilities Management Department of the Bryan Medical Center. The administrative office for Facilities Management is located in the basement of Bryan East Campus. If at any time an employee or a student believes that appropriate security procedures are not being followed, or that the Medical Center/Bryan College of Health Sciences environment is not safe, please call extension 18990 from a medical center phone or 402-481-8990 from an off campus phone to speak to the Director of Facilities Management.

Bryan security services are available 24 hours a day, seven days a week, including holidays. To contact a security officer at the Bryan East Campus, dial extension 13997 from a medical center phone or 402-481-3997 from an off-campus phone. To contact a security officer at Bryan Medical Center West, dial extension 15802 or 402-481-5802.

Bryan security is available to escort individuals to/from the medical center or college or to/from their vehicles when requested. Assistance also will be provided to jump start vehicles and inflate tires. Vehicle registration and parking regulations at Bryan Medical Center/Bryan College of Health Sciences are enforced by the Medical Center Security Officers.

Safety Tips

The following safety tips are provided to help reduce the potential for crime:

- Always keep your car, house, apartment, or room locked. Keeping doors open for even short periods of time could affect your personal safety or result in theft or vandalism of your belongings.
- Keep valuables out of sight. If in your house/room, lock them in a safe place. If in car, lock them in your trunk.
- Do not leave purses, books, or backpacks unattended in classrooms, lounges, or in the library. Lockers are available at the College for student use.

- Do not walk, run, or jog alone. This is especially important at night and early in the morning when it is dark and there are few people around.
- Use sidewalks whenever possible and stay in well-traveled and well lighted areas.
- Walk with a purpose. This will show you are confident and are not likely to be an easy victim.
- Let someone know where you are and when you plan to return. If you are missed, someone can look for you.

Building Security

The main door to the College of Health Sciences are open from 7:00 a.m. to 5:30 p.m., Monday-Friday. The east entrance to the college between classrooms 200 and 202 and the north entrance are always locked. These entrances can be opened by an individual with an authorized badge reader.

Security Department's Authority and Working Relationship with Law Enforcement Agencies

Bryan Security Officers have been authorized by the College to help ensure safety, carry out security duties and assist with enforcing rules and regulations on the campus of the medical center and college. All persons leaving or entering the premises may be checked. Any person on Bryan property may be required to show identification to a security officer or medical center/college personnel. All problems or incidents involving Bryan College of Health students, will be forwarded to the College's administration for review and action.

Bryan Security officers do not have law enforcement authority (i.e. powers of arrest), and rely upon local law enforcement agencies when the need arises. The Lincoln police will be summoned to the campus should circumstances warrant the arrest of the offender. Bryan Security maintains a positive professional relationship with the Lincoln Police Department, as well as with state and federal agencies in matters concerning their specific jurisdiction. Although a written memorandum of understanding does not exist, local police will respond to calls for service to the campus community to investigate alleged criminal offenses. The College does not have officially recognized student organizations with off-campus address locations. The Lincoln Police Department and Medical Center Security openly exchange information concerning security and crime related matters and continue to maintain a pro-active stance with respect to the welfare of Bryan Medical Center/Bryan College of Health Sciences and the Lincoln community.

Reporting and Institutional Response to Criminal Reports

To achieve a safe and secure campus environment, all members of the campus community are encouraged to immediately report any suspicious or criminal activity observed. To report such activity, call the security department at 13997, Bryan East Campus or 15802, Bryan West Campus. Upon receipt of a call, the Security Officer will gather preliminary information from the caller and when appropriate, report to the location of the occurrence. The responding officer will investigate the complaint or concern and complete an occurrence report if appropriate. Reported violations of state or federal laws, Medical Center or College policy, or suspicious activity are documented in reports maintained by Facilities Management. Based on the nature of the incident, Medical Center Security Officers will instigate the appropriate response according to Medical Center/College policy. If appropriate, the Lincoln Police Department will be called in to assist or resolve the incident. You may also report any act of violence or intimidation to the College's Title IX Coordinator or the Title IX Deputy Coordinator.

Criminal incidents involving students and/or employees may also be addressed by the College Administration through College disciplinary proceedings. The College administration may impose sanctions up to and including expulsion for students and/or termination for employees.

All members of the Medical Center/Bryan College of Health Sciences community are encouraged to promptly report all crimes to campus security and appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report. There is currently no institutional policy or procedure for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report. All members of the Medical Center/Bryan College of Health Sciences community are encouraged to program into their mobile phone and/or memorize the following numbers to report criminal behavior and emergencies:

	Inside Campus	Outside Campus
East Campus Security	13997	402-481-3997
West Campus Security	14302	402-481-4302
Lincoln Police, Fire and rescue	9-911	911
Non- Emergency	9-402-441-6000	402-441-6000

Campus Security Authorities

The definition of Campus Security Authorities under the Clery Act includes: - (1) A campus law enforcement unit; (2) An individual or organization specified in an institution's statement of campus security policy as an individual or organization to whom students and employees should report criminal offenses; and (3) An official of an institution who has significant responsibility for student and campus activities but does not have significant counseling responsibilities.

The following departments and individuals have been designated as campus security authorities to whom students and employees should report crimes:

Medical Center Operator	Dial 6 or 402-481-1111
Bryan Medical Center Security Department	402-481-3997-Bryan East Campus 402-481-4302-Bryan West Campus
Bryan Medical Center Safety Officer	402-481-3703
*College President	402-481-8781
*Provost	402-481-8602
*Dean of Operations	402-481-3967
*Dean of Students/Title IX Coordinator	402-481-3804
Title IX Deputy Coordinator	402-481-8712
Student Services Director	402-481-8692
*Executive Committee Member	

Timely Warnings

The Executive Committee of the College in conjunction with Bryan Medical Center Security using their professional judgment will issue a timely warning for any serious incident when it represents a serious or continuing threat to students and employees and enough information is known about the crime to determine what information to release. The primary method of warnings will be through the College email system. The College may also issue timely warnings through posting of flyers around campus, in-class announcements, emergency text message system, public address system, or other appropriate means.

Warnings will generally include the nature of the threat, source of the information, and suggested precautions to be taken. The College would not immediately issue a notification for a serious incident if doing so will compromise efforts to assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency. An example of not compromising efforts to mitigate the emergency might be agreeing to a request of local law enforcement. Whether or not to issue a timely warning will be decided on a case by case basis in light of all the factors surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Emergency Notifications

In the event of an emergency or dangerous situation involving an imminent threat to the health or safety of students or employees occurring on campus, the Executive Committee of the College will confirm that there is a significant emergency or dangerous situation. It has sole responsibility for this determination. The Executive Committee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in their professional judgment, compromise efforts to assist a victim or to contain, respond, to or otherwise mitigate the emergency. The Executive Committee will determine the appropriate segment or segments of the campus community to receive a notification; determine the content of the notification; and utilize the College's mass notification (text messaging and/or public address) systems to notify the campus community. If necessary, the Executive Committee will disseminate information about an on-campus

emergency situation to the larger community by contacting local first responder authorities. Students, faculty, and staff can register to receive real-time notifications of these emergency events in the Office of the Registrar. This notification system will also be used in the event that an evacuation is required. The text messaging system is tested campus wide at least once each year.

Emergency Preparedness

The College's Safety Committee coordinates the emergency and safety procedures on campus. The committee includes faculty, staff, students, and the Medical Center Security. This Committee develops and practices emergency preparedness plans, including disaster response and evacuation. Bryan College of Health Sciences Student Handbook contains information on Weather Alert, Fire Emergency, Bomb Threat, Active Shooter, and Violent Intruder. Those policies are also included below.

The College's emergency response and evacuation procedures are tested on at least an annual basis. Tests may be announced or unannounced. The tests are scheduled, contain drills, contain exercises, contain follow through activities, and are designed for assessment and evaluation of emergency plans and capabilities.

The College publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year. Each test is documented, including a description of the exercise, the date, the time, and whether it was announced or unannounced. The documentation is kept for seven years.

Harassment

Harassment is a form of unlawful discrimination. Bryan College of Health Sciences is committed to creating and maintaining an environment in which all members of the College are treated with respect and dignity, and are free from verbal or physical harassment. Faculty, staff, and students are responsible for maintaining an educational and working environment that is congruent with the mission, vision, purpose, and goals of the College.

Verbal or physical harassment of any member of the College is a violation of College policy. Appropriate disciplinary action will be taken against any person found to have violated the policy.

Reporting Harassment/Discrimination

Bryan College of Health Sciences believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he/she has been the subject of discrimination or harassment should report the incident to a member of the college's professional staff or the Dean of Students/Title IX Coordinator.

Sexual Harassment/Interpersonal Violence Policy

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Bryan College of Health Sciences is committed to creating a respectful, safe, and non-threatening environment that is free from sexual harassment/assault and takes preventative measures to ensure to the extent possible that students, faculty and staff are appropriately protected from such actions. This commitment includes all on-campus locations and off-campus College related activities and sites, and electronic communication.

Bryan College of Health Sciences prohibits sexual misconduct in any form and no form of sexual misconduct, no matter how minor, will be excused or tolerated. While grounded in state and federal non-discrimination laws, this policy may cover those activities which, although not severe, pervasive and objectively offensive enough to meet the legal definition of sexual harassment established in May 2020 Title IX regulations, are unacceptable and not tolerated in an educational or work environment. The college will take steps to prevent recurrence of any harassment and correct its discriminatory effects on the complainant and, if applicable, the campus community at large.

This policy sets forth the resources available to students, describes Prohibited Conduct for purposes of this Sexual Harassment/Interpersonal Violence Policy, and establishes procedures for responding to incidents that involve Prohibited Conduct as explained below.

Definitions of Key Terms

Prohibited Conduct includes Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Title IX Sexual Harassment, Sexual Exploitation, and Retaliation as defined below. All of these forms of conduct are prohibited by College policy.

Consent – For purposes of this policy, consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be coerced, obtained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another. In the case of drugs, alcohol, or other impairing substances, incapacitation is determined by how the person’s decision-making ability is affected and the ability of the person to make informed judgments. The relevant standard for review is whether the person alleged to have engaged in sexual misconduct knew, or a sober, reasonable person in the same position should have known, that the complainant was incapacitated. Consent to one form of activity is not consent to another. Consent can be withdrawn at any time. Incident specific consent is required even if the two parties are in a relationship.

Sexual Harassment – Unwelcome conduct by an individual(s) against another individual that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person in the alleged victim’s position considering all the circumstances would find intimidating, hostile, or offensive, but that does not meet the definition of **Title IX Sexual Harassment** stated below.

The determination of whether an environment is hostile must be based on all of the circumstances. These circumstances could include the severity of the conduct, the frequency of the conduct, and whether it is threatening or offensive. An isolated incident unless extremely severe will usually not amount to hostile environment harassment. Sexual harassment may include unwelcome conduct of a sexual nature and can include sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s education, employment, or participation in a College activity; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment

Actions that constitute sexual harassment may also include but are not limited to:

- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment; this can include offensive physical contact, telling unwanted sexual jokes, sending sexually explicit text messages or emails, using sexually explicit profanity, staring at a person’s breasts or groin, etc.

Sexual Assault – Sexual harassment also includes sexual assault. Sexual assault refers to physical sexual acts perpetrated against a person without their consent or where a person is incapable of giving consent due to the individual’s incapacity to give consent because of his/her temporary or permanent mental or physical incapacity (e.g., due to his/her minor status, influence of drugs, alcohol and/or other impairing substances, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual assault includes, but is not limited to, rape, fondling without consent, incest, and statutory rape, which are defined in May 2020 Title IX regulations and for purposes of this policy as follows:

- **Rape:**
 - The carnal knowledge of a person (i.e., penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that either females or males could be complainants under this definition);
 - Oral or anal sexual intercourse (i.e., penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - To use an object or instrument (e.g., an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person,

without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity; (for purposes of this definition, "private body parts" includes breasts, buttocks, or genitals, whether clothed or unclothed);.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
 - Under Nebraska's laws, a person commits the crime of first degree sexual assault of child (the most serious type of statutory rape) by:
 - subjecting a child under the age of 12 to sexual penetration when the defendant is over the age of 19, or
 - subjecting a child over the age of 12 but under the age of 16 to sexual penetration when the defendant is over the age of 25.

Dating Violence - Violence committed against a person a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and b) where the existence of such relationship shall be determined based on the reporting party's statement and a consideration of (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence - Includes felony or misdemeanor crimes of violence committed by current or former spouse of the victim, by a person with whom the victim shared a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other persons against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Nebraska.

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

Stalking behaviors and activities may include, but are not limited to the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on Web sites
 - Sending unwanted/unsolicited email or talk requests
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation, including staring or "peeping"
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation - lying to others about the victim

For purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Title IX Sexual Harassment – “Title IX Sexual Harassment” is a specific form of sexual harassment as defined by regulations issued by the U.S. Department of Education in May 2020, as follows:

- **Title IX Quid Pro Quo Sexual Harassment** for purposes of the **Title IX Sexual Harassment** definition is conduct on the basis of sex committed in an education program or activity of the College in the United States by which an employee of the college conditions the provision of an aid, benefit, or service of the College on a student's or employee's participation in unwelcome sexual conduct.
- **Title IX Severe, Pervasive and Objectively Offensive Sexual Harassment** for purposes of the Title IX Sexual Harassment definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to a College education program or activity.
- **Title IX Sexual Assault, Dating Violence and Domestic Violence** for purposes of the Title IX Sexual Harassment definition are the same as the definitions of Sexual Assault, Dating Violence and Domestic Violence stated above in this policy, if the conduct is committed in an education program or activity of the College in the United States.
- **Title IX Stalking** for purposes of the Title IX Sexual Harassment definition is the same as the definition of Stalking stated above in this policy, except that the stalking must be on the basis of the complainant's sex, and it must be committed in an education program or activity of the College in the United States.

Further, to fall within the definition of **Title IX Sexual Harassment**, the Complainant must be participating or attempting to participate in a Bryan College of Health Sciences education program or activity at the time the conduct is reported.

Conduct takes place within the College's "programs and activities" for purposes of this definition when that conduct occurs: (1) in a location, at an event, or in a circumstance where the College exercises substantial control over both the respondent and the context in which the conduct occurs; or (2) in any building owned or controlled by a student organization recognized by the College. Conduct that occurs off campus in locations or at events with no connection to the College is unlikely to have occurred in a program or activity of the College.

Conduct that does not meet this strict definition for **Title IX Sexual Harassment** is still prohibited by this policy if it otherwise constitutes Prohibited Conduct as defined in this policy.

Sexual Exploitation – Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that other person without that other person's consent. Examples of behavior that could constitute sexual exploitation include but are not limited to the following:

- Recording or capturing through any means images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent;
- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nudity, if the individual distributing the images or audio knows or should have known that the person(s) depicted in the images or audio did not consent to such disclosure and object(s) or would object to such disclosure; or
- Surreptitiously viewing another person's sexual activity, intimate body parts, or nudity in a place where that person would have a reasonable expectation of privacy, without that person's consent, if the individual viewing the other person's or persons' sexual activity, intimate body parts, or nudity in such a place knows or should have known that the person(s) being viewed would object to that.

Exception: The college's prohibition of sexual exploitation is not intended to prohibit the use of sexually explicit materials that are reasonably related to the college's academic mission. Specifically, this section is not intended to proscribe or inhibit the use of sexually explicit materials, in or out of the classroom, when in the judgment of a reasonable person they arise appropriately to promote genuine discourse, free inquiry, and learning.

Retaliation – Retaliation means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding Prohibited Conduct. Retaliation is strictly prohibited. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, constitute retaliation, as do any adverse action taken against a person because they have made a good faith report of Prohibited Conduct or participated in any proceeding under this policy. Retaliation may include intimidation, threats, coercion, harassment, or adverse employment or educational actions that would discourage a reasonable person from engaging in activity protected under this policy. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance process under this policy does not constitute prohibited retaliation, provided, however, that a determination regarding responsibility is not alone sufficient to establish that any party made a materially false statement in bad faith.

The college will not engage in, and will investigate and address, reports of retaliatory conduct. Retaliation under this policy may be found whether or not the underlying complaint is ultimately found to have merit.

Complainant – A student or employee of the college who is reported to have experienced conduct that could constitute Prohibited Conduct as defined in this policy, regardless of whether the student or employee makes a report or seeks disciplinary action. When deemed appropriate at the college's discretion, a complainant may also be a third party involved in some way in an academic, extracurricular, or residential program of the college ("covered third party") who has allegedly been subjected to conduct in violation of this policy by a student or employee. For ease of reference and consistency, the term "complainant" is used in this policy to refer to a person who believes that he or she has been subjected to Prohibited Conduct, or who is believed by another to have been subjected to such conduct.

Respondent – A student, employee or covered third party who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct as defined in this policy. A covered third party is a person who is not a student or employee of the college, but who is someone over whom the college has some measure of control that would allow the college to take some form of action against them if it is determined that they engaged in Prohibited Conduct (e.g., a vendor or volunteer).

Responsible Employee- A college employee who has the authority to redress sexual violence or who has the duty to report incidents of sexual violence or other student misconduct.. A responsible employee must report to the Title IX Coordinator all relevant details about Prohibited Conduct of which they become aware.

Informal Resolution – a non-judicial approach to a complaint designed to address Prohibited Conduct through means that do not involve a formal investigation and resolution process.

Formal Resolution – a judicial approach to a complaint which is heard by a panel of College employees which may result in disciplinary action/sanctions against the respondent if a policy violation is established by a preponderance of evidence (i.e., it is more likely than not that the violation occurred).

Sexual Harassment/Interpersonal Violence Policy Statement

This policy covers all Bryan College of Health Sciences students, regardless of sexual orientation, gender identity or expression, including part-time and full-time students, in all degree seeking and certificate programs and students at-large. This policy also applies to the College's administrators, faculty, staff, visitors, and applicants for employment or admission. The College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act (see above).

The disciplinary process for sexual misconduct will be available to a student with a complaint and enforced against a person found to have engaged in the behavior. Students engaged in Prohibited Conduct may also be subject to criminal and civil procedures at state and/or federal levels. The College is committed to fair and prompt procedures to investigate and adjudicate reports of sexual misconduct and to the education of the College community about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of the student with a complaint, as well as the rights of the accused while adhering to all federal, state, and local requirements for intervention and crime reporting related to sexual misconduct.

The College strives to create an environment which encourages students to come forward if they feel they have been the victim of sexual misconduct. While the College strives to protect the confidentiality of both complainant and respondent, complete confidentiality cannot be guaranteed. The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request. The College must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident and individual circumstances, further action may be necessary including a campus security alert, timely warning and/or notification of local law enforcement. Personally identifying information about complainants will not, however, be released in campus security alerts or timely warnings.

Reasonable steps will be taken to protect the complainant, the respondent and other participants in the reporting, investigation, and resolution process from retaliation. Any individual who engages in retaliation will be subject to prompt and appropriate disciplinary action under this policy.

Inquiries about sexual harassment and/or interpersonal violence need not begin with a formal complaint, nor do they necessarily result in a complaint. Inquiries can be made without disclosing specific details such as names and places. Inquiries are appropriate whether sexual harassment or interpersonal violence has just begun or the complainant has already made efforts to resolve the problem him/herself. Any activity perceived as sexual harassment or interpersonal violence should be reported to the College's Title IX Compliance Coordinator: Dr. Alethea Stovall, Dean of Students, who is identified and authorized as the Title IX Coordinator and is responsible for coordinating the College's efforts to comply with Title IX, or a member of the College's administration, for investigation and action.

A complaint of alleged sexual harassment or interpersonal violence may not always be able to be substantiated, but the lack of corroborating evidence should not discourage an individual from seeking relief through procedures outlined in this policy. However, it is a violation of the policy to falsely and in bad faith accuse faculty, staff or students of sexual harassment or interpersonal violence.

The College encourages individuals who have experienced Prohibited Conduct and/or complainants to talk to somebody about what happened so they can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a person's confidentiality.

Procedure for Reporting and Responding to Student Complaints of Sexual Harassment

Privileged and Confidential Communication

***Professional Counselors**

Professional, licensed counselors who provide mental-health counseling to members of the College community are not required to report any information about the incident to the Title IX Coordinator without a individual's permission. There are currently no procedures to encourage professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Following is the contact information for these individuals:

Continuum EAP
1135 M Street, Ste 400
Lincoln, NE 68508
402-476-0186 or
1-800-755-7636

Pastoral Care
Bryan Health
East Campus - 402-481-3404
West Campus – 402-481-5130

***Non-professional Counselors and Advocates**

Individuals who work in the on-campus Professional Development Services and Health and Wellness Services, and Bryan Medical Center, Employee Health can generally talk to an individual without revealing any personally identifying information about an incident to the College. A individual can seek assistance and support from these individuals without triggering a College investigation that could reveal the individual's identity or that the individual has disclosed the incident.

While maintaining a individual's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report, which includes no information that would directly or indirectly identify the individual, helps keep the Title IX Coordinator informed of the general extent and nature of sexual harassment and interpersonal violence on and off campus so the Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the individual to ensure that no personally identifying details are shared with the Title IX Coordinator. These individuals or their office will also report the nature, date, time and general location of an incident (but not the identity of the individual, unless necessary to promote safety) to the Security Department so that the report can be included in the College's crime statistics.

Following is contact information for these non-professional counselors and advocates:

Professional Development
Patty Bollinger
Bryan College of Health Sciences Office 302
402-481-3831

Health and Wellness Services
Melinda White
Melissa Jones
Bryan College of Health Sciences Office 208
402-481-8468

Employee Health Services
Bryan Health
East Campus
West Campus
402-481-8622

An individual who speaks to a professional or non-professional counselor or advocate must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

These counselors and advocates will assist the individual in receiving necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health, or mental health services, and changes to working or course schedules. An individual who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the individual with assistance if the individual wishes to do so.

These professional and non-professional counselors and advocates will maintain a individual's confidentiality at the College but they may have reporting or other obligations under state law such as mandatory reporting to law enforcement

in cases involving minors or imminent harm to self or others, and they may be required to testify if subpoenaed in a criminal case.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the College's Executive Committee may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim and/or complainant.

"Responsible Employees"

As noted above, a "responsible employee" is a College employee who has the authority to redress Prohibited Conduct who has the duty to report incidents of Prohibited Conduct.

When an individual tells a responsible employee about an incident of Prohibited Conduct, the responsible employee must report to the Title IX Coordinator all relevant details about the alleged Prohibited Conduct shared by the individual which, ideally, will include the names of the individual and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report.

The following categories of employees are the College's responsible employees:

All regular full and part-time employees who are not identified above as confidential resources are responsible employees.

Before an individual reveals any information to a responsible employee, the employee should ensure that the individual understands the employee's reporting obligations and, if the individual wants to maintain confidentiality, direct the individual to confidential resources.

If the individual wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the individual that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the individual's request for confidentiality.

Responsible employees will not pressure an individual to request confidentiality, but will honor and support the individual's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a individual to make a full report if the individual is not ready to or does not wish to do so.

Any student who feels he/she has been harassed or subjected to Prohibited Conduct may utilize these procedures to initiate an internal complaint to address the situation.

To encourage reporting, any individual (including a bystander or third party) who reports Prohibited Conduct will not be subject to disciplinary action by the College for one's own personal use of alcohol or other drugs at or near the time of the incident, provided that any such violations did not harm or place the health or safety of any other person at risk. The College may offer support, resources and educational counseling to such individual.

Initiating a Complaint

Bryan College of Health Sciences encourages any person who believes that he or she has been subjected to Prohibited Conduct as defined in this policy to immediately file a complaint with Title IX Coordinator: Dr. Alethea Stovall, Dean of Students, or a member of the College's administration for investigation and action. Any party receiving a complaint is required to report the complaint to the Title IX Coordinator/Dean of Students (hereafter, Title IX Coordinator).

Students, faculty staff, and visitors who witness or are aware of suspected incidents of Prohibited Conduct as defined in this policy are strongly encouraged to report the incident to:

Title IX Coordinator: Alethea Stovall, Dean of Students, 1535 S. 52nd St., office #233, Lincoln, NE 68506, 402-481-3804 or alethea.stovall@bryanhealth.org	Deputy Title IX Coordinator: Sue Pilker, Assistant Dean of Undergraduate Nursing 1535 S. 52nd St., office #321, Lincoln, NE 68506, 402-481-8712 or sue.pilker@bryanhealth.org
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If a member of the Bryan College of Health Sciences community observes a violation of this Sexual Harassment/Interpersonal Violence Policy wherein a minor (an individual under the age of nineteen (19) years of age) is involved, Nebraska law requires them to report it to the proper law enforcement agency or Department of Health and Human Services. A report should also be made to campus security, if the individual is facing immediate danger.

In accordance with the Clery Act, students or employees reporting that they have been a victim of domestic or dating violence, sexual assault, and stalking, will be provided written notice of their rights and options, which include: (i) to be assisted by campus authorities if reporting a crime to local law enforcement; (ii) change academic, living, transportation and or working situations or protective measures; (iii) obtain or enforce a no contact directive or restraining order; (iv) have a clear description of Bryan College of Health Science’s disciplinary process and know the range of possible sanctions; and (v) receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student and financial aid, and other services available both on-campus and in the community. Providing this statement in written format to the victim shall meet the requirement of providing the victim their rights. More information about these issues is provided below.

In addition to the complainant’s ability to file a complaint with the College, the complainant has the right to simultaneously file/report a complaint with local law enforcement. College personnel will assist the complainant in reporting the alleged offense to the police if he/she desires such assistance. The complainant will also be informed of the importance of preserving evidence of a criminal offense at the time of the first reporting. College action against violators of this policy does not in any way preclude the possibility of criminal action by civil authorities, should the complainant wish to pursue criminal charges. If the complainant chooses to make a police report, he or she will likely meet with police officers, who will work with the complainant to gather information about the experience, and to gather relevant evidence. Again, College representatives can support the complainant in interactions with law enforcement authorities if that is desired. An individual may also decline to notify law enforcement authorities.

The College will attempt to respond to reports of Prohibited Conduct brought anonymously or brought by third parties not directly involved in the reported conduct, to the greatest extent practical. However, the response to such reports may be limited if information presented in the report cannot be verified by independent facts.

Supportive Measures

It is not necessary to file a complaint, participate in an adjudication process, or file a criminal complaint in order to request Supportive Measures from the College. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to College’s education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College’s educational environment, or deter Prohibited Conduct.

Supportive Measures may include but are not limited to:

- No Contact Orders restricting encounters and communications between the parties;
- No Trespass Notices prohibiting the presence of an individual on College property, or other properties on which College programs are occurring;
- Academic accommodations, including but not limited to deadline extensions, incompletes, course changes or late drops, or other course-related adjustments and arrangements as appropriate;
- Changing transportation or working situations arrangements or providing other employment accommodations, and/or leaves of absence, as appropriate;
- Assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, confidential resources, disability, health or mental health services, visa and immigration assistance, student financial aid services, and legal assistance both on and off campus, as applicable;

- increased security and monitoring of certain areas of the campus;
- campus escort services; and/or
- Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders, and providing assistance if the individual wishes to do so. The College will also work with complainants and others as appropriate to respect and implement the requirements of such orders on premises that it owns or controls, as necessary and appropriate.

Where a complainant reportedly subjected to sexual assault, domestic or dating violence, or stalking makes a reasonable request for accommodations, the College is obligated to comply with that request if such accommodations are reasonably available.

Students and employees seeking Supportive Measures should direct their request to the Title IX Coordinator or designee, who will refer the individual to other resources as appropriate. The request will be evaluated and responded to by the Title IX Coordinator. Factors to be considered in determining reasonable services or accommodations may include the following:

- the specific need expressed by the complainant or respondent;
- the severity and/or pervasiveness of the allegations;
- any continuing effects on the complainant;
- whether the complainant and the respondent share the same residence hall, dining hall, class, extracurricular activities, transportation or job location;
- whether requested Supportive Measures would unreasonably burden a party; and
- whether outside judicial measures have been taken to protect the complainant.

The College will maintain as confidential any Supportive Measures provided to complainants and/or respondents, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the Supportive Measures. As such, the College may need to disclose some information about the individual to a third party to provide the necessary Supportive Measures in a timely manner. The Title IX Coordinator or designee is/are typically responsible for determining what information should be disclosed and to whom it should be disclosed. The decision to disclose information will be made after careful consideration of possible alternatives to disclosure and/or limiting the information provided to the third party as much as possible without compromising the College's ability to provide the Supportive Measures.

Steps in Initiating and Investigating a Complaint of Prohibited Conduct

All proceedings will include prompt, fair, and impartial processes from the initial investigation to the final result, and will be completed within a reasonably prompt timeframe as described below. The College will provide written notice to the parties where extensions of timeframes are granted for good cause, and the reason for the extension. Proceedings will be conducted in a manner that is consistent with College policy and transparent to the parties, timely notice of meetings will be provided to the parties, the parties will have equal access to any information that will be used during the meetings and other proceedings, and College officials involved will not have a conflict of interest or bias for or against any party.

All proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct procedures that protect the safety of the victims and promote accountability. Training includes, but is not limited to, topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

The complainant and respondent are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The College will not limit the choice of advisor or the advisor's presence for either party.

Both the complainant and the respondent will be simultaneously informed, in writing: a) of the outcome of any College disciplinary proceeding that arises from an allegation of Prohibited Conduct; b) of the College's procedures for the complainant and respondent to appeal the results of the College disciplinary proceeding; c) of any change to the results that occurs prior to the time that such results become final; and d) when such results become final.

A. Filing a Complaint

The College encourages any person who has a concern regarding alleged Prohibited Conduct to report it to the Title IX Coordinator (Dean of Students) as soon after the incident as possible. However, there is no time limit on when an incident may be reported to the Title IX Coordinator or other College administrator. Complaints may be made by the following methods:

Title IX Coordinator: Dr. Alethea Stovall; 402-481-3804, alethea.stovall@bryanhealthcollege.edu
Deputy Director of Title IX: Dr. Sue Pilker, 402-481-8712, sue.pilker@bryanhealthcollege.edu;
Professional Development Coordinator: Patty Bollinger, 402-481-3831, patty.bollinger@bryanhealthcollege.edu
College Health Nurse, Melissa Jones, 402-481-8468, melissa.jones@bryanhealthcollege.edu
College Health Nurse, Melinda White, 402-481-8468, Melinda.white@bryanhealthcollege.edu

B. Initially Evaluating a Complaint

1. Initial Notice

Any responsible employee who receives notice of or information about alleged Prohibited Conduct must notify the Title IX Coordinator as soon as possible but no later than five (5) calendar days of receiving the information.

2. Initial Communication with the Complainant and Conducting the Initial Assessment

If a report alleges conduct that would, if proved, constitute Prohibited Conduct, the Title IX Coordinator will:

- promptly contact the complainant to discuss the availability of supportive measures as defined below;
- consider the complainant's wishes with respect to supportive measures;
- inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

The Title IX Coordinator will begin an initial assessment within five (5) calendar days of receiving the complaint unless there are mitigating circumstances. The first step of the assessment will usually be a preliminary meeting with the complainant. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report. It is not intended to be a full review. At this meeting the complainant will be provided with any additional necessary information about resources, procedural options, and Supportive Measures.

As part of the initial assessment the Title IX Coordinator will:

- Assess the nature and circumstances of the allegation
- Address immediate the physical safety and emotional well-being of the complainant
- Notify the complainant of the right to contact law enforcement and seek medical treatment
- Notify the complainant of the importance of preserving evidence
- Ensure the report is entered into the College's daily crime log
- Assess the reported conduct for the need for a timely warning under the Clery Act
- Provide the complainant with information about on- and off-campus resources
- Notify the complainant of the range of Supportive Measures
- Provide the complainant with an explanation of the procedural options, including informal resolution and formal resolution
- Identify an adviser, advocate, and/or support person for the complainant
- Assess for pattern evidence or other similar conduct by the respondent
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding
- Explain the College policy prohibiting retaliation

At the conclusion of the initial assessment the complainant may choose one of three options.

- Informal Resolution conducted by the Title IX Coordinator
- Formal Resolution conducted through the College's Formal Appeal Panel
- Declining to move forward with the complaint process

If the complainant declines to move forward with the complaint process, the Title IX Coordinator will explain to the complainant that there may be circumstances in which the College is unable to abide by requests for confidentiality or inaction. In certain circumstances the College may decide that it needs to investigate the complainant's allegations and to take appropriate responsive measures even where the complainant does not wish to pursue a complaint against the respondent or has decided to withdraw a pending complaint.

The initial assessment will proceed to the point where a reasonable assessment of the safety of the individual and of the College community can be made. Thereafter, an investigation may continue through the procedures outlined below, depending on a variety of factors, such as whether the complainant wants the College to pursue disciplinary action, the risk posed to any individual or the College community by not proceeding, and the nature of the allegation. In the course of this assessment, the College will consider the interest of the complainant and the complainant's expressed preference for the manner of resolution. Where possible, and as warranted by an assessment of the facts and circumstances, the College will seek action consistent with the complainant's request. In general, the College will weigh a complainant's request for confidentiality or the desire that the College take no action on the complaint by considering factors such as whether the circumstances of a matter suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence, whether the alleged perpetrator threatened further sexual violence or other violence against the student or others, and whether the sexual violence was committed by multiple perpetrators). These factors also may include circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances (e.g., whether the student's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group). Other factors that may be considered in assessing a student's request for confidentiality may include, depending on the circumstances, whether the reported sexual violence was perpetrated with a weapon; the age of the student reportedly subjected to the sexual violence; and whether the College possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

C. Supportive Measures

During the initial meeting with the complainant, the Title IX Coordinator or designee will discuss Supportive Measures that may be available to the complainant. Example Supportive Measures are discussed above.

D. Relationship to Other Proceedings

The filing of a complaint under this policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of any criminal investigation or criminal proceeding before commencing its own investigation or implementing Supportive Measures.

E. Determinations of Applicable Procedures, Dismissals, Transfers and Appeals of Such Determinations

When a complainant requests an investigation, the Title IX Coordinator will promptly upon receipt of a formal complaint:

- 1) determine whether the conduct alleged would, if proved, constitute Title IX Sexual Harassment (i.e., *Quid Pro Quo* Sexual Harassment, Severe, Pervasive and Objectively Offensive Sexual Harassment, Sexual Assault, or sex-based Domestic Violence, Dating Violence or Stalking) as defined in the Title IX Sexual Harassment definition stated above;
- 2) determine whether the conduct allegedly occurred in the College's education program or activity;
- 3) determine whether the conduct allegedly occurred in the United States; and

4) determine whether at the time the formal complaint was made, the complainant was participating or attempting to participate in a College program or activity.

If a formal complaint of conduct that would, if proved, satisfy all four of these elements and constitute **Title IX Sexual Harassment** as defined in this policy is filed by a complainant or signed by the Title IX Coordinator, it will be investigated and resolved through the procedures applicable to **Title IX Sexual Harassment** matters as outlined below.

The College will investigate alleged **Title IX Sexual Harassment** when a complainant submits a signed or electronically-submitted formal complaint to the Title IX coordinator and requests an investigation. The Title IX Coordinator may also choose at their discretion to sign a formal complaint and initiate an investigation, even if the complainant chooses not to do so. In cases where the complainant does not wish to submit a formal complaint but the Title IX Coordinator decides in their discretion to sign a complaint and initiate an investigation and resolution process, the Title IX Coordinator will not be a complainant or otherwise a party to the matter.

If some but not all of the conduct alleged in the complaint satisfies all four of the elements stated above and a formal complaint is received from a complainant or signed by the Title IX Coordinator, the College will address the entire matter through the procedures applicable to **Title IX Sexual Harassment** matters as outlined below (that is, it will as required by federal regulations follow **Title IX Sexual Harassment** procedures to address the alleged **Title IX Sexual Harassment**, and it will, to promote efficiency, choose to follow **Title IX Sexual Harassment** procedures to address **Non-Title IX Prohibited Conduct** and other non-Title IX alleged misconduct in such mixed cases, so that all related alleged misconduct may be addressed through one investigation and resolution process).

If it appears based upon initial review or upon information gathered during an investigation that the matter does not satisfy and/or no longer satisfies all 4 of these elements, the College will, as required by the May 2020 Title IX regulations, dismiss the matter for purposes of the *Title IX Sexual Harassment* process, and will transfer it for handling under the **Non-Title IX Prohibited Conduct** procedures outlined below or under other College procedures, as deemed appropriate by College. Investigation and resolution of a matter that does not fall within the definition of **Title IX Sexual Harassment** may be pursued, dismissed altogether, or transferred to another College process, as deemed appropriate in the College's discretion and/or as appropriate under applicable law.

Even if the initial allegations of a matter fall within the definition of **Title IX Sexual Harassment**, the College may (but is not required to) dismiss a formal complaint or any allegations therein if at any time during the investigation or resolution process:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at or employed by the College; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If a formal complaint is dismissed by the College under the circumstances described above, the College will simultaneously provide to the parties written notice (by electronic or other means) of the dismissal and the reasons for the dismissal, and notice of the parties' opportunity to appeal such dismissal through the **Title IX Sexual Harassment** appeal procedures outlined below.

If the respondent is a student and an employee, the Title IX Coordinator will determine which procedures will apply based upon the facts and circumstances, such as whether the respondent's status as a student or an employee predominates in the context of the alleged Prohibited Conduct. If a student-employee is found to have engaged in Prohibited Conduct, the student-employee may be subject to sanctions both in connection with their employment, and in connection with their student status, as appropriate under these and other applicable procedures.

Steps in Investigating and Resolving Title IX Sexual Harassment Complaints

If it is determined through the process described immediately above that the alleged Prohibited Conduct, if proved, would fall within the definition of **Title IX Sexual Harassment** provided in this policy, the following procedures will apply exclusively.

Emergency Removal of Students or Employees in Title IX Sexual Harassment Cases

When the College determines that there is an immediate threat to the physical health or safety of any student or other individual arising from reported conduct that falls within the definition of **Title IX Sexual Harassment** in this policy, the College can remove a respondent from its education program or activity (which may include removing an employee respondent from their employment at College) and issue any necessary related no-trespass and no-contact orders. The College will make the decision to remove a respondent from its education program or activity based on an individualized assessment and risk analysis.

If the College makes such a decision, the respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal. Specifically, the respondent shall have forty-eight hours in which to submit a letter to or appear personally or virtually before the [] to contest the emergency removal (though a meeting could be scheduled sooner if requested by the respondent, if practicable).

Administrative Leave in Title IX Sexual Harassment Cases

The College always maintains the discretion to place non-student employee respondents on paid administrative leave during the pendency of an investigation and resolution process as outlined below.

The College may also place a non-student employee respondent on unpaid administrative leave during the pendency of an investigation and resolution process.

The College may place student-employee respondents on administrative leave from their employment during the pendency of an investigation and resolution process where deemed appropriate as a supportive measure, under circumstances where it can do so without unreasonably burdening the student-employee respondent.

Notice

If the College initiates an investigation of **Title IX Sexual Harassment** it will provide to the parties a written notice (by electronic or other means) that includes:

- Information about the College's formal and informal resolution processes;
- A statement of the allegations of behavior potentially constituting Title IX Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial post-intake interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX Sexual Harassment, and the date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Information regarding the College's presumption of good faith reporting and a summary of the College's false information policy;
- Notification that parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- Notification of existing counseling, health and mental health services available on campus and/or in the community;
- Notification that parties may inspect and review evidence during the investigation and resolution process, as provided below; and
- Notification that taking any retaliatory action (directly or through others) against any person because they are involved in the investigation is prohibited and will be considered a separate violation of College policy.

If in the course of an investigation the College decides to investigate allegations about any party that are not included in the notice described above, it will provide notice of the additional allegations to the parties whose identities are known.

Consolidation of Formal Complaints

The College may consolidate formal complaints as to allegations of **Title IX Sexual Harassment** against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other

party, where the allegations of such **Title IX Sexual Harassment** arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

Investigation of Title IX Sexual Harassment Cases

The Title IX Coordinator or designee will appoint an investigator or investigators (referred to here in the singular as “investigator” for the sake of convenience), who may be College employees or outside investigators, to investigate a complaint. The College will provide notice to the parties of the identity of the investigator. If a party believes that an investigator has a bias against or for complainants or respondents generally or them particularly as a party, or a conflict of interest, the party may submit a written objection to the Title IX Coordinator that outlines the basis for their objection to the investigator’s service. The Title IX Coordinator will make a decision on such objections, and will appoint any alternate investigator, and follow this process as necessary, until an investigator is selected to conduct the investigation.

The investigator will conduct a thorough fact-finding investigation. The investigation will usually include meetings with the complainant and the respondent separately, as well as witnesses who may have material information about the events that are the basis of the complaint. The investigator may also collect and examine any physical evidence or documents, emails, text messages, etc. that may be relevant to the events in question. At any time during the investigation, the complainant and respondent may provide written statements or other supporting materials that may be helpful to the investigator.

The complainant and respondent are entitled to be accompanied by an advisor of their choice whenever meeting with the investigator. Advisors can confer privately with their advisee, but cannot question the process nor address the investigator. The parties will be given periodic status updates throughout the investigation.

To protect the integrity of the investigation, complainants, respondents, witnesses, affected parties and advisors shall not, except as specifically permitted below, disclose any information discussed or revealed during the investigation while the investigation and adjudication process is still pending, other than to the investigator, and/or a confidential resource such as their mental health counselor or attorney (who also must not disclose such information), or a non-attorney advisor (who also must not disclose such information).

The College will endeavor to complete the investigation portion of the process within 90 days of issuing a notice of investigation as described above, but this may be extended at the College’s discretion due to factors such as the complexity of the matter, the availability of witnesses, requests by a law enforcement agency for a temporary delay in the investigation process (see below), College breaks, and other legitimate reasons.

The following general investigation-related provisions are applicable only to the investigation of matters that fall within the definition of **Title IX Sexual Harassment**, as required by 2020 Title IX regulations. In such matters, the following provisions will apply:

- Parties’ equal opportunity to present witnesses may include evidence from fact and expert witnesses; and
- Parties are not restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence; and
- Parties whose participation is invited or expected will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Preliminary Investigative Report

When the investigator has gathered all of the information that they determine should be gathered preliminarily, the investigator will prepare a preliminary investigative report. The preliminary investigative report will summarize relevant evidence but will not contain any recommendations regarding whether the respondent violated this policy or any other College policy at issue.

The College will provide each party with an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised, including the evidence upon which College does not

intend to rely in reaching a determination regarding responsibility and/or which the investigator does not deem relevant, and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Such evidence will not include un-redacted privileged records or information that may have been gathered or received during the investigation, absent written consent from the party holding the privilege.

- The College will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy.
- Parties and advisors are not permitted to download, print or copy such evidence subject to inspection and review, and are not permitted to re-disclose such evidence without the College's permission. Parties and advisors will be required to sign an acknowledgment form indicating that they understand these prohibitions. Violations of these prohibitions may subject parties to College discipline under applicable conduct codes.

Review and Response to Preliminary Investigative Report

The complainant and the respondent will have an opportunity to review the preliminary investigative report and provide written responses to the report. The complainant and the respondent must submit any comments, feedback, additional documents, evidence, suggested questions for individuals interviewed, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigator, additional documents or other evidence, within 10 calendar days after the preliminary investigative report is sent or made available to them for review. The parties' written responses will be considered by the investigator prior to completion of the final investigative report, and some or all of the responses may be attached or otherwise incorporated into the final investigative report.

In the event that new, relevant information is provided or identified at this stage, the information will be incorporated into the preliminary report as deemed appropriate by the investigator.

Final Investigative Report

Final Investigative Report Generally

After considering any written response submitted by either party, or after the 10 calendar day comment period has lapsed without receiving a written response or responses, the investigator will address any relevant issues identified by the complainant and/or the respondent, and as appropriate, pursue any additional investigative steps as needed. The final investigative report will include the investigator's non-binding recommendation as to whether the respondent should be found responsible for violating the policy provisions at issue. The investigator's recommendation will be reached by applying the preponderance of evidence standard, i.e., whether it is more likely than not that the Policy was violated. The final investigative report will be reviewed by the Title IX Coordinator before it is issued. Final investigative reports will be provided simultaneously to the parties and their advisors, if any. The College will give each party an opportunity to review the other party's written response, if any.

Final Investigative Report

The following additional provisions regarding the final investigative report will apply in **Title IX Sexual Harassment** matters:

- The final investigative report created by the investigator will fairly summarize relevant evidence and include as exhibits evidentiary materials as deemed appropriate by the investigator;
- At least 10 calendar days prior to the hearing referenced below, the College will send to each party and the party's advisor, if any, the final investigative report and exhibits in an electronic format or a hard copy, for their review and written response;
- Any written response a party wishes to provide must be submitted to the Title IX Coordinator or designee within 10 calendar days of receiving the final investigative report and exhibits; and
- The final investigative report and the parties' written responses, if any, will be provided to the hearing officer in advance of the hearing.

Deadlines for parties' review of information and submission of comments may be extended upon request for good cause, at the discretion of the Title IX Coordinator or their designee.

Should a respondent who has been notified of an investigation/adjudication fail to cooperate with the investigator, the investigation may proceed, a finding may be reached, and a sanction may be imposed based on the information available.

The complainant may request that the investigation be stopped at any time. The College and/or the Title IX Coordinator will determine whether the investigation can be stopped, or whether, due to countervailing concerns of campus safety, it is unable to honor the complainant's request to stop the investigation.

Hearing and Resolution Provisions Applicable Only to Title IX Sexual Harassment Matters

Hearings

Live hearings will be provided in **Title IX Sexual Harassment** matters, as required by the May 2020 Title IX regulations.

Hearing Officers

Hearings will be presided over by a hearing officer, who will make the decision as to whether or not the respondent violated the policy provisions at issue. This decision will be made using the preponderance of the evidence standard, which means that a policy violation will only be found if the evidence establishes that it is more likely than not that the violation occurred. The hearing officer has broad authority to determine the process, timing and conduct of a hearing. For example, the hearing officer will determine the order of presentation, timing and overall duration of the hearing, what information and evidence will be heard, what information and questions are relevant to the determination of the matter, and what cross-examination questions will or will not be permitted.

Hearing officers will be appointed by the Title IX Coordinator. In selecting a hearing officer for a particular matter, the Title IX Coordinator will take care to select an individual who does not have a conflict of interest or bias against complainants or respondents generally or an individual complainant or respondent. The College will notify the parties of the identity of the hearing officer in advance of the hearing, and parties may, within 3 calendar days of such notice, object to the service of the hearing officer by providing a written statement (which may be transmitted electronically) as to why the party believes that the hearing officer has a conflict of interest or bias. The Title IX Coordinator or designee will make decisions regarding such objections and the appointment of an alternate hearing officer, as necessary.

Advisors

Each party may have an advisor of their choice present at a hearing for the limited purpose of conducting cross-examination on behalf of that party. Advisors may be, but are not required to be, attorneys. If a party does not have an advisor of their choice present at a hearing, the College will without fee or charge to the party provide an advisor of the College's choice, again for the limited purpose of conducting cross-examination on behalf of that party. No later than 10 calendar days before the hearing, parties should inform the Title IX Coordinator of the identity of any advisor of choice who will accompany them to the hearing, so that the College will know whether or not it needs to arrange for the presence of a College-provided advisor.

At a time and manner deemed appropriate by the hearing officer, the advisor for each party will be permitted to ask the other party and any witnesses all relevant cross-examination questions and follow-up questions, including those challenging credibility. Except for that limited role, advisors may not participate actively in the hearing and may not speak or otherwise communicate on the part of the party that the advisor is advising. However, the advisor may consult privately in a non-disruptive manner with their advisee during and/or at a recess in the hearing. Scheduling accommodations generally will not be made for advisors if they unduly delay the process. The College reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the hearing officer, which may include exclusion of the advisor from the hearing and the appointment of an alternate College-provided advisor.

Requests for Appearance of Witnesses

If a party wishes to have an individual appear at the hearing as a witness, they must provide notice of the identity of the proposed witness and a brief description of the subject matter of the witnesses' testimony to the Title IX Coordinator or designee at least 10 calendar days before the date of the hearing. The Title IX Coordinator or designee, in consultation with the hearing officer as necessary, will determine whether the witness is likely to have information that is relevant to the hearing, and if it is determined that the witness is likely to have relevant information, the Title IX Coordinator or designee will inform the witness that their presence at the hearing is required (to the extent that the College has jurisdiction to require the presence of the witness) or requested.

Conduct of Hearings and Relevance

At or before the hearing, the hearing officer will receive a copy of the final investigative report, any attachments thereto, and copies of the parties' written responses to the final investigative report, if any, which will be part of the information of record to be considered by the hearing officer. The recommendation regarding responsibility made by the investigator in the final investigative report is only advisory and is not binding on the hearing officer; the hearing officer will make an independent determination regarding responsibility based upon the investigative report, evidence admitted at the hearing, and the testimony and cross-examination of parties and witnesses at the hearing, as applicable.

Subject to the discretion of the hearing officer, hearings will ordinarily begin with introductory remarks by the hearing officer, followed by opening statements from any party who wishes to provide one, followed by the hearing officer's asking relevant initial questions of the parties as deemed appropriate by the hearing officer. During this portion of the hearing, advisors may confer privately and in a non-disruptive manner with their advisee, but they are not allowed to make opening statements or otherwise address the hearing officer or anyone else present at the hearing.

After the hearing officer has asked their initial questions of the parties, the hearing officer will permit each party's advisor to ask the other party all relevant questions and follow-up questions, including those challenging credibility.

Subject to the discretion of the hearing officer, questioning of witnesses will generally follow a similar process, whereby the hearing officer will pose relevant questions to each witness, then the parties' advisors will be permitted to ask relevant questions of witnesses.

In accordance with May 2020 Title IX regulations, such cross-examination by advisors will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors are not permitted to object to hearing officer decisions regarding relevance during a hearing.

Regarding the evidence subject to inspection and review that was provided to the parties and their advisors under the **Title IX Sexual Harassment** matter-specific investigation procedures outlined above, a copy of such evidence will be made available at the hearing, and each party and/or their advisor (as applicable) will have an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Information protected under a legally recognized privilege (such as, for example, privileged communications between a party and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity, or privileged communications between a party and their attorney), is not relevant unless the person holding the privilege has waived the privilege.

At the request of either party, the College will provide for the hearing to occur with the parties located in separate rooms with technology enabling the hearing officer and parties to simultaneously see and hear the party or the witness answering questions. Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

If a party or witness does not submit to cross-examination at the live hearing, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

At the discretion of the hearing officer, parties (but not their advisors) will usually be given an opportunity to make a closing statement at the conclusion of the hearing.

Record of Hearings

The College will create an audio or audiovisual recording and/or transcript, of any live hearing, and will make it available to the parties for inspection and review.

Determinations Regarding Responsibility

Within 14 days after the hearing, the hearing officer (and if necessary the sanctioning officer, as provided below) will prepare and issue a written determination regarding responsibility and, if applicable, sanctions. In determining responsibility, the hearing officer will apply the preponderance of the evidence standard. The written determination of outcome will include:

- Identification of the section(s) of the College's Title IX Sexual Harassment policy alleged to have been violated;
- A description of the procedural steps taken from the receipt of the complaint through the determination, including but not limited to, as applicable, any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of definitions of sexual harassment for purposes of the College's Title IX Sexual Harassment definitions;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and, where necessary and in collaboration with the sanctioning officer, a statement regarding any sanctions and the rationale therefor;
- If a finding of responsibility is made, whether Supportive Measures or remedies are being provided to the complainant (but not specifically what those Supportive Measures or remedies are except to the extent that providing notice to the respondent is necessary to effectuate the Supportive Measure or remedy (e.g., a permanent no-contact order)); and
- Identification of the College's procedures and permissible bases for the complainant and respondent to appeal (as outlined below).

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

The determination will also notify the parties whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant, but will not provide details about any such remedies.

If sanctions are necessary, they will be assigned in accordance with the Sanctions section below. The parties will receive notice simultaneously of the written determination regarding responsibility and, if necessary, any sanctions as determined through the procedures outlined below.

Sanctions

It is the College's belief that sanctions should maximize safety for all students and College constituents, relate to the nature of the behavior, and provide an opportunity for growth and learning. In the context of sexual harassment and interpersonal violence, sanctions will also be designed to restore the complainant's equal access to College education programs or activities. The range of possible sanctions when a student is found responsible for Prohibited Conduct is as follows:

Written Warning

A written warning is a notice that the student's behavior is unacceptable and that further misconduct may result in further disciplinary action. A copy of the warning letter is placed in the student's academic file.

Fines

A monetary fine may be imposed. Failure to pay or to make arrangements to pay a fine may result in a hold being placed on the student's account.

Restitution

Restitution may be imposed in the form of monetary payment to repair or otherwise compensate for damages caused by the student. Failure to pay or to make arrangements to pay may result in a hold being placed on the student's account.

Loss of Privileges

A student may be restricted or excluded from participation in curricular or extra-curricular activities for a specified period of time.

Educational Sanction

Educational sanctions may include mediation, drug and alcohol education/treatment, public presentation, formal apology, research paper, college completion contract, etc.

Suspension

Termination of student status at the College for a specified period of time, with the possibility of reinstatement, provided that the student has complied with all conditions imposed as part of the suspension and provided the student is otherwise qualified for reinstatement. Depending on the length of the suspension, transition activities may be required. Suspension involves the exclusion of the student from participation in any academic or other activities of the College. Written notification of this action will be provided to the student. The student may be withdrawn from all courses carried that semester and shall forfeit all tuition/fees according to the normal refund schedule of the College. The student may not be on the College's premise unless engaged in official business approved in writing by the Dean of Students or College Administrator.

Dismissal

Termination of student status. Written notification of this action will be provided to the student. The action of dismissal will be noted on the student's academic transcript; the student will be withdrawn from all courses carried that semester and shall forfeit all tuition/fees according to the normal refund schedule of the College. The student may not be on the College's premise unless engaged in official business approved in writing by the Dean of Students or College Administrator. Readmission after dismissal may be granted on a case by case basis.

If a hearing officer makes a determination that a respondent is responsible for committing Prohibited Conduct, the hearing officer will inform the sanctioning officer of that determination, and the sanctioning officer will review information regarding the case as deemed necessary for them to determine an appropriate sanction or sanctions. Once the sanctioning officer has determined appropriate sanctions, the sanctioning officer will work with the hearing officer to prepare the written determination of outcome described above, which inform the parties of the hearing officer's and sanctioning officers determinations regarding responsibility and sanctions, and the rationale therefor. The written determination of outcome will be provided to the parties simultaneously.

Appeals

Each party to a case falling under this policy has a right to appeal:

- the Title IX Coordinator's dismissal of a formal complaint for Title IX purposes based on the Title IX Coordinator's determination that it did not fall within the definition of **Title IX Sexual Harassment** (where applicable); or
- the result of a hearing and/or sanctioning process, on the following grounds:
 - There was a procedural irregularity that affected the outcome of the matter;
 - There is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or
 - The sanctions are not appropriate.

Appeals in student respondent cases must be filed with within 5 working days of the case determination. Appeals in faculty respondent cases must be filed with] within 5 working days of the delivery of the written determination. Appeals in staff employee respondent cases must be filed with within 5 working days of the case determination.

The other party may be notified of any submitted appeal through the Title IX Coordinator or their designee. The other party may submit a written response to the appeal within 5 working days of delivery of the appealing party's appeal. Both parties will be informed of any change to the results of a disciplinary process that occurs prior to the time that such results become final, and when such results become final.

Where an appeal is based on procedural irregularity, new evidence and/or bias/conflict of interest grounds, the Appellate Officer may affirm a finding of responsibility or return the matter to a hearing officer and/or Title IX Coordinator for further proceedings consistent with the appeal decision. Where an appeal challenges sanctions, the Appellate Officer may affirm, increase, decrease, or modify the sanctions. Appeal decisions will be sent to the parties simultaneously. The decision of the Appellate Officer is final in all cases.

Absent extenuating circumstances, appeals will ordinarily be decided within 30 days of the appellate officer's receipt of the appeal.

Informal Resolution of Title IX Sexual Harassment Cases

At any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process (e.g., mediation) of a **Title IX Sexual Harassment** case, where requested by a party and agreed to by both parties. If a party requests the initiation of an informal resolution process and the Title IX Coordinator agrees that the matter is appropriate for informal resolution, the College will provide to each party a written notice that discloses:

- The allegations;
- The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations-
 - The College generally permits parties to withdraw from the informal resolution process and initiate or re-initiate a formal investigation and hearing process at any time before the informal resolution process is completed and any informal resolution is agreed to in writing by the parties); and
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared .

All parties and the Title IX Coordinator must agree to informal resolution for this option to be used. The Title IX Coordinator will assess the request for informal resolution in light of factors such as, but not limited to, the severity of the alleged violation and the potential risks to campus community members posed by the reported misconduct. The College will only proceed with an informal resolution process if both parties provide their voluntary, written consent to having the matter resolved through the informal resolution process.

Informal resolution options (e.g., mediation, restorative practices, or other alternate resolution methods) will be offered as deemed appropriate by the College and will be employed as agreed upon by the parties.

The matter will be deemed resolved if and when the parties expressly agree in writing to an outcome that is acceptable to them and which is approved by the Title IX Coordinator (in consultation with other College administrators as deemed necessary). A party may withdraw from the informal resolution process at any time prior to their execution of a written informal resolution agreement. After an informal resolution is agreed to in writing between the parties, neither party may initiate a formal resolution process regarding the same factual allegations. At any time before a matter is resolved through informal resolution, the Title IX Coordinator may terminate an informal resolution process and initiate or re-initiate a formal investigation and resolution process at any time, as they deem appropriate in their discretion.

Steps in Investigating and Resolving Non-Title IX Prohibited Conduct

The following steps apply exclusively to the investigation and resolution of reports of conduct that, if proved, would constitute Prohibited Conduct under this policy but that would not fall within the definition of **Title IX Sexual Harassment** provided above.

Investigating the Complaint

Following the initial meeting between the complainant and the Title IX Coordinator, the complaint will be investigated by the Title IX Coordinator. If the complainant has declined to proceed with the complaint process, then the matter will be pursued only after consideration of the factors set forth in Section B.2 Conducting the Initial Assessment of this policy. The purpose of this investigation is to determine whether good cause exists to proceed with either informal or formal resolution of the complaint and shall be completed within thirty (30) calendar days. Failure to comply with the investigator's requests may result in disciplinary action.

Notification of the Respondent

A respondent will be notified when the College seeks action that would impact a respondent, such as protective measures that restrict the respondent's movement on campus, the initiation of an investigation or the decision to involve the respondent in the informal resolution process.

The Title IX Coordinator shall notify the respondent, in writing, of the complaint, advise the respondent of the need for confidentiality, and instruct the respondent to not engage in any retaliatory behavior. The notice to the respondent will also include a summary of the allegations, the possible sanctions, and a brief description of the facts presented to support the allegations. For all allegations which could result in dismissal, the notice will include this possibility and will specify that dismissal prevents any future readmission to the College.

Both the complainant and the respondent will be given a copy of this policy.

Both the complainant and the respondent may provide information relevant to the complaint, including the names of any witnesses, to the Title IX Coordinator. In addition to interviewing the complainant and the respondent, the investigator will make reasonable attempts to contact and interview all of the individuals who are identified as witnesses with information relevant to the allegations of harassment or sexual misconduct.

The Title IX Coordinator's investigation will determine whether there is good cause to proceed to informal or formal resolution of the complaint. In order to make this determination, the investigator shall consider the record as a whole, including the nature of the alleged conduct and the context in which it occurred, and determine whether it is more likely than not that this policy has been violated.

The Title IX Coordinator will promptly investigate and prepare a confidential investigation report within thirty (30) calendar days of receiving the complaint, unless an extension of time is necessary in order to conduct a thorough and accurate investigation. If an extension of time is required, the Title IX Coordinator will provide written notification of the revised date for completing the investigation concurrently to both parties.

- Preponderance of The Evidence Standard

In the event that the investigation report concludes that it is more likely than not that this policy has been violated, the complainant may proceed with either informal resolution or formal resolution. The Title IX Coordinator will provide information regarding these processes to the complainant. In the event that the complainant elects not to move forward with the complaint at this stage, the College reserves the right to pursue the complaint in accordance with the formal resolution process.

- **Finding of No Preponderance of The Evidence Standard**

In the event that the investigation report concludes that it is not more likely than not that this policy has been violated, the complaint will be dismissed. The complainant may, however, appeal the determination of no good cause to the College President. A complainant who wishes to file an appeal must file a petition no later than ten (10) calendar days from delivery of the complainant of the investigation report. An appeal petition shall consist of a detailed written statement specifying the precise grounds for appeal and indicate with precision the supporting facts, and shall be signed by the complainant.

The College President will consider the appeal petition and the investigation report to determine whether the original complaint is supported by the preponderance of the evidence standard within five (5) days of receiving the appeal petition. If the College President concludes that it is more likely than not that this policy has been violated, the President will inform both parties concurrently in writing of his/her decision, with a copy to the Title IX Coordinator. The Title IX Coordinator will then meet with the complainant to discuss the complainant's options for pursuing his/her complaint. Alternatively, if the President concurs with the Title IX Coordinator's determination that the complaint is not supported by the Preponderance of The Evidence Standard, the complaint will be dismissed, and no further action will be taken with respect to the complaint. The decision of the College President regarding whether a complaint demonstrates good cause is final and is not subject to appeal.

Resolution Process

1. **Informal Resolution Procedure**

Informal resolution is a process through which a complaint may be resolved promptly and discreetly, through communication, education and/or mutual agreement.

Participating in the informal resolution process is optional and voluntary by the parties. The parties can end the informal process at any time and stop the proceedings or begin the formal resolution process. The goal of informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of the parties involved.

The Title IX Coordinator will meet separately with both the complainant and the respondent to gather any additional information regarding the conduct alleged. The Title IX Coordinator will identify and recommend an appropriate sanction to address the respondent's conduct. The proposed finding of responsibility and sanction recommendation will be concurrently communicated in writing to both the complainant and the respondent. The complainant and the respondent will then have the opportunity to either accept or reject the proposed resolution.

If the matter is resolved informally to the satisfaction of all parties, the parties will document their acceptance in writing, and the informal resolution process will terminate, the sanctions (if any) will be imposed, and no further appeal shall be available to either party. The Title IX Coordinator will maintain a record of the complaint and its resolution.

If either party rejects the proposed resolution, the informal resolution process will terminate, and the complainant or the College will have the right to pursue the complaint through the formal resolution process. Upon the conclusion of the informal resolution process, the Title IX Coordinator will meet with the complainant to advise the complainant regarding the formal resolution process. If the complainant chooses to pursue the formal resolution process, he/she shall notify the Title IX Coordinator of this

intention within five (5) days of terminating the informal resolution process. The College reserves the right to pursue the complaint in the event that the complainant declines to take further action.

In the interim between the conclusion of the informal resolution and the initiation of the formal resolution processes, the Title IX Coordinator may implement or extend interim protective measures, as appropriate.

2. Non-Title IX Formal Resolution Procedure

The non-Title IX formal resolution process at Bryan College of Health Sciences involves a Formal Appeal Panel review. The panel review is comprised of members of the College's Executive Committee and the program dean/director.

The following panel review procedures regarding presentation of evidence will be in effect:

- If either party intends to present forensic evidence, a trained forensic examiner must be present and available to testify regarding the nature of the evidence. No witness or exhibit may be presented if the identity of the witness or a copy of the exhibit was not submitted to the other party by the established deadline.
- A party shall not have the right to question another party directly; however, each party may submit proposed questions to the Formal Appeal Panel members to ask of the other party if the Formal Appeal Panel members determine, at their sole discretion, that the proposed questions are designed to elicit relevant information. The Formal Appeal Panel may also independently question the parties and witnesses in order to acquire additional information about the complaint.
- Evidence of the Complainant's sexual behavior or history may not be presented unless the behavior or history:
 - was between the complainant and the respondent
 - is offered for the purpose of showing that the act or acts charged were not committed by the respondent

is evidence of an occurrence or occurrences of sexual behavior so distinctive and so closely resembling the respondent's account of the alleged encounter with the complainant as to tend to establish that the complainant consented to the act or acts charged

- Sexual behavior otherwise admissible under this section may only be proved by evidence of specific acts and may not be proved by reputation or opinion. Until a determination is made under this section that specific evidence is admissible, no reference to the complainant's alleged sexual behavior or history shall be made in the presence of the committee, and no evidence of this behavior or history shall be introduced at any time during the hearing.

The Formal Appeal Panel will use the preponderance of the evidence standard to resolve the complaint. Decisions made by the Formal Appeal Panel are final pending the right to request an appeal based on new evidence or violation of due process.

Possible Disciplinary Sanctions

The purpose of disciplinary sanctions for violations of this policy is to educate students about responsible behavior as members of the Bryan College of Health Sciences community, to maintain order, and to protect the rights of others. There is no set sanction for any of the offenses provided in this policy, with the exception of automatic dismissal for a felony conviction. Sanctions will be determined individually and will reflect the nature and severity of the offense.

Sanctions may include, but are not limited, to one or more of the following: alteration of class schedule, disciplinary reprimand, loss of privileges, restitution, written warning, suspension, and dismissal.

Notwithstanding College's right to impose a sanction under this policy, students may also be subject to penalties at the local, state, and federal level.

The College reserves the right to apply any sanction for a violation of the College Values, which in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative and any student found in violation of the same offense or a second offense of equal or greater magnitude may be suspended or dismissed from the College.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense (incest or statutory rape), the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Safety Transportation

Medical Center Security will be available to escort individuals to/from the Medical Center or Bryan College of Health Sciences to/from their vehicle when requested. Assistance will also be provided in jump starting vehicles and inflating tires.

Sex Offender Registry

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires certain classes of sex offenders to register with local law enforcement officials. Registry information regarding Level 3 (high risk) offenders is published in local newspapers and is also available to the public at <http://www.nsp.state.ne.us> on the Nebraska State Patrol's website.

The Act also requires certain institutions, including colleges and universities, to monitor the presence of Level 2 (moderate risk) sex offenders at their facilities. College officials will routinely receive information regarding moderate risk sex offenders residing in Lancaster County. This information is not available to the public, and will be shared with designated staff responsible for monitoring activities on campus.

Access to Off-Campus Facilities

Bryan College of Health Sciences utilizes many off-campus facilities for academic work. All students must adhere to the policies of safety and security for the institution at which they are assigned. It is strongly encouraged that students familiarize themselves with each separate facility and to discuss with their instructors any issues regarding safety and security at a particular site.

Weapons/Firearms

The possession of weapons on campus is prohibited. Weapons are identified as: handgun, pistol, revolver, rifle, shotgun, knife or edged weapons (with blade longer than 3.5 inches), bow and arrow, crossbow, ammunition, martial arts equipment, or other device capable of launching a projectile and causing bodily harm.

Possession of any of these items on campus will result in a code of conduct violation investigation.

Exceptions to this prohibition are:

- Weapons, legally owned, out of sight and secured in personally owned vehicles located in parking lots, garages, and streets on Bryan College of Health Sciences or Bryan Medical Center Properties, or
- Weapons possessed by certified and commissioned law enforcement officers or retired law enforcement officers in accordance with law, or
- Weapons possessed by armed security or armed officers in the performance of lawful duties, i.e. armored car officers, armed corporate security.

Tornado Protection – DOP.EHS192

Definitions

Tornado Watch – Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.

Tornado Warning – Issued when a tornado has actually been sighted in the area or indicated by radar. At this time, the Civil Defense warning sirens are sounded, and the Nebraska Weather Service broadcasts the emergency messages.

Tornado Watch

When notified of a tornado “watch” effecting Lincoln, the PBX (switchboard) operator will announce over the public address system:

- “Your Attention Please: Lincoln and Lancaster County have been placed in a tornado watch area until (standard time the watch is to be canceled). Patients and visitors are requested to follow instructions from hospital staff concerning storm protection activities. We will keep you informed of significant weather changes.”
- This will be repeated at 4 hour intervals until the watch expires.
- Review safe areas.
- Consider how you will get there.
- An “All Clear” will be announced when the watch expires or is canceled prior to its scheduled expiration time.

Tornado Warning – Bryan Medical Plaza, College of Health Sciences, School of Anesthesia, Child Development Center-East, Financial Offices on the 5th Floor College of Health Sciences, Education area on West

- Stay in the safe area until the city announces “all clear”.
- Staff, visitors and patients; Go to safest area possible with the time you have.
 - Relatively safe areas include:
 - Interior areas
 - Away from outside walls
 - Areas with no windows
 - The lower in the building the better
 - Basement areas without windows are best
- Remain in the safe area until notified of an “All Clear”.

Fire Emergency – EC.A.35

If you see smoke, smell something burning, or see fire, initiate the fire plan (**R-A-C-E**)

Announced overhead as “**A Fire Alarm has been activated in+ Location + Please avoid this area**”

R – Remove those in immediate danger to a safe area.

A – Alarm

- Activate the nearest **fire pull** station.
- **Call “6”** (off sites call 9-9-1-1) and give:
 - Exact location of fire (room number and building)
 - Your name, and
 - Type of fire (if known).

C – Contain the fire by closing doors to the area of the fire.

- **Close all** doors and windows (even in areas remote from the fire but in the same building).

E – Evacuate if fire or smoke is discovered:

- Evacuate as follows:
 - First, evacuate the area of the fire, adjoining rooms, and rooms above and below.
 - If necessary to leave the area, evacuate horizontally away from the fire through the fire doors into another fire/smoke compartment.
 - Business occupancies should evacuate the building.
 - If needed, evacuate vertically.

- Use evacuation tools if needed (MedSled, ParaSlyde, Stair Chair)
- Inpatient, outpatient, and diagnostic care areas complete Form #502, *Patient Fire/Tornado/Evacuation Sheet* (obtain from Distribution, online in electronic "Policies and Procedures," or print out from the EMR, also behind the Forms Tab at the back of this guide).
- Elevators may be used if they are working.
- Do not run.
- Follow the evacuation routes and plans outlined in the unit specific fire plan.

E – Or Extinguish, if you can do it safely and you feel comfortable doing so. Use a fire extinguisher by initiating **P-A-S-S**: Do not put yourself in danger to extinguish a fire.

- Pull the pin by twisting and pulling (do not have thumb on upper handle or pin will not come out)
- Aim at the base of the fire (if you hit the fire it is apt to come back on you and cause burns)
- Squeeze the handle, and
- Sweep back and forth to suffocate the fire.

Active Shooter – EC.A.82

To Implement – The Active Shooter protocol will be implemented when a person or persons enter our building or grounds armed with a firearm with the intent to do harm or threatening to do harm to those present or is actively shooting.

- If an armed intruder enters our building the first response will be to protect as many of our patients, visitors and staff as possible. At the same time we will summon help from internal and external resources.
- Your personal response may need to be made in a hurry. Difficult decisions will need to be acted on quickly. Make the best response decisions you can and try to limit the harm inflicted on yourself and those around you.

Notification by observing person/employee

- Make the best decision you can as to order of notifications
- Call "6" (if in a hospital building or a building attached to the hospital)
- Call 9-911 (Medical Center) or 911 if not connected to the switch board
- Notify your Manager or Supervisor, if possible
- Provide this information:
 - The 911 Call say: "This is Bryan Medical Center (give location, plus area) we have an armed intruder in the building, gunshots (not) fired."
 - The "6" Call say: "We have an Active Shooter in the building (provide area), gunshots (not) fired."
 - If possible provide a description of the person(s) and their location

Announcement

- The Telecommunications Operator will announce three times: **"Active Shooter + Location + Do not go near this area, leave the building if safe to do so"**.

Personal Response, follow this as a guide; your response may vary depending on the circumstances.

Remember ADD, it may add to your chances for survival

- **A – Avoid**, the goal is to completely stay away from the armed intruder
 - Do NOT respond to the area of the armed intruder
 - Leave the armed intruders area
 - Help visitors and patients to safe areas
 - Leave the building if possible, unless involved in patient care
- **D – Deny Access**, the goal is to keep the armed intruder moving and not finding victims
 - Move into a room with a locked door
 - Lock your door, turn off lights, make no noise
 - Barricade doors, make entry as difficult as possible
 - Patient care areas;
 - Block or lock entry doors, including stairwells
 - Close patient doors

- Stay out of hallways as much as possible
- If possible place one person in each occupied patient room, close door and block it with everything available
- Do not come out until the all clear is announced.
- **D – Defend**, the goal is to survive a face to face encounter with an armed intruder
 - If you cannot avoid or deny access, you may have few options, and may include:
 - Play dead among the other victims
 - Fight back; this is very dangerous and may be your last option
 - Use anything handy as a weapon (fire extinguisher, piece of a file cabinet, pen, letter opener, stapler etc.)
 - Follow their directions
 - Make your decision based on what you think is best for the circumstances you are in.
 - At this point we can only provide suggestions, you will need to do what you think is best

Personal Response to police

- The police may not know who is the armed intruder so be prepared to be treated as a suspect until things are sorted out
 - Raise your hands, keep your hands in view
 - Do not brandish weapons when encountering police or exiting the building
 - Ensure that you do not appear to be a threat
 - Follow directions
 - Provide as much information as possible

Communicable Disease Emergency Response and Communication Policy

Purpose

The Bryan College of Health Sciences takes its responsibility to its students, employees, and community very seriously and understands that a college environment may provide means for the spread of communicable diseases. The College has policies requiring students to obtain the pre-enrollment immunizations necessary to prevent a number of communicable diseases. While prevention is the front line defense against communicable disease, the College recognizes that immunizations are not 100% effective and many non-students, who may not be immunized, interact within the environment of the College every day. This leaves the College, and the Community it serves, vulnerable to contagion. When a known threat of communicable disease is discovered, the College must be prepared to respond quickly and effectively to minimize the impact of the threat. This policy provides the process for reporting, responding to, and communicating about instances of communicable disease.

Reporting

Employees and students of the College are expected to minimize contact with other people and contact their direct supervisor, faculty member, or clinical instructor/preceptor in the following situations (please note, the examples of diseases used in the following situations are not all inclusive):

- When they return from travel from a country the CDC has placed on a watch list for life-threatening communicable diseases such as ebola, etc.
- When they have a known exposure to a contagious or potentially life-threatening disease such as measles, pertussis, mumps, ebola, meningitis, etc.
- When they exhibit symptoms of a communicable disease such as the influenza, measles, rubella, mumps, chicken pox, pertussis, meningitis, etc.
- When they have been diagnosed with a communicable disease

The person notified by the affected student or employee will promptly notify the Dean of Students (or designee) of the situation.

Minimizing the Spread of Communicable Disease

The College will follow Bryan Medical Center policies and will collaborate with experts in epidemiology, employee/student health, and public relations available at Bryan Medical Center and the regional Public Health Department in directing the

actions of employees or students and providing any further needed notifications. An individualized plan will be developed by College and Medical Center personnel delineating, at a minimum: 1) The time the employee or student must be absent from all College-related activities; and 2) The circumstances necessary for return. The goal of the plan will be allowing the individual employee or student time to recover and minimizing the probability of spreading the communicable disease to others in the College or community. Employees and students are required to follow the plan developed for their situation and failure to do so will be grounds for disciplinary action.

If a situation involves possible spread of contagion to other students or employees of the College, all possible steps will be taken to communicate with those potentially affected. An individualized plan will be created specifying: 1) Required monitoring for development of disease; and 2) Steps necessary for prevention of further spread of contagion within the internal College environment.

If an employee or student of the College reports a situation that may pose a threat of contagion to the community, College or Medical Center officials will report the actual or possible threat to city, state, and regional health officials. If it is deemed necessary for the protection of the community, a press release will be issued outlining the potential threat and steps taken to minimize that threat. The privacy of affected individuals will be protected during reporting unless disclosure of names is mandated by law.

STUDENT SERVICES

Philosophy of Advising

Bryan College of Health Sciences is committed to empowering students to achieve academic and professional goals through collaborative and individualized advising.

Upon enrollment to the College, students are partnered with an advisor until degree completion. Collaborative and individualized advising is guided by the following objectives and expectations:

Advisor and Advisee Objectives and Expectations:

1. Build Trust

- be an advocate
- communicate openly
- listen effectively
- honor commitments
- communicate availability
- maintain confidentiality

2. Promote Professionalism

- foster accountability
- identify opportunities for growth
- utilize support systems and resources

3. Promote Strengths

- focus on strengths
- recognize accomplishments

4. Navigate Path to Degree Completion

- share accurate information
- participate in proactive degree completion planning
- remain accountable for degree completion plan
- establish, adapt, and achieve academic and professional goals

*Program progression and degree completion are ultimately the responsibility of the student.

Student Success Center

The Student Success Center is comprised of six divisions: Academic Services, Professional Development, Financial Aid Services, Student Services, Health and Wellness, and Campus Culture.

Academic Services supports academic success. Support is provided to improve academic standing, early intervention to improve academic outcomes and increase student involvement in the learning process by facilitating a peer tutor program.

Professional Development enhances the skills students need to be successful in college and beyond. Support is provided to promote personal and professional success, increase student involvement in the college experience by promoting involvement in professional activities, act as liaison for student referrals and information to internal and external resources and collaborate with faculty on student issues. Student mentoring program is provided to enhance professionalism and help in connecting and building relationships with other students.

Financial Aid Services provides information and direction to students wanting financial aid resources to attend Bryan College of Health Sciences. They provide counsel to all students in exploring funding methods and resources to best meet their college expenses, recognize and honor the responsibility to deliver funds in a timely and equitable manner, identify new methods of financial assistance delivery, while continuously improving the processes, work collaboratively with all areas of the College to consistently uphold a high standard of honesty, integrity and a commitment to student service.



Student Services provides opportunities for students to develop personally, professionally and socially through active engagement in community service, student organizations and student life. They provide educational, cultural, wellness, social and recreational programs for students, assistance to students and student organizations to interact more effectively with one another and with the college community, promote self-governing opportunities and provide access to decision making activities for students and provide efficient administrative services for student retention, orientation, activities and counseling.

Health and Wellness Services provides support and guidance for the members of the college community in regard to health and wellness. They plan, develop, implement and evaluate health promotion activities, and health screening activities with a focus on health promotion and injury/illness prevention. Health and Wellness Services is also a liaison to student health services. The objective of the student health program is to provide adequate health supervision and service that best serves the interests of both the students and the College. Emphasis is placed on positive health attitudes and increasing awareness of the students' attitudes regarding their health. Prior to enrollment, the student submits a health history and validation of required immunizations.

Students are required to follow the policies in the Student Handbook when using the Student Health Services for illnesses and health needs. Each student is required to show proof of health insurance coverage. Coverage must be maintained throughout enrollment at the College.

The Campus Culture at Bryan College of Health Sciences cultivates an inclusive and responsive college climate underscored with fairness and equality, provides a safe and stimulating learning environment, welcomes and celebrates the diversity of the campus community, provides support and services which are inclusive and accessible to all students, provides opportunities for students, faculty, and staff to interact with one another in formal and informal settings in order to establish a campus culture that facilitates student engagement and interaction, and increases diversity-related knowledge and cultural competence among college constituents through programs and services.

Student services are provided to distance students by electronic means.

Early Referral Process

Personal, academic and/or financial problems can place students at risk of failing a course. The purpose of the Early Intervention Process is to provide early identification and intervention for students at risk for a variety of reasons. This Process is designed to support both students, faculty and staff. The early referral form will be submitted electronically to the Provost, and Dean of Students for dissemination as deemed necessary.

Early Referrals

- Code of Conduct Violations (see student handbook for policy)
- Academic Integrity Violation (see student handbook for policy)
- Personal or Professional Development Concern
- Academic success Concern
- Other

To activate the Early Intervention Referral, these steps should be followed:

1. Anyone can identify students at risk and fill out an [Early Referral Form](#).
2. When a student "at risk" is identified, it is recommended but optional to inform the student that an Early Referral will be initiated.
3. An Early Referral Form is completed on the student outlining the concerns identified. The completed form is filled out electronically and submitted directly to the Provost and Dean of Students, who will disseminate information and determine next steps.
4. An Early Referral Form should be completed on any student directly referred by faculty and staff to Continuum EAP.
5. The appropriate representative will contact the student via email or phone when necessary
6. Individuals who complete an Early Referral Form will receive a confirmation email that the document was received.

Writing Center

The Writing Center will address students' writing concerns in a timely, friendly, and knowledgeable manner. Writing Center consultants will provide help in all stages of the writing process: invention, organization, and revision. Students can meet with a writing center consultant about any writing project they are working on, whether it's an assigned essay for class, a cover letter and resume for a job, or just writing for fun. Students should bring their paper, and directions or requirements to the appointment. The Writing Center is located in room #218. Hours will be posted at the beginning of each semester. To make an appointment email: writingcenter@bryanhealthcollege.edu

Basic Needs Statement

Any student who has difficulty affording sufficient food to eat every day, or who lacks a safe and stable place to live is encouraged to contact any faculty, advisor, staff or administrator. College personnel will work with the Dean of Students to refer student to available resources.

Caring Fund

The Bryan College of Health Sciences Caring Fund is available for any full-time or part-time student facing a crisis or emergency situation. The fund is able to assist with an immediate, basic need. Contact: Dr. Alethea Stovall, Dean of Students at 402-481-3804 or Patty Bollinger, Professional Development, 402-481-3831

Student Uniform Closet – free second-hand uniforms for students in need

If you cannot afford the cost of a new uniform or have experienced size changes, please stop by office #220 (Brigid Vail, Financial Aid). Special thanks to our alumni who have donated their uniforms to students in need.

Campus Facilities

The Bryan College of Health Sciences is located on the Bryan Medical Center East Campus. The campus educational setting includes classrooms, conference rooms, simulation laboratories, skills laboratories, a computer laboratory and library facilities, as well as offices for faculty and staff.

Bryan College of Health Library provides access to extensive collections of print and electronic books and journals, databases and multimedia material. The collection contains journals, books, audiovisual materials and multidisciplinary databases. These resources are utilized for coursework, patient care, clinical research and professional development. Library services include document delivery, research assistance program (RAP), curriculum integrated information competency skills, Library specific course guides, and educational opportunities in the form of hands-on workshops and course lectures. The Library web page organizes all the resources and services and provides remote access for off-campus users. The Library houses the College computer lab and, additionally, has seating for quiet study and a room that is used for testing and can be reserved for group study. The Library aims to provide authoritative current, high quality information that supports the curriculum and contributes to excellent patient care.

The Testing Center is available for makeup exams and semi-private room testing by appointment only. The Center is staffed by Volunteers from the Bryan Medical Center Volunteer Resources Department.

Skills laboratories are located within the educational complex and are equipped with a variety of specialized equipment and mannequins for practicing psychomotor skills and patient care. The skills laboratories simulate a full range and complexity of care.

The College also utilizes space at Bryan Medical Center West, located three miles west of the College. This location is home to the College's Natural Science Laboratory, faculty offices, classrooms for Natural Science instruction, and small group work. The Natural Science Laboratory is the permanent home to two plastinated human body specimens, as well as two human cadavers. These offer an important advancement in educating graduate and undergraduate students.

State-of-the-art, high-fidelity adult, birthing, and pediatric patient simulators are also located at the West campus within The Center for Excellence in Clinical Simulation. Patient simulators respond physiologically to student interventions, such as medication administration, application of oxygen, and administration of anesthetic gases. They

have realistic features, such as blinking eyes with pupils that react to light, a chest that rises and falls with respirations, palpable pulses, various heart and lung sounds, and the ability to cry, drool, and bleed. Simulated clinical experiences offer the opportunity to learn in a hands-on, risk-free environment. The Center is housed on an 11-bed patient care unit that exactly replicates the hospital environment with two rooms dedicated to debriefing. There are currently eight high-fidelity patient simulators, as well as audio-visual capabilities.

Staff, faculty, and students have access to a free shuttle service that runs every thirty minutes between Bryan East and Bryan West.

A 28-station computer laboratory is housed within the Library. Computers are equipped with software needed to complete course requirements, as well as a variety of review programs. Students can access their College email accounts, CAMPUSVUE, and CANVAS® accounts. In addition, eight computers are located in the student lounge on East Campus and Science Lab area on West Campus for use outside Library hours.

Each classroom contains state-of-the-art technology, including a computer, LCD projector, document camera and projectable white board/wall. Two mobile cart with 30 laptops is available for classroom instruction and testing. Technology to enhance learning at a distance is available in classrooms.

Counseling Service

Continuum Employee Assistance Program (EAP)

1. Through the Continuum Employee Assistance Program, personal and educational counseling is available to students. The counseling service seeks to help students examine their feelings and attitudes with a professionally trained counselor.
2. The student may initiate an appointment with Continuum EAP at any time.
3. The Professional Development Counselor may recommend or mandate an appointment with Continuum EAP as indicated.
4. Distance students will be referred to local Continuum EAP offices.
5. Continuum EAP is located at:
1135 M Street, Ste 400
Lincoln, NE 68508
402-476-0186

Cultural Opportunities

Students are encouraged to take advantage of cultural opportunities. Lincoln offers attractions in music, fine arts, sports events, museums and programs at local colleges and universities.

Financial Aid

Students applying for financial aid must file a Free Application for Federal Student Aid (FAFSA). This application may be completed online at www.fafsa.ed.gov. The priority FAFSA filing deadline for the 2020-2021 FAFSA is 2/15/2020. The Bryan College of Health Sciences federal school code is 006399.

Students should apply for a FSA ID prior to completing the FAFSA. The FSA ID allows access to Federal Student Aid's online systems and functions as the legal electronic signature. Students who are dependents should also encourage a parent to apply for an FSA ID. Students and parents can create the FSA ID at <https://fsaid.ed.gov>.

In addition to the FAFSA, students will continue the financial aid application process through the **Student Aid InterNet Technology (SAINT)** Student online portal system. This system allows the student to determine their own federal aid packaging according to their program of study, grade level and financial need data. Information regarding completing SAINT Student, as well as priority funding deadlines, can be found at bryanhealthcollege.edu/saint. Students should apply for financial aid before the start of the term. Upon special circumstances, students will be allowed to apply for financial aid up to 90 days after the start of the term.

A student must be in good academic standing and be enrolled for a minimum of six credit hours (fall, spring and summer) to be eligible to receive Federal Student loans for that semester.

Types of Financial Aid

Bryan College of Health Sciences offers a variety of financial aid opportunities to students. Types of aid available include: Subsidized Federal Direct Loans, Unsubsidized Federal Direct Loans, Federal Direct PLUS Loans, Pell Grants, State Grants, Federal Work Study, college based grants, scholarships and private loans.

Scholarships

Students who wish to receive Bryan Foundation scholarships should complete their FAFSA and the online scholarship application form at bryanhealthcollege.edu/scholarships. The online scholarship application is available annually March 1-15.

Veterans' Information

Many of the programs at the College have been approved by the State Approving Agency for the enrollment of those eligible to receive GI Bill education benefits. A Certificate of Eligibility (COE) is required to certify students for veteran education benefits. Prospective students may visit the VA website at www.gibill.va.gov, call the assistance line at [888-GIBILL1 \(888-442-4551\)](tel:888-442-4551), or inquire at a Veterans Administration Office for information on benefits. The assistance line is open from 7:00am to 7:00pm Central Time, Monday-Friday.

Veterans Benefits and Transition Act of 2018 Compliance – Section 103

The President signed into law the Veterans Benefits and Transition Act of 2018 on December 31, 2018, which contains a provision in Section 103 that takes effect on August 1, 2019. In accordance with Section 103, while payment to the institution is pending from the Veterans Administration for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, Bryan College of Health Sciences will not:

- Assess a late fee;
- Prevent enrollment or deny access to classes;
- Deny access to any student resources (library, student services, or other institutional facilities) available to other students who have satisfied their tuition/fees to the institution;
- Require that the VA recipient secure alternative or additional funding to cover financial obligations to the institution due to delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Veteran and Eligible Person Standard of Progress Policy

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. The veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed in the College Catalog and Student Handbook consisting of overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct.

Contact Information

Financial Aid Office, Bryan College of Health Sciences, 1535 S. 52nd St., Lincoln, NE 68506-1398

Phone: (402) 481-8984 or 800-742-7844, extension 18984

E-mail: fa@bryanhealthcollege.edu

Food Services

Students may use the Bryan Medical Center cafeterias for meals. A meal discount is available to students wearing their student name tags. The Medical Center cafeteria operates on a cash basis. Cafeteria times are posted. Vending areas are open in the Medical Center and College of Health Sciences 24 hours a day.

LifePointe

7501 S. 27th St., Lincoln, NE 68512; 402-481-6300. Consider LifePointe an awakening. An opportunity to expand your health horizons to their full potential — wellness in mind and body, recovery from illness and injury and the ability to improve your life no matter what health challenges you face.

This medically-based approach to health and wellness provides personal guidance, counseling and training that empowers you to be your best.

LifePointe Fitness Express

Fitness Express is located on East campus on the 6th floor of the Edwards Medical Tower and on the 7th floor of West campus. Each fitness room is equipped with two treadmills, an elliptical machine and a dual-station cable machine for resistance training. A signed waiver/consent form will be required after completing equipment orientation with a LifePointe Health Fitness Instructor. Contact Marilyn at LifePointe to schedule an orientation, (402) 481-6300. Please allow two business days before prox card access is granted.

Library Policies

Library Purpose

The Library's goals are to:

1. Provide quality collections, resources and services that support the educational and clinical needs of our patrons through our own collections and through collaborations with other institutions
2. Facilitate and promote information literacy skills by instilling in our library constituents the knowledge, skills and attitudes needed to become lifelong learners and competent practitioners of evidence-based healthcare
3. Utilize current technologies to strengthen services and expand access
4. Provide the highest level of service to our patrons

General Rules

1. Students, faculty and staff must check out all materials borrowed from the Library.
2. The Library's physical space is clearly divided for intended uses:
 - a. The Computer Lab is a space for individual and group use of the College computers, and has casual seating for group work, socializing and community events.
 - b. The "Quiet Side" of the Library is designated for individual, quiet, intentional study.
 - c. The Group Study Room (on the "Quiet Side") may be reserved for group use. It is important to monitor the level of sounds within the Group Study Room so as not to disrupt individuals engaged in quiet study.
3. Beverages and food are allowed in closed containers. Spills must be promptly cleaned up and food waste properly disposed of.

Check Out Policies

- A. Books: Books in the circulating collection may be checked out for three weeks.
- B. Journals: Print journals do not circulate.
- C. Laptops: Laptops are available to be checked out of the Library for two weeks. Special circulation privileges may be allowed by a librarian.
- D. Reserve Books: Books on the Course Reserve shelves do not circulate. Special circulation privileges may be allowed by a librarian.
- E. Skills Lab items: Skills lab items (such as stethoscopes, blood pressure cuffs and reflex hammers) are available to be borrowed for 24 hours. There is a \$1 per day fine for not returning skills lab items on time.
- F. Textbooks on Reserve: A small collection of textbooks are available for 2-hour use in the Library. Special privileges and fines may apply.
- G. Videos: DVDs, CD-ROMs and computer software do not circulate. Special circulation privileges may be allowed by a librarian. Audiovisuals may be checked out by faculty for classroom use.

Daily overdue fine rates:

- \$0.10 per day for each item overdue from the circulating book collection
- \$1.00 per day for each item overdue from the Skills Lab collection
- \$2.00 per hour for each overdue from the Textbooks on Reserve collection
- \$5.00 per day for each overdue laptop. Borrowers are responsible for all fees associated with a lost, damaged or stolen laptop, up to a \$1,000 replacement fee.

NOTE: Graduating students with outstanding library fines will have their college records held by the Registrar's Office until all fines are paid.

Coffee

The Library has a Keurig coffee maker. Coffee pods, creamer and sugar may be purchased for \$1.00 per pod; a punch card may be purchased for \$10.00 (buy 10, get 1 free) through the Library. The machine may be used for hot water for free if the student brings their own cup and supplies.

Hours

The Library is open:

- 0730-2100 Monday, Tuesday, Wednesday and Thursday
- 0730-1700 Friday
- Saturday, 1000-1500
- Sunday, 1300-1800
- Holiday hours and extended hours are posted in advance.

Journals

- Most journals in the Library's collection are available online. Online journals are accessible through Library databases and the Online Catalog. Off-campus access requires use of an individual's network username and password.
- Print journals in the Library are primarily an historic collection. Print journals may be photocopied and may not be checked out. Exceptions may be made in special circumstances.

PaperCut

Each semester students are provided \$25.00 credit (\$35 for graduate students) for printing materials from the computer lab, student center computers and printers in the Science Lab on West Campus. Printing charges are \$0.05 per sheet of paper. Unused funds expire at the end of the semester.

Returned Books and Skills Lab Items

All books, skills lab items and laptops are to be returned to the Circulation Desk in the Library. When the Library is closed, materials to be returned can be placed in the book drop outside the Library door. Laptops must be returned when the Library is open and a staff member is available to receive the laptop.

Reserve Materials

Course Reserves are materials (books, journal articles, audiovisuals) that faculty determine are required to supplement course content.

- Reserve Books are shelved by the Circulation Desk in the Library. Books are intended to be used in the Library. Special circulation privileges may be allowed by a librarian.
- E-Reserve journal articles are accessed through the course management system (Canvas) or through a link from the Library home page. Use of eReserves is password-protected, requiring an individual's network username and password to access the articles.

Responsibilities

Borrowers will be assessed for any loss or damage occurring to Library material checked out in their name.

Photocopy Machine

The Library's copy machine is available for use by all College students, faculty and staff. The copy machine may be used to photocopy course materials, to scan and email documents or as a facsimile (fax) machine.

Lost and Found

Students should check in the College Administration office 201 (481-3801) for lost and found items at the College. Lost and Found at the Medical Center is located in Facilities Management at 481-8971.

Malpractice & Liability Insurance

Students are covered under a malpractice and general liability insurance policy paid for by Bryan Medical Center. This covers the student during assigned clinical experiences or on official Medical Center business.

Student Activities

All class or student body projects must be cleared through the Coordinator of Student Services before final plans can be made. All activities should be planned well enough in advance so that advertising and other special arrangements can be made. College and Medical Center administration permission must be obtained before any activities are planned that would involve the Medical Center.

Student Center

The Lee and Betty Schroeder Student Center is an open and inviting area offering students a comfortable lounge, a spacious study location, lockers, and a vending area equipped with microwave ovens and refrigerators.

Disability Services

Bryan College of Health Sciences is committed to providing reasonable and equal educational access for all persons regardless of disability. Bryan College of Health Sciences does not discriminate in admissions, educational programs or employment based on an individual's disability. The College is committed to ensuring that no qualified person with a disability will be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by the College.

With respect to students' with disabilities, the College complies with all applicable federal regulations under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. These laws require that no qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program that receives Federal assistance. Bryan College of Health Sciences is committed to meeting these requirements through its anti-discrimination policies and by providing reasonable accommodations that afford an equal educational opportunity for qualified students with disabilities. We believe that the review and implementation of academic accommodations is a shared responsibility between the student, administration, faculty and staff.

Disability Services Goals

- Provide reasonable accommodations and support services
- Empower students with disabilities toward self-advocacy
- Training and support to faculty and staff regarding the needs of students with disabilities

Key Definitions

A disability is defined as any condition that substantially limits one or more major life activity. Major life activities include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Academic accommodations are adjustments or modifications to coursework, course requirements, and program requirements that allows students with disabilities to accomplish the fundamental and essential components of a course of study.

The College will take necessary and reasonable steps to implement needed academic accommodations, but cannot honor requests that would fundamentally alter its programs or services or the core learning objectives of any course. Regardless of any approved academic accommodations, students are expected to complete all fundamental and essential academic requirements.

Procedures

Students wishing to disclose their disability for purposes of requesting an academic accommodation are required to register with College's Disability Services Department and working with the Disability Coordinator to review requests for reasonable accommodations. The following procedures have been established to facilitate this process:

Disability Services Student Registration Process:

1. The student is required to complete the Request for Accommodation Form. Request for Accommodation forms are available on the College Website or Disability Services office. Additional documentation may be requested, including, but not limited to, the following: educational records, letters from educators, diagnostic reports, letters from health care providers, records of past accommodations, letters or records from local, state or federal agencies, and/or VA records. The Request for Accommodation Form can be obtained from the College Website, the College Learning Management System, or from the Disability Coordinator.
2. The student is required to meet with the Disability Coordinator to fully review any reported disability and requested accommodations. All academic accommodations are determined on a case by case basis. The Disability Coordinator will determine the scope of any necessary accommodations and if the requested accommodations are reasonable, based on the facts and circumstances of each specific request.
3. The Disability Coordinator may collaborate, as necessary, with course faculty and others to ensure that requested or recommended accommodations will not fundamentally alter the course requirements or the learning experiences of other students.
4. The Disability Coordinator may collaborate with program leadership to ensure the proposed accommodations are administratively and financially supportable.
5. The Disability Coordinator will communicate approved accommodations to the course faculty.
6. The Disability Coordinator will strive to communicate approved accommodations to the student within one week of the meeting. Certain circumstances or requests may take longer and students will be notified of this occurrence.

Requests are not retroactive; therefore, students are encouraged to promptly submit any required information to the Disability Coordinator to ensure that approved accommodations are implemented in a timely fashion.

Some accommodations, such as a change in clinical site or the need for specialized equipment, require additional time to arrange. In these cases, the Disability Coordinator should be notified 2-4 weeks in advance. This will allow for sufficient time to coordinate and implement approved accommodations.

7. Bryan College of Health Sciences students are encouraged to practice self-advocacy and review approved accommodations with faculty members.

Returning Students

1. Returning students are highly recommended to meet with Disability Services at the beginning of each semester. If previously approved accommodations remain the same, new request forms are not necessary and the current plan will be renewed. Students should report and discuss any matters related to previously approved accommodations and report the need for revised or new accommodations.
2. Returning students receiving testing accommodations are required to notify the Disability Coordinator of class and exam schedules at the beginning of each semester.
3. Bryan College of Health Sciences students are encouraged to practice self-advocacy and speak with faculty members regarding approved accommodations.
4. The Disability Coordinator will communicate approved accommodations to the course faculty.

Disability Appeal/Grievance Policy and Procedure

The Disability Appeal/Grievance Policy & Procedures is available to students who believe they have been denied equal access to educational opportunities at the College due to their disability.

Purpose:

The Disability Appeal/Grievance Policy & Procedure seeks to ensure the successful resolution of any concerns, disagreements, or complaints impacting a student registered with Disability Services by:

1. Encouraging students to address their concern directly with the person or department with whom they have a concern and attempt to find a resolution directly, through open and informal communication.
2. Provide a detailed policy and procedure for achieving resolution.
3. Offer a consistent approach to resolving disability-related appeals/grievances.

Procedure:

A student registered with Disability Services who believes that they have been denied equal educational access under this Policy, or that established academic accommodations are not being followed, is encouraged to utilize the Disability Appeal/Grievance Procedure. The following steps have been established to facilitate the resolution of any complaint or concern:

1. **Independent Resolution:** Students should first attempt to informally resolve concerns by addressing the matter with the appropriate faculty, staff, administrator, or student with whom there is a concern. When all parties have an opportunity to share their concerns there is a higher likelihood that the matter can satisfactorily be resolved, *Students are encouraged to ask for assistance from the Disability Services Coordinator during this process.*
2. **Reporting a Complaint/Concern:** If the situation remains unresolved after informal attempts, or the student is not comfortable with Step 1, the student should report their complaint/concern, in writing, to the Disability Services Coordinator. If the complaint/concern involves Disability Services or the Disability Coordinator, the student should contact the Dean of Students. Concerns must be reported within 30 days of the alleged incident or situation or when an independent resolution cannot be achieved. Upon receiving the report, the Disability Services Coordinator will meet with the student to review the matter. To facilitate review, students are welcome to bring one support person to the meeting, however, the support person may not participate in the grievance process and the student is responsible for personally presenting their complaint/concern, unless, due to the student's disability he or she cannot effectively participate. The Disability Services Coordinator shall have sole discretion in determining to what extent a student may be assisted during this meeting.
3. **Informal Resolution:** After reviewing the complaint/concern with the reporting student, the Disability Services Coordinator may meet, individually or jointly, with all other relevant parties with the goal of seeking a mutually agreed upon resolution that preserves and protects the reporting student's right to equal access while also maintaining the College's commitment to academic standards of excellence. Every effort will be made to resolve the issue within seven working days of the initial report.
4. **Formal Resolution Process:** If the complaint/concern remains unresolved, the matter will be referred by the Disability Services Coordinator to the Dean of Students, or the President of the College in his or her absence, whose role is to formally review and resolve any disability-related complaints/concerns that have not been resolved through other methods. The process is as follows:
 - a. **Submit a Formal Complaint:** The reporting student must submit a formal, written appeal/complaint to the Dean of Students and/or President of the College within 15 days after the end of the Informal Resolution process. If applicable, students may submit any relevant documentation with the grievance report. All documentation should contain the reporting student's name.
 - b. **Notification of Outcome:** The Dean of Students will review the formal, written complaint/concern and any attached documentation, and if necessary, contact the involved parties for points of clarification or additional information. All parties will receive written notification outlining the decision of the case within 10 days after submission of the formal complaint. The response deadline may be extended by the Dean of Students, if deemed necessary. The decision of the Dean of Students is final and the student shall have no further right to appeal the matter under this policy.
5. **No Retaliation:** It is unlawful and against College policy for anyone to retaliate against any student, or prospective student, for raising concerns related to their disability or who has filed a complaint of discrimination, or any person who has cooperated in the investigation of such a complaint, or who alleges a discriminatory employment or educational practice..
6. **Confidentiality :** Except as needed to review any reported disability or request for accommodation, or any formal claim of discrimination, all documentation and information related to the reporting student will be kept confidential and will not be released without the student's consent, in accordance with Family Educational Rights and Privacy Act (FERPA), or as required by law.

7. **Student Rights:** Although the goal is to resolve any disability-related matter through the process outlined in this policy, the student has the right to file a discrimination or disability-related complaint with the following federal agencies:
 - a. The Disability Rights Section of the US Department of Justice (www.justice.gov)
 - b. The US Office of Civil Rights (<https://www.ed.gov>)
8. **Scope of Policy:** The procedures set forth in this policy are limited to addressing matters related to academic accommodations. If students have other concerns related to their disabilities, other than academic accommodations, they should contact the Disability Coordinator who will direct the student to the appropriate College department.

Bryan College of Health Sciences developed this information in accordance with these references:
 The Americans with Disabilities Act of 1990
 Section 504 of the Rehabilitation Act of 1973.

Animal Assisted Therapy (AAT), Personal Pet Visitation, and Service Animals (HS.HR.19)

Bryan College of Health Sciences follows Bryan Medical Center’s Animal Assisted Therapy (AAT), Personal Pet Visitation, and Service Animals Policy.

Definitions

- A. Animal Assisted Therapy (AAT) – A goal-directed intervention that uses a skilled handler and trained dog to provide therapy to assist the patient in the healing process. Bryan Medical Center Volunteers and Customer Care volunteer teams only.
- B. Personal pet visit – A visit that takes place between a patient and their dog.
- C. Service animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task performed by the service dog must be directly related to the individual’s disability. Service dogs are not pets, they are an extension of the handler. Service dogs are a necessary tool used for a specific purpose.
- D. Service animals in training – Dogs participating in the training process to become a service animal. The Americans with Disabilities Act does not cover service animals in training, however Nebraska State Statute states service animals in training are entitled to all rights and privileges to that of a service animal. Service animals in training by law are afforded access to all public areas and places for the purpose of training the service animal.
- E. Emotional support and comfort animals – These animals are not service animals. They provide companionship, relieve loneliness, and help with depression, anxiety and certain phobias. NOTE: Emotional support and comfort animals are not allowed inside any Bryan facility.

STEPS

- I. AAT Visits
 - A. AAT dogs and their handlers are official Bryan Medical Center volunteers and have met all certification and vaccination requirements.
 - B. AAT visits are scheduled through the Volunteers and Customer Care department and are conducted with Bryan Medical Center patients only.
 - C. AAT dogs and their handlers are identified by a Bryan Medical Center volunteer name badge and the handler wears a Bryan Medical Center volunteer uniform.
- II. Inpatient Personal Pet Visits
 - A. Inpatient personal pet visits are limited to dogs only.
 1. Exception: for end of life personal pet visits, contact the Administrative Manager.

- B. These visits are scheduled in advance through the Volunteers and Customer Care department M-F 8:00 a.m. to 4:30 p.m.
- C. When scheduling, Volunteers and Customer Care will verify the following:
 - A. Patient's name and room number
 - B. The patient is the dog's owner
 - C. The visit is appropriate (verified with patient's nurse)
 - D. Handler knows required vaccination records to bring
 - E. Handler understands parameters of visit:
 - a. Must enter through Medical Center main entrance
 - b. Must stop at the information desk
 - c. Must show vaccination records
 - d. Must obtain and display the provided authorization tag on the collar of the dog
 - e. Must take direct route to and from the elevator, patient room floor and patient's room
 - f. Must not stop and visit other patient rooms, waiting areas/rooms, lobbies, etc.
 - D. Volunteers and Customer Care will notify patient's nurse, Administrative Manager and Security of the scheduled visit.
- III. Service Animals and Service Animals in Training
 - A. Service animals and service animals in training at Bryan Health are limited to dogs only.
 - B. Staff may ask two questions of the handler
 - 1. Is the dog a service animal required because of a disability; and
 - 2. What work or task has the dog been trained to perform.
 - C. According to the Americans with Disabilities Act (ADA), service dogs must be harnessed, leashed or tethered, unless these devices interfere with the service dog's work or the individual's disability prevents using these devices.
 - D. These dogs must always remain under the control of the handler.
 - E. The handler does not have to provide proof of training or vaccination.
 - F. Dogs may be denied access to the facility or accommodation if the animal behaves inappropriately:
 - 1. Disrupting business
 - 2. Behaving aggressively
 - 3. Interfering with other patrons or clients (sniffing or jumping)
 - 4. Bladder or bowel accidents
 - G. Staff is not required nor expected to provide any type of care, including walks, bathroom breaks, etc. or food for a service dog.
- IV. Bryan Employees/Students/Volunteers, Licensed Independent Practitioners and Building Tenants
 - A. Employees that have a disability or condition which requires the presence of a service or therapy animal should contact Human Resources.
 - B. Personal animals/pets belonging to Bryan employees/students/volunteers (not AAT), licensed independent practitioners, and building tenants are not allowed in Bryan Health buildings.
 - C. Exceptions:
 - 1. Fish aquariums that are professionally maintained on a regular basis.
 - 2. Bryan-sponsored events that request animals. These animals must be registered through Volunteers and Customer Care prior to the event.
- V. Protective Measures
 - A. Vaccination records must be current for all visiting dogs.
 - B. Visiting dogs must be on a leash, in a cage or have a harness device.
 - C. A handler must be present at all times.
 - D. Patient or patient's representative and nurse must give consent for visit.
 - E. Visiting dogs must be housebroken.

- F. The visiting dog must be well-groomed and must not have any active lesions, drainage, infections or infestations (fleas, ticks).
 - G. Unhealthy or unkempt dogs will be refused a visit
 - H. A bath or brushing/combing pet prior to visit is encouraged, to remove dander and reduce allergic reactions
 - I. Dogs exhibiting disruptive or aggressive behavior or losing bladder/bowel control will immediately be removed from the facility, taking care to avoid any additional stimulation.
 - 1. Contact Environmental Services to clean up accidents.
 - J. Assist patient (as needed) in performing hand hygiene following the visit.
 - K. Offer a hand sanitizing agent or disinfectant towelette to those who cannot wash their hands at a sink.
 - L. Healthcare workers must wash hands or use an alcohol hand sanitizer if physical contact is made with the visiting dog.
- V. Aquariums
- A. Aquarium maintenance is contracted out. Hospital employees shall not service aquariums.

Student Employment/Job Fairs

Students may view open positions and apply to Bryan Medical Center online at www.Bryanjobs.com or Job Line 1-800-256-6041. The College hosts a job fair in the fall and spring each academic year. Professionals from health care organizations and the military are invited. Students are encouraged to attend to learn about job opportunities.

Student Health Policy and Health Services

The objective of the Student Health and Wellness program is to encourage health promotion and illness prevention. The College provides limited health services through Employee Health located on both East and West campuses of the Bryan Medical Center. These services are available to students Monday through Friday, 0700 to 1600. Students are encouraged to call (402) 481-8622 for appointments. In addition, Nurse Practitioner Services are available by appointment for acute illness or urgent care. Students can also access Bryan Health ezVisit, an online virtual care service or LifePointe Urgent care at student's expense.

Students as health care providers are at increased risk of exposure to communicable and blood borne illness (including, but not limited to: influenza, tuberculosis, hepatitis, and pertussis). Students are required to maintain complete and current health and immunization records with Student Health. This requirement ensures the well-being of students, clients and the Bryan Health community. (Please refer to the Program-specific policies for additional health and safety information).

A. Health and Immunization Requirements

Students are required to submit proof of required immunizations/immunity and complete the Tuberculosis (TB) Screening Questionnaire.

1. Required Immunizations:

- Hepatitis B - 3 dose vaccine series
- Varicella (Chicken Pox) - 2 dose vaccine series or a positive immunity study if had Chicken pox disease
- MMR (Measles, Mumps, & Rubella) - 2 dose vaccine series or positive immunity study of each
- Meningococcal (meningitis) - **Only for students under the age of 21 years**
One dose of vaccine from ages 11-15 years with a booster vaccination at age 16 years
OR If did not receive vaccine prior to 16 years old, one vaccination prior to being a first year student at college
- Tdap (Tetanus, Diphtheria, and Pertussis) - 1 dose required – expires in 10 years
- Tetanus (Td) – If Tdap date has expired, update with Tetanus vaccine or another Tdap vaccine
- Tuberculosis (TB) Screening Test - within 12 months prior to start date of first class

- **Influenza vaccination-** All students who attend class on campus are required to follow Bryan Health's policy on mandatory seasonal influenza vaccination. For students who decline or cannot have the flu vaccine for medical reasons, a declination form must be signed and the student will follow Bryan Health's policy including wearing a mask when a sustained level of influenza cases has been identified in the community. Influenza vaccination will be provided at no expense to students.

Non Degree Seeking (NDS) students with a clinical component in their assigned course must complete a TB screening questionnaire, submit proof of a current Tuberculosis (TB) screening within 6 months prior to course start date and follow Bryan Health's policy on seasonal influenza vaccinations.

Non Degree Seeking (NDS) students without a clinical component in their assigned course are exempt from these requirements except for Bryan Health's policy on seasonal influenza vaccinations.

100% Online Programs- these students are exempt from all immunization requirements.

B. Student Health and Wellness Office (located in Room 214 B)

1. Student Health Nurses will monitor and ensure completion of required Tuberculosis Screenings for current students participating in clinically based programs.
2. Students will be notified by Health Nurses of immunizations that require renewal to meet continued immunization requirements.
3. Health Nurses will coordinate the seasonal influenza vaccinations clinics at the college.
4. Students can request and obtain a copy of their immunization record through Student Health or the Registration Office with a signed release of information.

C. Health and Hospital Insurance/Medical Expenses

1. Students are required to be covered by health and hospitalization insurance. The name of the insurance carrier and the identification numbers of the student are to be kept current with the Registrar. Students can contact Student Health for health insurance questions and informational resources.
2. Students coming into the College with any known physical conditions are to be responsible for their medications and treatments resulting from these conditions.
3. Medications, referrals, treatments, diagnostic tests or other special services will be at the student's own expense.

D. Illness/Injury/Hospitalization/Surgery/Exposure

1. Students reporting an absence are expected to follow the specific course protocols identified for each classroom and clinical experience.
2. If a student is seen at Employee Health for a health condition, the nurse can make the recommendation whether or not the student should return to class or clinical. The nurse communicates the recommendation to College personnel. The student may be referred to their personal healthcare provider for follow-up care at the student's expense. If the student does not have a personal healthcare provider, Employee Health or Student Health can assist in providing referral information through the Bryan Physician Network.
3. Student referrals to Employee Health for assessment/services require a signed authorization on file for health nurses to release a students' personal health information to Employee Health.
4. If a student is absent related to injury, hospital admission, surgery or any actual or probable infectious conditions, the student must present documentation from a healthcare provider or Bryan Employee Health to the course faculty, supervising instructor or Student Health nurse. Faculty will forward all medical documentation received from students to the health nurses for review and placement in the student's health file. Documentation must specify the date when a student can return to normal academic activities and specify any restrictions that may impact the student's ability to engage in normal classroom or clinical experience. Students with physical restrictions/limitations may not be allowed to provide patient care in the clinical area. This will be evaluated by faculty on a case-by-case basis depending on the clinical area at time of the illness/injury. Students are encouraged to contact the ADA Coordinator to discuss situation and determine if special accommodations are deemed necessary.

5. Faculty and College Administration reserve the right to specify provisions of treatment and follow-up for return to course activities following illness, injuries, or hospitalization.
6. Student Injuries while attending class or clinical experience
 - At time of injury, notify assigned faculty and contact Bryan Employee Health (402-481-8622) for evaluation/treatment if needed
 - If emergency care and treatment is indicated.... seek medical attention at Emergency Dept., Urgent Care, or personal care provider.
 - Access B-Safe reporting form on Hello Bryan website- use icon Employee Event and report incident as a student
7. Student Needle Stick or Blood and Body Fluid Exposure (All exposures must be seen by Bryan Employee Health for follow up)
 - At time of the exposure, notify assigned faculty and contact Bryan Employee Health (402-481-8622) or, if after hours, the on duty Administrative Manager at Bryan Health (402-481-1111).
 - Exposures incurred at off campus educational experiences, must also be reported to that facility's supervisory staff.
 - Source patient blood is drawn onsite at the assigned facility. Blood testing for students is completed through Bryan Employee Health or as directed by that department.
 - Access B-Safe reporting on Hello Bryan website- use icon Employee Event and report incident as a student

Seasonal Influenza Vaccination Policy

1. Bryan College of Health Sciences influenza vaccination deadline coincides with the Medical Center's designated influenza vaccination deadline. Dates will be determined on an annual basis and communicated to students prior to the influenza season.
2. Students are required to provide influenza vaccination documentation to the Student Health Office through one of the following methods of communication:
 - a) Students who receive the influenza vaccination at the College or Bryan Medical Center will have their documentation automatically submitted to the Student Health Office and no further action is needed by the student.
 - b) Students who receive the influenza vaccinations from an agency other than the College or Bryan Medical Center are required to submit the agencies influenza vaccination documentation to the Student Health Office.
 - c) Students who complete the Influenza Vaccination Declination must submit the document to the Student Health Office.
3. The Student Health Office will place a sticker on the student's name badge when verification of receiving the influenza vaccination is obtained.
4. Students who completed the Influenza Vaccination Declination are required to wear a mask throughout the identified influenza season.
5. Students who do not submit the required documentation to the Student Health Office by the College's designated deadline will be in violation of the Student Code of Conduct.
6. The following sanctions will be applied to students who are in violation of the Student Code of Conduct due to non-compliance with the Influenza Vaccination Policy:
 - a) Students are placed on a Registration Hold which prevents them from registering for future classes.
 - b) Students are ineligible to attend clinical experiences which include but are not limited to hospital, clinic, community, skills lab, and simulation experiences.
 - The Clinical Absence Policy and fee structure will be applied to absences.
7. Students who do not submit the required documentation to the Student Health Office by the College's designated deadline are eligible to attend classroom experiences.
8. The sanctions identified above will be removed when students complete one of the following:

- a) Students receive the influenza vaccination from the College or Bryan Medical Center and documentation is automatically submitted to the Student Health Office.
- b) Students receive the influenza vaccinations from an agency other than the College or Bryan Medical Center and submits the agencies influenza vaccination documentation to the Student Health Office.
- c) Student completes and submits the Influenza Vaccination Declination to the Student Health Office.

Lactation/Nurturing Rooms

Bryan Medical Center has several Lactation/Nurturing rooms which are available to students who need to do breast pumping while at the College or Medical Center. Accessibility is via prox card entry, and students who would like to have access should contact Employee Health at extension 18622. Lactation consultants are available to answer questions or assist as the need arises and can be reached at extension 17103.

Lactation/ Nurturing room locations are listed below:

Bryan Medical Center East:

- In Employee Health Services on the first floor. During clinic hours access is via the main entrance to EHS. After hours entrance to this room is via prox card and is located in the 1st floor south corridor (across from Medical Staff Services). There is a sign on the door stating "Nurturing Room".
- In the first floor hallway to the Women's and Children's tower. Just past the visitor elevators and directly across from the mother & baby gift shop is a room labeled "Nurturing Room".
- On 2nd floor hallway leading to the Emergency Department
- A third room is located in the Child Development Center. For directions on use of this room, please call the Child Development Center at 18623.

Bryan Medical Center West:

- In Employee Health Services on the seventh floor. During office hours access is via the main entrance to EHS. After hours entrance to this room is via prox card and is located in the 7 West corridor. There is a sign on the door stating "Nurturing Room."
- Two rooms are located at the Bryan Medical West Plaza Tower B, 2nd floor. They are located at the top of the stairs on 2nd floor of Tower B (3rd floor of the parking garage). One is next to the seating area and the other is next to the museum.

Student Housing

Although no living accommodations are available through Bryan College of Health Sciences, housing may be available on other campuses in Lincoln. Students must make their own arrangements for housing and are responsible for all costs involved.

Student Identification Badge

An identification badge is issued to all Bryan College of Health Sciences students. This badge provides identification and/or access to patient care areas, computers, skills lab, checkout privileges from the library, and meal discount at Medical Center café/cafeteria.

This Name ID Badge is more than a name tag. The following rules apply:

- Students are responsible for properly securing, storing, and maintaining identification badges.
- No stickers or pins may be placed on the identification badge without the permission of a faculty member or school official.
- The identification badge holder must be clean and maintain a professional appearance
- Identification badges must be worn on campus for all class and clinical experiences. No exceptions.
- During flu season a sticker will be placed on the identification badge indicating receipt of the flu immunization.
 - Once flu season has been declared, students without a flu immunization sticker will be required to wear a mask at all times during class and clinical experiences that are held on campus.

- If a student forgets their identification badge and flu season has been declared; the student will be required to either retrieve their identification badge or wear a mask for the day.

Student Replacement Identification Badge

- A lost identification badge is a potential security risk to Bryan College of Health Sciences and Bryan Medical Center.
 - During regular College business hours the student must immediately notify the Records and Registration Office of a lost identification badge.
 - During non-College business hours the student must immediately notify the Bryan Medical Center Information Technology (IT) Help Desk at 402.481.8960 and leave a voice message with the Records and Registration Office.
 - In order to prevent unauthorized access to doors and computer systems lost identification badges will be disabled.
 - Students must submit a Name Badge Replacement Form to the Records and Registration office.
 - A replacement identification badge will be issued to the student within two regular College business days of the request.
- Damaged identification badge:
 - Students must turn in their damaged identification badge and submit a Name Badge Replacement Form to the Records and Registration Office.
 - A replacement identification badge will be issued to the student within two school regular College business days of the request.

Student Information Services

The College Newsletter is published monthly, through the Office of Coordinator of Student Services. The publication is available to all students and college personnel and is published on the college website. Official college information, items of special interest, and a calendar of events are included in each issue.

Student Information bulletin boards are located in the Lee and Betty Schroeder Student Center. The bulletin boards are made available to students to gain pertinent information.

Academic and financial information, student organizations, employment opportunities, and student – to – student information is posted. It is the students' responsibility to check the bulletin boards regularly.

Anyone wishing to post information must bring it to the office of the Coordinator of Student Services. Material may only be posted on bulletin boards. No discriminatory or inappropriate material will be posted. All postings must be dated and will be removed after expired or 30 days.

Bryan College of Health Sciences Student Government Association

The Bryan College of Health Sciences Student Government Association (SGA) is the voice of students and serves as a communication link between students and the college community. SGA works toward building a positive campus environment.

Student Organizations

Action For Students -AFS

The organization prides itself in promoting social and community service. Members actively participate in building social relationships inside and outside of the College. The organization also participates in enriching the College atmosphere through potlucks, social outings, decorating pumpkins, faculty appreciation activities, playing bingo with long-term care facilities, and fundraising for charity organizations. The organization is proud to share that they have donated over \$22,000 towards a student scholarship fund at the College. This is a rewarding experience for everyone involved. Being a member will enhance your life personally and professionally. There are no membership dues.

Bryan Student Nurses' Association (BSNA).

A local chapter of the National Student Nurses' Association (NSNA), a pre-professional organization for nursing students which allows you the opportunity to network and receive support from other nursing students. All nursing

students are welcome to join BSNA. However, one can choose to join the National Student Nurses Association (NSNA) for a small fee. By joining NSNA, you are automatically a member of the national, state, and local chapters. Active membership in NSNA provides nursing students with growth both personally and professionally. As a member of NSNA, you will benefit from scholarships, student insurance, credit cards, receive the NSNA journal "Imprint," and the opportunity to attend state and national conventions. Members are also involved in numerous community service projects throughout the academic year and participate in fundraising activities.

American Red Cross

Do you want to give back to your community? Do you want something impressive to put on your resume?? Become a Red Cross volunteer!!! There are different levels of volunteering that you can participate in. You can teach elementary students Basic First Aid, help with blood drives, teach elementary students about being prepared in disasters, or volunteer with other community activities. The second level would be to become a First Aid Responder. As a First Aid Responder, you would be able to participate in the First Aid Stations at all UNL sporting events, all Lied Center events and numerous other activities around the city. To become a First Aid Responder, there are two classes that are necessary and these classes are free of charge if you are a registered volunteer for the American Red Cross. Not only does volunteering with the Red Cross count for service learning hours at the college, but as a reward for volunteering for 20 or more hours, you will earn a prestigious American Red Cross pin. This pin will be awarded once you have obtained your RN license. What a great way to help others in need and get something back in return.

Biomedical Sciences Club

The mission of the Biomedical Sciences club is to connect Biomedical Science major and minor students through social and community service experiences. We want to continue our scientific learning outside of class with study groups and hands-on experience in the medical field. We are aiming to promote Biomedical Sciences and to continue its growth with the annual Science Symposium.

Caring with Christ

This organization is open to all students and its mission is to disciple our classmates, faculty and clients we care for, minister to those in need, Rejoice in the gifts of the day, prayerfully support one another, incorporate the word of the Lord into our daily lives.

Diversity Club

This organization is open to all students and its mission is to educate, advocate and promote awareness of our diverse College and community through a supportive network. The Diversity Club has routine meetings throughout the academic year that include guest speakers, which have provided dynamic presentations and interactive discussions. Some of our activities include speaker panels where students share their own stories (*Assimilating from Sudan to America*), while other speakers come from the community (*Elimination of Violence against Women*). In addition we enjoy watching videos (*The Danger of a Single Story*) with student lead discussion. We invite you to come and be a part of getting to know the diverse aspect of our student body.

Health Promotion Organization

A way to promote healthy lifestyles through intramural sports, community walks and volunteering at the Lincoln marathon. Join us on Facebook at BCHS Health Promotions to encourage, support, and promote a healthy lifestyle with other students and faculty. Watch BCHS Health Promotions Facebook page and check email for weekly activities. Let's get moving!

Social/Recreational Activities

College-sponsored activities are planned by the students with the assistance of faculty advisors.

Textbooks

Students are responsible for purchasing their textbooks. Textbooks are available for purchase online from the Bryan College of Health Sciences Bookstore (MBS) or from other online suppliers. MBS serves as the official list of textbooks and other course materials required for all courses. Textbook purchases through MBS may be applied to a student's eligible financial aid voucher. A link to the bookstore is available on the College website.

Transcripts and Records Request Policy

Requests for transcripts must be received in writing or through the National Student Clearinghouse. The transcript release must include name, dates of attendance, date of birth, Social Security number, current daytime phone number, and the signature of the student or former student. The Transcript Release Form is available from Records and Registration or on the College's website.

Official transcripts will be released to specific individuals, institutions, or organizations as specified on the transcript release. Unofficial transcripts may be released directly to students or former students and will be stamped, "Issued to the student at his/her request." Official copies bear the Registrar's signature, the College seal, and are printed on security paper.

The fee for transcripts, either official or unofficial, is \$5 each. The fee is waived for current students. Additional fees may apply when requesting transcripts through the National Student Clearinghouse. Transcripts will be processed within two business days upon receipt of request and payment. Students may also print unofficial transcripts from the Student Portal.

Transcripts will not be issued to students or former students who have a hold on their account. Holds are issued for reasons such as unmet financial or other obligations to the College.

Records Requests

Release of other records may be requested using the Records Release Form available from Records and Registration or the College website. These records may include health records, diplomas, enrollment verification, jury duty deferments, and other records as specified.

Academic records from other institutions will not be released by Bryan College of Health Sciences.

Holds

Holds may be placed on a student's account for the following reasons:

- Registration holds prevent students from registering for future terms or adding courses in the current term.
- Students with transcript holds will be unable to view their unofficial transcript in the Student Portal and their transcripts (official or unofficial) will not be released until the holds have been cleared.

Release of Reference Information Policy

Faculty and staff of Bryan College of Health Sciences may provide written or verbal references for students upon written request. Students must complete and sign the Reference Authorization Form and turn in to Records and Registration for processing. Faculty and staff will receive a copy of the completed form and the original request form will be kept in the student's file.

Travel Policy

The purpose of this policy is to promote the health and safety of students by establishing travel guidelines.

It is the intent of the College to promote safety and to encourage students to engage in professional and safe conduct when traveling to and from College-sponsored extracurricular activities and events. For purposes of this policy, an activity or event is organized and sponsored by the College when it has been planned, funded, and properly approved by the appropriate College official or officials.

This policy applies only to travel that has been planned, funded, and approved by the appropriate College personnel, and is outside Lancaster County. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the College whenever travel is College-related.

Students traveling to and from College-organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow mode-specific safety precautions. In addition to following the federal and state laws that encourage safe travel, using sound

judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the College.

At no time will the College authorize and/or pay for students to rent a vehicle to attend a College-sponsored event, attend a conference or any other activity planned by a student organization.

At a minimum, these rules must include provisions concerning:

- **Use of Seat Belts and Other Safety Devices.** Seat belts and other safety devices must be used at all times.
- **Passenger Capacity.** Seating in personal vehicles must comply with the manufacturers' recommended safety capacity or federal or state law, whichever is lowest.
- **Privately Owned Vehicle.** Students who travel to and from activities or events covered under this policy using privately owned vehicles are required to follow the safe travel rules approved by the College and applicable state law. Students who drive their personal vehicle must complete a Student Liability Waiver Form. The driver and all passengers must wear seatbelts at all times.
- **Approved Drivers.** Approved drivers cannot have a major or capitol violation on their driving record, no more than one at fault accident of any type in the last three (3) years, and no more than two (2) moving violations during the last three (3) years.
- **Car Insurance.** Students must carry car insurance as required by Nebraska State law.
- **Valid Driver's License:** Students must have a valid driver's license.
- **Fatigue and Time of Travel.** Students who travel to and from events and activities covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization sponsor.
- **Air and other modes of Commercial Transportation.** Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions. The College will not cover the cost of any overweight baggage.
- **International Travel:** Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and taking account of travel advisories issued by the United States Department of State, the host country or other recognized international organizations.
- **Drugs and Alcohol:** Please refer to the drugs and alcohol procedure in the Student Handbook. Students are responsible for their behavior at all times on and off campus.
- **Weapons/Firearms:** Please refer to the weapons/firearms policy in this Student Handbook.
- **Travel Authorization.** Authorized student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from their faculty sponsor and the Director of Student Services at least one (1) day prior to in-state events or activity and seven (7) days prior for out-of-state events or activity. When the College provides the transportation, students traveling to events must return by the same mode of transportation unless authorized to do otherwise by the appropriate College official. Students less than eighteen (18) years of age are not authorized to return in any other mode of transportation than the one provided, unless approved by faculty sponsors.

PROCEDURES

The following procedures are established to implement the student travel rules.

1. College personnel are responsible for verifying that students are aware of these rules and for ensuring compliance with the procedures. Students who fail to comply with the rules and the procedures herein are subject to disciplinary action, up to and including suspension. Students that violate this policy and/or the procedures herein also are subject to disciplinary action, up to and including suspension. College personnel who fail to comply with the rules and the procedures herein are subject to a written reprimand or other disciplinary action.
2. All trips require that a completed Student Organization Travel Itinerary form be completed by the student and submitted by the organization's faculty sponsor to the Director of Student Services a minimum of seven (7) days prior to the trip. This includes all travel that involves student organizations.
3. Each student traveling is required to submit to the Director of Student Services, the following:

- a. Student Travel form
- b. Statement of Understanding Regarding Student Travel at any College Sponsored Activity form
- c. Student Liability Waiver
- d. Approved driver form (if driving personal vehicle)
- e. Travel Guidelines and expectations for students

Uniforms

Uniforms are required for selected clinical experiences. Please contact The Uniform Connection, Inc. at:
5740 Old Cheney Rd., Ste. 1
Lincoln, NE 68516
402-420-6568

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