

# POLICY & PROCEDURE MANUAL 2008-2009



**COLUMBIA**  
COLLEGE OF NURSING

2121 EAST NEWPORT AVENUE  
MILWAUKEE, WI 53211

## **VISION FOR COLUMBIA COLLEGE OF NURSING**

Columbia College of Nursing will be a premier provider of health care education. We will strive to be the best educational institution in which to learn and work. We will be known as a student-first organization. We will anticipate, plan and act decisively and with integrity. We will be a responsive, contributing citizen of the community. We will attain our vision through partnerships of diverse persons working effectively together.

## **MISSION STATEMENT**

The mission of Columbia College of Nursing is to prepare liberally educated persons for the profession of nursing and to assist students to develop into intellectually and humanely responsive, self-directing, contributing members of society.

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COLUMBIA COLLEGE OF NURSING INC.

TITLE

Academic Integrity

POLICIES AND PROCEDURES

Date Issued: 08/03

Last Revised: 12/08/06

Reviewed 8/07; 8/08

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## Academic Honesty and Integrity Policy

Columbia College of Nursing is an academic community dedicated to the intellectual, social, and ethical development of each of its members. As members of this community of faculty and students, we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the mission of Columbia College of Nursing. All students and faculty members are expected to demonstrate integrity in academic pursuits. Acts that involve any attempt to deceive, to present another's ideas as one's own, or to enhance one's performance evaluation through dishonest means violate the integrity of both the student and College.

Academic dishonesty in any form compromises the essential values (altruism, autonomy, dignity, integrity, and social justice) of the Columbia College of Nursing community. Therefore, any act found to be indicative of academic dishonesty will be interpreted as a serious breach of CCON's technical standards. Expectations for behaviors consistent with academic honesty and integrity include but are not limited to:

### Cheating

- Students must be responsible for their own research, preparation, and final product of all portions of an assignment.
- Students enrolled in a course may not ask another individual to complete an examination, paper, or any other performance evaluation exercise for them.
- Students may not use any means of assistance, prohibited or considered inappropriate to the nature of the task, for assignments or examinations (e.g., tutors, computer technicians, phones, calculators, microcomputers, notes, etc.).
- Students may not submit the same work for more than one course without the written permission of each instructor for each course obtained prior to the deadline for submission of either course assignment and submitted to the Academic Dean

### Plagiarism

- Students must respect the contributions of others by documenting the source of ideas, charts, figures, graphs, images, quotations, etc. in all assignments, regardless of form (*i.e., written, graphic, impressionistic*).

### Interference

- Students may never cause harm to another individual's scholastic accomplishments (e.g., physical damage, theft, or monopolizing reference materials or computer sources).

### Misrepresentation

- Students may not fabricate or falsify any information in relation to academic coursework or academic responsibilities (e.g., falsification of clinical hours or clinical preceptor's signature or remarks).

### Abetting

- Students may not aid another student in any form of dishonest act.

### Clinical Violations

- Students must comply with codes of conduct, including but not limited to: the *American Nurses' Association Code of Ethics for Nurses with Interpretive Statements* and the *National Student Nurses' Association Code of Ethics*; the Healthcare Insurance Portability and Privacy Act of 1996 [HIPPA]; Chapter N7, *Rules of Conduct*, of the Wisconsin Administrative Code
- Students may perform in the clinical setting only those techniques or procedures for which the student has demonstrated competence in a laboratory setting.
- Students may not falsify client records (e.g., recording in paperwork or on client charts nursing care that has not been delivered, vital sign data that has not been collected, or medications that have not been administered).

## PROCEDURE FOR VIOLATIONS OF ACADEMIC INTEGRITY

A faculty member is required to identify behavior indicative of academic dishonesty in any academic environment, including, but not limited to classroom, campus laboratory, or clinical settings. A student who demonstrates behavior indicative of academic dishonesty will be subject to administrative review.

Faculty members and students are expected to be familiar with the policy on Academic Integrity. The policy must be enforced in each course. If a faculty member identifies student behaviors that are consistent with academic dishonesty, the faculty member will confront the action. Specifically,

1. The faculty member will attempt to meet with the student to present and discuss the allegation within three business days after the identification of the suspect behaviors. The form, "Documentation of Concern" will be completed. The Chair of the Academic Standards Committee (ASC) will serve as an observer to the session and summarize the discussion taking place at the time of the meeting in written form.
2. The faculty member will require that the student submit a statement indicating the explanation for the behavior. The deadline for submission of the statement will be determined during the meeting of the student, faculty member, and ASC Chair.
3. Upon review of the written statement, and with consideration given to the meeting of the student, faculty member, and ASC Chair, the faculty member and ASC Chair will determine the appropriate disciplinary action, if any, to be taken.
4. Disciplinary action, if taken, will be:
  - a. Issuing a written warning characterizing the behavior to be filed in the student's academic file;
  - b. Requiring that the student re-do the assignment;
  - c. Lowering the grade for the work submitted a minimum of one letter grade;
  - d. Giving a zero/no credit for the assignment/project; or
  - e. Issuing a fail (F) or unsatisfactory (UP) grade for the student for the course.
5. Within three business days, the faculty member will inform the student, by telephone and in writing, of the decision,
6. The faculty member will prepare a final report documenting the administrative review process to be co-signed by the ASC Chair. The final report will be filed in the Academic Dishonesty file housed in the Dean's office. Further, a notation of "See ASC Chair" will be made in the student's permanent file secured in the Office of Academic Affairs. Finally, a copy of the "Documentation of Concern" will be forwarded to the Mount May College Academic Dean.
7. Any appeal regarding an administrative review and its disciplinary action must be made in writing to the Dean of the College of Nursing within five (5) business days of the communication of the decision. The Dean will convene an *ad hoc* judiciary committee composed of disinterested parties (faculty members, staff, and students) to review the identified behaviors and the disciplinary action and make a recommendation to the Dean regarding the appeal.
8. The Dean's decision will be binding.

DOCUMENTATION OF CONCERN<sup>1</sup>  
RELATED TO ISSUES OF ACADEMIC INTEGRITY

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
DATE OF STUDENT CONTACT

\_\_\_\_\_  
COURSE NAME, NUMBER & SECTION

\_\_\_\_\_  
REFERRED BY

REASON FOR CONCERN:

- \_\_\_\_ Attempt to use unauthorized materials/information on an exam or assignment  
\_\_\_\_ Falsification or invention of data related to:  
    \_\_\_\_ practicum experience  
    \_\_\_\_ research or laboratory findings  
    \_\_\_\_ bibliographic reference  
\_\_\_\_ Representation of another's work as the student's own without proper citation  
    \_\_\_\_ using another person's actual words  
    \_\_\_\_ appropriating another person's ideas, theories, images or designs  
    \_\_\_\_ borrowing facts, statistics or illustrative materials  
\_\_\_\_ Theft or monopolization of course materials/information/equipment  
\_\_\_\_ Other \_\_\_\_\_

DESCRIPTION OF ACTION TAKEN:

- \_\_\_\_ warning  
\_\_\_\_ lower assignment grade  
\_\_\_\_ lower course grade  
\_\_\_\_ redo assignment  
\_\_\_\_ zero or failing grade for assignment  
\_\_\_\_ zero on failing grade for course  
\_\_\_\_ referral for consultation with  
    Chair, Academic Standards Committee

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
FACULTY MEMBER's SIGNATURE

\_\_\_\_\_  
STUDENT's SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

<sup>1</sup> Completed Documentation of Concern forms will be located in a Confidential File in the Dean's Office, and forms will be destroyed upon student's graduation. Further, a notation of "See ASC Chair" will be made in the student's permanent file secured in the Office of Academic Affairs. Finally, a copy of the "Documentation of Concern" form will be forwarded to the Mount May College Academic Dean.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Academic Appeals

**POLICIES AND PROCEDURES**

Date Issued: 05/84

Date Revised: 08/04

Last reviewed: 08/07, 08/08

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The Academic Standards Committee (ASC) of Columbia College of Nursing, Inc. acts as the appeal body of questions related to academic policy, probationary decisions, exemptions, etc., for nursing courses and progression in the nursing program. An ASC petition form, available from the Office of Academic Affairs on the Columbia campus, must be completed and returned to the Office of Academic Affairs to initiate the appeal process. The petition form should carefully explain the nature of the request and include the advisor's recommendation and signature. All appeal decisions by the Academic Standards Committee are final.

POLICIES AND PROCEDURES

Date Issued: 05/01  
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In Executive Session, the Academic Standards Committee of Columbia College of Nursing, Inc. receives and acts on all petitions of students pertaining to the academic requirements of the program. **The Academic Standards Committee does not receive or act on appeals disputing a grade earned in a nursing course.**

- I. **Focus of Appeals:** Petitions considered by the Committee are limited to those that address decisions made pursuant to academic policies of the Program as described in the Catalog. Examples of such petitions include, but are not limited to:
- A. dismissal for unsatisfactory academic achievement.
  - B. restrictions placed on progression in the nursing program.
  - C. requests for exemptions/modifications of curricular requirements.
  - D. admission to the Nursing Program when admission has been denied.
  - E. re-admission to the Nursing Program following dismissal or suspension.
- II. **Procedure:** The student who wishes to petition the Academic Standards Committee is responsible for following the procedure below.
- A. Before instituting a petition, the student should discuss his/her particular situation with his/her advisor.
  - B. A Columbia College of Nursing *Academic Standards Petition* form should be obtained from the Office of Academic Affairs at Columbia and completed by the student. The following information *must* be included on the petition form or within an accompanying letter :
    - 1. Precise grounds on which the petition is based.
    - 2. Circumstances associated with the need for the petition.
    - 3. Arguments supporting the appeal.
    - 4. Descriptions of remedial actions to be taken to improve the student's academic performance.
    - 5. Request to appear before the committee when the petition will be considered (*Optional – See II. E., below*). The student may not bring anyone with him/her for the meeting.

- C. The student must meet with his/her advisor and obtain the Advisor's Academic Standards Petition Procedure **recommendation and signature** on the form *prior to* submission.
  - D. Petitions *must* be submitted to the Office of Academic Affairs at Columbia at least seven working days before the scheduled meeting. The meeting schedule for the Academic Standards Committee may be obtained from the Office of Academic Affairs at Columbia.
  - E. At a minimum, if the student wishes to attend the meeting at which his/her petition will be considered, the student *must* notify the Chair of Academic Standards Committee at Columbia at least 48 hours prior to the scheduled meeting. Preferably, the student will make a request to attend within his/her petition.
- III. The Academic Standards Committee, in Executive Session, has the authority to decide the student's petition. The Committee has the responsibility to:
- A. Review all data relevant to the situation.
  - B. Hear the student's oral argument, if the student chooses to be present. If present, the student is excused before Committee deliberations commence.
  - C. Act on the petition and explain the action and reasons for it through written correspondence.
  - D. Make stipulations (binding) and recommendations (non-binding) that may be placed on the student regarding any petition that is granted.
  - E. Notify the student, in writing, within 5 working days of the decision.
  - F. Maintain written record of the petition and action of the Academic Standards Committee in the student's file and in the Executive Session minutes of ASC.
- IV. The Director of Academic Planning and Development will provide written notification to the student and address subsequent student questions concerning the petition.
- V. All decisions of the committee based upon appeal are final decisions.

**COLUMBIA COLLEGE OF NURSING, INC.**

**POLICIES AND PROCEDURES**

**TITLE**

Accompanying Patients  
Off Clinical Sites

Date Issued: 05/84

Date Revised: 07/99

Last Reviewed: 08/07, 08/08

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Students may accompany patients off clinical units/institutional grounds if these patients can leave the unit/grounds without a staff person.

Students may not accompany patients off clinical units if these patients cannot leave the unit without supervision unless such patients are accompanied by a staff person.

Students must consult the instructor to receive permission to accompany the client/patient.

Students may not accompany a client/patient in an ambulance or helicopter, nor may a student drive a client/patient in private vehicles.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**  
Alcohol Policy

**POLICIES AND PROCEDURES**

Date Issued: 6/92  
Date Revised: 8/01  
Last Reviewed: 08/07, 08/08  
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Columbia College of Nursing, Inc. strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, the Columbia College of Nursing policies regarding the use and consumption of alcoholic beverages by students, student groups, employees and other facility users are derived from the following general premises:

The College expects persons to take responsibility for their actions and for the environment of which they are a part.

- The College will provide an environment that supports those who choose not to drink as well as those of legal age who choose to drink sensibly and responsibly.
- The College does not consider drinking in excess to be responsible.
- The College will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulations.
- The College will offer assistance to any member having problems related to alcohol through counseling services or other community resources. The College encourages students who are concerned about their own drinking, or someone else's, to seek help.
- The College will comply with federal, state and local laws, and expects all members of their community to do likewise.

General Policies:

1. Columbia College of Nursing is an “Alcohol Free” Facility. Possession and/or consumption of alcohol in the Columbia College of Nursing building or on College property is strictly forbidden.

Sanctions:

Violations of this policy may result in sanctions. If a student or employee displays conduct on campus or at a College-recognized event that results in criminal prosecution, the College may sanction the individual according to College discipline procedures regardless of the action taken by government authorities. The College reserves the right to involve civil authorities at any time it deems appropriate.

When use of alcohol is irresponsible or illegal, the College must take appropriate disciplinary action. Sanctions will not necessarily be limited to those listed in the Standards of Conduct, the Nursing Policy and Procedure Handbook or the Residence Hall Contract Book for students, specifically in the case of additional violations of College policy

**POLICIES AND PROCEDURES**

Date Issued: 01/07

Date Revised: 09/08

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Columbia College of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN examination. These resources include:

- Participation in the Assessment Technologies Institute (ATI) Comprehensive Assessment and Review Program (CARP). The CARP incorporates assessment of entry and exit critical thinking skills; a self assessment inventory; content mastery exams throughout the curriculum; content area review modules, skills modules, and DVDs; and the RN Comprehensive Predictor exam prior to graduation. This program is intended to help students prepare systematically to review for NCLEX and become familiar with the content and testing process.
  - Structured, personalized drill and review activities during the final semester of the nursing program
  - NCLEX-RN review course
1. Completion of one or more Assessment Technologies Institute (ATI) exams is required in the following courses:
    - Critical Thinking-Entrance – NUR101
    - Self-assessment Inventory – NUR101
    - Test of Essential Academic Skills (TEAS) – NUR205
    - Fundamentals of Nursing Practice – NUR303
    - Nutrition – NUR311
    - Nursing Pharmacology – NUR313
    - Adult Medical-Surgical Nursing – NUR304
    - Maternal-Newborn Nursing – NUR314
    - Nursing Care of Children – NUR316
    - Community Health Nursing – NUR413
    - Mental Health Nursing – NUR415
    - Nursing Leadership – NUR420
    - Critical Thinking-Exit – NUR420

Course faculty members will coordinate scheduling of computer-administered proctored assessments with the Coordinator, Educational Technology. As a general rule, content mastery examinations are given toward the end of the semester.

2. The desired level of achievement on content mastery assessments is **Proficiency Level 2** (as identified by ATI on the student's report). Please note: the **Proficiency Level 2** score for each content mastery examination is different.

The first step is for the student to take Version B of the appropriate content mastery exam. Upon completing the proctored online test, the student is automatically informed of the score and the proficiency level achieved. The student who achieves **Proficiency Level 2** on Version B has met the ATI requirement for that assessment.

If the score on Version B is below the prescribed **Proficiency Level 2**, the student will be required to remediate before retesting. To remediate, the student must first complete the online practice version of the assessment. The student then must schedule Version A of the proctored online assessment **NO SOONER THAN 48** hours from the time Version B was completed. The student must present printed evidence of completing the online practice assessment with a score of at least 90% as an admission ticket to testing for Version A. The student who then completes Version A has met the ATI requirement for that assessment.

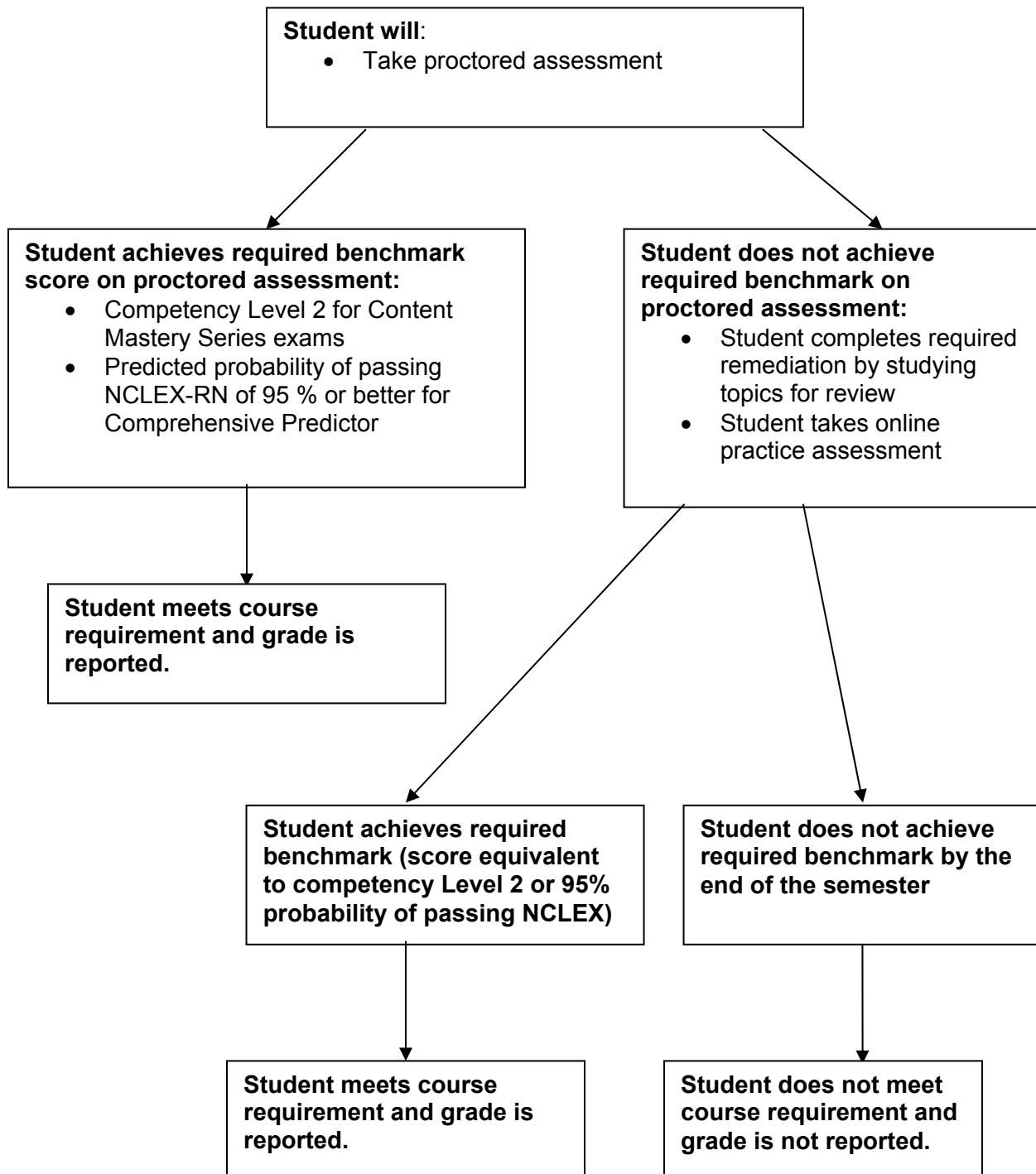
3. Completion of the designated ATI examination(s) is a course requirement. If the student does not comply with the requirement and/or fails to complete all criteria by the end of the semester, the instructor will not submit a grade. The student is not eligible to progress to the next nursing course until a letter grade for the course is recorded with the Registrar. A grade for the course will be recorded when the ATI requirement is met.
4. In addition, **graduation requirements** include the successful completion of NCLEX review and preparation. Each student is required to take the designated Assessment Technologies Institute (ATI) RN Comprehensive Predictor examination (proctored) in the Learning Resources Computer Lab by a date to be specified each semester. Sign-up times will be available from the Coordinator, Educational Technology. A second version of the Comprehensive Predictor will be administered as a post-test measure at the end of the semester.
5. The expected minimum level of achievement on the RN Comprehensive Predictor exam is a score equivalent to a predicted probability of passing the NCLEX-RN of at least 95% (as displayed on the ATI RN Comprehensive Predictor Expectancy Table found in the Score Explanation and Interpretation). Students who do not achieve a score that reaches the 95% probability will also be required to complete non-proctored ATI assessments to fulfill this graduation requirement. The NCLEX Coordinator will determine which of these assessments will be required. The content areas include the following:

RN Fundamentals ATI online practice (60 questions)  
RN Pharmacology ATI online practice (60 questions)  
RN Maternal-Newborn ATI online practice (60 questions)  
RN Nursing Care of Children ATI online practice (60 questions)

RN Medical Surgical ATI online practice (90 questions)  
RN Community Health Nursing ATI online practice (60 questions)  
RN Mental Health Nursing ATI online practice (60 questions)  
RN Leadership ATI online practice (60 questions)

6. The NCLEX Coordinator will conduct group review sessions bi-weekly throughout the semester. Each student must attend a **minimum** of six of these sessions. Attendance will be taken.
7. Each student is required to make an individual appointment with the NCLEX Coordinator to discuss Comprehensive Predictor results and to develop an individual plan of study and review, based upon performance on the Comprehensive Predictor examination.
8. A mandatory licensure exam review course will also be scheduled at the end of the semester.
9. **Graduation requirements are not fulfilled until all ATI-associated activities are completed.**

**Columbia College of Nursing  
Algorithm for ATI Assessments for  
Comprehensive Assessment and Review Program (CARP)**



**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Clinical: Attendance

**POLICIES AND PROCEDURES**

Date Issued: 12/83

Date Revised: 08/04

Last Reviewed: 08/07, 08/08

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Nursing is a practice profession involved with the assessment and care of human beings. As such, the faculty believes that all clinical hours allotted to courses contribute meaningfully to enabling students to meet course objectives and become competent practitioners in the delivery of nursing care. The College, therefore, reserves the right to require a student to repeat all or any part of a course when, in the opinion of the course faculty, the time that the student has been absent from clinical makes it impossible to evaluate the student's level of attainment of course objectives. Makeup time is not guaranteed and is dependent upon faculty and clinical availability. It should be understood that the student is responsible for any costs incurred in repeating the course and/or making up lost time.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Clinical: Cancellation Due to Inclement Weather

**POLICIES AND PROCEDURES**

Date Issued: 12/83

Date Revised: 12/95; 08/08

Last Reviewed: 08/08

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Clinical Cancellation Due to Inclement Weather

Since hospitals and other health care agencies continue to operate during heavy snowfall and icy conditions, faculty and students are expected to maintain their clinical schedules. However, the college does not expect faculty or students to take undue risks during these times. If weather conditions are judged by a faculty member or a student to be such that travel would be a risk to one's safety, the following procedure should be followed.

Student

1. Unless you receive a call from the instructor, assume that there will be clinical that day. Please do not call the College or clinical site to ask if clinical has been cancelled.
2. If you determine that you are unable to attend clinical because of risk to your safety, call the agency and inform them that you will be absent because of weather or driving conditions. Make-up time for absences will be determined on an individual basis.

Faculty

1. If a faculty member decides to cancel the clinical experience because of conditions:
  - a. He/she is to call the clinical site to inform them that clinical has been cancelled.
  - b. He/she is to call the students to inform them of the cancellation.
  - c. He/she is to notify the Office of Academic Affairs.
2. Time will not have to be made up for clinical experience cancelled by college administration and/or faculty.

Reviewed December 14, 1993

Revised December 22, 1995

Revised July, 2008

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Clinical:  
Background Check

## **POLICIES AND PROCEDURES**

Date Issued: 08/00

Date Revised: 08/03

Last Reviewed: 08/07, 08/08

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The Wisconsin Caregiver Background Check Law requires that all health care workers complete the Background Information Disclosure Form (HFS64). Although not all criminal offenses mandate denial of admission to the Program, certain offenses will not allow or will severely restrict placement in clinical settings. Since a large part of the Program is contingent upon clinical experience, the ability to complete the program could be in jeopardy. Students will be required to complete the disclosure form in the fall semester of their sophomore year, prior to their first clinical experience. Transfer students will be required to complete the form prior to participating in a clinical setting. More specifically:

1. Students will be required to complete the Background Information Disclosure form (HFS64) at the beginning of their sophomore year.
2. Transfer students will be required to complete the Background Information Disclosure form (HFS64) upon admittance to the Columbia College Nursing Program. The forms will be returned by the student to the Columbia College of Nursing Coordinator of Academic Affairs.
3. Students without a completed background check will not be allowed to participate in clinical.
4. It is the responsibility of the student to inform the Dean/CEO about any situations that could potentially affect participation in clinical. Failure to do this immediately could involve suspension and/or dismissal from the Program.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Clinical: Health Requirements

**POLICIES AND PROCEDURES**

Date Issued: 09/83

Date Revised: 11/01, 08/02,  
08/03, 08/04

Last Reviewed: 08/07, 08/08

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All students must be in good health and able to carry out the functions of a professional nurse (See Technical Standards for Admission to/Progression in the Nursing Program policy). Beginning with the first clinical nursing course (NUR210) in the spring of the sophomore year, the student must:

1. Complete an admission physical examination as directed by the College. Procedure for examination will be provided by the College during the Fall Semester of the student's sophomore year.
2. Undergo a tuberculin skin test report (PPD intermediate strength) annually. Students with a previous history of a positive tuberculin skin test must submit a chest x-ray taken within the year preceding clinical courses and must complete a yearly Signs and Symptoms of Tuberculosis Form.
3. Complete the Background Information Disclosure Form.

There may be additional tests required by specific agencies in which students have clinical experiences. Students will be notified by the College when additional tests are requested by the agencies.

A tuberculin skin test (or chest x-ray and Signs and Symptoms of Tuberculosis Form) is required on an annual basis throughout the program. Forms may be obtained from the Academic Affairs Office at Columbia College. All fees associated with the necessary requirements are the responsibility of the student. Students are encouraged to carry health insurance to meet these and other health/illness related expenses.

Documentation of these requirements must be on file with the Academic Affairs Office at Columbia College of Nursing, Inc. Failure to satisfy these requirements will jeopardize student participation in clinical course work.

Any condition that does, or might, potentially impair a student's ability to carry out his or her responsibilities in the classroom or clinical setting must be reported to their clinical instructor and the Dean. The student's physician will then be sent a form to certify to the program that the student is able to fulfill all responsibilities and, that in doing so, is not endangering oneself, fellow students, faculty and/or clients/patients.

**Reporting of Illness:**

A student who is unable to report for clinical should follow the procedures of that institution as announced by the instructor for the unit.

A student who becomes ill on the clinical unit or appears to have a condition that might be communicable or infectious should be sent to Occupational Health Services, CSM, for evaluation. When indicated, lab studies may be done and the student may be required to remain off the clinical unit pending lab results.

The instructor must be notified each day the student is absent due to illness unless the length of absence from the clinical assignment has previously been specified on a health condition certification form.

**Care of injuries sustained while on clinical at CSM:**

1. Report to instructor immediately.
2. Complete an Occupational Incident Report Form with your faculty member.
3. Report to Occupational Health Services.

**Care of injuries sustained while on clinical at other agencies:**

1. Report to instructor immediately.
2. Instructor will determine appropriate course of action.

**Exposure to High Risk Body Fluids**

Any student who has been exposed to any of the following high risk body fluids should immediately notify his/her faculty instructor and seek advice and treatment through the infection control nurse and employee health department of the agency at which this occurs.

- Blood
- Semen
- Vaginal secretions
- Body Fluids
- Amniotic fluid
- Deep body fluid from spine, lungs, joints, and abdomen
- Body tissue

**Needle-sticks:**

Any student who experiences a needle-stick should immediately notify his/her faculty instructor and seek advice and treatment through the infection control nurse and employee health department of the agency at which this occurs.

**Return to clinical following illness (including surgical procedures and/or extended absences):**

Students are required to submit a Health Condition Certification Form from their licensed health professional to the faculty member of their current class/clinical indicating that they are free to resume course related activities.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Clinical: Other Requirements

**POLICIES AND PROCEDURES**

Date Issued: 07/99

Date Revised: 08/06

Last Reviewed: 08/07, 08/08

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**Additional requirements for clinical courses:**

1. CPR certification : Healthcare Provider (American Heart Association)
2. Copy of R.N License (if applicable)

Documentation of these requirements must be on file with the Academic Affairs Office at Columbia College of Nursing, Inc. Failure to satisfy these requirements will jeopardize student eligibility to participate in clinical course work.

**COLUMBIA COLLEGE OF NURSING  
HEALTH CONDITION CERTIFICATION FORM**

I am aware that my patient, \_\_\_\_\_ is a student  
(Student Name)

enrolled at the Columbia College Nursing Program. I certify that he/she is under treatment for  
\_\_\_\_\_.

I have read the Technical Standards for Admission to and Progression in the Nursing Program and certify that, to the best of my knowledge, this student currently meets all these standards.

Further, I am aware that this individual is involved in direct patient care, for up to 20 hours per week and has additional hours in the classroom setting.

I certify that, to the best of my knowledge, this student's medical/mental health condition/treatment in no way affects and/or limits the ability of the student to perform safely in the classroom and/or clinical setting, nor does such participation compromise the student's own physical/mental health.

With the following restrictions/limitations, \_\_\_\_\_  
(Student Name)

would be able to perform without danger to himself/herself and/or clients/patients, in the classroom and/or clinical area:

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\_\_\_\_\_  
Name of Physician or Certified Nurse Practitioner (Please print or type) \_\_\_\_\_ Date

\_\_\_\_\_  
Signature of Physician or Certified Nurse Practitioner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**Columbia College of Nursing  
Signs and Symptoms of Tuberculosis Form**

TO THE EXAMINING PHYSICIAN: Please complete the following form. The information will be used to provide base-line data if care is needed at Student Health Services, as well as assuring the student can meet the Technical Standards of the nursing program.

Name of Student \_\_\_\_\_ Male \_\_\_ Female \_\_\_

D.O.B. \_\_\_\_\_

The student is required to submit a yearly tuberculin skin test report to the College. Students with a previous history of a positive tuberculin skin test must submit a chest x-ray taken within the year preceding clinical courses. Additionally the student must submit this form on a yearly basis to ensure annual review of the signs and symptoms of Tuberculosis.

TB skin test positive since: (date if known) \_\_\_\_\_

Date chest X-ray administered: \_\_\_\_\_

**Do you have any of these signs and symptoms of Tuberculosis?**

- |  |     |    |
|--|-----|----|
| 1. Productive cough (3 weeks +)        | Yes | No |
| 2. Persistent unexplained weight loss  | Yes | No |
| 3. Night sweats                        | Yes | No |
| 4. Loss of appetite                    | Yes | No |
| 5. Persistent low grade fever          | Yes | No |
| 6. Swollen glands, usually in the neck | Yes | No |
| 7. Coughing up blood                   | Yes | No |
| 8. Shortness of breath                 | Yes | No |
| 9. Fatigue, weakness, malaise          | Yes | No |
| 10. Chest pain                         | Yes | No |
| 11. Exposed to a known case of TB      | Yes | No |

Comments:

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Signature of Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

(Nurse Practitioner, Physician's Assistant, Physician)

Print name: \_\_\_\_\_

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Cancellation of Classes or Clinical  
Experience Due to  
Inclement Weather

**POLICIES AND PROCEDURES**

Date Issued: 9/22/92

Date Revised: 08/04

Last Reviewed: 08/07, 08/08

Page 1 of 1

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Columbia College of Nursing, Inc., as part of a health care organization, *does not close* for inclement weather. Based upon the wide geographic area for faculty members and students, alike, safety of travel must be an individual determination. Further, based upon geography, **the closing of Mount Mary College does not mean that CCON classes are cancelled.**

Guidelines

1. Each faculty member will provide instruction at the beginning of each session indicating to students the method(s) the faculty member will use to notify students. Most commonly, faculty members will communicate cancellation for class or clinical experience over the Internet. If the faculty member is unable to travel safely, a class or clinical will be cancelled by the following times:

Classes: Three hours prior to the start of class.

Clinical: Three hours prior to the time that students are required to be at a clinical facility

2. Neither faculty members nor students should drive when conditions are unsafe.

**COLUMBIA COLLEGE OF NURSING, INC**  
**POLICIES AND PROCEDURES**

**TITLE**  
CPR

Date Issued: 12/84  
Date Revised: 01/03  
Last Reviewed: 08/07, 08/08

Page 1 of 1

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Nursing students may encounter a patient in cardiopulmonary arrest at any time during his/her education. To avoid having the student make a decision he/she may not be qualified to make without an instructor present, the faculty has approved the following policy:

In the event of a cardiopulmonary arrest, all nursing students should initiate a crisis call and begin CPR on any patient who does not have a written "No CPR" order. The student will continue CPR until more qualified personnel arrive. Students will always function within the confines of each clinical facility's policies.

**Emergency occurring at the College of Nursing:**

When an emergency or "Code" occurs at the College of Nursing, individuals should contact 911 first. After calling 911, a call should be placed to the 2222 extension to notify the Columbia Hospital code team that 911 has been called and what the nature of the emergency is. The code team will respond to provide basic cardiac life support.

When contacting 911 and ext. 2222, be prepared to state your name, location and nature of the call. Let the operator end the call.

POLICIES AND PROCEDURES

Date Issued: 11/84  
Date Revised: 08/04, 08/05  
Date Reviewed: 08/07, 08/08

Page 1 of 2

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The purpose of this policy is to promote a professional appearance that fosters positive perceptions of the students, the College and the nursing profession and promotes safety in the work setting for the student.

Students enrolled in the Nursing Program are expected to purchase the required uniform and wear it for most clinical/laboratory experiences. Some variation may be necessary depending upon the specific requirements of the clinical agency to which the student is assigned.

**It should be understood however, that students are representatives of their College, their program and their profession and, as such, their appearance and conduct should be above reproach.**

**Each student will comply with this policy when in clinical settings, laboratory settings or representing the College in any way.**

All clothing:

- Must be laundered, neat and be in good repair.
- Must have appropriate fit and be opaque enough to not reveal undergarments.
- Appropriate undergarments will be worn.
- Must be loose enough to allow for necessary movement. No excessively tight clothing is permitted.
- Prominent/colored logos, advertising or similar graphics are not acceptable unless they are promoting CCON.
- Sweat suits, jogging suits, spandex, halter/tank tops or leather garments are not permitted.

The official Columbia College of Nursing student uniform is as follows:

Shoes/Footwear/Hose

- White nurses' shoes or all white, clean athletic shoes as allowed by the agency.
- Open toe shoes, clogs or sandals are not permitted.
- Female students must wear white or neutral, full-length hose or white socks; male students must wear white socks.
- Must be worn at all times while in clinical or representing the College.
- Must be clean and in good condition.
- Heel height must be safe and reasonable for job being performed.

Shirts/Tops/Sweaters

- Plain, white polyester/cotton blouse/shirt or plain, white turtleneck; whichever option is chosen, official CCON patch sewn on left sleeve is required.
- Must be long enough to cover the midriff region.
- Will have sleeves at least to mid upper arm in length.
- Must have appropriate neckline.

Pants/Skirts

- **Navy blue** UNIFORM pants/skirts or scrubs.
- Must be of proper length, shorts are not permitted.
- Jeans are not permitted.

Street clothes:

- May be worn only in designated areas and must portray a professional image.

Other:

- Official CCON patch (a minimum of 2, one for a lab coat and one for a uniform sleeve)
- White lab coat with CCON patch sewn on left sleeve. This may be worn as a coat in combination with slacks/pants/skirts in clinical. It is required over street clothes, when students are in patient/client care areas for preparation.
- Watch with second hand
- Stethoscope with pediatric adapter or bell. Required, beginning in fall semester sophomore year.
- Sophomores, juniors and seniors are issued an official CSM ID badge with picture identification. These must be worn on the uniform/lab coat, clearly visible, at all times during clinical and/or while on the Columbia College campus. College ID badge (from Security) must be worn when representing the College at outside events.

General Appearance/Grooming

- Jewelry: Must be simple and unobtrusive. Special attention must be paid to personal and patient safety. In clinical settings, jewelry is limited to simple flat rings, wedding or engagement rings, fine neck chains, 1 pair of small earrings and professional pins.
- Body piercings other than earrings are not to be visible in clinical/College related settings. No tongue piercing will be allowed.
- Chewing gum is not permitted in clinical settings or when representing the College at outside events.
- Make-up must be appropriate and contribute to a professional appearance.
- Hair and beards are expected to be clean, neat and well groomed. Hair, including facial hair, should be worn in such a way as to not interfere with the performance of any duty. Extreme hairstyles or coloration is not appropriate.
- Good hygiene is fundamental. Proper precaution will be taken to avoid odors related to foods, perfume, smoking or lack of deodorant.
- Fingernails are to be clean and neatly trimmed. Nail polish, if worn, will be a muted color and not chipped or cracked.
- Artificial nails **may not be worn** by anyone providing direct patient care.

Columbia College of Nursing, Inc. is committed to maintaining an environment in which the safety and well being of its community members are of utmost importance.

The abuse of alcohol or the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the College. The controlled substances prohibited in the College include, but are not limited to, marijuana, cocaine, heroin, narcotics or other drugs not prescribed by a licensed physician for the treatment of a current medical disorder. Employees must abide by this policy as a condition of employment and students must abide by this policy as a condition of enrollment.

Violations of this College policy, which include unlawful conduct, will be subject to corrective action, up to and including suspension or termination for all classifications of employees and dismissal for students depending upon the severity and/or frequency of the violation. Corrective actions will be progressive and applied equally to all individuals, unless an individual's actions necessitate immediate and decisive disciplinary measures including suspension or termination.

Corrective action normally will be administered in accordance with the sanctions in the Standards of Conduct for students and in the following order for employees:

1. Verbal warning - any available drug or alcohol counseling, rehabilitation, and employee assistance programs
2. Written warning
3. Final written warning or suspension
4. Suspension or termination with due process

In the event that an individual is convicted under a criminal drug or alcohol statute for conduct in the workplace, academic or clinical setting, the employee must report the conviction to the Dean/CEO no later than five calendar days after the conviction. An individual so convicted may be subject to immediate termination or suspension, or dismissal from the nursing program.

Columbia College of Nursing, Inc. recognizes its responsibility to maintain and support civil laws and therefore will cooperate fully with the law enforcement agencies by providing information and assisting in the prosecution of illegal use, possession, distribution and sale of illegal drugs.

The Employee Assistance Program (EAP) at Columbia St. Mary's provides confidential counseling services for anyone who may have a drug problem or drug addiction. Confidentiality is guaranteed. This confidentiality will continue as long as the person continues to follow a responsible course of assessment and treatment in dealing with his/her problems or dependency. Columbia College of Nursing, Inc. encourages full use of several agencies in Milwaukee offering drug counseling. Names, locations and services offered are available from the Employee Assistance Program on a confidential basis.

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To ensure the accurate and timely notification and delivery of emergency messages to students, the following procedures should be implemented.

Messages received by Columbia College of Nursing Reception Desk

- A. During business hours:
  - 1. Reception desk receives call and message.
  - 2. Reception desk locates student and relays message.
  - 3. If the reception desk is initially unable to locate student by telephone, a message will be left in student's mailbox and/or on the student's door.
  - 4. Continuous attempts will be made to reach the student until successfully contacted.
- B. After business hours & during break periods or when reception desk is closed:
  - 1. Voice mail message instructs caller to contact Columbia Hospital's Security at 961-3333.
  - 2. Columbia Hospital's Security receives call and implements procedures outlined below.

Messages received by Columbia Hospital's Information Desk/ Security

- A. During business hours:
  - 1. Information desk receives call and message.
  - 2. Information desk transfers call to College of Nursing reception desk (extension 3530).
- B. After business hours & during break periods:
  - 1. Security receives call and message.
  - 2. Security delivers the message to the Resident Assistant (RA) on call at Columbia College of Nursing. The RA forwards the message to the resident. If the resident is not in his/her room, a message is to be placed on the resident's door.

**Grade Point and Grade Point Average (GPA)**

The 4.00 grading system is used, under which a student earns grade points according to the following schedule: for each hour of A, 4; A/B, 3.5; B, 3; B/C, 2.5; C, 2; D, 1. No grade points of course credits are awarded for a grade of F. All courses attempted for a letter grade are included in computing the grade point average.

The grade point average is the ratio between academic grade points and academic hour credits; that is, the quotient obtained by dividing the total number of academic grade points earned by the total number of academic hours attempted. For example, a program of 16 academic hours in which 48 grade points were earned will yield a grade point average of 3.00, or an average of B.

**Grade, Quality Points and Numerical Equivalent**

The grades given for academic achievement are interpreted as follows:

Grade		Quality Points	Numerical Equivalent
A	Superior	4.0	93.0-100
AB	Between A and B	3.50	89.0-92.99
B	Above Average	3.0	85.0-88.99
BC	Between B and C	2.50	82.0-84.99
C	Average	2.0	78.0-81.99
D	Unsatisfactory (not acceptable for nursing courses)	1.00	74.0-77.99
F	Failing	0	Below 74
SP	Satisfactory Progress		
UP	Unsatisfactory Progress		
I	Incomplete		
AU	Audit		
W	Withdrawn		
NR	Not Recorded		

**Computation of grades**

Each examination grade will be computed to the one one-hundredth. The final grade for all course work will also be computed to the one one-hundredth. There will be no further “rounding” of grades.

**Incompletes**

In order to receive an incomplete, the student must initiate the request by submitting a properly completed form to the instructor. If the instructor agrees to the request, the completed form (Course Completion Form) is submitted to the Registrar at the time grades are reported.

The grade of Incomplete may only be given for reasons of health or serious emergencies. The grade of Incomplete is not granted for neglected work. If a student has not completed all requirements of a course by the final grading period without serious reason, and/or has not made arrangements with the instructor to receive an Incomplete, the student will be graded on the basis of work completed by the end of the grading period. When an Incomplete grade is granted for a nursing course, outstanding work for the course in question must be completed before the start of subsequent nursing courses or before the MMC stated deadline. At that time, the student will receive the grade that her/his work merits. If no work is submitted, the Incomplete grade will be changed to an F (or, in the case of a clinical course, Unsatisfactory Progress). A Course Completion Agreement Form, signed by the student and faculty member, must be filed with the Registrar in the Academic Affairs office at Columbia college of Nursing as a formal record of the details of the incomplete work and the student's awareness of her/his obligation to successfully complete the remaining course work. An extension for removal of the incomplete may be granted only with written consent from the student and the instructor.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Grievance Procedure-  
Students

**POLICIES AND PROCEDURES**

Date Issued: 3/93  
Date Revised: 5/01, 02/03,  
08/04, 02/08  
Last Reviewed: 02.08

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Any student who has a concern that is considered to be a significant and reasonable grievance affecting the student's status in the nursing program is asked to make such an objection known to the involved pertinent individual, group or committee. If not satisfied thereafter, the situation should be discussed with the Course Coordinator or Classroom Instructor. If still not satisfied, the situation should be discussed with the Director, Academic Planning and Development and Development or the Director, Assessment and Evaluation

If all previous routes have failed to resolve the situation, the student may request that the grievance be heard by the Student Grievance Committee according to the grievance procedure which follows.

An example of an issue on which a student may request a hearing is the student's status being affected by discriminatory practice(s) by a faculty member.

Procedures

1. Purpose:
  - A. To provide review, upon request of a student enrolled in the CCON Nursing Program of an issue the student believes to be a significant and reasonable issue adversely affecting his/her academic standing in the College.
  - B. To act as a formal fact-finding committee when a student academic complaint is filed.
  - C. To advise and recommend specific actions and policy review to the Dean/CEO of Columbia College of Nursing.
  - D. To hear grievances associated with perceived violations of the College's Affirmative Action policy.

Student Grievance Committee

1. Membership:
  - A. The committee shall be chaired and convened by the Associate Dean, Administration and Finance.
  - B. The committee membership shall be formed by one constituent not associated with the issue from each of the following Committees:
    - one faculty member appointed by the Student Development Committee, one faculty member appointed by the Faculty Development Committee and one faculty member appointed by the Academic Standards Committee. With permission from the grieving student, a member of the student body will be appointed by the President of the Student Senate to join the Committee.
2. Bylaws:
  - A. A quorum will consist of the entire committee as previously defined.
  - B. Any grievance must be filed in writing and reviewed by the committee at least five days before any action is taken. The committee may choose to proceed with the process, refer the complaint back for clarification, or decide that the grievance, as stated, is not a reasonable and significant nature and therefore, not one to be acted upon.
  - C. The chairperson will determine a hearing date within five (5) working days of receiving the complaint. The hearing will be scheduled and all involved parties will be notified not later than ten (10) working days after the receipt of the complaint. This time frame may be extended by a mutual agreement.
  - D. If the complaint is referred back for clarification, the hearing date will be set as in "C" upon resubmission of the complaint.
  - E. The committee reserves the right to review whatever evidence is presented and file a report based upon that evidence.
  - F. Any investigation will utilize a formal fact-finding process with the following procedures:
    1. Service of notice of the grievance and hearing at least fourteen (14) days prior to the hearing.
    2. The parties involved have a right to the names of the parties filing the grievances and access to any documents relevant to the complaint.

Student Grievance Committee continued

3. All parties involved have a right to be heard by all persons presenting evidence.
  4. All parties have the right to provide their own counsel, to offer witnesses and to confront and cross-examine witnesses.
  5. A tape recording may be made of the hearing with access to the concerned parties.
  6. Any findings of misconduct must be based upon a clear preponderance of evidence.
  7. Findings of fact, conclusions, and recommendations must be based only on the hearing record.
  8. The hearing will be closed unless otherwise agreed to by all parties involved.
- G. A report of the findings, conclusions, and recommendations of the committee will be promptly filed with the Dean/CEO. No actions can be taken by the committee. The committee is not a decision-making body, but an advisory group charged with the task of fact-finding and offering recommendations to the Dean/CEO. The decision of the Dean/CEO is final.
- H. Following the conclusions of the committee and the Dean/CEO, the student involved cannot further grieve concerning the same complaint, unless new evidence is presented.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Harassment Policy

**POLICIES AND PROCEDURES**

Date Issued: 11/92

Last Reviewed: 08/07, 08/08

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Harassment of College employees (or any other person performing services for us) is a violation of College policy.

Columbia College of Nursing, Inc. does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, sexual orientation, national origin, disability or veteran's status in administration of their educational, admission, financial aid, athletic and other College policies and programs nor in the employment of their faculty and staff.

Columbia seeks to provide an environment that is free from intimidation and harassment based on any of these characteristics and Columbia specifically prohibits such intimidation and harassment.

- A. Intimidation and harassment can arise from a broad range of physical or verbal behavior (by students, employees, or by non-employees such as customers or outside contractors) which can include, but is not limited to, the following:
1. physical or mental abuse;
  2. racial, ethnic or religious insults or slurs;
  3. unwelcome sexual advances or touching;
  4. sexual comments, jokes, stories or innuendoes;
  5. requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation or termination;
  6. display of sexually explicit or otherwise offensive posters, calendars, or materials;
  7. referring to another employee as a girl, hunk, doll, babe, or honey;
  8. making sexual gestures with hands or body movements;
  9. intentionally standing close or brushing up against another employee;
  10. inappropriately staring at another employee or touching his or her clothing, hair, or body;
  11. whistling at another employee, cat calls;
  12. asking personal questions about another employee's sexual life;
  13. repeatedly asking out an employee who has stated that he or she is not interested.
- B. These activities are offensive and are inappropriate in the College.

This is a serious issue not just for Columbia, but also for each individual. An employee or manager may be held individually liable as a harasser and subject to the same penalties which may be imposed upon employers under state or federal law.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by Columbia.

Any employee who engages in such harassment, or retaliates against another employee or student because the employee or student made a report of harassment or participated in an investigation of a claim of harassment, is subject to immediate discipline, up to and including discharge from the College. It is the responsibility of everyone to ensure that these prohibited activities do not occur.

Anyone in the College who believes that he or she has been the subject of prohibited harassment should report the matter immediately to his or her manager or the Dean/CEO, or to one of the following persons in the Human Resources Department: the manager, human resource operations; or the employee relations representative. Any such reports will be investigated promptly and be kept confidential within the bounds of our investigation and the law.

This policy reinforces Columbia's tradition of developing and maintaining a professional environment comprised of people who respect one another and who believe in Columbia's high ideals. It is the responsibility of all of us to uphold that tradition.

POLICIES AND PROCEDURES

Date Issued: 06/87  
Date Revised: 11/01, 08/02  
08/03  
Last Reviewed: 08/07, 08/08

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I. Health Care (FULL TIME STUDENTS ONLY)

- A. Students are responsible for costs of health care treatment.
- B. In the event of an emergency, students will be taken to the nearest emergency department. The costs associated with such treatment are the responsibility of the student.
- C. Students who are residence hall residents should contact their Resident Assistant or the front desk for assistance during periods of illness.

II. Columbia Hospital Employee Assistance Program (Full and Part-time Students)

Recognizing employees and students as vital resources, Columbia St. Mary's maintains an Employee Assistance Program to assist these individuals in obtaining help for personal concerns.

Based on assessment and evaluation by the Columbia St. Mary's Occupational Health Services staff, employees, and students may be referred for the following services:

- General assessment and screening
- Alcohol and other drug rehabilitation
- Family/individual counseling in such areas as:
  - Marriage or Divorce
  - Biofeedback
  - Stress Management
  - Grief
  - Parenting
  - Mental/Physical Health
  - Legal Services
  - Financial Services
  - Vocational Services
  - Self-help Groups

Cost: The initial assessment and referral services are provided by Columbia St. Mary's Occupational Health Services to employees and students at no charge. Costs of certain referral or treatment services may be covered by insurance. All costs not covered by insurance are the responsibility of the student.

Procedure: Students should contact the Employee Assistance Program at by calling 961-3760.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Locker Policy

**POLICIES AND PROCEDURES**

Date Issued: 07/99

Date Revised: 11/01

Date Reviewed: 08/07, 08/08

Page 1 of 1

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The Columbia College of Nursing Locker Policy is adapted from Columbia Hospital's Locker and Parcel Inspection Policy, No. 8450.06

Columbia College of Nursing, Inc. (CCON) reserves the right to inspect all lockers on the premises. Lockers are the property of CCON and are subject to periodic inspections for environmental safety and security purposes only. Lockers are also subject to a final inspection as part of the clearance process at the end of the academic year.

To obtain a locker for the academic year, contact the Coordinator, Residence Life for a Locker Reservation Form.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**  
Locker Reservation Form

**POLICIES AND PROCEDURES**

Date Issued: 08/00  
Date Reviewed: 11/01, 08/02,  
08/04, 08/05, 08/07, 08/08

Page 1 of 1

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- I. If in the course of an inspection of lockers, hospital or College property or an item that has been reported missing is found, it will be confiscated and the name(s) of the student(s) involved will be submitted to the Dean for disciplinary action.
- II. Items of an illegal or dangerous nature will be referred to the law enforcement agency having jurisdiction, e.g., Milwaukee Police, Drug Enforcement Agency, Treasury Department, Fire Department, etc.
- III. Security personnel have the authority to detain any person suspected of removing hospital or College property or engaging in other acts of theft until the arrival of civil authorities.

Terms of Locker Rental:

No food, weapons, drugs, alcohol, hazardous material, or any other illegal items may be stored in the CCON lockers. The lockers are assigned for one academic year at a time. The student must register with the Coordinator, Residence Life and Student Affairs to obtain a locker.

I have read and understand the above policy and its terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Maternity: Leave of  
Absence

**POLICIES AND PROCEDURES**

Date Issued: 10/88

Date Revised: 07/99

Last Reviewed: 08/07, 08/08

Page 1 of 1

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To request a maternity leave of absence, the student must:

1. Complete a Notification of Pregnancy Form and return it to the Academic Affairs Office as soon as there is verification of pregnancy.
2. The College will send the physician, certified nurse midwife or certified nurse practitioner a Maternity Certification Form on which he/she will state the work status of the student and will indicate the date she should cease her student activities.
3. Upon receipt of the physician's maternity certificate, the Dean/CEO will contact the student and arrange for the absence from student activities, if necessary.
4. To return following a maternity leave of absence, the student must present a physician's return to school, classroom and clinical statement to the College in order to receive authorization to return to student activities.
5. The Dean/CEO will further direct the student regarding reinstatement in student activities.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Maternity: Notification  
of Pregnancy

**POLICIES AND PROCEDURES**

Date Issued: 10/88

Date Revised: 07/99

Last Reviewed: 08/07, 08/08

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TO: Office of the Dean, Columbia College of Nursing

FROM: \_\_\_\_\_  
NURSING STUDENT

RE: NOTIFICATION OF PREGNANCY

I am notifying the Columbia College of Nursing, Inc. that I am pregnant, but would like to continue my academic course work.

My expected date of delivery is \_\_\_\_\_.

Accordingly, I hereby notify you that I do not desire to continue beyond:

\_\_\_\_\_ because of my pregnancy.

I hereby authorize my personal physician to release all information to the Dean of the College that is relevant to my condition.

My health care provider's name, address and telephone number are:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Student Signature/Date

POLICIES AND PROCEDURES

Date Issued: 01/88  
Date Revised: 08/00, 08/02  
Last Reviewed: 08/07, 08/08

MATERNITY CERTIFICATE

\_\_\_\_\_, Student Nurse, is pregnant and under your care.  
We will need medical clearance for her to continue working in the clinical area.

Please answer all of the questions below and return this form to us in the enclosed, stamped self-addressed envelope.

If your patient's condition should change in the next few months, whereby continuing to work as a student nurse would adversely affect her or the baby, we ask that you cooperate in notifying us immediately. Thank you.

\_\_\_\_\_  
Date Katherine H. Dimmock, Dean

1. Do you approve of your patients continuing to work as a student nurse during her pregnancy?  
 Yes  No

2. Approximately what date should she discontinue working in the clinical area because of her pregnancy?  
\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

3. When is the expected date of delivery?  
\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

4. When would be her expected date of return?  
\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

5. Comments/Directives:

\_\_\_\_\_  
Signature of Attending Physician  
Certified Nurse Midwife  
Certified Nurse Practitioner

\_\_\_\_\_  
Date

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Columbia College of Nursing, Inc. requires that all employees and students wear the approved photo identification badge while on Columbia St. Mary's property and/or during clinical experiences. Appropriate identification is also required for other authorized persons while on College property.

1. This identification system will assist in providing visual identification, enhance security efforts, and authorize access to building/parking facilities.
  - A. This badge identifies each employee as a member of the College staff and each student as being enrolled in the nursing program. It provides access to the facility and allows individuals to receive special discounts in Columbia St. Mary's. Other types or forms of identification shall not be permitted.
  - B. Identification badges must be worn above the waistline with the picture visible and facing outward. Stickers, buttons and other such items may not be attached to the identification badge.
  - C. The Security Operations Center of Columbia St. Mary's is responsible for taking the photographs and for creating the badge.
2. Obtaining Photo Identification Badges--New Employee
  - A. New employee obtains photo identification request form from his or her area manager. Information on the identification badge shall include the employee's full name, College position (administration, faculty, staff) and academic professional credentials (faculty).
  - B. The new employee has his or her photo taken at a time coinciding with the start of their employment at Columbia St. Mary's.
  - C. Upon completing the identification badge, Security will notify the College that the badge is ready to be picked up at the Security Operations Center.
3. Obtaining Photo Identification Badges--Student
  - A. Nursing students will have their photos taken in the first semester of their sophomore year, or when they transfer into the Program. Non-nursing resident students will be scheduled for photo appointments at the start of their residence hall services contract.

- B. Information on the identification badge shall include the student's first and last name and program affiliation (i.e., Nursing Student, Radiology Student, UWM Student, etc.)
  - C. Upon completing the identification badges, Security will the Coordinator, Residence Life that the badges are ready to be picked up at the reception area or the Security Operations Center.
4. Obtaining Temporary Identification--Vendors
- A. All vendors are required to check in with the receptionist at the College prior to initiating a sales visit. The receptionist will then contact Columbia Hospital's Purchasing Office to provide the individual's name and company he/she represents.
5. Replacement of Photo Identification Badge
- A. Lost or stolen: Notification of a lost or stolen badge must be made to an employee's manager or to the Coordinator, Residence Life. The Security Department must also be notified.
    - 1. Employees or students who lose their identification badge will be required to pay a \$15.00 loss fee to the Cashier's Office and produce a receipt prior to having photo retaken.
  - B. Change in employee/student name, position
    - 1. Upon initiating an Update Form (employees), the area manager or Coordinator, Residence Life will forward a revised photo identification request form, indicating the necessary changes, to Security.
    - 2. The new photo identification badge will be ready for pick up at the Security Operations Center within 72 hours.
    - 3. Employees/students will be required to relinquish their outdated badges in exchange for the new badge at the time of pick up.
  - C. Routine Replacement--includes badges that become worn or damaged; dramatic change in physical appearance.
    - 1. Employee/student must receive manager and Security personnel authorization for replacement.
    - 2. After manager notification, Security will schedule the employee/student for a new photograph (if applicable). The new badge will be ready for pick-up, by the manager from the Security Operations Center within 72 hours.
    - 3. Manager will be required to relinquish the damaged badge in exchange for the new badge at the time of pick up.

6. Termination of Employment/Services at Columbia College of Nursing, Inc. employees, volunteers and others; completion of Nursing Program.
  - A. It is the responsibility of the area manager and Coordinator, Residence Life to collect photo identification badges upon termination of employment/service or upon completion of the Nursing Program. Notification of the termination of employment or completion of the program and return of the badges are to be done immediately to the Security Department.
7. Non-Compliance: Persons failing to comply with the current photo identification policy will be subject to disciplinary action up to and including termination.

Department	Title	Number
Administration	Smoke-Free Policy	CSM 0015
Board Approval Date	Executive Vice President/COO	Issue Date
N/A		See Page 3
Med Staff Approval Date		Review Date
N/A		06/2008

**Effective 7/4/2005: Replaces COL/SHR 9320.22; SMM 8610-H-4; SMO H-5.014**

**POLICY STATEMENT:**

It is the policy of Columbia St. Mary's (CSM) to provide a smoke-free environment.

**SCOPE:**

This policy applies to all persons on the premises of all CSM properties at all times, including employees, students, agency and contract staff, volunteers, patients medical staff members and visitors

**PURPOSE:**

The purpose of this policy is to support the goal of CSM to be the most well respected healthcare system in Southeastern Wisconsin and provide a healthy environment, due to the acknowledged hazards arising from exposure to environmental tobacco smoke.

**DEFINITIONS:**

**Columbia St. Mary's Premises:** is defined as all property owned, leased, or otherwise operated by Columbia St. Mary's, including walks, grounds, parking lots, entrances, and exits.

**CROSS-REFERENCE:**

**CSM Dress Code Policy #HR 100-31**  
**CSM Disciplinary Action Policy #HR 100-17**

**PROCESS:**

1. There will be no use of tobacco products within the premises of any Columbia St. Mary's facilities or grounds (including parking lots) **at any time**.
2. There will be no smoking in any Columbia St. Mary's company vehicle or any personal vehicle on hospital property at any time.
3. Employees who smoke should ensure that they do not report for work smelling of smoke.
4. Breaks
  - 4.1 Paid breaks must be taken on CSM premises only. (See definition of CSM premises )
  - 4.2 Smoking is not allowed during paid lunch breaks taken on CSM premises.

- 4.3 Employees who smoke are not entitled to longer paid or unpaid breaks (lunches, dinners, etc.) or extra time to use tobacco than are employees who do not smoke.
5. Employees will be informed of this policy:
  - 5.1 During the interview process.
  - 5.2 As part of the new employee orientation process.
  - 5.3 During any periodic review.
6. Employee assistance for smoking cessation:
  - 6.1 The Internal Occupational Health Department will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
  - 6.2 The Human Resources Benefits Staff will assist employees in receiving coverage for MD approved and ordered medication to support smoking cessation and access to recommended smoking cessation programs.
7. Monitoring and Enforcement:
  - 7.1 It shall be the responsibility of all staff members to assist in monitoring and enforcement of this policy.
  - 7.2 Department Leadership or Chief of Staff will be notified and are expected to implement appropriate action(s) as necessary to eliminate the incidence of policy violations when identified.
  - 7.3 Any employee found smoking inside any CSM building will be subject to immediate termination
  - 7.4 Any other employee violations of this policy will be addressed through the CSM Disciplinary Process (see Policy HR 100-17).
  - 7.5 If business or residential neighbors of CSM complain of loitering, tobacco using or smoking employees, appropriate disciplinary action will be taken to discourage this practice.
8. Visitors
  - 8.1 Visitors will be courteously asked to refrain from tobacco use while on CSM property.
  - 8.2 Visitors will be informed via signage.
9. Inpatients:
  - 9.1 Patients will not be allowed to leave the Nursing Unit to smoke.
  - 9.2 Physicians will not be allowed to write an order for a patient to smoke.
  - 9.3 For patients who insist upon leaving to smoke, Nursing will contact the attending M.D. for an order for a nicotine patch or consideration of a discharge order.
  - 9.4 Will be informed of the hospital policy on admission and whenever possible prior to admission.
10. Outpatients:
  - 10.1 Patients will not be allowed to smoke and will be courteously asked to extinguish their cigarettes.
  - 10.2 If patients are not willing to extinguish their cigarettes, the Department manager or another member of the CSM Management Team should be notified.

- 11. Behavioral Health Patients:
  - 11.1 No exceptions will be made for patients receiving inpatient or outpatient behavioral medicine services.
  - 11.2 Patients who are not able to abide by this policy may be discharged from treatment as is clinically safe and appropriate to do so.
- 12. Medical Exceptions
  - 12.1 Per JCAHO Standards. There will be no medical exceptions allowed for smoking in the building for:
    - 12.1.1 Any hospital based outpatients
    - 12.1.2 All children or youth.

**END POLICY**

<b>COL</b>		<b>SHRI</b>	<b>SMM</b>	<b>SMO</b>
Original Issue	02/1982	Original Issue	Original Issue	Original Issue
Revised	Various	Unknown	08/1976	06/1988
		Revised to COL/SHR	Revised	Revised
		06/2004	Various	Various
<b>CSM Policy Action</b>				
Issued as CSM	04/2005			
Revised	06/2005			

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

**POLICIES AND PROCEDURES**

Standards of Conduct and  
Discipline Procedures - Students  
(Upper Division and/or Nursing  
Courses on any Campus)

Date Issued: 6/92  
Date Revised: 08/04  
Last Reviewed: 08/07, 08/08

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A student enrolling in the College assumes an obligation to conduct oneself in a manner compatible with the College's function as an educational and residential institution. The following is a partial listing of misconduct for which students are subject to discipline:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the College.
2. Forgery, alteration or misuse of College documents, records or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedure or other College activities including public service functions, or of other authorized activities on College premises.
4. Physical abuse of any person on College controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person.
5. Theft of or damage to property of the College or of a member of the College community or College visitor.
6. Unauthorized entry to or use of College facilities.
7. Violation of College policies or of College regulations concerning the registration of student organizations, or the time, place and manner of public expression.
8. Use, possession or distribution of drugs or alcohol, except as expressly permitted by law.
9. Violation of rules governing residence in College controlled property.
10. Disorderly conduct or lewd, indecent or obscene conduct or expression on College controlled property or at College sponsored or supervised functions.
11. Failure to comply with directions of College officials acting in the performance of their duties.
12. Violation of rules or regulations of any Columbia College of Nursing or any clinical site associated with the Nursing Program.

13. Conduct that adversely affects the student's suitability as a member of the College.
14. Violation of security procedures, such as transferring an ID badge.
15. Inappropriate use of computer resources.
16. Students may be asked to withdraw from the program for reasons other than related to academic or disciplinary issues, such as inappropriate or unprofessional conduct.
17. Failure to notify the Dean/CEO about any legal problems that may prohibit a clinical experience (as per the Wisconsin Caregivers Background Check Law).
18. Misappropriation of money and resources of student groups.

### Sanctions

The following sanctions may be imposed. Disciplinary action is not limited to these sanctions, and combinations or variations of these sanctions may be imposed depending on the circumstances:

1. **Censure:** Written reprimand for violation of specified regulation.
2. **Probation:** Exclusive from participation in privileges or extracurricular College activities as set forth in the notice of probation for a specified period of time. If a student while on probation violates any of the terms set forth in the notice of probation or violates the Standards of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal or expulsion.
3. **Suspension:** Exclusion from classes, and exclusion from other privileges or activities or from the campus as set forth in the notice of suspension, for a definite period of time with reinstatement thereafter dependent upon a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student while on suspension violates any of the terms set forth in the notice of suspension or violates the Standards of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion.
4. **Dismissal:** Termination of student status for an indefinite period. The student may be readmitted to the College only with the specific written approval of the Dean/CEO.
5. **Expulsion:** Permanent termination of student status without possibility of readmission.

### Authority of the Dean/CEO

1. Whenever the Dean/CEO determines that there is a need for discipline, he/she may impose sanctions as set forth in the foregoing section entitled "Sanctions." The Dean/CEO shall deliver a letter to the student, personally or by registered or certified mail, stating the general nature of the reasons for the discipline and a statement of the discipline imposed.
2. The disciplinary functions of the Dean/CEO may be delegated to individuals who are members of the staff of the College, such as, Coordinator, Residence Life and Student Affairs for residence related discipline. All references in these procedures to the Dean/CEO shall include such designees.

### Hearings

1. A student upon whom discipline is imposed may request that a hearing be conducted pursuant to this section. A student requesting a hearing must make a request in writing to the Dean/CEO for a hearing within 10 days after receipt of the letter notifying the student of the discipline.
2. All hearings will be held before the Student Development Committee. This Committee is a Standing College Committee composed of faculty, staff and students. A member may disqualify him/herself from hearing a case in the event that he/she feels biased. If this occurs, a reappointment will be made by the Chair of the Committee.
3. Hearings should be held as soon as reasonably practicable after the Dean/CEO receives the student's written request for a hearing.
4. The student may be accompanied by one advisor of his/her choice who may act on his/her behalf. If the student desires that the advisor be a lawyer, the student must give written notice of the name and office address of the lawyer to the Dean at least three (3) days before the time set for the hearing. Student attorney fees will be the responsibility of the student.
5. Hearings before the Committee are not open to the public. The Committee may decide to close the hearing to anyone other than the persons conducting the hearing, the student charged, the Dean/CEO, a single advisor to each of them, the person designated to record or transcribe the hearing and witnesses while they are presenting testimony.
6. The Committee shall make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence. The Committee may eject or exclude anyone who refuses to be orderly at the hearing. The Committee may question witnesses.
7. The hearing should not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence should be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in a civil lawsuit. The Committee may take official notice of generally accepted technical or scientific matter relating to the issues under consideration and of any facts that may be judicially noticed by the courts of this state.

8. Both the student charged or his/her advisor and the Dean/CEO or his/her advisor should be entitled to present evidence in the form of documents or testimony and to question witnesses presented by the other.
9. The Dean/CEO shall present his/her evidence first. Then the student will present his/her evidence. Following that, each party may be given an opportunity for appropriate rebuttal. Each party may present opening and closing statements, with the Dean/CEO going first. The Dean/CEO may present an appropriate rebuttal closing argument.
10. The College may make, at its option, a stenographic record of the hearing or a tape recording of the hearing. The student charged, on request and at his/her own expense, may have a copy of the stenographic record, or under supervision may make a copy of such tape recording. No tape recording by the student charged or other persons in the hearing will be permitted.
11. The Committee may announce its decision orally at the conclusion of the hearing or issue a written decision. Regardless of the manner in which the decision is announced, written notification of the action taken by the Committee should be delivered to the student as soon as practicable following the presentation of evidence.
12. The issue for the Committee is whether the Dean/CEO had a reasonable basis for the discipline imposed upon the student; the Committee shall not conduct a *de novo* review of the Dean's/CEO's decision.
13. If the student does not appear at the hearing without satisfactory explanation for his/her absence, or should the student leave the hearing before its conclusion, the hearing shall proceed without the student.
14. Decisions of the Committee on all matters, procedural and substantive, must be adopted by a majority of the Committee and shall be final and binding upon the student and the College.
15. Departures from the discipline procedures may be warranted in certain circumstances and are permissible if no substantial prejudice results to the student.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Student Bill of Rights (Upper  
Division Nursing Students on Columbia  
Campus and/or in  
Nursing Courses)  
Academic/Personal

**POLICIES AND PROCEDURES**

Date Issued: 6/92  
Date Revised: 11/01  
Last Reviewed: 08/07, 08/08

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Nursing students are citizens as well as members of an academic community.

Personal Rights

1. Students will be allowed to exercise their lawful rights granted by the United States and Wisconsin Constitutions.
2. Under no circumstances should a student be barred from admission to this Program on the basis of race, creed, color, gender, sexual orientation, age or marital status. All qualifications for admission to this school shall be made known in advance to persons applying.
3. Disciplinary proceedings should be instituted only for violations of standards of conduct published in advance through such means as a student handbook or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations.
4. Students should only be required to participate in activities specifically or directly related to the academic and clinical requirements of the College and shall not be required to join any organization.
5. The right to inspect all rooms for maintenance, safety or security purposes is reserved by the College. Rooms may be entered when:
  - a. There is reasonable cause to believe there is a violation of College, local, state or federal regulations. Any searches involving inspection of closets, desks, drawers or other enclosed areas will be conducted in accordance with the resident's permission if a valid search warrant is procured by the proper authorities.
  - b. Resident Assistants will routinely check all rooms prior to closing residence halls for a vacation period. The purpose of such checks is to make certain that all windows are closed, all appliances are disconnected and to check smoke alarms. If, during these checks, there is visible evidence of violation of College regulations (e.g., lounge furniture, firecrackers, unauthorized appliances, etc.) the student will be liable for all such violations.
6. Students have the right to seek professional and spiritual guidance and/or treatment for any mental, physical or emotional problems interfering with functioning on the professional, academic or personal levels.

### Democratic Rights

Students as individuals provide a variety of backgrounds and interests to the academic community.

1. Students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operations of the College. If College advisors are required, each organization is free to choose its own advisor. Institutional recognition should not be withheld or withdrawn solely because of the ability of a student organization to secure an advisor.
2. The student body should have clearly defined means to participate in the formulation and application of institutional policies affecting academic and student affairs.
3. Students should be allowed to invite and hear any person of their own choosing, thereby taking the responsibility of furthering their education. It should be made clear to the academic community and the larger community that sponsoring guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the College.

### Academic Rights

Instructors in classroom, clinical area and conferences should encourage free discussion, inquiry and expression of ideas within the code of conduct. Performance of the student academically and clinically shall be evaluated without unrelated matters interfering.

1. 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 performance established for each course in which they are enrolled.
2. Students have protection through orderly procedures against a biased academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Institutions should have a carefully considered policy as to the information that should be a part of a student's permanent educational record and as to the conditions of this disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are separate and the conditions of access to each are set forth in an explicit policy statement. Transcripts of academic records contain only information about academic status. See Student Records Policy in Section 8901 Academic Affairs.
4. The student should have the right to have a responsible voice in the determination of his/her curriculum. The student should have voting representation in his/her curriculum.
5. Information about student views, beliefs and political associations, which instructors may acquire in the course of their work, should be considered confidential.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Student Records

**POLICIES AND PROCEDURES**

Date Issued: 9/92

Date Revised: 7/99, 08/02

Last Reviewed: 08/07, 08/08

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STUDENT RECORDS  
POLICIES AND PROCEDURES  
for  
Columbia College of Nursing, Inc.

(This model meets the requirements of Section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974.)

### DEFINITIONS

For the purposes of this policy, Columbia College of Nursing, Inc. has used the following definitions of terms.

Student - any person who attends or has attended Columbia College of Nursing, Inc..

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by Columbia College of Nursing, Inc. or an agent of the College which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by Columbia St. Mary's Security Unit if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by the College.
4. Records maintained by the Student Health Physician and/or Employee Health Clinic if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which are not of an academic nature.

### ANNUAL NOTIFICATION

Students will be notified of their FERPA\* rights annually by partner colleges.

### PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate administrator.

Students should submit to the appropriate College administrator a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. If the request is for a record being kept in a course the student is currently enrolled in, the student should request the record from the Course Coordinator.

\* FERPA = Federal Equal Rights and Protection Act

An appropriate person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

RIGHT OF COLLEGE TO REFUSE ACCESS

Columbia College of Nursing, Inc. reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend the Columbia College of Nursing if that application was denied.
4. Those records that are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Columbia College of Nursing Inc. reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student lives within commuting distance of Columbia College of Nursing and can, thereof, inspect the records on site.
2. The student has an outstanding financial obligation to a partner college or Columbia College of Nursing.
3. There is an unresolved disciplinary action against the student.

FEES FOR COPIES OF RECORDS

The current fee for copying, per page, plus any postage incurred will be assessed.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the College maintains, their locations, and their custodians.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
<u>Admissions Records</u>	Admissions Office Mount Mary College Notre Dame Hall 2900 N. Menomonee River Parkway Milwaukee, WI 53222	Registrar

Student Records

Page 4 of 7

Cumulative Academic Records

(Current and former students from Carroll-Columbia baccalaureate nursing program. Mount Mary College students after 2005)

Registrar's Office  
Partner Programs  
(Carroll College 1987-2005)  
(Mount Mary College after 2002)

Registrar

Cumulative Academic Records

(Former students from the Columbia Hospital School of Nursing diploma program (1901-1985))

Academic Affairs Office  
Columbia College of Nursing, Inc.  
2121 E. Newport Avenue  
Milwaukee, WI 53211

Registrar  
Academic  
Affairs Office

Health Records

Clinical Health Requirements

(For Sophomores, Juniors and Seniors)  
Academic Affairs Office  
Columbia College of Nursing, Inc.  
2121 E. Newport Ave.  
Milwaukee, WI 53211

Coordinator,  
Academic Affairs

Health History Reports

Health Services Office  
Mount Mary College  
2900 N. Menomonee River Parkway  
Milwaukee, WI 53222

Health Office  
Personnel

Financial Records

Tuition  
Financial Aid

Office of Student Financial Aid  
Rm 139 Notre Dame Hall  
Mount Mary College  
2900 N. Menomonee River Parkway  
Milwaukee, WI 53222

Student  
Accounts  
Manager

CCON Housing or non-credit program

Office of Administration and Finance  
Columbia College of Nursing  
2121 E. Newport Ave.  
Milwaukee, WI 53211

Assoc. Dean,  
Admin. and  
Finance

Disciplinary Records

Academic Affairs Office  
Columbia College of Nursing  
2121 E. Newport Ave.  
Milwaukee, WI 53211

Dean/CEO

(For Resident Disciplinary Records)  
Office of Residence Life  
Columbia College of Nursing  
2121 E. Newport Ave.  
Milwaukee, WI 53211

Coordinator  
Residence Life

Occasional Records  
(Student education records not included in the types or listed above such as copies of correspondence in offices not listed.)

The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review

The College staff person who maintains such occasional systems records

Alumni Records

Office of the Dean/CEO  
Columbia College of Nursing, Inc.  
2121 E. Newport Avenue  
Milwaukee, WI 53211

Exec. Asst.  
to Dean/CEO

DISCLOSURE OF EDUCATIONAL RECORDS

Columbia College of Nursing, Inc. will disclose information from a student's records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
- A person elected to the Board of Trustees of Columbia College of Nursing, Inc.
- A person employed by or under contract to the College to perform a special task such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as a health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

(Note: the College will make a reasonable attempt to notify the student of the transfer.)

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. When the disclosure is to the alleged victim of any crime involving the use, attempted use, or threat of physical force. However, only the results of a disciplinary proceeding conducted by the College against the alleged perpetrator of the crime with regard to the crime will be disclosed.

#### RECORD OF REQUESTS FOR DISCLOSURE

Columbia College of Nursing, Inc. will maintain a record of all requests for and/or disclosure of information from a student's academic educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

#### DIRECTORY INFORMATION

Columbia College of Nursing, Inc. designates the following items as Directory Information: student name, address, telephone number, cellular number, email, place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, and awards received. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 15 of the academic year.

#### CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Associate Dean, Academic Affairs of Columbia College of Nursing, Inc. to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. Columbia College of Nursing, Inc. may comply with the request or it may decide not to comply. If it decides not to comply, Columbia College of Nursing, Inc. will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Columbia College of Nursing, Inc. will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Columbia College of Nursing, Inc. will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Columbia College of Nursing, Inc. decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Columbia College of Nursing, Inc. discloses the contested portion of the record, it must also disclose the statement.
8. If Columbia College of Nursing decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Student Representation  
on College/Assembly  
Committees

**POLICIES AND PROCEDURES**

Date Issued: 08/87  
Date Revised: 11/01  
Last Reviewed: 08/07, 08/08

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All students of Columbia College of Nursing are eligible to serve on College committees in accordance with the bylaws of the College governance document.

Selection Process

1. Nominees must hold satisfactory academic standing.
2. Appointment of representatives shall occur within the first three weeks of the fall semester.

Student Role

1. Prepare for and participate in committee discussion and activities.
2. Present committee work to respective student groups.
3. Solicit feedback from respective student groups and present this to the committee.

**COLUMBIA COLLEGE OF NURSING, INC.**

**TITLE**

Test Taking

**POLICIES AND PROCEDURES**

Date Issued: 03/04

Last Reviewed: 08/07, 08/08

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Columbia College of Nursing holds *integrity* to be one of its cardinal principles. In keeping with the plagiarism policy of its partner, the college supports the belief that the work students produce is their own. The faculty and administration of the College enforce procedures that govern suspected violations of plagiarism.

The College assumes that students are submitting their own work and building behavior patterns of integrity that meet the standards of a professional nurse. From experience, we also know that students can be tempted to enhance performance beyond the rules governing the evaluation activity. To protect the work of students who apply themselves to their studies and follow the rules, the College has authorized the following test-taking procedures:

1. Locations of seating will be randomized just prior to each test
2. Only designated materials are allowed to be kept on the test-taking table or desk. All other materials must be placed on the floor next to or under the student. The following items are NOT allowed to be kept for student use during test-taking:
  - a. graphing calculators, mobile telephones, PDAs
  - b. food and beverages

Students who require medications, tissues, etc. during a testing period must check with the proctor prior to the test.

3. Hats may be worn but all brims or bills must face the rear.
4. Silence is to be maintained.
  - a. One at a time, students may ask a question by raising a hand to gain the attention of the proctor.
  - b. Conversation may not begin until the proctor reaches whispering distance of the student.

 <b>Columbia St. Mary's</b> <i>A Passion for Patient Care</i>		<b>Policy and Procedure</b>
Department	Title	Number
Occupational Health	Varicella (Chickenpox) Immunity	CSM 1414
Board Approval Date	Executive Vice President/COO	Issue Date
		12/15/98
Med. Staff Approval Date		Review Date
		See Page 2

**POLICY STATEMENT:**

Hospital employees with no serologic immunity or confirmed history of chickenpox are encouraged to receive Varicella vaccination to decrease their risk of occupational exposure to or transmission of chickenpox.

1. Immunity to Varicella will be assessed at the time of an employee’s pre-placement health assessment.
  - 1.1. Employees with a positive history of chickenpox will be considered to be immune regardless of date of birth.
  - 1.2. Employees with no history or who are unsure of having had chickenpox will be tested for serologic immunity through a Varicella screen.
2. Non-immune employees will be encouraged to receive Varicella vaccine which will be provided free of charge.
  - **Non-immune Columbia College of Nursing students are required to be vaccinated in order to take part in clinicals at various Milwaukee hospital locations.**
  - 2.1. Before vaccination, the employee/ student will be informed of precautions, contraindications and possible adverse reactions.
  - 2.2. An informed consent shall be signed prior to administration of the vaccine.
  - 2.3. The vaccine will be stored, reconstituted and administered according to manufacturer instructions.
  - 2.4. Two doses (0.5ml each) of vaccine will be administered subcutaneously in the upper arm, with the second dose being given four to eight weeks after the first dose. Interrupting the recommended schedule or delay in administering the second dose does not require restarting the series. Varicella vaccine can be given at the same time as MMR vaccine.
3. Employees/students will be instructed that they must notify Occupational Health if localized or generalized rash develops 5 to 26 days after injection.

- 3.1. A localized rash around the injection site will be covered with a loose dressing to decrease irritation or scratching. The employee/student may continue to work.
- 3.2. If an employee/student develops a generalized rash after immunization, he/she must remain off work until the lesions are dried and crusted. The employee must inform Occupational Health of the rash. PTO hours should not be used for these absences.
- 4. Testing for Varicella immunity after two doses of vaccine is not necessary because 99% of persons are Seropositive after the second dose. Seroconversion, however, does not always result in full protection against disease.
  - 4.1. Vaccinated employees/students exposed to chickenpox must notify Occupational Health immediately. Occupational Health will instruct the employee/student regarding signs and symptoms of Varicella.
    - 4.1.1 With the assistance of Occupational Health, the employee/student will monitor for signs and symptoms of chickenpox from day 10 through day 21 after the exposure.
    - 4.1.2. The employee/student may continue to work as long as they do not develop signs and symptoms of chickenpox.
    - 4.1.3. If signs and symptoms develop, the employee/student will be sent home and may not return to work until all lesions are dried and crusted. PTO hours should not be used for these absences.

**References:**

- 1. Centers for Disease Control; Immunization of Health-Care Workers. Morbidity & Mortality Weekly Report, 46:11-13, December 26, 1997.
- 2. Centers for Disease Control; Prevention of Varicella. Morbidity & Mortality Weekly Report, 45, July 12, 1996.

**END POLICY**

<b>COL</b>	
Orig. Issue Date 12/1998	
Revised to CSM 08/2004	
<b>CSM Policy Action</b>	
Orig. Issue Date 08/2004	
Revised	04/2005

**COLUMBIA COLLEGE OF NURSING INC.**

**TITLE**

Withdrawal Policy

**POLICIES AND PROCEDURES**

**Date Issued:**

October 26, 2007

Reviewed: 08/08

**Withdrawal**

Any student whose circumstances require withdrawal from the College must submit a withdrawal form to the Associate Dean for Academic Affairs at Mount Mary College. Students are required to meet with their nursing academic advisor and the Financial Aid Office before the withdrawal will be completed through MMC. Students may select either a temporary withdrawal or permanent withdrawal.

Students admitted to Columbia College of Nursing who have attended at least their first semester of nursing courses may select a temporary withdrawal from the Nursing Program. A temporary withdrawal will be granted by Columbia College of Nursing for the semester in which the student withdraws and the following consecutive semester. A student granted a temporary withdrawal may return to the appropriate nursing coursework after reinstatement to Mount Mary College. A student whose absence exceeds the granted time period must re-apply to the Nursing Program under the policies effective at the time of re-application. Re-admission is not guaranteed.

**COLUMBIA COLLEGE OF NURSING**  
**Academic Year 2008-2009**

**How to Access the 2008-2009 CCON Catalog and Policies and Procedures Manual**

The Columbia College of Nursing 2008-2009 Catalog and the Columbia College of Nursing 2008-2009 Policy and Procedure Manual are located online at <http://www.ccon.edu/> You are able to access these documents from any computer that has access to the internet.

Go to the internet and enter <http://www.ccon.edu/> as the address, press enter.

Click on Academics,

You will find the 2008-2009 Academic Catalog and the CCON Policy and Procedure Manual listed. Click on the one you wish to review.

If you have any questions, please contact Keith Jackson, Coordinator of Learning Resources at 414-961-3892.

**COLUMBIA COLLEGE OF NURSING**  
**Academic Year 2008-2009**

**Acknowledgment of Receipt of Information**

With my signature below, I acknowledge receipt of information for accessing the Columbia College of Nursing 2008-2009 Catalog and the Columbia College of Nursing 2008-2009 Policy and Procedure Manual located online at [www.ccon.edu](http://www.ccon.edu). I will take responsibility for reviewing the content in these documents. I also understand that the policies and procedures described therein direct my nursing program of learning for the academic year 2008-2009

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name