

# STUDENT HANDBOOK: POLICIES & PROCEDURES 2009-2010



**COLUMBIA**  
COLLEGE OF NURSING

2121 EAST NEWPORT AVENUE  
MILWAUKEE, WI 53211

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

Columbia College of Nursing, Inc., will provide outcome-based healthcare education that is highly valued by diverse communities of students, educators, and employers for its principles of life-long learning, professionalism, academic and clinical excellence, and social responsibility.

## **MISSION STATEMENT**

To prepare competent, compassionate healthcare professionals distinguished by liberal arts education, evidence-based practice, clinical reasoning, safe patient care, and commitment to social justice.

*Adopted by Strategic Planning Committee: Updated 2009*

**INDEX**  
 Vision of Columbia College of Nursing  
 Mission of Columbia College of Nursing

<b>POLICY</b>	<b>PAGE(S)</b>
Academic Integrity	4-7
Academic Appeals	8
Academic Standards Petition Procedure	9-10
Accompanying Patients off Clinical Sites	11
Alcohol Policy	12
Assessment Technologies Institute (ATI) Testing	13-16
Clinical: Attendance	17
Clinical: Cancellation Due to Inclement Weather	18
Clinical: Background Check	19
Clinical: Health Requirements	20-22
Clinical: Other Requirements	23
Health Condition Certification Form	24
Signs and Symptoms of Tuberculosis Form	25
Cancellation of Classes Due to Inclement Weather	26
CPR	27
Dress Code	28-29
Drug-free Environment	30-30
Emergency: Locating a Student	32
Grading	33-34
Grievance Policy	35-36
Harassment Policy	37-38
Health Services	39
Maternity: Leave of Absence	40
Maternity: Notification of Pregnancy	41
Maternity: Certificate	42
Photo ID Policy	43-44
Smoke-Free Policy	45-47
Standards of Conduct and Discipline Procedures	48-51
Student Bill of Rights	52-54
Student Records	55-61
Student Representation on College Committees	62
Technical Standards for Admission to/ & Progression in Nursing Program	See CCON Catalog
Test Taking	63
Varicella (Chickenpox) Immunity	64-65
Withdrawal Policy	66
<b><i>Instructions for Accessing the Catalog and Policies and Procedure Manual online</i></b>	67
<b><i>Acknowledgement of Receipt of Instructions for Accessing the Catalog and Policies and Procedure Manual online</i></b>	68

**STUDENT HANDBOOK****TITLE**

Academic Integrity

**POLICIES AND PROCEDURES**

Date Issued: 08/03  
Last Revised: 07/31/09  
Reviewed 8/07; 8/08

Page 1 of 2

---

**Academic Honesty and Integrity Policy**

Columbia College of Nursing (CCON), Inc., 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 vision and mission of CCON. 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 CCON 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**

- I. Students are responsible for their own research, preparation, and final product of all portions of an assignment.
- II. Students enrolled in a course may not ask another individual to complete an examination, paper, or any other performance evaluation exercise for them.
- III. 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.).
- IV. Students may not submit the same work for more than one course without the written permission of each instructor for each course. This permission must be obtained prior to the deadline for submission of either course assignment and submitted to the Associate Dean of Academic Affairs.

**Plagiarism**

- I. 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

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

Misrepresentation

- I. 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

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

Clinical Violations

- I. 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 Accountability Act of 1996 [HIPAA]; Chapter N7, *Rules of Conduct*, of the Wisconsin Administrative Code.
- II. In the clinical setting, students may perform only those techniques or procedures for which the student has demonstrated competence in a laboratory setting.
- III. 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 consistent with academic dishonesty, the faculty member will confront the action. Specifically,

- I. The faculty member will attempt to meet with the student to present and discuss the allegation within three (3) business days of the identification of the suspected behavior(s). 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 provide a written summary of the discussion that took place. If indicated, other members of the faculty or administrative team may be asked to participate in this meeting.
- II. The faculty member will require that the student submit a written statement providing an 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.
- III. Upon review of the written statement, and with consideration given to the meeting with the student, faculty member, and ASC Chair, the faculty member and ASC Chair will determine the appropriate disciplinary action to be taken, if any.
- IV. Disciplinary action, if taken, may include:
  - A. A written warning characterizing the behavior. This statement will be filed in the student's academic file;
  - B. Requiring the student repeat 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.
- V. Within three (3) business days, the faculty member will inform the student, by telephone and in writing, of the decision.
- VI. The faculty member will prepare a final report documenting the administrative review process. This report will be co-signed by the ASC Chair. The final report will be filed in the Academic Dishonesty file housed in the Dean's office. 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 Mary College Academic Dean.
- VII. 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. This *ad hoc* judiciary committee then will make a recommendation to the Dean regarding the appeal.
- VIII. 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 Mary College Academic Dean.

**STUDENT HANDBOOK****TITLE**

Academic Appeals

**POLICIES AND PROCEDURES**

Date Issued: 05/84

Date Revised: 08/04

Last reviewed: 08/07, 08/08, 07/09

Page 1 of 1

---

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.

**STUDENT HANDBOOK****TITLE**Academic Standards  
Petition Procedure**POLICIES AND PROCEDURES**Date Issued: 05/01  
Date Revised: 07/09  
Date Reviewed: 08/07, 08/08

Page 1 of 2

---

In Executive Session, the Academic Standards Committee of CCON, 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 CCON 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 initiating a petition, the student should discuss his/her particular situation with his/her advisor.
  - B. A CCON *Academic Standards Petition* form should be obtained from the Office of Academic Affairs at CCON, and it should be 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.
  - C. Request to appear before the committee during the time in which the petition will be considered (*Optional – See II. E., below*). The student may not bring anyone with him/her for the meeting.
  - D. 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.
  - E. Petitions *must* be submitted to the Office of Academic Affairs at Columbia at least seven (7) working days before the scheduled meeting. The meeting schedule for the Academic Standards Committee may be obtained from the Office of Academic Affairs at CCON.
  - F. 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. **Academic Standards Committee:** In Executive Session, the Academic Standards Committee 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 five (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 Associate Dean of Academic Affairs will provide written notification to the student and address subsequent student questions concerning the petition.
- V. All decisions of the committee with respect to the appeal are final.

**STUDENT HANDBOOK****TITLE**Accompanying Patients  
Off Clinical Sites**POLICIES AND PROCEDURES**Date Issued: 05/84  
Date Revised: 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

Students may accompany patients off clinical units/institutional grounds, only if these patients have authorization or meet the criteria to leave the unit/grounds without a staff person.

If patients are not authorized or do not meet the criteria to leave the unit without supervision, students may not accompany patients off clinical units. Students may accompany these patients off the unit/institutional grounds if accompanied by a staff person.

Students must consult the instructor and 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.

**STUDENT HANDBOOK****TITLE**

Alcohol Policy

**POLICIES AND PROCEDURES**

Date Issued: 06/92

Date Revised: 07/09

Last Reviewed: 08/07; 08/08

Page 1 of 1

---

CCON, 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 CCON 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.

- I. 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.
- II. The College does not consider drinking in excess to be responsible.
- III. The College will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulations.
- IV. The College will offer assistance to any member of its community having problems related to alcohol through counseling services or other community resources. The College encourages students who are concerned about their own use of alcoholic beverages, or someone else's use of alcoholic beverages, to seek help.
- V. The College will comply with federal, state, and local laws, and expects all members of their community to do likewise.

**General Policies:**

- I. CCON 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.
  - A. Sanctions
    1. 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 disciplinary procedures, regardless of the action taken by government authorities. The College reserves the right to involve civil authorities at anytime it deems appropriate.
    2. 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, particularly in the case of additional violations of College policy.

**COLUMBIA COLLEGE OF NURSING INC.****TITLE**Assessment Technologies Institute  
(ATI) Testing and NCLEX-RN Preparation**POLICIES AND PROCEDURES**Date Issued: 01/07  
Date Revised: 07/09

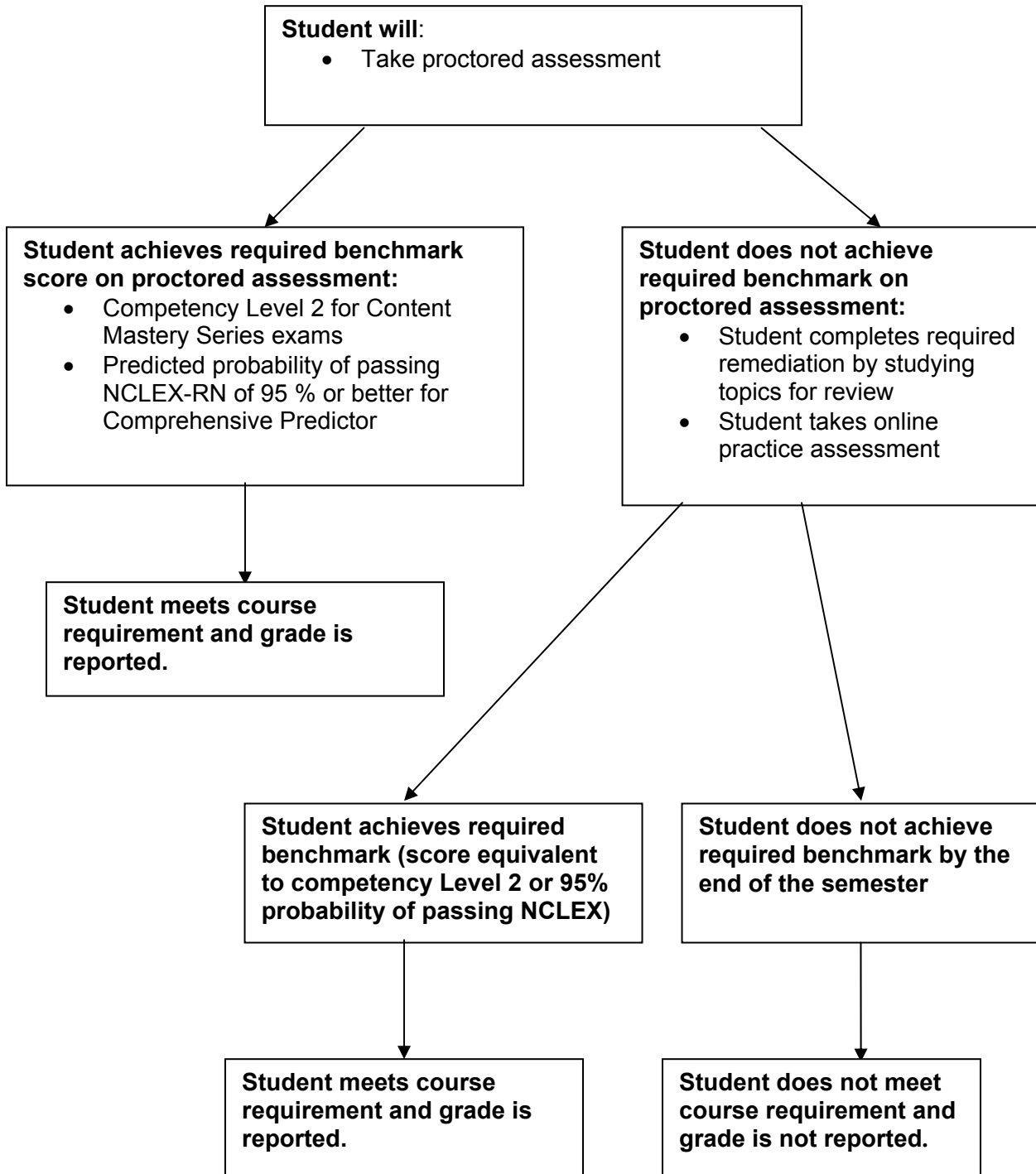
Page 1 of 4

- 
- I. Columbia College of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN examination. These resources include:
    - A. 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. These items must be completed as specified in order to progress and matriculate in the CCON. This program is intended to systematically help prepare students to review for the NCLEX-RN exam and to become familiar with the content and testing process.
    - B. Structured, personalized practice and review activities during the final semester of the nursing program.
    - C. NCLEX-RN review course.
  - II. Completion of one or more Assessment Technologies Institute (ATI) exams is required in the following courses:
    - A. Critical Thinking-Entrance – NUR101/NUR 320
    - B. Self-assessment Inventory – NUR101/NUR 320
    - C. Test of Essential Academic Skills (TEAS) – NUR205/NUR 331
    - D. Fundamentals of Nursing Practice – NUR303/NUR 320
    - E. Nutrition – NUR311/NUR 211
    - F. Nursing Pharmacology – NUR313/NUR 354
    - G. Adult Medical-Surgical Nursing – NUR304/NUR 430
    - H. Maternal-Newborn Nursing – NUR314/NUR 433
    - I. Nursing Care of Children – NUR316/NUR 433
    - J. Community Health Nursing – NUR413/NUR 451
    - K. Mental Health Nursing – NUR415/NUR 353
    - L. Nursing Leadership – NUR420/NUR 450
    - M. Critical Thinking-Exit – NUR420/NUR 450
  - III. 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 near the end of the semester.

- IV. 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.
- A. The first step for the student is to take Version B of the appropriate content mastery exam. Upon completion of 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.
  - B. 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.
- V. Completion of the designated ATI examination(s) is a course requirement. If the student does not comply with this 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 has been met.
- VI. 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.
- VII. 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 also will 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:
- A. RN Fundamentals ATI online practice (60 questions)
  - B. RN Pharmacology ATI online practice (60 questions)
  - C. RN Maternal-Newborn ATI online practice (60 questions)
  - D. RN Nursing Care of Children ATI online practice (60 questions)
  - E. RN Medical Surgical ATI online practice (90 questions)
  - F. RN Community Health Nursing ATI online practice (60 questions)
  - G. RN Mental Health Nursing ATI online practice (60 questions)
  - H. RN Leadership ATI online practice (60 questions)

- VIII. 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.
- IX. Each student is required to make an individual appointment with the NCLEX Coordinator to discuss Comprehensive Predictor results and to develop an individualized plan of study and review, based upon performance on the Comprehensive Predictor examination.
- X. A mandatory licensure exam review course also will be scheduled at the end of the semester.
- XI. **Graduation requirements are not fulfilled until all ATI-associated activities have been completed.**

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



**STUDENT HANDBOOK****TITLE**

Clinical: Attendance

**POLICIES AND PROCEDURES**

Date Issued: 12/83

Date Revised: 08/04

Last Reviewed: 08/07, 08/08, 07/09

Page 1 of 1

---

Nursing is a practice profession, involving assessment and care of human beings. As such, the faculty believe 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 sites 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 site availability. It should be understood that the student is responsible for any costs incurred in repeating the course and/or making up lost time.

**STUDENT HANDBOOK****TITLE**Clinical: Cancellation Due to  
Inclement Weather**POLICIES AND PROCEDURES**Date Issued: 12/83  
Date Revised: 12/95; 08/08, 07/09  
Last Reviewed: 08/08

Page 1 of 1

---

**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 to be unsafe for faculty and students to travel to clinical sites by the Dean, WTMJ television station will be notified and all courses will be cancelled for the day. Please check WTMJ television (channel 4) or <http://closings.todaystmj4.com/> for cancellation announcements. If weather conditions are judged by an individual faculty member or student to be such that travel would be a risk to one's safety, the following procedure should be followed.

**Student**

- I. Unless you see the announcement on television or on the website, assume that there will be clinical that day. Please do not call the College or clinical site to ask if clinical has been cancelled.
- II. 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**

- I. 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.
- II. 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, July, 2009

**STUDENT HANDBOOK****TITLE**

Clinical: Background Check

**POLICIES AND PROCEDURES**

Date Issued: 08/00

Date Revised: 07/09

Last Reviewed: 08/07, 08/08

Page 1 of 1

---

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 summer preceding their junior 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:

- I. Students will be required to complete the Background Information Disclosure form (HFS64) during the summer preceding their junior year.
- II. Transfer students will be required to complete the Background Information Disclosure form (HFS64) upon admittance to the CCON Program. The forms will be returned by the student to the CCON Associate Dean of Academic Affairs.
- III. Students without a completed background check will not be allowed to participate in clinical activities.
- IV. It is the responsibility of the student to inform the Dean/CEO about any situations that could potentially affect participation in clinical. Failure to comply with this requirement could involve suspension and/or dismissal from the Program.

**STUDENT HANDBOOK****TITLE**

Clinical: Health Requirements

**POLICIES AND PROCEDURES**

Date Issued: 09/83

Date Revised: 11/01, 08/02, 08/03,  
08/04, 07/09

Last Reviewed: 08/07, 08/08

Page 1 of 3

---

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 (NUR 210/NUR 331) in the spring of the sophomore/junior year, the student must:

- I. 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/junior year.
- II. 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.
- III. 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 these 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 CCON. 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 CCON, 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 then will be sent a form to certify to the program that the student is able to fulfill all responsibilities and, that in so doing, the student is not endangering him/herself, 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 at CSM, for evaluation. When indicated, laboratory studies may be completed and the student may be required to remain off the clinical unit, pending those laboratory 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 the clinical sites at CSM**

- I. Report to instructor immediately.
- II. Complete an Occupational Incident Report Form with your faculty member.
- III. Report to Occupational Health Services.

### **Care of injuries sustained while on the clinical site at other agencies**

- I. Report to instructor immediately.
- II. Instructor will determine appropriate course of action.

### **Exposure to High Risk Body Fluids**

- I. 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 Occupational Health Services Department of the agency at which this situation has occurred.
  - A. Blood
  - B. Semen
  - C. Vaginal secretions
  - D. Body fluids
  - E. Amniotic fluid
  - F. Deep body fluid from spine, lungs, joints, and abdomen
  - G. Body tissue

### **Needle-sticks**

- I. 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 Occupational Health Services Department of the agency at which this situation has occurred.

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

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

**STUDENT HANDBOOK**

**TITLE**

Clinical: Other Requirements

**POLICIES AND PROCEDURES**

Date Issued: 07/99

Date Revised: 08/06

Last Reviewed: 08/07, 08/08, 07/09

Page 1 of 1

---

**Additional requirements for clinical courses**

- I. CPR certification : Healthcare Provider (American Heart Association)
- II. Copy of R.N. License (if applicable)

Documentation of these requirements must be on file with the Academic Affairs Office at CCON, 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  
\_\_\_\_\_.

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

I certify that, to the best of my knowledge, this student's medical/mental health condition/treatment will in no way affect and/or limit his/her ability of to perform safely in the classroom and/or clinical setting, nor does such participation compromise the student's own physical/mental health. This student may return to clinical, laboratory, and classroom activities without restrictions.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Telephone: \_\_\_\_\_

Revised, July, 2009

**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 baseline data if care is required at Student Health Services, as well as ensuring that 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:

---

---

---

Signature of Examiner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Nurse Practitioner, Physician's Assistant, Physician)

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

## STUDENT HANDBOOK

## TITLE

Cancellation of Classes or Clinical Experience Due to Inclement Weather

## POLICIES AND PROCEDURES

Date Issued: 9/22/92  
Date Revised: 08/04, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

Columbia College of Nursing, Inc., may *close* for inclement weather. Based upon the wide geographic area for faculty members and students, alike, safety of travel is a central consideration. It must be noted that, **the closing of Mount Mary College does not mean that CCON classes are cancelled.**

### Guidelines

- I. The College does not expect faculty or students to take undue risks during these times. If weather conditions are judged to be unsafe for faculty and students to travel to clinical sites by the Dean, WTMJ television station will be notified and all courses will be cancelled for the day. Please check WTMJ television (channel 4) or <http://closings.todaystmj4.com/> for cancellation announcements. If weather conditions are judged by an individual faculty member or student to be such that travel would be a risk to one's safety, the following procedure should be followed.

### Student

- I. Unless you see the announcement on television or on the website, assume that there will be clinical that day. Please do not call the College or clinical site to ask if clinical has been cancelled.
- II. 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

- I. 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 or e-mail the students to inform them of the cancellation.
  - C. He/she is to notify the Office of Academic Affairs.
  - D. Most commonly, faculty members will communicate class or clinical experience cancellation over the Internet. If the faculty member is unable to travel safely, a class or clinical will be cancelled by the following times:
    1. Classes: Three (3) hours prior to the start of class
    2. Clinicals: Two (2) hours prior to the time that students are required to be at a clinical facility
- II. 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, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

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 cardiopulmonary resuscitation (CPR) on any patient who does not have a written "No CPR/do not resuscitate" 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 a medical emergency or occurs at the College of Nursing, individuals should dial 2222 immediately and report the nature of the emergency. After calling 2222 and notifying CSM Security of the medical emergency, they will call 911 and notify them of the emergency. They also will notify the Rapid Response Team, if they are needed. The Rapid Response Team will respond to provide basic cardiac life support.

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

**STUDENT HANDBOOK****TITLE**

Dress Code

**POLICIES AND PROCEDURES**

Date Issued: 11/84  
Date Revised: 08/04, 08/05, 07/09  
Date Reviewed: 08/07, 08/08

Page 1 of 2

---

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 for the student in the work setting.

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.**

- I. All clothing
  - A. Must be laundered, neat and be in good repair.
  - B. Must have appropriate fit and be opaque enough to not reveal undergarments.
  - C. Appropriate undergarments will be worn.
  - D. Must be loose enough to allow for necessary movement. No excessively tight clothing is permitted.
  - E. Prominent/colored logos, advertising or similar graphics are not acceptable, unless they are promoting CCON.
  - F. Sweat suits, jogging suits, spandex, halter/tank tops, or leather garments are not permitted.
  
- II. The official Columbia College of Nursing student uniform is as follows:
  - A. Shoes/Footwear/Hose
    - A. White nurses' shoes or all white, clean athletic shoes, as allowed by the agency.
    - B. Open toe shoes, clogs, or sandals are not permitted.
    - C. Female students must wear white or neutral, full-length hose or white socks; male students must wear white socks.
    - D. Must be worn at all times while in clinical or representing the College.
    - E. Must be clean and in good condition.
    - F. Heel height must be safe and reasonable for job being performed.

## B. Shirts/Tops/Sweaters

1. Plain, white polyester/cotton blouse/shirt or plain, white turtleneck.
2. Official CCON patch must be sewn on left sleeve of shirt.
3. Must be long enough to cover the midriff region.
4. Will have sleeves at least to mid upper arm in length.
5. Must have appropriate neckline.

## C. Pants/Skirts

1. **Navy blue** students admitted to CCON prior to Fall, 2009) or **burgundy/wine** (students admitted to CCON on or after Fall, 2009) **colored** UNIFORM pants/skirts or scrubs.
2. Must be of proper length, shorts are not permitted.
3. Jeans are not permitted.

## D. Street clothes

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

## III. Other Requirements

- A. Official CCON patch (a minimum of 2, one for a lab coat and one for a uniform sleeve) must be purchased by students.
- B. White lab coat with CCON patch sewn on left sleeve 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.
- C. Watch with second hand
- D. Stethoscope with pediatric adapter or bell.
- E. Juniors and seniors are issued an official CSM ID badge with picture identification. These ID badges must be worn on the uniform/lab coat, clearly visible, at all times during clinical and/or while on the CCON campus. College ID badge (from Security) must be worn when representing the College at outside events.

## IV. General Appearance/Grooming

- A. 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.
- B. Body piercings other than earrings are not to be visible in clinical/CCON-related settings. No tongue piercing will be allowed.
- C. Chewing gum is not permitted in clinical settings or when representing the College at outside events.
- D. Make-up must be appropriate and contribute to a professional appearance.
- E. 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.
- F. Good hygiene is fundamental. Proper precaution will be taken to avoid odors related to foods, perfume, smoking, or lack of deodorant.
- G. Fingernails are to be clean and neatly trimmed. Nail polish, if worn, will be a muted color and not chipped or cracked.
- H. Artificial nails **may not be worn** by anyone providing direct patient care.

**STUDENT HANDBOOK****TITLE**

Drug-Free Environment

**POLICIES AND PROCEDURES**

Date Issued: 9/92  
Date Revised: 7/99, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 2

---

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.

Violation of this College policy, which includes 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:

- I. Verbal warning - any available drug or alcohol counseling, rehabilitation, and employee assistance programs
- II. Written warning
- III. Final written warning or suspension
- IV. 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.

CCON, Inc. recognizes its responsibility to maintain and support civil laws, and therefore, the College administration will cooperate fully with 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. CCON, 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.

**STUDENT HANDBOOK****TITLE**

Emergency: Locating a Student

**POLICIES AND PROCEDURES**

Date Issued: 3/91  
Date Revised: 08/03, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

In order 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

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

Messages received by Columbia Hospital's Information Desk/Security

- I. During business hours:
  - A. Information desk receives call and message.
  - B. Information desk transfers call to College of Nursing reception desk (extension 3530).
  
- II. After business hours and during break periods:
  - A. Security receives call and message.
  - B. 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 also will be computed to the one one-hundredth. There will be no further "rounding" of grades.

**Incompletes**

In order to receive a grade of "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" only may 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 Mount Mary College stated deadline. At that time, the student will receive the grade that her/his work merits. If no work has been 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 CCON 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.

**STUDENT HANDBOOK****TITLE**

Grievance Procedure: Students

**POLICIES AND PROCEDURES**

Date Issued: 3/93  
Date Revised: 5/01, 02/03, 08/04,  
02/08, 07/09  
Last Reviewed: 02/08, 07/09

Page 1 of 2

---

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 this action does not result in student satisfaction, the situation should be discussed with the Course Coordinator or Classroom Instructor. If this course of action does not provide student satisfaction, the situation should be discussed with the Associate Dean of Academic Affairs.

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 following Grievance Procedure:

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.

**Grievance Procedures****I. Purpose**

- A. Upon request of a student enrolled in the CCON, following this procedure provides review an issue the student believes to be a significant and reasonable issue that adversely affects 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****I. Membership**

- A. The committee shall be chaired and convened by the Assistant 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:
  1. One faculty member appointed by the Student Development Committee
  2. One faculty member appointed by the Faculty Development Committee
  3. One faculty member appointed by the Academic Standards Committee
  4. 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

## II. 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 (5) 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. If the grievance is judged unreasonable or not significant in nature, no action will be taken.
- 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, no later than ten (10) working days after receipt of the complaint. This timeframe 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 initiate 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. All parties involved have the right to know the names of the parties filing the grievances, and they will have access to any documents relevant to the complaint.
  - 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, and all concerned parties will have access to said recording.
  - 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 involved parties.
- G. A report of 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.

**STUDENT HANDBOOK****TITLE**

Harassment Policy

**POLICIES AND PROCEDURES**

Date Issued: 11/92

Last Revised: 07/09

Last Reviewed: 08/07, 08/08

Page 1 of 2

---

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.

- I. 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) that can include, but is not limited to, the following:
  - A. Physical or mental abuse
  - B. Racial, ethnic or religious insults or slurs
  - C. Unwelcome sexual advances or touching
  - D. Sexual comments, jokes, stories or innuendoes
  - E. Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation or termination
  - F. Display of sexually explicit or otherwise offensive posters, calendars, or materials
  - G. Referring to another employee as a girl, hunk, doll, babe, or honey
  - H. Making sexual gestures with hands or body movements
  - I. Intentionally standing close or brushing up against another employee
  - J. Inappropriately staring at another employee or touching his or her clothing, hair, or body
  - K. Whistling at another employee, cat calls
  - L. Asking personal questions about another employee's sexual life
  - M. Repeatedly asking out an employee who has stated that he or she is not interested

- II. These activities are offensive and are inappropriate in the College.

This is a serious issue, not just for CCON, but also for each individual. An employee or manager may be held individually liable as a harasser and subject to the same penalties that 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 CCON.

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 everyone's responsibility 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: 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 CCON'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 employees, students, and visitors of the College to uphold that tradition.

**STUDENT HANDBOOK**

**TITLE**

Health Services

**POLICIES AND PROCEDURES**

Date Issued: 06/87  
Date Revised: 11/01, 08/02, 08/03  
07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

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)

- A. 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.
- B. 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:
  - 1. General assessment and screening
  - 2. Alcohol and other drug rehabilitation
  - 3. Family/individual counseling in such areas as:
    - a. Marriage or divorce
    - b. Stress management
    - c. Grief
    - d. Parenting
    - e. Mental/physical health
  - 4. Legal services
  - 5. Financial services
  - 6. Vocational services
  - 7. Self-help groups
- C. Cost
  - 1. 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.
- D. Procedure
  - 1. Students should contact the Employee Assistance Program at by calling 961-3760.

**STUDENT HANDBOOK****TITLE****POLICIES AND PROCEDURES**

Maternity: Leave of Absence

Date Issued: 10/88

Date Revised: 07/99, 07/09

Last Reviewed: 08/07, 08/08

Page 1 of 1

---

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

- I. Complete a Notification of Pregnancy Form and return it to the Academic Affairs Office as soon as there is verification of pregnancy.
- II. 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.
- III. Upon receipt of the physician's maternity certificate, the Associate Dean of Academic Affairs will contact the student and arrange for the absence from student activities, if necessary.
- IV. In order to return after a maternity leave of absence, the student must present a physician's return to school, classroom, and clinical statement to the CCON in order to receive authorization to return to student activities.
- V. The Associate Dean of Academic Affairs will direct the student regarding reinstatement in student activities.

**STUDENT HANDBOOK  
POLICIES AND PROCEDURES**

**TITLE**

Maternity: Notification of Pregnancy

Date Issued: 10/88  
Date Revised: 07/99, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

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 I 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 that is relevant to my condition to the Associate Dean of Academic Affairs.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**STUDENT HANDBOOK**

**TITLE**

Maternity: Certificate

**POLICIES AND PROCEDURES**

Date Issued: 01/88  
Date Revised: 08/00, 08/02, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

**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 Susan Cole, MSN, RN, Interim Associate Dean Academic Affairs  
.....

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

2. Approximately what date do you anticipate that she should discontinue working in the clinical area because of her pregnancy?

\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

3. What is the expected date of delivery?

\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

4. What is the expected date of return?

\_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

5. Comments/Directives:

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

\_\_\_\_\_  
Date

**STUDENT HANDBOOK****TITLE**

Photo ID Policy

**POLICIES AND PROCEDURES**

Date Issued: 4/94  
Date Revised: 11/01, 08/02, 08/04,  
07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 2

---

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

- I. 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.
- II. Obtaining Photo Identification Badges—Student
  - A. Nursing students will have photos taken in the first semester of their junior 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 completion of the identification badges, Security will notify the Student Affairs Office that the badges are ready to be picked up at the reception area or in the Security Operations Center.
- III. Obtaining Temporary Identification--Vendors
  - A. All vendors are required to check in with the Receptionist of the CCON, prior to initiating a sales visit. The receptionist will contact Columbia-St. Mary's Hospital's Purchasing Office to provide the individual's name and company he/she represents.
- IV. Replacement of Photo Identification Badge
  - A. Lost or stolen
    1. Notification of a lost or stolen badge must be made to an employee's manager or to the Registrar. The Security Department also must be notified.
    2. 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, the area manager or Registrar 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
  1. Includes badges that become worn or damaged; dramatic change in physical appearance.
  2. Employee/student must receive manager and Security personnel authorization for replacement.
  3. 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/student from the Security Operations Center within 72 hours.
  4. Employee/student will be required to relinquish the damaged badge in exchange for the new badge at the time of pick up.
- V. 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 Registrar to collect photo identification badges upon termination of employment/service or upon completion of the Nursing Program. Notification of termination of employment or completion of the program and return of the badges are to be done immediately to the Security Department.
- VI. Non-Compliance
  - A. 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 Revised: Various	Original Issue: Unknown Revised to COL/SHR: 06/2004	Original Issue: 08/1976 Revised: Various	Original Issue: 06/1988 Revised: Various
<b>CSM Policy Action</b>			
Issued as CSM: 04/2005 Revised: 06/2005			

**STUDENT HANDBOOK****TITLE****POLICIES AND PROCEDURES**

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

Date Issued: 6/92  
Date Revised: 08/04, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 4

---

A student enrolling in the CCON assumes responsibility to conduct oneself in a manner compatible with the CCON's functions as an educational and residential institution. The following is a partial listing of misconduct for which students are subject to disciplinary action:

- I. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- II. Forgery, alteration, or misuse of College documents, records, or identification.
- III. Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other CCON activities, including public service functions, or of other authorized activities on CCON premises.
- IV. 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.
- V. Theft of or damage to property of CCON or of a member of the College community or College visitor.
- VI. Unauthorized entry to or use of CCON facilities.
- VII. Violation of CCON policies or of CCON regulations concerning the registration of student organizations, or the time, place and manner of public expression.
- VIII. Use, possession, or distribution of drugs or alcohol, except as expressly permitted by law.
- IX. Violation of rules governing residence in CCON controlled property.
- X. Disorderly conduct or lewd, indecent, or obscene conduct or expression on CCON-controlled property or at CCON-sponsored or supervised functions.
- XI. Failure to comply with directions of CCON officials, acting in the performance of their duties.
- XII. Violation of rules or regulations of CCON or any clinical sites associated with the CCON Nursing Program.
- XIII. Conduct that adversely affects the student's suitability as a member of CCON.

XIV. Violation of security procedures, such as transferring an ID badge.

XV. Inappropriate use of computer resources.

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.

- I. Failure to notify the Dean/CEO about any legal problems that may prohibit a clinical experience (as per the Wisconsin Caregivers Background Check Law).
- II. 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:

- I. Censure
  - A. Written reprimand for violation of specified regulation.
- II. Probation
  - A. Exclusive from participation in privileges or extracurricular CCON activities, as set forth in the notice of probation for a specified period of time.
  - B. 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.
- III. Suspension
  - A. 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.
  - B. Reinstatement dependent upon a showing of observance of the terms set forth in the notice of suspension, during the period of suspension.
  - C. While on suspension, if a student 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 disciplinary action, up to and including dismissal or expulsion.
- IV. Dismissal
  - A. Termination of student status for an indefinite period. The student may be readmitted to CCON, with the specific written approval of the Dean/CEO.
- V. Expulsion
  - A. Permanent termination of student status without possibility of readmission.

### Authority of the Dean/CEO

- I. 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.
- II. The disciplinary functions of the Dean/CEO may be delegated to individuals who are members of the staff of CCON, such as, Associate Dean of Academic Affairs, Associate Dean of Evaluation and Student Support, or the Assistant Dean of Administration and Finance. All references in these procedures to the Dean/CEO shall include such designees.

### Hearings

- I. A student who has undergone disciplinary action may request a hearing, pursuant to this section. A student requesting a hearing must make a request for said hearing, within 10 days of receipt of the letter outlining the disciplinary action. This request must be in writing and addressed to the Dean/CEO of CCON.
- II. All hearings will be held before the Student Development Committee. This Committee is a Standing CCON Committee, composed of faculty, staff, and students. A member may recuse him/herself from hearing a case, in the event that he/she believes a conflict of interest exists. If this situation occurs, a reappointment will be made by the Chair of the Student Development Committee.
- III. Hearings will be held as soon as reasonably possible, after the Dean/CEO receives and reviews the student's written request for a hearing.
- IV. The student may be accompanied by one advisor of his/her choice, who may act on his/her behalf. If the student requests that a lawyer serve in this capacity, the student must provide written notice of the name and office address of the lawyer to the Dean/CEO, at least three (3) days prior to the time set for the hearing. Student attorney fees will be the responsibility of the student.
- V. 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.
- VI. 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.

- VII. The hearing should not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence should be admitted, if it is relevant and the sort of evidence that responsible persons are accustomed to considering in the conduct of serious affairs. This evidence will be considered, regardless of the existence of any common law or statutory rule which might make admission of such evidence inadmissible, with objection, in a civil lawsuit. The Committee may take official notice of generally accepted technical or scientific matter relating to the issues under consideration, as well as any facts that may be judicially noticed by the courts of this state.
- VIII. Both the student charged or his/her advisor, and the Dean/CEO or his/her advisor, should be allowed to present evidence in the form of documents or testimony and to question witnesses presented by the other party.
- IX. The Dean/CEO shall present his/her evidence first. Then, the student will present his/her evidence. Following those presentations, 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.
- X. CCON may make, at its discretion, a stenographic record and/or audio recording of the hearing. The student charged, upon request and at his/her own expense, may have a copy of the stenographic record, or under supervision may make a copy of such audio recording. No audio recording by the student charged, or other persons in the hearing, will be permitted.
- XI. 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 possible, following the presentation of evidence.
- XII. The issue for the Committee is whether the Dean/CEO had a reasonable basis for the disciplinary action imposed upon the student. The Committee shall not conduct a *de novo* review of the Dean's/CEO's decision.
- XIII. If the student does not appear at the hearing, and a satisfactory explanation for his/her absence is not provided, or should the student leave the hearing before its conclusion, the hearing shall proceed without the student's presence.
- XIV. All decisions made by the Committee, procedural and substantive, must be adopted by a majority of the Committee and shall be final and binding upon the student and CCON.
- XV. Departures from the disciplinary procedures may be warranted in certain circumstances, and they are permissible if no substantial prejudice results to the student.

**STUDENT HANDBOOK****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, 07/09  
Last Reviewed: 08/07, 08/08

Page 1 of 3

---

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

Personal Rights

- I. Students will be allowed to exercise their lawful rights granted by the United States and Wisconsin Constitutions.
- II. 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 CCON shall be made known in advance to persons applying.
- III. Disciplinary proceedings only should be instituted for violations of standards of conduct published in advance, through such means as a Student Handbook, Student Catalog, or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations.
- IV. Students only should be required to participate in activities specifically or directly related to the academic and clinical requirements of CCON, and they shall not be required to join any organization(s).
- V. CCON administrators and faculty, as well as officials and security personnel from Columbia-St. Mary's, reserve the right to inspect all rooms on the premises of CCON for maintenance, safety, or security purposes. Rooms may be entered when:
  - A. There is reasonable cause to believe there is a violation of CCON, Columbia-St. Mary's, local, state, or federal regulations. Any searches involving inspection of closets, desks, drawers, or other enclosed areas will be conducted in accordance with the student's/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 the residence halls for a vacation period. The purpose of such checks is to ensure 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 CCON regulations (e.g., lounge furniture, firecrackers, unauthorized appliances, drugs, alcohol, etc.), the student will be held responsible for all such violations.
  - C. Students have the right to seek professional and spiritual guidance and/or treatment for any mental, physical, or emotional problems interfering with functioning on professional, academic, or personal levels.

### Democratic Rights

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

- I. 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, as long as they do not disrupt the regular and essential operations of CCON. 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.
- II. The student body should have a clearly defined means to participate in the formulation and application of institutional policies affecting academic and student affairs.
- III. 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 CCON.

### Academic Rights

Instructors in classrooms, clinical areas, and conferences should encourage free discussion, inquiry, and expression of ideas within the code of conduct. Academic and clinical performance of the student shall be evaluated without consideration of unrelated matters.

- I. Students are free to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of performance established for each course in which they are enrolled.
- II. 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.
- III. CCON should carefully consider and incorporate into policy all information that will be a part of a student's permanent educational record, as well as conditions of this disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are maintained in separate files, and the conditions of access to each of these records are set forth in explicit policy statements. Transcripts of academic records contain only information about academic status. See Student Records Policy in Section 8901 Academic Affairs.
- IV. The student shall have the right to have a responsible voice in the determination of his/her curriculum. The student shall have voting representation in his/her curriculum, provided a student agrees to serve on the Curriculum Committee.

- V. Information about student views, beliefs, and political associations, which instructors may acquire in the course of their work, should be considered confidential and not be considered in performance evaluations.

**STUDENT HANDBOOK**

**TITLE**

Student Records

**POLICIES AND PROCEDURES**

Date Issued: 9/92

Date Revised: 7/99, 08/02, 08/09

Last Reviewed: 08/07, 08/08

Page 1 of 7

---

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 (CCON), Inc., has used the following definitions of terms:

- I. Student: Any person who attends or has attended CCON
- II. Education records: Any record (handwritten, printed, video or audiotaped, filmed, or other recording) maintained by CCON or an agent of the College that is directly related to a student, except:
  - A. A personal record kept by a staff member that is kept in the sole possession of the maker of the record, provided it is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - B. An employment record of an individual whose employment is not contingent upon the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
  - C. 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 CCON.
  - D. 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.
  - E. Alumni records that contain information about a student after he or she is no longer in attendance at CCON and that 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

Upon request to the appropriate administrator, students may inspect and review their education record.

Students must submit a precise written request to the appropriate College administrator, identifying 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.

An appropriate person will make the needed arrangements for access to the record(s) as promptly as possible. The student will be notified of the time and place in which the records may be inspected. Access must be provided 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 that relate to him or her.

\* FERPA = Federal Equal Rights and Protection Act

RIGHT OF COLLEGE TO REFUSE ACCESS

CCON reserves the right to refuse to permit a student to inspect the following records:

- I. The financial statement of the student's parents.
- II. Letters and statements of recommendation for which the student has waived his or her right of access, or those documents placed in files before January 1, 1975.
- III. Records associated with a denied application to attend CCON.
- IV. Records excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

CCON 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:

- I. The student lives within commuting distance of Columbia College of Nursing and can, thereof, inspect the records on site.
- II. The student has an outstanding financial obligation to a partner College or CCON.
- III. There is an unresolved disciplinary action against the student.

FEES FOR COPIES OF RECORDS

The current per page fee for copying, 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
<u>Cumulative Academic Records (Current and former students from Carroll-Columbia baccalaureate nursing program. Mount Mary College students after 2005)</u>	Registrar's Office Partner Programs (Carroll College 1987-2005) (Mount Mary College after 2002)	Registrar

<u>Cumulative Academic Records</u> (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
<u>Health Records</u>  Clinical Health Requirements	(Juniors and Seniors) Academic Affairs Office Columbia College of Nursing, Inc. 2121 E. Newport Ave. Milwaukee, WI 53211	Associate Dean Academic Affairs
Health History Reports	Health Services Office Mount Mary College 2900 N. Menomonee River Parkway Milwaukee, WI 53222	Health Office Personnel
<u>Financial Records</u> 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	Assistant Dean, Administration and Finance
<u>Disciplinary Records</u>	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	Assistant Dean, Administration and Finance
<u>Occasional Records</u> (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

Executive Assistant  
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:

- I. To school officials who have a legitimate educational interest in the records.
  - A. A school official is:
    1. A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
    2. A person elected to the Board of Trustees of Columbia College of Nursing, Inc.
    3. A person employed by or under contract to CCON to perform a special task, such as an attorney or auditor.
  - B. A school official has a legitimate educational interest, if the official is:
    1. Performing a task that is specified in his or her position description, or by a contract agreement.
    2. Performing a task related to a student's education.
    3. Performing a task related to the discipline of a student.
    4. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- II. To officials of another school that a student seeks or intends to enroll. (Note: the College will make a reasonable attempt to notify the student of the transfer.)
- III. 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.
- IV. 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.
- V. If required by a state law requiring disclosure, that was adopted before November 19, 1974.
- VI. To organizations conducting certain studies for or on behalf of CCON.
- VII. To accrediting organizations, in order to carry out their functions.
- VIII. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- IX. To comply with a judicial order or a lawfully issued subpoena.
- X. To appropriate parties in a health or safety emergency.

- XI. 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 the record 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:

- I. Student name, address, telephone number, cellular number, email,
- II. Place of birth
- III. Major field of study
- IV. Participation in officially recognized activities and sports
- V. Dates of attendance
- VI. 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:

- I. A student must ask the Associate Dean of, Academic Affairs of CCON 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.
- II. CCON may or may not comply with the request. If a decision is made not to comply with the request, CCON 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.

- III. Upon request, CCON will arrange for a hearing, and notify the student of the date, place, and time of the hearing. This notification will occur at least five days prior to the hearing date.
- IV. 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.
- V. CCON 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.
- VI. If CCON 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.
- VII. The statement will be maintained as part of the student's education record, as long as the contested portion is maintained. If CCON discloses the contested portion of the record, it also must disclose the statement.
- VIII. If CCON 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.

**STUDENT HANDBOOK**

**TITLE**

Student Representation on  
College/Assembly Committees

**POLICIES AND PROCEDURES**

Date Issued: 08/87  
Date Revised: 11/01, 08/09  
Last Reviewed: 08/07, 08/08

Page 1 of 1

---

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

Selection Process

- I. Nominees must hold satisfactory academic standing.
- II. Appointment of representatives shall occur within the **first three (3) weeks of the fall semester**.

Student Role

- I. Prepare for and participate in committee discussion and activities.
- II. Present committee work to respective student groups.
- III. Solicit feedback from respective student groups and present this to the committee.

**STUDENT HANDBOOK****TITLE**

Test Taking

**POLICIES AND PROCEDURES**

Date Issued: 03/04

Last Revised: 08/09

Last Reviewed: 08/07, 08/08


Page 1 of 1

---

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

CCON assumes that students are submitting their own work and building behavior patterns of integrity that meet the standards of a professional nurse. From experience, the faculty and administration of CCON 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, CCON has authorized the following test-taking procedures:

- I. Locations of seating will be randomized just prior to each test.
- II. 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, personal digital assistants (PDAs)
  - B. Food and beverages
- III. Students who require medications, tissues, etc., during a testing period must check with the proctor prior to the test.
- IV. Hats may be worn but all brims or bills must face the rear.
- V. Silence is to be maintained.
  - A. 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

**CSM Policy Action**

Orig. Issue Date: 08/2004
Revised: 04/2005

**STUDENT HANDBOOK****TITLE**

Withdrawal Policy

**POLICIES AND PROCEDURES**

Date Issued: 10/26/07

Last Revised: 08/09

Last Reviewed: 08/08

Page 1 of 1

Any student whose circumstances require withdrawal from CCON 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 at Mount Mary College. Students may select either a temporary permanent withdrawal.

Students admitted to CCON, who have begun nursing courses, may select a temporary withdrawal from the Nursing Program. A temporary withdrawal will be granted by CCON 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 2009-2010**

**How to Access the 2009-2010 CCON Catalog and Policies and Procedures Manual**

The Columbia College of Nursing 2009-2010 Catalog and the Student Handbook: Policies and Procedures 2009-2010 are located online at <http://www.ccon.edu/>. You are able to access these documents from any computer that has access to the internet.

- I. Go to the internet and enter <http://www.ccon.edu/> as the address and press enter.
- II. Click on Academics.
- III. You will find the 2009-2010 CCON 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.

### Acknowledgment of Receipt of Information

With my signature below, I acknowledge receipt of information for accessing the Columbia College of Nursing 2009-2010 Catalog and the Columbia College of Nursing 2009-2010 Policy and Procedure Manual located online at <http://www.ccon.edu/>. I will take responsibility for reviewing the contents of these documents. I also understand that the policies and procedures described therein direct my nursing program of learning for the academic year 2009-2010

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name