



# **STUDENT HANDBOOK**

## **2021-2022**

***Research***  
College of Nursing

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## Mission

Above all else, Research College of Nursing is committed to empowering people by educating nurses, developing leaders, and caring for our communities.

## Vision

We will be the college of choice for nurses who desire to lead in practice, service, and advocacy.

## Values

### ILEARN

Integrity,  
Leadership,  
Excellence,  
Advocacy,  
Respect,  
Nursing

### Contact Us!

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## **Message from the President:**

We welcome you into an exceptional environment of caring professionals concerned with your educational and personal well-being. You've chosen the pursuit of a career that stimulates the intellect, calls upon mental and physical stamina, and provides unique opportunities for caring. Research will challenge and empower you to become a leader, care for the community, and change the profession.

As an undergraduate student in the Research College of Nursing B.S.N. program you will have special opportunities for your academic endeavors and co-curricular activities. If you are a student in the Research/Rockhurst joint program, please see your Rockhurst University Student Handbook for the policies and procedures on their campus.

As a graduate student you will have the opportunity to engage in collaborative and challenging experiences with our expert faculty. You will also participate in the many diverse practice environments provided by Research Medical Center, HCA Midwest Health System and the College's other community partnerships.

The Student Handbook is produced to provide information about campus life and to show some of the important ways diverse services are provided that address the needs of the nursing student. It is intended to be used throughout all of your years at Research. Some of the information may not seem pertinent immediately. However, you are expected to be familiar with all policies printed in this handbook, the catalog, and other College publications. As an aspiring professional nurse you are accountable for the information in all College publications.

Since this handbook is not all-inclusive, we hope that you will feel comfortable inquiring about these and other services and activities at Research College of Nursing and Research Medical Center.

Sincerely,  
Thad Wilson, RN, PhD, FNP-BC, FAAN, FAANP  
President & Professor



## **People to Know at Research College of Nursing**

### **Academic Administration**

#### **President**

Thad Wilson, PhD, RN, FAAN, FAANP joined Research College of Nursing in 2017. Dr. Wilson has been in academia for over 35 years and has served in various roles including, faculty, program director, assistant dean, and executive associate dean. Dr. Wilson is responsible for effectively managing the College, development, implementation, and evaluation of all strategic planning related to the College and maintaining fiscal soundness. Dr. Wilson also coordinates inter-college relations with Rockhurst University, works closely with Research Medical Center and HCA MidWest, and delegates responsibilities to other administrators.

#### **Dean**

Rebecca Saxton, PhD, RN, CNE joined the faculty in 2006. She is a proud alumna of the TBSN class of 2000. Prior to becoming Dean, she served in various roles including faculty, Director of Academic-Clinical Practice Partnerships, and ABSN Program Director. As the Dean, she is the chief academic officer of the College, vested with administrative authority to accomplish its mission and expected program outcomes.

#### **Interim Accelerated B.S.N. Program Director**

Rebecca Saxton, PhD, RN joined the faculty in 2006. As Accelerated B.S.N. Program Director, she is involved in the administrative, curricular, and evaluative aspects of the accelerated program. Dr. Saxton is responsible for managing the operations and providing leadership in execution of the accelerated undergraduate nursing program.

#### **Traditional B.S.N. Program Director**

Glenna Mahoney, DNP, RN joined the faculty in 2014 as the Traditional B.S.N. Program Director. Dr. Mahoney is responsible for managing the operations and providing leadership in execution of the traditional undergraduate nursing program. Dr. Mahoney facilitates advising and monitors progression of traditional B.S.N. students as well as collaborates with other Program Directors, the Dean, and the President in providing leadership within the College.

#### **Graduate Program Director**

Maithe Enriquez, PhD, APRN, FAAN joined the faculty in 2019. Dr. Enriquez is responsible for managing the operations and providing leadership in execution of the graduate nursing program. Dr. Enriquez facilitates advising and monitors progression of students in each track of the graduate program as well as collaborates with other Program Directors, the Dean, and the President in providing leadership within the College.



## **Staff**

### **Executive Administrative Assistant to the President & Dean**

Roseanne Zimny joined the College in November 2020. She maintains employee records, coordinates meetings of administrators and Governing Board members, and maintains operation records of the College. The Executive Administrative Assistant to the President and Dean also helps senior nursing students prepare their applications for the state board licensure exam and assists with the onboarding and payroll for Adjunct faculty, helps with documentation for graduate clinical preceptorships, serves as the IPEDS data keyholder, and supports the college administration.

### **Administrative Assistant**

Michelle Brown joined the College in November 2020. Michelle coordinates room scheduling, building maintenance and supplies. Michelle also provides administrative assistance in support of the College and provides direct administrative support to the Program Directors.

### **Registrar**

Camelia Williams joined the staff during the fall of 1998. She served as the administrative assistant in the area of academic programs and community partnerships until May 2015 when she assumed the role as Registrar for the College. As Registrar, Camelia assists students in their progression through the nursing program including maintenance of all student records and transcripts, management of enrollment of students in classes, and acting as a liaison to the Registrar at Rockhurst University.

### **Assistant Registrar**

Denise Haushahn joined the staff in the fall of 2020. Denise serves Research College of Nursing with more than 14 years of Registrar experience. As Assistant Registrar, Denise manages transfer coursework for all students and is responsible for the finalizing and ordering of diplomas for Research College of Nursing graduates and assists the Registrar with all other responsibilities.

### **Director of Admissions**

Leslie Burry was appointed to this position in the fall of 1997. The Director of Admissions manages admission for all programs at the College and supports the Student Recruitment Coordinator in all activities.

### **Student Recruitment Coordinator**

Susan Arnold Christian joined the College in October of 2020. The Student Recruitment Coordinator is responsible for managing the student recruitment program including high school and college visits, information session programs and developing marketing plans with the Advancement & Development Officer. The Student Recruitment Coordinator also oversees the recruiting, hiring and management of the Student Ambassador team.

**Director of Financial Aid**

Stacie Withers joined the College in August 1999. The Director is responsible for awarding all institutional and federal aid to students as well as all federal reports and regulations.

**Coordinator of Student Accounts**

Marcy Sackman joined the staff in January 1999. She monitors student accounts to determine need to submit for collection and processes all student refunds. In addition, she maintains accurate records of money transactions for undergraduate and graduate students inclusive of all financial aid transactions.

**Director of Resources**

Daniel Oder joined the staff in 2018. He is responsible for budgeting, forecasting, account reconciliation and profit and loss reporting. The Director oversees all accounting activities related to income auditing, accounts payable, processing, accounts receivable collection, and tax compliance. In addition, he also serves as the liaison with Research Medical Center/HCA Human Resources.

**Director of Student Affairs**

Amanda Gray, M.Ed. joined the College in August 2015. She develops and coordinates student affairs programs and activities, advises student organizations, facilitates conduct, oversees assessment, and is the liaison to the Research Nursing Alumni Association. She also serves on several committees with the College and at Rockhurst University and acts as the Title IX Coordinator for the College.

**Assistant Director of Student Affairs**

Caelee Lehman joined the College in December of 2019. Her primary role is to oversee student housing; however, she also develops and coordinates student affairs programs and activities, coordinates student organizations, and manages college publications in conjunction with the Director of Student Affairs. She provides support to students who are planning activities and to the College for programs, social functions, and ceremonies.

**Director of Student Success**

Dr. Alizabeth Ballard joined the College in fall of 2020. As the Director of Student Success, she coordinates student success initiatives at the college and oversees subject-based tutoring services, writing tutoring services, and Academic Peer Support (APS). Additionally, Alizabeth works individually with students to support academic, professional, and personal growth. She collaborates with enrollment management, student affairs, and academic affairs areas to create an environment in which students are intentionally engaged throughout the student lifecycle.

**Advancement & Development Officer**

Tiffany Hamlett joined the staff in July 2018. She is responsible for managing Research College of Nursing promotion initiatives, and supporting internal/external communications, digital strategies, recruitment initiatives and community relations.

**Director of Online Education**

Sheryl Max, MSN, RN has been with the College since 1980, serving in a variety of roles. The Director is responsible for guiding the College's efforts in planning and developing online courses, web-based curricula.

**Director of Instructional Design**

Matthew Livengood, Ph.D. joined the college in January of 2020. He works with our faculty on curriculum design and teaching strategies. He provides support in online teaching as well as classroom-based instruction. Additionally, he works with QualityMatters course reviews and FERPA to ensure a positive student experience with the college. His PhD is in Educational Leadership and Policy Analysis.

**Director of the Simulation Center**

Tobey Stosberg, MSN, MAE, RN joined the College in 2008. She is responsible for the direction and coordination of all learning activities, services, supplies, and equipment used in the Simulation Center. Her responsibilities also include coordinating faculty and student use as well as external use of the Center.

**Coordinator of the Learning Skills Labs**

Rosemary Thompson, BSN, RN joined the college in 2019. She coordinates faculty and student use of the Learning Skills Labs (LSL). She also supervises the LSL staff.

# **Student Services & Facilities at Research Medical Center**

## **Administrative, Faculty & Staff Offices**

Administrative and staff offices are located on the first floor of the College. Faculty offices are located on the second floor of the College. The Offices of Student Affairs, Student Success and Student Organizations are based on B-Level within the College portion Research Medical Center.

## **Bright Horizons – 816-276-4888**

Research Medical Center offers a program managed by Bright Horizons on a space-available basis for students' children aged six weeks through pre-school. The Center is located northwest of the Medical Center near the Student Village.

## **Campus Security – 816-276-4411**

The Research Medical Center Safety and Security Department is located on A-Level of the hospital and offers protection and assistance to students. The officers aid in the enforcement of RMC policies for the entire campus, including the College of Nursing and the Student Village. Some of the services offered include assistance with low tires, jump starts, escorts for students, and security patrols. Programs on security, crime prevention, campus safety, self-defense and other topics of interest or need are available upon request.

Students who witness a crime on campus, see suspicious persons or behavior, or are victims of criminal activity should contact RMC Security immediately. Any problems regarding safety or security should also be reported to the department for the purpose of documenting events. These statistics help establish the need for resources to better serve you. The Director of Student Affairs works as liaison with the RMC Safety and Security Department.

## **Classrooms**

Three classrooms are located on B-Level of Research Medical Center. One classroom is on the third floor of the College.

## **Clinical Facilities**

The College has active memorandum agreements with nearly 500 clinical agencies. The agencies include inpatient, community-based settings, long-term care, and ambulatory care settings. It is the responsibility of students to provide their own transportation to off-campus sites.

## **Food Service and Cafeteria – 816-276-4000**

Students may purchase meals in the Research Medical Center cafeteria located on the first floor. Students who show their badge receive an employee discount. Vending machines are also located in the cafeteria on the first floor and in the EVS breakroom located on B-Level.



**Gift Shop – 816-276-4130**

The gift shop offers a wide variety of gifts, cards, and limited sundries. The gift shop is located on the first floor of Research Medical Center near the main entrance.

**Library – 816-276-4309**

The Carl R. Ferris Health Sciences Library, <http://o90002g.eos-intl.net/O90002G/OPAC/Index.aspx>, supports the clinical *and* the educational needs (medical, nursing & allied health) of Research Medical Center. e-Resources include, but are not limited to, databases, full text-journals, ebooks, videos (skills; procedures; surgery), drug monographs, point-of-care products, continuing education (CE) modules, DEI (diversity, equity & inclusion) products, *plus* consumer health handouts. Via collaboration and networking, the Health Sciences Library participates in a variety of reciprocal Interlibrary Loan (ILL) agreements. The Health Sciences Library maintains a small print collection of classic holdings, such as the Netter anatomy atlases.

The Carl R. Ferris Health Sciences Library is located in the Research College of Nursing suite on B-Level of Research Medical Center, adjacent to the Auditorium and to Classroom G. Normal business hours are 8 AM to 4:30 PM, Monday through Friday. The Library is closed on major holidays. The Health Sciences Librarian is available by appointment, walk-in, phone (816-276-4309), fax (816-276-3100), email ([c.serling@researchcollege.edu](mailto:c.serling@researchcollege.edu)) and/or *Ask-a-Librarian* links on various e-resources.

**Pastoral Care Services – 816-276-4120**

Pastoral Care services are available at the hospital to help meet the spiritual needs of students.

**IT Helpdesk – 816-276-4357**

The College community is encouraged to contact the IT Helpdesk if there are issues surrounding College email, access to online programs, or internet troubleshooting.

**Student Center for Success**

The Student Center is located on B-Level near the classrooms and provides computers, lounge spaces, tables, and chairs which are available to students to study, meet as groups, relax, and/or socialize. The Director of Student Success oversees the Student Center and reservations can be made by contacting the Director of Student Success.

## **Communication with Students**

Effective communication with the College's various offices and personnel is essential to student success. Timely information related to registration, policies, programs, events, and other matters of importance to students requires current contact information and students to utilize the various means of communication provided. Students must provide updated contact information at the beginning of each semester to the Registrar's Office during registration.

### **General Information Distribution**

The College utilizes the following methods for general information distribution: US Postal Service, email, classroom announcements, Canvas, and campus bulletin boards.

Students' failure to set up, maintain, or update email accounts, address, phone numbers, or voicemail will not excuse them from being responsible for information and deadlines included in these communications from the College faculty and staff.

#### **US Postal Service**

The postal service is the primary method for getting important information, documents, forms, etc. into the hands of students. Students are required to keep the College notified of current mailing addresses and permanent addresses (if different) where things may be sent, including when class is not in-session (holiday breaks, summer, semester breaks).

#### **Email**

All students are provided an email account for official College communication purposes. The account is accessible by remote login from any computer with internet access and from any work station on campus. Students are expected to check their College email account regularly (daily is recommended) to stay up to date, especially with time sensitive information. Notices sent to students via this account are considered delivered and therefore students are accountable for this information. While the temptation for some is to want to use personal email accounts instead of the official College account, this is a violation of FERPA.

#### **Classroom Announcements**

Classroom announcements are an effective means of getting important information to students in a timely manner. Generally, announcements may be made before class starts or before/after scheduled breaks. It is necessary to get advanced permissions from faculty to make classroom announcements, especially if it may take up regular class time.

**Canvas/Learning Management System (LMS)**

The LMS is a web-based educational tool for the delivery of all nursing course materials and learning experiences. Each course home page has a section for announcements. The faculty utilize this feature to provide timely information to students regarding specific courses or College requirements. These should be checked each time a student logs in. Additionally, each student is enrolled in a Student Development and Enrollment Management course. In this course, College staff will have important and frequently used forms available for your convenience as well as announcements regarding upcoming deadlines or opportunities.

**Campus Bulletin Boards and TVs**

General information and job postings can be found on bulletin boards and TV screens across campus. Boards and TVs are located throughout the College administrative building and on B-Level in the hallways of the college space. If a student wishes to post something using these mediums, they must first be approved by the Office of Student Affairs or they will be removed.

# **Student Services at Research College of Nursing**

## **Access Cards**

All students are required to have a card for entry into the Research College of Nursing building and the B-Level area of the hospital. Cards will be distributed to all new students through the office of the Administrative Assistant at registration. Lost cards will be replaced for a fee of \$5.00. Cards must be turned in at the time of graduation. Transcripts/Diplomas will not be released until cards have been returned to the Administrative Assistant.

## **Computer Labs**

Students may use the computer lab located on the 3<sup>rd</sup> floor of the College of Nursing. An access code is required to enter the lab as well as internet access. The access code can be found on the orange “Student Nurse” badge given to students at registration. There are also limited computers located in the Student Lounge in the basement of the College or on B-Level in the Student Center for Success.

## **Copy Machines**

Copy machines are in the basement of the College in the Student Lounge, at the Carl R. Ferris Library, and in the Student Center for Success on B-Level. The cost of copies is covered by student tuition. Copiers are made available for school-related work only. Students may not make personal copies using these copiers. Use of the copiers is a privilege and should not be abused.

## **Counseling Services**

The college years are times of rapidly expanding self-awareness and it is not unusual for students to experience difficulty with adjustment to emotional, academic, and interpersonal concerns. Faculty advisors, the Office of Student Affairs, and the Director of Student Success are available to assist students with their educational and personal concerns.

Additionally, Senior B.S.N. students may seek counseling assistance by contacting the Counseling Center at Rockhurst University (816-501-4275). Accelerated B.S.N., Junior B.S.N. students and M.S.N. students have access to *WellConnect* for all counseling services. Services can be accessed by visiting [WellConnectForYou.com](http://WellConnectForYou.com) or calling 866-640-4777, code: RCON-STU.

## **Employment**

Many students need or want to work at least part-time while enrolled at Research College of Nursing. Many students choose to seek employment at Research Medical Center and other HCA Midwest Division facilities for the convenient location and familiarity with some job expectations and personnel.

Part-time or PRN (as needed) employment is available (when positions are open) to students. RMC also offers patient care positions to qualified nursing students. For more



information, contact Human Resources at 816-276-4175. Students who choose to work at an HCA facility must notify the Registrar's Office at the College to ensure their College email remains active with the dual role of employee and student.

Undergraduate and graduate nursing students may also apply for Resident Assistant positions in Student Housing at Research College of Nursing or for one of the on-campus Student Employee positions. For more information on these positions, please contact the Assistant Director of Student Affairs.

### **Financial Aid**

The Financial Aid Office exists for students who, without financial assistance, would be unable to attend the college of their choice. Students should apply through the Research College of Nursing Financial Aid Office.

### **Health Insurance**

All students must provide proof of health insurance annually while enrolled in classes at Research College of Nursing.

1. Traditional Senior B.S.N. students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver indicating insurance coverage through their parents.
2. Junior B.S.N., Accelerated B.S.N. and M.S.N students are required to enroll in the Research College of Nursing health plan or provide evidence of an appropriate hard waiver indicating insurance coverage.
3. Documentation of health insurance must be provided annually.

For questions or concerns pertaining to health insurance, students should contact the Office of Financial Aid.

### **Health Services**

Students who become ill during a class or clinical should seek care as required by the situation with their primary care provider or another resource. Seriously ill students may use the Emergency Department at the Research or Brookside campuses of Research Medical Center. Research College of Nursing students are encouraged to select a local primary care provider for medical care during their college years.

### **Housing**

For on-campus housing information at the Student Village, please contact the Assistant Director of Student Affairs. You may also find additional information in the Student Village Policies and Procedures Guide.

### **Identification Card**

Students are issued a student ID card for Research College of Nursing and Research Medical Center during the first week of classes. The card is used for identification purposes and is required to be worn by students throughout the College and Research Medical Center at all times. Replacement ID cards are available for a fee through the Human Resources Office located in Research Medical Center.

## **Learning Skills Labs**

The Learning Skills Labs (LSL) are centralized laboratories that provide coordinated educational services and learning activities to prepare students to enter the professional work place as a competent competitor. The LSL has a variety of mechanisms available for dissemination of information to a wide range of learners that best meets individual learning styles and needs. Learning models and mannequins are available for students to use in the LSL. The LSL offers a learning environment free from the traditional classroom setting and can be used by undergraduate and graduate students. If you have questions about the LSL, please contact the Coordinator or staff of the LSL or a faculty member.

### **LSL Lab Days:**

- Professional behavior is expected at all times in the labs.
- Students who are not part of a class session are not permitted in the labs when a class is in session.
- Absence from an LSL lab day will result in a structured make-up day at the discretion of the LSL Coordinator and course faculty.

### **Sharps Policy in the Learning Skills Labs:**

- All used needles and glass are to be deposited in clearly marked red contamination sharps boxes available in the LSL.
- Further actions taken to provide a safe environment for nursing students practicing skills in the LSL include providing students with their own supplies and equipment. This equipment is stored in cabinets in the LSL. Specifically, a variety of sterile needles and syringes are issued for practice only. These supplies are NOT permitted to leave the LSL. Students are advised that used needles are NOT recapped in the clinical setting.
- If a needle stick occurs in the LSL, students should follow these instructions: Anyone injured in the LSL needs to report the incident to the LSL Coordinator or faculty member immediately. An incident report should be made out according to the RMC policy, and an RCoN Student Injury/Exposure Report form should be completed and submitted to the Registrar as soon as possible by hand delivery, [email](#), or fax to 816-995-2817. Information should be concise but complete relative to the injury or illness. Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment, if needed. If a student defers treatment following an injury this should be noted on the form.

### **Policy regarding children in the labs:**

- Due to safety issues, children are not permitted to be in the College labs at any time, unless part of a planned educational event.

### **Equipment/Supplies:**

- Models or mannequins are available to facilitate students' learning and development of psychomotor skills. The manufacturer recommends using only the lubricant found in the labeled spray bottles. Equipment is available for

practicing injections, IVs, catheter insertion, sterile gloving, dressing changes, vital signs and other nursing procedures. Contact the LSL Coordinator or LSL employees for use of any additional supplies or equipment. It is imperative that everything is put back in place to be ready for the next person. Some contents from the nurse skills packs can be removed and taken with students to use for practice after the lab utilizing those supplies has been completed. This includes: Sterile gloves, 4x4 gauze pads, ABD pad, hemoccult card, specimen container, foley catheter tray, central line dressing change kit, bath basin, isolation gown, oral swabs, incentive spirometer.

**Invasive Procedures:**

- Manufacturers of the supplies used in the LSL have specified that supplies cannot be used on humans nor animals. Although practicing with sharps on IV practice arms or with Injecta-pads in the lab is encouraged, student practice on another student cannot be done. Supplies taken from the student skills packs are to be used only for practice purposes.

**Lockers**

Lockers located on B-Level of Research Medical Center and the Student Lounge in the basement of the 2525 RCoN Building are available for student use on a semesterly basis. Students may request a locker by contacting the Office of Student Affairs at [RCoN.StudentAffairs@ResearchCollege.edu](mailto:RCoN.StudentAffairs@ResearchCollege.edu).

**Lost and Found**

Articles lost at Research College of Nursing or abandoned in the Student Village will be held for 60 days and then will be disposed and/or donated at staff discretion. Items lost will be placed in the Student Commons Lost & Found on the B-Level of Research Medical Center or with the Administrative Assistant at the 2525 RCoN location. Items left in the Student Village will be held by the Assistant Director of Student Affairs for the 60-day limit and then disposed and/donated at their discretion.

**Notary Public**

If you need the services of a notary, the Administrative Assistant to the President and Dean is a Notary Public. There is no charge for this service for students.

**Professional Liability Insurance**

Undergraduate nursing students are not required to carry professional liability insurance. They are covered by Research Medical Center during nursing course activities. Undergraduate students may choose to carry individual professional liability insurance through an appropriate agency. Graduate Nurse Practitioner students are highly encouraged to carry professional liability insurance.

**Simulation Center**

The Simulation Center is a state-of-the-art simulation environment which utilizes scenario-based learning to create realistic clinical situations. Students work with faculty, Center

staff, and peers to develop the clinical reasoning skills necessary to provide safe, quality care in complex healthcare settings. Practice in this simulated environment offers students the opportunity to provide care without posing risks to actual patients, to learn effective communication skills, and to function as a member of an inter-professional team. A critical element of simulation is the process of debriefing and reflection which occurs following each scenario. Through this process, students gain an understanding of the factors which impact their ability to provide safe, evidence-based care.

## **Student Affairs**

Research College of Nursing believes in the value of co-curricular activities and student-led organizations as a means to facilitate attainment of our mission and values for every student. Students' participation in opportunities outside of the classroom provides additional spaces to learn and practice their organizational, interpersonal, and leadership skills. These additional opportunities prepare and empower our students to be active participants in their profession and providing service to the greater society.

### **Office of Student Affairs**

Staff in this office assist students and organizations with assessing the needs of the student body, coordinating activities, scheduling facilities and programs, and problem solving. Our goal is to help students find success by providing the support, services, and tools needed.

### **Student Commons**

The Student Commons is located within the college portion of B-Level in Research Medical Center. The commons is a safe gathering place for students on campus to share in community with their peers. It also houses organizational offices for RSNA and Men in Nursing.

### **College Organizations**

#### **Men in Nursing**

Men in Nursing at Research College of Nursing is an affiliate of the American Assembly for Men in Nursing (AAMN). This organization's mission is to shape the practice, education, research, and leadership for men in nursing and advance men's health. The primary purpose of Men in Nursing provides a framework for nurses to meet, discuss, and influence factor impacting men as nurses. This organization also works to recruit more men into the nursing profession and to advance the knowledge of health issues commonly found in men.

Men in Nursing is led by a seven-person Executive Board. Elections are held each spring.

#### **Nurses of Faith**

Nurses of Faith is an organization that meets in a small group setting to discuss intersections of faith and nursing. This group is open to all people



interested in discussing topics, no matter their faith background. All are welcome. This organization is led by a faculty advisor.

### **Research Student Nurses' Association (RSNA)**

The Research Student Nurses' Association is a constituent of the Missouri Nursing Students' Association (MoNSA) and the National Student Nurses' Association (NSNA). Membership in RSNA is predicated on joining NSNA and MoNSA. Undergraduate students are assessed the membership fees at the beginning of their first semester (traditional B.S.N. students in the fall, accelerated B.S.N. students in the spring). These dues cover the state and national organization dues and can be reversed during a reversal period with the Coordinator of Student Accounts. RSNA does not collect yearly local dues. Nursing students who do not wish to join NSNA and MoNSA may still affiliate with RSNA but will not receive any of the benefits of full membership.

The purpose of RSNA is to assume responsibility for contributing to nursing education to provide the highest quality of health care, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the individual's responsibility for health care of people in all walks of life. RSNA also acts as the student governing body at Research College of Nursing. Additionally, committees within the organization plan college functions, service opportunities, and serve as class representatives. Annual activities include Trunk or Treat, Research Day at the K – Royals Game, professional development speakers, and more!

RSNA consists of an executive board elected by RSNA members in the student body. These students are elected every spring and must be in good standing with the College with a grade point average of at least 2.25.

### **College Events**

In addition to programs planned by the College's student organizations, other College events and activities are offered to enrich the collegiate experience.

#### **Welcome Back Breakfast**

Held on a morning at the beginning of the fall semester, this event welcomes students back to campus for the start of a new semester. This event allows students, faculty, and staff to come together to share the morning over pancakes, games, raffles, and more!

#### **Research College of Nursing Phone-A-Thon**

Each September, dozens of students participate in helping to raise funds for nursing scholarships by making calls for the Research College of Nursing Phone-A-Thon. This event is a great opportunity to not only raise funds for

nursing scholarships provided by The Research Foundation, but also a way to connect with former nursing students who are retired or currently working in the field of nursing. Students find that sharing their experience as a student causes alumni to share some of their experiences in nursing as well. Refreshments, prizes, camaraderie, and fun are all provided.

### **White Coat Ceremony**

The White Coat Ceremony marks a student's transition from the study of preclinical to clinical nursing. The ceremony sets a standard among healthcare professionals by verbalizing the goals of a clinical caretaker. It also honors the essential role nurses play in professional health care. This ceremony takes place in the spring semester for the Accelerated B.S.N. program and in the fall for the Traditional B.S.N. program students.

### **Trunk or Treat**

Around Halloween, RSNA invites children from the community to participate in a Trunk or Treat program at the College. This event provides area children with a safe and secure environment to dress up and trick or treat. All students, faculty, and staff are encouraged to volunteer and to decorate their cars.

### **Bobbie Siler Scholarship Day**

This is an opportunity to celebrate the scholarly work of students, faculty, and alumni of Research College of Nursing. This event is grounded in the College's commitment to excellence in nursing education by providing an atmosphere conducive to the development of scholarship. This event occurs every April and is hosted by the Faculty and Student Development Council.

### **Caring for Communities: Day of Service**

Caring for Communities is a day of service that is dedicated to serving the most vulnerable in various communities. Students, faculty and staff participate in service at several different organizations as well as across the country.

### **The Summit**

The Summit is an annual gathering of the campus community dedicated to the importance of new ideas, different experiences, and meaningful conversation. Each year, this event centers on a theme in the areas of social justice, leadership, service, and more. The Summit provides our community with an opportunity to break down barriers and open conversation in topics that are important to both Research College of Nursing and our broader global society.

## **Student Center for Success**

The Student Center for Success is a secure space available on the B-Level of the hospital in which students are provided academic and co-curricular resources and programming in order to promote success in and out of the classroom. The mission of the Student Center for Success is to assist underprepared, prepared, and high-achieving students in developing the skills necessary to achieve their academic goals through the development of critical thinking, collaboration, communication, and self-reflection. This space is run by the Director of Student Success.

### **Services Offered**

#### **Academic Skill Coaching**

Research College of Nursing has professional staff available to provide individual academic skill coaching. Skill coaching includes individual meetings in which issues such as study strategies, test taking strategies, test anxiety management, time management, note taking, research strategies, etc. can be addressed based in student need.

#### **Academic Peer Support (APS)**

The Academic Peer Support (APS) program is a peer-facilitated program designed to increase student performance and retention. APS is free for all students, designed for select courses, structured group study sessions to enhance classroom material, and led by an APS facilitator. Facilitators are students who have successfully completed the courses and materials for the courses they provide help.

The APS facilitator will schedule regular sessions that students can attend as a supplement to their studying and classroom time. These sessions are optional and attendance is kept confidential. Students are not required to sign up to attend APS sessions. Students will be notified during course orientation of the APS scheduling procedures.

#### **Academic Persistence Program (APP)**

The Academic Persistence Program (APP) is housed in the Office of Student Success and offers undergraduate students a resource for critical academic situations and outside factors that have impacted the student's success within their program. The program believes that as a diverse population, the individuals attending our institution are more than just "students." APP recognizes that academic success can be impeded by a variety of issues from failure to understand course content to extenuating circumstances beyond the College community.

When students are below or close to the benchmark on any exam, faculty and/or Program Directors notify the Director of Student Success. Students are contacted by the Director of Student Success to arrange a conversation and/or program that is individualized to each student's situation.

### **Subject-Based Tutoring**

Tutoring is a one-to-one or small group activity (up to 4 people) where a person who is knowledgeable and has expertise in a specific content area provides clarification to one or more who do not. Our tutors are students who have already successfully completed the courses and materials that they provide help with. The goal of tutoring is to assist students to become independent learners and improve their study habits. Tutoring is free for all students and available for all undergraduate courses.

Instructions on how to contact tutors, along with specific contact information, will be made available in each course. Students can contact a tutor of their choice based upon availability and subject to schedule a time and date for tutoring appointments.

### **Writing Tutor**

The Student Center for Success proudly offers undergraduate and graduate students paper writing support. Tutors do not simply edit papers, but instead work with you to identify ways to enhance and clarify your writing while meeting the requirements of your assignment. Writing tutors help you with any written assignment for any class. These services are free to all students and can be completed synchronously or asynchronously.

The College has professional and peer tutors on staff that can provide academic support to students who could benefit from:

- Advice/guidance on paper writing process
- Overall structure of academic papers or writing assignments
- Help with grammatical competence
- APA styling and formatting

For more information on scheduling a writing tutoring session, please see Canvas or contact the Office of Student Success.

### **Computer Lab**

The Student Center for Success has a small computer lab available for undergraduate and graduate student use. The computers are equipped with basic Microsoft programs and can support academic database searches.

### **Non-Academic Support Services**

Research College of Nursing provides non-academic supports through the Student Center for Success. These supports include, but are not limited to: The RCoN Scrub Bank, The RSNA School Supply Bank, Non-perishable food bank. Please contact the Office of Student Success for more information on these resources.

## **Standard Operating Policies and Procedures**

### **Hours of Operation**

The Student Center for Success will be available to Research College of Nursing students between the hours of 6:00 am and 9:00 pm, seven days a week. To access the Student Center students will need to swipe in with their badge access. All students will need to leave the Student Center by 9:00 pm or they will be asked to leave by security staff.

### **Extended Hours (Early Opening/Late Closing)**

Special accommodations (e.g. opening early, closing later, and opening at special request) may be made by contacting the Director of Student Success.

### **Break Hours**

Holiday break hours will be communicated via email and posted on all digital displays in Research College of Nursing.

### **Reservations**

The college community may reserve the rooms located in the Student Center for Success for group projects, individual or group studying, and more. For more information regarding reserving Student Center for Success spaces, contact the Office of Student Success. Reservations may not be made for more than 3 hours at a time. For issues reserving rooms, please contact the Office of Student Success between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

### **Room Usage**

- No doors may be propped open at any time.
- Windows must remain uncovered.
- All tables and chairs must be returned to the proper room and room must be moved back to original setup.
- Music must be listened to via headphone and at a reasonable level.
- Conversations must be held at an appropriate noise level.
- All white boards must be erased.
- All trash and personal items must be removed.

These rooms are intended for study usage, exam completion, or recognized College meetings only. Anyone found to be abusing study room reservations or violating the policies will be asked to leave and subject to conduct action.

Students and residents found responsible for careless or malicious damage of the Student Center property will be sanctioned and pay restitution through the conduct process. Damage should be reported to the Office of Student Success.

## **Research College of Nursing Recognitions, Awards, and Commencements**

Research College of Nursing has established several awards to recognize nursing students' academic achievement, leadership, and service. Many of the awards are presented to the

deserving graduates at college ceremonies each year. To be eligible for the awards, students must be in good standing with the college - this includes being free of any discipline matters both academic and non-academic.

**Barbara A. Clemence Award**

This award is given in memory and remembrance of Barbara A. Clemence, President and Dean of Research College of Nursing from 1985-1992. The recipient of this award is a servant leader, someone who exhibits insightfulness and a team player mentality, and presents a willingness to be a risk taker. The award is given to one Traditional B.S.N. and one Accelerated B.S.N. student per year.

**Dean's Award for Academic Achievement**

This award is given by the Dean of the College of Nursing to the student(s) in the Traditional B.S.N., Accelerated B.S.N. and M.S.N. programs who have achieved the highest academic average for the entire program.

**Service to the Greater Society Award**

This award is presented to the student who completes the most community service hours in their class from both the Traditional B.S.N. and Accelerated B.S.N. programs.

**Leadership Excellence Award**

This award is given by the Office of Student Affairs to the student who demonstrated outstanding work, dedication, and leadership, making significant contributions to the Research College of Nursing student experience. This award is given to one Traditional B.S.N. and Accelerated B.S.N. student per year.

**Excellence in Nursing Award**

This award is given to two students from each the Traditional B.S.N. and Accelerated B.S.N. programs each year. The award is given to students with excellent academic achievement in all nursing courses and have demonstrated superior professionalism.

**Longmoor Values Award**

This award is given in honor and remembrance of Mr. William V. Longmoor, a Hospital Board member and one of the founders of the baccalaureate degree program at Research College of Nursing. This award is given to one Traditional B.S.N. and one Accelerated B.S.N. each year. It is awarded to the student who best exemplifies the values, standards, and missions of Research College of Nursing and Research Medical Center.

**DAISY Award for Extraordinary Nursing**

DAISY Award for Extraordinary Nursing

This award is given to one Traditional B.S.N., Accelerated B.S.N., and one M.S.N.

student per year. The award celebrates the student's commitment to compassionate patient care and outstanding clinical skills.

### **Raise the Bar Award**

The Raise the Bar Award is given to students, faculty, and staff from our campus community throughout the year. This award honors those who do good deeds within our college or clinical spaces and go above and beyond to make our spaces better and/or welcoming for others.

## **College Honors**

### **Dean's Honor Roll**

Dean's Honor Roll consists of those full-time undergraduate students who have a grade point average of 3.5 or above for the semester's work. At the end of the semester, they are cited for academic achievement by being listed on the Dean's Honor Roll.

### **Graduation Honors**

Graduation honors are awarded to B.S.N. graduates based upon their cumulative grade point average: 3.5 – Cum Laude, 3.7 – Magna Cum Laude, 3.85 – Summa Cum Laude.

### **Sigma Theta Tau International**

Students have an opportunity to become members of Sigma Theta Tau, The International Honor Society of Nursing, Upsilon Tau Chapter. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. An Induction Ceremony is held annually.

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to make a difference health worldwide. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service, and learning to improve the health of the world's people.

## **Graduation Activities**

Graduates of the Traditional B.S.N. program for 2022 will participate in the joint graduation ceremonies of Rockhurst University and Research College of Nursing.

### **Spring Commencement**

Commencement is the cap and gown ceremony for Traditional B.S.N. students in which degrees are conferred and diplomas awarded. It is a joint program with Rockhurst University and will held May 2022. For our Traditional B.S.N. students



graduating in 2023 and beyond, a spring commencement and pinning ceremony will be held by Research College of Nursing alone.

### **Winter Commencement**

Winter Commencement is a cap and gown ceremony for Accelerated B.S.N. and M.S.N. students in which degrees are conferred and diplomas are awarded. This ceremony also features a hooding for graduate students and a pinning for Accelerated B.S.N. students. This ceremony takes place in December each year.

### **Hooding Ceremony**

Graduate students who have completed all of the requirements for the M.S.N. program are awarded their Master's hood during the hooding ceremony. The hooding ceremony is held exclusively in December during Winter Commencement.

### **Pinning Ceremony**

Undergraduate nursing students receive their nursing pin in a ceremony exclusively for nursing students, their friends, and family. The Pinning Ceremony will be held in a ceremony separate from Rockhurst Commencement in May 2023 for Traditional B.S.N. students. The Pinning ceremonies for Traditional B.S.N. students in 2023 and beyond will take place in May and in December for the Accelerated B.S.N. students during Winter Commencement.

### **Baccalaureate Mass**

The Baccalaureate Mass is a cap and gown ceremony at Rockhurst University that takes place the day before May commencement exercises. All graduates from the joint Research College of Nursing/Rockhurst University Traditional B.S.N. program Class of 2022 are invited to attend.

## **College Standards, Information, and Policies**

This section contains major policies addressing College standards and student conduct. These policies and procedures will be found in alphabetical order. Housing policies can be found in the Student Village Policies & Procedures Guide.

### **Purposes of College Standards**

The articulation and implementation of College standards contribute significantly to the framing of the College community environment in a way that encourages self-teaching of human values, responsibility for self, and concern for others. It is, however, inevitable that some students will explore the limits of College standards sometimes to the point of violating standards or infringing on the rights of others. Research College of Nursing provides the mechanism for appropriate interventions which emphasize the education and development of the student needed for continued participation in this educational environment. Great care has been taken to provide safeguards intended to protect the rights of students involved in cases of misconduct.

In addition to these standards and procedures, students should familiarize themselves with the policies, standards, and basic expectations of the College as set forth in this Student Handbook, catalogs, and any other official College publications and communications.

The Director of Student Affairs bears primary responsibility for implementing non-academic College standards and may delegate authority to appropriate staff or an ad hoc disciplinary committee.

### **Academic Accommodations Policy**

#### **I. Introduction**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. This policy is intended to guide the student disability accommodation process once a request for an academic accommodation has been made.

Those with questions about this policy, including prospective students who may need a disability accommodation during the admissions process, should contact the ADA Coordinator for the College. The ADA Coordinator at the College is Lynnette Siegel, [Lynnette.Siegel@ResearchCollege.edu](mailto:Lynnette.Siegel@ResearchCollege.edu).

#### **II. The Interactive Process Between the College and the Student** **A. General Accommodations Process**

1. At the postsecondary level, students are required to self-identify as a person with a disability and affirmatively and affirmatively make a request for an accommodation to the College. Once a request has been made, the College will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available.
2. Any student requesting an accommodation based on a disability must have a disability covered by law and be qualified with or without reasonable accommodations. And is not required to fundamentally alter its program to accommodate a student. Thus, not all accommodations requests will necessarily be granted.
3. Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis. As such, approved accommodations may vary from person to person and from environment to environment for students with the same disability diagnosis. Documentation of a specific disability does not translate directly into specific accommodations.
4. During the interactive process, appropriate College officials may be consulted to determine the appropriateness of requested accommodations and how best to implement certain accommodations.
5. Temporary accommodations may be available while the College engages in the interactive process to determine whether ongoing accommodation is appropriate and, if so, what reasonable accommodations are needed. However, temporary accommodations do not reflect a determination that ongoing accommodations will be granted and/or what reasonable accommodations are appropriate, nor do they create an obligation on the part of the College to continue accommodating the student.

**B. Requesting Accommodations and Documentation**

1. Students must contact the ADA Coordinator in order to request accommodations. **Students should not make accommodation requests directly to faculty members;** if this occurs, faculty members will refer students to the ADA Coordinator.
2. Students must complete the Disability Accommodations Application and provide appropriate documentation (as described in section B.3. below) to be considered for accommodations. The Application may be obtained here. A paper copy can be obtained from the Office of Student Success.
3. Students must submit the completed application and required documentation no later than 5 days prior to the desired implementation date. Any late submissions or deficiencies in the required documentation may result in a delay or denial of accommodations. NOTE: Granted accommodations are not effective retroactively. Students will not be allowed to go back and resubmit assignments or retake exams that were due and administered prior to the granting of accommodations. This underscores the importance of timely and accurate submission of requests and documentation.
4. Appropriate documentation from a qualified professional is required and should include (1) a description of the qualified professional's

credentials, (2) a description of disability-related impairments as they relate to the student's ability to learn and participate in the academic program, (3) a description of any tests, assessments, facts, observations, records, other materials, and/or evaluations that the professional relied on in arriving at their specific diagnosis, and (4) a list of suggested accommodations which the professional believes would allow the student to fully and equally participate in his/her educational program and how the professional expects the suggested accommodations to help the student. Some common accommodation requests include, but are not limited to: testing services (for example extended time on scheduled exam days and/or reduced distraction rooms), readers, tape recorded lectures, note takers, magnified text, and specific classroom seating.

- a. The fact that the specific accommodations are recommended by a professional does not guarantee that those accommodations will be granted; the College may provide alternative accommodations instead.
- b. Although documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodations the College may grant.
- c. The College reserves the right to request additional documentation if the initial documentation is incomplete or does not meet the requirements outlined above.

### **III. Implementation of Approved Accommodations**

If a student has been approved for accommodations, the ADA Coordinator will provide the student and faculty with an approval document outlining the accommodations. A student who believes that an approved accommodation is not being appropriately implemented, or is otherwise having difficulty with a faculty member related to accommodations, should first attempt to resolve the issue informally with the faculty member involved. The ADA Coordinator may act as a liaison in some circumstances in order to assist in resolving issues between the student and the faculty member. If the situation cannot be resolved informally, the student may file a grievance in accordance with the procedures outlined below.

#### **Continuing Accommodations or Modifications**

It is the student's responsibility to notify the ADA Coordinator to renew or continue previously granted accommodations prior to the start of each semester. The ADA Coordinator will subsequently inform designated course coordinators and faculty of such continued accommodations.

#### **Student Responsibility to Engage**

It is the student's responsibility to engage the ADA Coordinator with respect to any requested changes to previously approved accommodations. The presumption will be that there are no significant issues of concern if the student fails to contact the ADA Coordinator to request changes. Students are not to contact the faculty member directly to request modifications to approved accommodations or to request new

accommodations. The student must contact the ADA Coordinator to request changes.

### **Grievance Procedure Related to Disability Accommodations**

A student who believes that the ADA Coordinator has not granted an accommodation to which the student believes to be entitled may submit additional information and request a review of the denial decision. If the student is not satisfied with the ADA Coordinator's final decision to deny accommodations, they may file a written grievance with the College President within 10 days of the denial. The President will review the situation, consult with appropriate personnel, and make a final determination on the matter.

A student with any other grievance related to disability accommodations, such as, for example, a faculty member that the student believes is not implementing accommodations appropriately, may file a written grievance with the ADA Coordinator. The ADA Coordinator will review the situation, consult with appropriate personnel, and make a final determination on the matter.

### **Accreditation and Affiliations**

Research College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA), and has full approval granted by the Missouri State Board of Nursing. Research College of Nursing holds membership in the Greater Kansas City Collegiate Nurse Educators, the American Association of Colleges of Nursing, and the Missouri Association of Colleges of Nursing.

### **Alcohol Use Policy**

Research College of Nursing is committed to the total development of its students including their full social development as well as their intellectual and professional development consistent with the College's educational mission. Recognizing the full spectrum of social activities students may choose and that the use of alcoholic beverages is a decision students may make, the College, therefore, accepts its obligation to foster an environment which supports the responsible use of alcoholic beverages for those who choose to drink as well as the acceptance of those who choose to not drink.

The College is also obligated, however, to uphold the laws and protect the rights of individuals who are threatened by irresponsible drinking on campus, at social events sponsored by the College, or at programs sponsored by organizations officially recognized by the College.

It is the intent of this policy to help create norms governing the consumption of alcoholic beverages that are consistent with personal and professional health. To this end, the following assumptions are made: Individuals who choose to socialize with alcohol will do so responsibly. Those of legal drinking age who choose to drink will do so moderately.

Students respect individual differences and therefore, see drinking as a matter of choice. Choosing not to drink will be considered as socially acceptable as choosing to drink.

Problems associated with the misuse of alcoholic beverages will be recognized as a community as well as an individual responsibility. If problems occur, students, faculty, and administration will work together to resolve them.

This policy is considered a working document with a dual purpose: to serve as the principle reference for determining appropriate action related to alcohol policy violations and to serve as a framework within which educational programs will be developed, information disseminated, and appropriate role-modeling facilitated. Furthermore, it is understood that the principles set forth in this policy should serve to guide the behavior of all members of the College community.

### **Guidelines Applicable to All Students**

1. RCoN 2525 Building and RMC B-Level – Because this building houses administrative and faculty offices and classrooms, alcoholic beverages are prohibited. This restriction includes communal areas, hallways, patios, and other public areas. Exceptions may be granted by the Dean or President for special events.
2. No student of age may drink alcoholic beverages within the campus confines with any underage student.
3. Large quantities of alcohol and kegs are not allowed on campus, including in the Student Village.
4. Students are not to purchase alcoholic beverages for and/or deliver them to any underage student on campus.
5. Transportation of alcoholic beverages must follow federal, state, and local laws (i.e., no alcoholic beverage containers may be open while in transit to or from a resident's unit).
6. Public intoxication, disorderly conduct, and/or vandalism due to alcohol use is not permitted on College-owned and -operated property.
7. Students and their guests are prohibited from manufacturing, selling, or distributing alcohol in or on the premises of College-owned and -operated property.
8. Residents and their guests under the age of 21 are prohibited from consuming or possessing alcohol in or on the premises of the Student Village.

### **Intoxication Level at College-Sponsored Events**

Students who appear to be drinking excessively or to be causing a disturbance because of alcohol may be refused admission to College events or asked to leave. The student may be subject to proceedings and sanctions outlined in the Student Conduct section of this handbook.

*Research Medical Center recognizes the educational principles of this policy and therefore endorses it as it may apply to students of other education programs sponsored by RMC.*

### **Anti-Discrimination Policy**

Research College of Nursing is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, creed, religion, sex, pregnancy status, sexual orientation, marital status, national origin or ancestry, age, gender, disability, citizenship or intending citizenship status, gender identity, veteran status, or any other status protected by law ("protected status"). This policy extends to admissions, employment, housing, services, financial aid (Title IV funding as well as institutional) and in the other educational programs and activities that Research College of Nursing operates.

### **Assault, Abuse, or Endangering Behaviors**

Assault (including any physical or sexual act that is unsolicited or unwelcome) or abuse of another person is strictly prohibited. Examples of endangering behaviors include, but are not limited to, self-harm, physical altercations, throwing items from windows or balconies, or wrestling/rough-housing. If you think you may be a victim of assault or physical abuse, please contact the Office of Student Affairs.

### **Bicycles**

Under no circumstances may bicycles be parked on sidewalks or in landscaped areas, attached to trees, or blocking access ramps. Bicycles must be parked at bike racks. Bicycles parked in inappropriate locations or left behind at the end of the school year at the Student Village or Research College of Nursing 2525 Building will be removed and stored for 30 days by the Office of Student Affairs. After 30 days, the bicycle will be disposed of.

Bike racks are provided at Research Medical Center and Research College of Nursing. Residents of the Student Village may also store their bicycles in the basement in the cage corresponding with their unit. Owners are responsible for keeping their bike locked up at all times.

### **Breach of Privacy**

Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person's consent and when the recording is likely to cause injury, distress, or damage to one's reputation is prohibited. Such a recording includes, but is not limited to, taking video or photographic images in shower/locker rooms, restrooms, or private student rooms at the Student Village. The posting and/or distribution of such unauthorized recording is also prohibited.

### **Cell Phone Usage Policy**

#### **Cell Phone use during Clinical Experiences and Classroom/Lab Times**

Students will follow the policy of the clinical agency at all times, even if it is more stringent than the below Research College of Nursing cell phone usage policy.



Cellular phone use (including the use of the text function) and use of any other personal communication, recorded or live listening devices while in a clinical setting is only permitted during limited times when clinical responsibilities are not being performed, such as a break or lunch period. Personal calls must never be taken in the presence of the patients or family members or in public use areas of the facility where visitors, family members, physicians, volunteers or vendors might overhear a conversation.

Personal communication devices must be placed on silent mode at all times. They must be carried in a safe and concealed area on the person that does not interfere with the physical requirements of clinical activities or stored in a secured locker in the floor breakroom. All Bluetooth devices and wired headphones are prohibited.

### **Use of Cameras**

Use of personal cameras, whether cell phone cameras, stand-alone cameras, or cameras contained on any other such personal devices, while on duty or when performing any patient care function is strictly prohibited. Pictures are not to be taken in any clinical settings or lab environments without written consent of the individual or their legal representative and permission from the clinical facility. In all settings, compliance with the host agency's policy on photography is required.

### **Use for Emergencies**

Research College of Nursing acknowledges that situations might arise that necessitate a personal phone call. If this occurs during class, lab, or clinical experience, the phone call must be taken out of view, outside of the class or lab, and outside of the view of patients or family members.

### **Use for Clinical Communication on Information**

Clinical instructors may find it more efficient for students to communicate with them via cell phone or text. If this is the case, use professional discretion to contact your clinical instructor outside of the presence of the patients or family members. Communicate why you are using your phone to other healthcare professionals.

Students are allowed to use personal communication devices to look up information pertaining to patient care (such as drug information). This must be done outside of the presence of the patients or family members.

### **Compliance**

Students, residents, and their guests are expected to comply with the directions of those doing work in the College and Student Village (including Student Village staff, College staff, emergency personnel, property maintenance staff, and RMC security) acting in performance of their duties, including following emergency procedures. Failure to comply with the requests of these individuals will result in conduct action.

### **Current Student Data Update Policy**

A student who has a legal change of name while in the program must notify the Registrar's Office. This allows the College to have your correct legal name on transcripts, faculty course rosters, and licensing and certification applications. A legible copy of a legal document with proof of new name such as a driver's license, marriage certificate, or divorce paperwork should be submitted.

### **Cyberbullying**

Students, residents, faculty, staff, and guests have a right to expect a safe and secure environment to learn and grow. Any act of bullying or endangering behavior threatens that right and will not be tolerated. Cyberbullying is intimidation or harassment that causes a reasonable person to fear for their personal safety and property. Cyberbullying includes, but is not limited to, the use of computers, websites, the internet, cell phones, text messaging, chat rooms, instant messages, and other cell phone applications to ridicule, harass, intimidate, humiliate, or otherwise bully another. If you think you may be a victim of cyberbullying, please contact the Director of Student Affairs.

### **Damages**

Students and residents found responsible for careless or malicious damage of the Student Village or College property will be sanctioned and, at minimum, pay restitution through the conduct process.

### **Disorderly or Disruptive Conduct**

Students, employees, and their guests should not engage in disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression. This includes activities and college sponsored functions in which outside guests are permitted. Events or activities that are excessively noisy or otherwise disruptive to others in a work or school environment will not be permitted.

### **Diversity Statement**

Research College of Nursing is committed to building a community in which diversity in all of its forms unites in a spirit of learning to celebrate the uniqueness of each individual and affirm human differences. We are dedicated to being leaders within our community by fostering an environment where the principles of personal responsibility, mutual respect, and the pursuit of social justice are vigorously pursued.

### **Drugs, Paraphernalia, and Controlled Substances**

The consumption, manufacture, use, sale, or distribution of any controlled substance in or in the premises of the Student Village, Research College of Nursing, and Research Medical Center is prohibited without proper prescription, required license, or as expressly permitted by law and College regulations. Any possession of drug paraphernalia is not permitted.

### **Email**

Students and residents are required to check their Research College of Nursing and Rockhurst University (if applicable) emails regularly. It is the official method of

communication with the College. Students and residents are informed of specific dates and deadlines as well as conduct related actions via email. Emails sent to Research College of Nursing email accounts are deemed delivered.

### **Emergencies, Health, and Personal Safety**

The Kansas City metropolitan area uses the 911 emergency system. Residents and students should call 911 for appropriate assistance from the Kansas City Police Department, Fire Department, or ambulance services. Calls to 911 should be followed immediately with a call to Research Security at 816-276-4411.

Research College of Nursing students and Student Village residents are expected to comply with directives from College staff and emergency personnel. If students or their guests hinder staff or emergency personnel in emergency situations or drills (either by direct, indirect, or no action), conduct action will be taken. More information can be found in the Compliance policy listed in this handbook.

While the College makes reasonable attempts to notify and direct students in emergencies, we cannot guarantee staff will be available in every emergency situation. Students/residents are responsible for knowing and adhering to guidelines for emergency purposes, regardless of staff presence. Contact the Office of Student Affairs with any questions.

### **Emergency Preparedness Plan**

An emergency can occur at any time, suddenly and without warning. The goal of the Emergency Preparedness Plan is to respond to an emergency situation in a safe, effective, and timely manner. Emergency priorities are as follows: Protect life and safety; Secure critical infrastructure and facilities; Resume general operations. The College has a comprehensive emergency preparedness plan which contains important information about preparing for, responding to, and following up after crisis situations on campus. Students, faculty, and staff of Research College of Nursing are expected to take time to read through all information on the website at <https://researchcollege.edu/service/emergency>.

### **Campus Emergency**

In the event of a campus emergency, remain calm and follow instructions of College staff and emergency personnel. Use common sense and assist others as necessary without endangering yourself. Evacuate buildings/areas immediately if requested by authorities, upon hearing an alarm, or when you sense staying in that location may be dangerous. Use your cell phone for texting family and friends to let them know where you are when possible, as College phone service may be down.

Do not use elevators. Do not risk your safety or the safety of others by re-entering a building to save personal or College property. Do not cross police barriers without permission from College officials or emergency personnel. Do not exceed your

training or knowledge in attempting to provide first aid.

### **Earthquakes**

In the event of an earthquake, get underneath a sturdy desk or table, kneel and protect your head/face by covering with your arms. If there is no desk or table nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you or stay underneath a secure doorway.

### **Fire**

#### **Research College of Nursing & Student Village**

All staff, faculty, and students are expected to evacuate the building and proceed to the designated evacuation location. The 2525 RCoN building is the back of the parking lot and the Student Village is by the dumpster in Lot D. Please do not leave the College campus until you have checked in with Emergency Response Team.

#### **Research Medical Center**

If you are on the clinical unit when a “Code Fire” is announced, report to the instructor, team leader, or head nurse. It is helpful to close all doors. If you are in class when a “Code Fire” is announced, remain in the classroom and follow the instructor’s directions or the direction of the Emergency Response Team.

### **Tornado**

If a tornado warning is issued by the National Weather Service, take cover and stay away from windows. Go to the basement, lower floors, or restroom without windows, and wait for an “all clear” from the National Weather Service.

### **Explosives and Fireworks**

The use, possession, display, or ignition of fireworks or any type of explosive device is prohibited in Research Medical Center, Research College of Nursing, or Student Village buildings or premises. Possession or use of these items will result in severe conduct action including removal from housing.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that regulates the maintenance and release of student records at educational institutions and related agencies. The purpose of FERPA is to protect the privacy of student education records and affords students certain rights concerning their education records. The primary rights afforded to students include: (1) the right to inspect and review education records, (2) the right to request to have the education records amended, (3) the right to consent to or prohibit the disclosure of certain information retained by the College, and (4) the right to file a complaint with the United States Department of Education if the student believes that their FERPA rights have been violated. Research College of Nursing annually informs students of their FERPA rights through a variety of methods including the College website, the Catalog, and the Registrar’s Office. This policy statement sets forth the

College's procedures for maintaining the privacy of education records, responding to requests for amendments, and disclosing student records in compliance with FERPA. The complete FERPA policy and form are available at <http://researchcollege.edu/resources-forms/>.

### **Gambling**

Illegal or unlicensed gambling in any form is not allowed in or around Research Medical Center, Research College of Nursing, or the Student Village, including but not limited to: sports betting, sports pools/brackets, Internet gambling, and at-home poker games or any other activities where money or anything of value is exchanged.

### **Harassment**

Harassment by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed is not tolerated and will result in severe conduct action, including potential removal from housing and/or Research College of Nursing. Forms of harassment include but are not limited to: cyber or verbal harassment, threatening messages, physical threats, intimidation, or posting of harassing materials.

If you have been a victim of harassment or feel threatened, contact the Director of Student Affairs, Research Medical Center Security, or the local police department.

### **Impaired Nursing Student Policy**

To provide safe, effective patient care, nursing students must be free of chemical impairment from alcohol and drugs. This also applies to any academic setting. Research College of Nursing believes that chemical abuse or dependency is a treatable disorder. The College desires early identification, evaluation, and treatment to promote positive outcomes for nursing students.

Signs and symptoms of chemical impairment may include but are not limited to, odor of alcohol, mood swings, patterns of irresponsible behavior, unexplained absences, frequent tardiness, poor documentation, poor physical appearance, pupillary changes, red eyes, unsteady gait, slurred speech, frequent crises, blackouts, and erratic performance.

#### **Procedure for Drug/Alcohol Screening of Students**

If a student is taking prescription medication which may affect their behavior, they should report this to their faculty. The College expects students to make every effort to take appropriate action regarding patient care and to avoid confusion about the possible use of alcohol and illegal drugs with the use of prescription medication is required.

If, in the judgment of the faculty member or the Office of Student Affairs, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member should suspend the student from participation in the academic activity (i.e., class, lab, or clinical) and ask the student to wait in a secure, private area for testing. The

faculty member or Student Affairs staff will notify the President or Dean who will contact the outside agency to come to the site for student testing. The College assumes the cost of the testing by an outside agency under an established agreement. Testing will include a drug screen and a BAT (breath analyzer test). If the student does not cooperate with the required testing, the College will consider the student to be of the same status as if the test results were positive.

If the screening test results are negative, the student suspension is removed without penalty to the student.

If drug or alcohol test results are positive the student will be required to participate in an evaluation conducted by a licensed healthcare provider and complete an approved treatment program. The student's continued participation in class, clinical, and other College activities is contingent on evidence that the student completes an approved treatment program and remains alcohol and drug free. If the student does not provide evidence of completion of an approved program, they will be dismissed from the College. Evidence of participation will require the student's signed release of records so that the treatment personnel may communicate with a College official. The extent of the release may be limited to compliance with and satisfactory progress in the treatment program. The College will make every reasonable effort to help the student make up any class or clinical experience missed due to absence because of action taken to enforce this policy. However, the regular College and course absence procedures are applicable.

The College may require random drug and alcohol testing for the remainder of the student's enrollment in the College after successful completion of an approved treatment program. A second occurrence of positive drug or alcohol testing or refusal to test will result in the student's immediate dismissal from the College.

An administrative officer of the College appointed by the Dean on a case-by-case basis will monitor the student's compliance with the rehabilitation program requirements. This monitoring of compliance may include a written contract with the student which specifies the treatment program, its length, the nature of progress reports and other conditions deemed appropriate for successful treatment. Failure to meet the requirements in the contract will result in immediate dismissal from the College. Confidentiality of the student's test results and participation in the treatment program will be maintained by the College.

The cost of the treatment program is the responsibility of the student. Students must select an approved program which meets the commonly accepted standards of the profession of alcohol and drug rehabilitation treatment.

The type and standards of drug and alcohol testing used by Research College of Nursing are determined by the testing organization as outlined in the HCA HR Substance Use in the Workplace policy.

## **Inclement Weather Policy**

The authority and responsibility to cancel all classes or clinical experiences for Research College of Nursing rests with the President. The President will contact the media and make the official announcement for broadcast on Kansas City television stations KMBC9 and KCTV5. Decisions to cancel daytime/early morning classes due to inclement weather are generally made by 5:30am.

On the occasion that inclement weather begins during class or clinical, faculty will be notified by the President or Dean. The expectation is that students and faculty will use good judgment in determining whether they are able to safely travel to the College and/or their clinical site.

For joint program students, if Rockhurst University is closed, it doesn't necessarily mean that Research College of Nursing will be closed and if Rockhurst University is open, it doesn't necessarily mean that Research College of Nursing will be open.

### **Interference with the Student Code of Conduct Process**

Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past student conduct case is strictly prohibited. This includes, but is not limited to: encouraging or influencing another person to commit an abuse of the Student Code of Conduct, discouraging an individual's proper participation in, or use of, the Student Code of Conduct process, or distributing or interfering with the orderly process of conducting a proceeding.

### **Medication Administration Policy**

1. The policy of each clinical site must be followed at all times when administering any medications.
2. Students are responsible for knowing classification, mechanism of action, route, dose, side effects, and nursing implications of every medication administered.
3. Medications, EXCEPT INTRAVENOUS MEDICATIONS, will be administered and prepared at the discretion of the clinical faculty, staff RN, or Capstone Preceptor.
4. Preparation and administration of all intravenous medications/infusions must be done under the supervision of clinical faculty, staff RN, or Capstone Preceptor.
5. Students may not give medications:
  - a. In an emergency situation,
  - b. That are investigational drugs,
  - c. That are antineoplastic drugs,
  - d. During pregnancy and delivery except with clinical faculty, staff RN, or Capstone Preceptor discretion.
6. Students may not co-sign medications (e.g. high risk medications, wasting of narcotics).

### **Missing Persons**

If Research College of Nursing has sufficient cause to believe a student or resident is missing, they will contact local authorities. Staff will check and contact student/resident's emergency contact. If no contact is listed, staff will access other student records and contact person listed as parent/guardian.



## **Outside Vendor Policy**

To ensure the educational integrity and prevent disruptions of the learning environment, students must obtain permission from the Director of Student Affairs or the Dean before making arrangements with outside vendors and marketers to promote or sell their products at Research College of Nursing. No funding from Research College of Nursing, including Student Activity Fees, will be used to promote any outside vendors or marketers.

## **Parking**

The following is Research Medical Center's Parking policy. It applies to all students, residents, faculty, and staff:

Disabled parking spaces will be maintained in accordance with Kansas City, Missouri municipal ordinances and Americans with Disabilities Act (ADA) requirements. Anyone parking in a handicap space without the proper permit will be subject to the fines and penalties of the City of Kansas City, Missouri. It is the responsibility of the employee, patient, or visitor to work directly with the city of Kansas City, Missouri for resolution.

Patients and visitors shall be given highest priority and will be assigned the most convenient parking spaces. These areas include but are not limited to the following surface parking lots: B-Lot, E-Lot, F-Lot, G-Lot, Emergency Room Parking Lot, and the Blue level of the parking garage.

Employees, students, and agency personnel are allowed to park in A-Lot, the four rows of D-Lot that are closest to the Student Village, and C-Lot. In the parking garage, employees, students, and agency personnel are allowed to park on the top deck, Red level, north side of the Green level, and Yellow level. Employees are allowed to park in any yellow lined space in the Medical Building parking lots which are T-Lot and W-Lot.

All parking violations are subject to ticket and tow by Research Medical Center Security.

## **Pregnant and Parenting Students**

Research College of Nursing affords reasonable accommodations to pregnant students, including leaves of absence and accommodations related to course work. Research College of Nursing recommends that pregnant students inform their instructors or the Title IX Coordinator of their pregnancy status as soon as it is known to initiate the process of identifying necessary accommodations and identifying a plan for the student.

If a student discloses a pregnancy to a faculty member and requests accommodations, the faculty member should refer the student to the Title IX Coordinator. A pregnant student is entitled to a leave of absence for so long as a leave is medically necessary as deemed by the student's health care provider. At the conclusion of leave, the student will be reinstated to the same status that they had at the start of leave.

The specifics of Research College of Nursing's programs vary and some clinical programs and rotations are offered at limited times. As such, degree progression will vary based on

each particular circumstance and program. Nevertheless, Research College of Nursing is aware of its nondiscrimination obligation with respect to pregnant and parenting students and will address each situation accordingly. As with other temporary conditions, the specifics of leave and return will vary on a case-by-case basis and students will be required to provide medical documentation as necessary to make determinations about leaves and returns.

Students with questions or complaints about Research College of Nursing's pregnancy and parenting policy should contact the Title IX Coordinator:

Amanda Gray  
Director of Student Affairs/Title IX Coordinator  
816-276-3147  
[amanda.gray@researchcollege.edu](mailto:amanda.gray@researchcollege.edu)

Pregnant students are advised that some clinical areas may present health risks to the student and the developing baby. Concerns about potential health risks and the need for related accommodations should be discussed with the Title IX Coordinator.

### **Respect Statement**

Nursing is a caring and compassionate profession that is rooted in personal and professional accountability. Treating others with respect and dignity is central to our mission and purposes. Faculty, students, staff, and clinical partners are considered equal and active members of our community. All who work, live, study, and teach in our community are here by choice and as a part of that choice should be committed to principles of respect which are an integral part of Research College of Nursing. As members of a community, our goal is to treat others and ourselves with respect, dignity, and care.

We will achieve that goal by engaging in the following activities:

- Sensitive communication practices and behavior
- Acknowledging each person's self-worth and unique contributions to the community
- Recognizing our individual backgrounds, outlooks, values, and styles
- Sharing principles of personal responsibility, mutual respect, and common decency
- Celebrating the uniqueness of the individual and developing our understanding and tolerance of differences in gender, ethnicity, age, spiritual belief, sexual orientation, gender identity, race, and physical or mental potential
- Growing and sustaining a caring culture, nurturing growth, and fulfillment in on another and in the larger communities of which we are a part
- Discouraging intolerance, hatred, and injustice and promote constructive resolution of conflict

As members of our community, students are expected to:

- Respect the sanctity of the education process by expressing respect for the faculty member as the organizer and guide through this learning experience as well as for fellow students
- Take responsibility for their own learning

- Treat other members of our community with respect, a sense of cooperation, and with concern for their welfare

As members of our community, faculty members are expected to:

- Respect the sanctity of the education process by honoring their commitment to students in terms of time, fairness, and enthusiasm
- Provide responsible teaching to the students
- Treat other members of our community with respect, a sense of cooperation, and with concern for their welfare

As members of our community, staff members are expected to:

- Respect the sanctity of the education process by acknowledging the importance of education and supporting the process to the fullest
- Treat other members of our community with respect, a sense of cooperation, and with concern for their welfare

Members of our community are honor bound to address disruptive, disrespectful, or discriminatory behavior. We will work together to achieve our goal of treating others with respect, dignity, and care and work toward sensitizing ourselves to what could be interpreted as disrespect. This goal should be reflected in our daily lives and our interactions and moments with other members of our community and with our clinical partners.

Violations of the Respect Statement should be reported to the Director of Student Affairs, where they may initiate the conduct process. Informal resolution may involve either a meeting between the complainant, the accused, and the Director of Student Affairs, or separate meetings by the Director of Student Affairs with each party. Proposals for resolution are discussed by the Director of Student Affairs with each party, after which the Director of Student Affairs will decide what disciplinary or other action will be taken. If a mutually satisfactory resolution of the complaint is achieved, a letter saying so, signed by both parties, will be secured by the Director of Student Affairs, with a copy to each party.

If both parties do not agree to the informal process, or if the informal process does not lead to mutually satisfactory resolution of the complaint, then the formal process described in the College Standards and Student Code of Conduct section of this handbook located on page 37.

### **Restricted Areas**

Some areas around the Student Village and at Research College of Nursing are restricted at all times for safety reasons. These areas include, but are not limited to: roofs, exterior walls, balcony exteriors, and maintenance or construction sites. Unapproved presence in these restricted areas generally results in removal from housing and other severe conduct action.

### **Student Grievance Policy and Procedures**

The College believes that all students shall be afforded fair and equitable treatment in the application of all College procedures and regulations. The purpose of the Grievance Policy

and Procedures is to provide a process for impartial, timely review of student-initiated complaints about the College's policies, programs, and services, and to ensure that the rights of students are properly recognized and protected.

For purposes of this policy, a grievance is defined as a complaint filed by a student alleging that their rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of policy or other regulation.

This policy is only available to a student when no other specific policy, process, or procedure is available. For example, procedures addressing sex discrimination and sexual harassment are contained in the College's Sexual Misconduct Policy & Complaint Resolution Procedures (Student Handbook, pg. 53); denials of disability accommodations are addressed in the Academic Accommodations Policy (Student Handbook, pg. 25). In addition, this Policy falls outside of the scope of the Academic Appeal process (see Catalog, p. 11) and Student Conduct Policy (Student Handbook, p. 37).

A student is strongly encouraged to seek an informal resolution of any dispute prior to initiating a formal grievance by bringing the concern to the attention of the individual or office involved. An attempt at informal resolution should begin no more than five business days after the disputed action or decision is rendered.

### **Formal Grievance**

If the student is unsatisfied with the attempt at informal resolution, the student may make a formal, written grievance to the relevant administrator:

- Formal grievances of an academic nature should be submitted to the Dean
- Formal grievance of a nonacademic nature should be submitted to the Director of Student Affairs
- Formal grievances against the Dean or Director of Student Affairs should be submitted to the President
- Formal grievances against the President should be submitted to the President of the Research College of Nursing Governing Board

Any formal grievance must be submitted in writing (letter or email) by the student within 10 business days after the disputed action or decision is rendered. The formal grievance should include:

- The grievant(s)'s name, student identification number, and contact information, including email address
- The name(s) and titles of those presumed to be responsible
- A detailed description of the specific action in dispute and the actual harm suffered by the student
- A list of witnesses, if any, including their contact information and a summary of the facts known by the witnesses
- Documentation that supports the grievance
- A detailed description of attempts at informal resolution
- A detailed description of the remedy or relief sought

- Signature of complainant(s)
- Date of grievance submission

The appropriate administrator will investigate, taking all steps deemed necessary based on the circumstances. This may include referring the grievance to another College office for investigation and recommendation back to the appropriate administrator. The administrator will issue a written response, including appeal information, within 15 days of receiving the complaint. Students will be informed if extenuating circumstances require additional time.

### **Appeal of Formal Grievance Decision**

If the student or respondent is unsatisfied with the formal grievance decision, the student may appeal in writing to the President of the College or, in cases where the President issued the response, the President of the Research College of Nursing Governing Board. The specific grounds to be considered are:

- a. Were the procedures appropriately followed?
- b. If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c. Was the information presented during the review sufficient to justify the decision reached?
- d. Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter the decision?

Any appeal must be submitted in writing (email or letter) within 5 business days of the transmission of the formal grievance decision by the administrator. The student must state the nature of the justification for the appeal.

The College or Governing Board President reviews the appeal and all relevant information and may request a meeting with the student or others as deemed necessary by the College or Governing Board President. The College or Governing Board President will provide a written response within 10 business days of receiving the appeal. This decision is final.

### **Prohibition on Retaliation**

Retaliation against any person participating in good faith in connection with a grievance or complaint is strictly prohibited. Any person who feels that they have been subjected to retaliation should make a report to a College official or Human Resources at Research Medical Center.

### **Confidentiality**

The College will make every reasonable effort to protect the confidentiality of information received in connection with a student grievance report and its related investigation; information related to a case will be shared on a need-to-know basis only. College administrators will, however, share information, as appropriate and

necessary, in order to address and resolve the concerns at issue and prevent the recurrence of similar situations. There may be instances where it is the College's ethical and legal responsibility to disclose information regarding the circumstances related to a specific grievance, depending on the nature of the allegation. Should this be the case, the student will be notified prior to the information being released.

### **Annual Reporting**

The College President's Office will track the number and type of student grievances and provide an annual report to the Research College of Nursing Governing Board. The report will identify any areas of concern and make appropriate recommendations to improve the overall student experience. The Research College of Nursing Governing Board has oversight for any resulting improvement efforts and documentation of outcomes.

For Kansas residents, please go to the link for the Private Postsecondary Complaint Process:

[https://www.kansasregents.org/academic affairs/private out of state/complaint process](https://www.kansasregents.org/academic%20affairs/private%20out%20of%20state/complaint%20process)

## **Sexual Misconduct Policy & Complaint Resolution Procedures**

### **Policy Statement**

Research College of Nursing ("the College") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

### **Scope**

This policy applies to all College employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College's prohibition on sex discrimination and

sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, and student services.

The College has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during, or at an official College program or activity (regardless of location), or off-campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under the policy and, if necessary, act to prevent the recurrence of sex discrimination and remedy its effects.

### **Title IX Statement**

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Amanda Gray  
Director of Student Affairs/Title IX Coordinator  
816-276-3147  
[Amanda.gray@researchcollege.edu](mailto:Amanda.gray@researchcollege.edu)

A person may also file a complaint of sex discrimination with the United States Department of Education's Office of Civil Rights regarding and alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

### **Sexual Misconduct Definitions**

#### **Sexual Misconduct**

"Sexual misconduct" is an umbrella term covering sex discrimination, sexual harassment, and sexual violence and this term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

#### **Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education,



- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

### **Sexual Violence**

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of their temporary or permanent mental or physical incapacity, because they are below the minimum age of consent in the applicable jurisdiction, or because of their incapacitation due to the use of drugs and/or alcohol.

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, oral, or vaginal) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent

- Having sexual intercourse with a person who is unconscious because of drug and/or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism
  - Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
  - Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
  - Coercing someone into having sexual intercourse by threatening to expose their secrets
  - Secretly videotaping or photographing sexual activity where the other party has not consented
  - Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
  - Prostituting another person

### **Consent**

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol and/or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent
  - Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting
- If a person is asleep or unconscious, there is no consent
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent can be withdrawn; A person who initially consents to physical activity is deemed not to have consented to any sexual activity that occurs after they withdraw consent
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity
- Effective consent may not exist when there is a disparity in power between the parties (e.g. faculty/student, supervisor/employee)

## **Domestic Violence, Dating Violence, and Stalking Definitions**

The crimes of domestic violence, dating violence, and stalking can also constitute sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

### **Domestic Violence**

"Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Missouri's definition of domestic violence can be found at Mo. Rev. Stat. 455.010.
- Under Missouri law, domestic violence also includes the crime of "domestic assault" which can be found at Mo. Rev. Stat. 565.072-565.074.

### **Dating Violence**

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

- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri's definitions of domestic violence and domestic assault.

### **Stalking**

"Stalking" means engaging in a course of conduct directed at a specific person what would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

- Missouri's definition of stalking can be found at Mo. Rev. Stat. 455.010 and 565.225.

## **Roles and Responsibilities**

### **Title IX Coordinator**

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the College Community in

understanding that sexual misconduct is prohibited by this policy; (4) answers questions about this policy; (5) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (6) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

### **Administrators, Deans, Department Chairs, and Other Managers**

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

### **Employees**

Throughout this policy, the term “employees” includes all faculty, staff, and administrators. It is the responsibility of employees to review this policy and comply with it.

### **Students**

It is the responsibility of students to review this policy and comply with it.

### **The College**

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The College will act in accordance with its Complaint Resolution Procedures.

## **Complaints**

### **Making a Complaint**

#### **Employees**

All College employees have a duty to report sexual misconduct to the Title IX Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a profession license requiring confidentiality if they are not employed by the College in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and

including termination. This section does not apply to those identified in the “Confidential Discussions” section of this policy.

### **Students**

Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator. Students should be aware that all employees at the College, other than those identified in the “Confidential Discussions” section below, have an obligation to report sexual misconduct that they become aware of or witness.

Students may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in the “Title IX Statement” above.

### **Other Persons**

Any other persons who are involved in the College’s programs and activities, including visitors on campus who wish to report sexual misconduct, should file a complaint with the Title IX Coordinator. They may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in the “Title IX Statement” above.

### **Confidential Discussions**

If a victim desires to talk confidentially about their situation, there are resources available. The following resources are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

- Rockhurst University Counseling Center, Massman 5, 816-501-4275
- WellConnect: 866-640-4777(school code: RCON-STU)
- Pastoral Care: Dr. Chuck Robertson, Research Medical Center, 816-276-4120, Charles.robertson@hcamidwest.com

### **Content of the Complaint**

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

### **Information Provided to Complainant and Respondent**

A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled “Explanation of Rights and options After Filing a Complaint Under the Sexual Misconduct Policy.” This document provides information about this policy and the

Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local policy, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

### **Conduct that Constitutes a Crime**

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime – including sexual violence, domestic violence, dating violence, or stalking – is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, contact 911. A victim may decline to notify such authorities.

### **Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking**

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evident exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- Contacting parents or a relative

- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the College
- Requesting that no further action be taken
- Requesting further information about the College's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources.

### **Vendors, Contractors, and Third-Parties**

This policy applies to the conduct of vendors, contractors, and third parties. Members of the College Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

### **Retaliation**

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

### **Protecting the Complainant**

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change their academic, living, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.



**Amnesty**

The College recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the College will not take disciplinary action for drug or alcohol use against an individual reporting sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The College may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

The College's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

**Timing of Complaints**

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

**Investigation and Confidentiality**

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that their name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary when assessing a confidentiality request.

**Resolution**

If a complaint of sexual misconduct is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

**Bad Faith Complaints**

While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

**Academic Freedom**

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

**Education**

Because the College recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

**Sexual Misconduct Complaint Resolution Procedures****General Principles****Applicability**

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties,

and they are the exclusive means of resolving complaints of sexual misconduct.

### **Administration**

For purposes of these Complaint Resolution Procedures, “Investigating Officer” means the individual(s) designated by the Title IX Coordinator to investigate a particular complaint. The Investigating Officer shall have responsibility for administering these Complaint Resolution Procedures.

### **Promptness, Fairness, and Impartiality**

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If the Investigating Officer determines that they cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating officer shall designate another appropriate individual to administer these procedures.

### **Training**

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

## **Investigation and Resolution of the Complaint**

### **Preliminary Matters**

#### **Timing of the Investigation**

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regard the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

#### **Informal Resolution**

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- Can only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator

- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault

### **Interim Measures**

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

### **Support Person/Advisor**

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany them at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any of the proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if they become disruptive or does not abide by the limitations discussed in the previous sentence.

### **Pending Criminal Investigation**

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

### **Rights of the Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer should the Investigating Officer share such information with the other party
- Equal opportunity to appeal determinations pursuant to the “Appeals” section below

### **Commencement of the Investigation**

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

### **Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe their allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### **Resolution**

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The report will be provided to the Title IX Coordinator.

If the written report determines that sexual misconduct occurred, the Title IX Coordinator shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and

harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effect of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (FERPA), and the Clery Act, as explained by the April 4, 2011 “Dear Colleague Letter” issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

The written report of the Investigating Officer and addendum, if applicable, shall be final subject only to the right of appeal set forth in the “Appeals” section below.

**Special Procedure Concerning Complaints against the President, the Title IX Coordinator, or Other Administrators Ranked higher than the Title IX Coordinator**

If a complaint involves alleged conduct on the part of the College’s President, the College’s Board of Directors (“Governing Board”) will designate the Investigating Officer. Based on the information gathered by the investigation, the Governing Board will prepare and issue the written report determining the complaint. The determination of the Governing Board is final and not subject to appeal.

If the complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

## **Appeals**

### **Grounds for Appeal**

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

### **Method of Appeal**

Appeals must be filed with the appropriate Appellate Officer within seven (7) days of receipt of the written report determining the outcome of the complaint. When the complaint involves an employee respondent or third-party respondent, the Appellate Officer shall be the President (Dr. Thad Wilson, Thad.Wilson@researchcollege.edu). When the complaint involves a student respondent, the Appellate Officer shall be the Dean of Academic Affairs (Dr. Rebecca Saxton, Rebecca.Saxton@researchcollege.edu). When an absence or conflict of interest necessitates, and Appellate officer may review and resolve an appeal within the jurisdiction of the other.

The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The Appellate Officer will promptly provide written notification to the non-appealing party when an appeal has been filed.

The appealing party may request a meeting with the Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted, then the non-appealing party will be granted a similar opportunity.

### **Resolution of the Appeal**

The Appellate Officer will resolve the appeal within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the



complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

### **Documentation**

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the Appellate Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

### **Intersection with Other Procedures**

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

### **Student Right-to-Know and Jeanne Clery Campus Security Act**

This Act defines the responsibilities of Research College of Nursing for collecting relevant crime statistics, establishing appropriate security policies, and making this information available to current and prospective students through publication and distribution. Persons interested in this information may inquire at the Rockhurst Office of Admission and Financial Aid and the Research College of Nursing Student Affairs Office.

### **Smoking Policy**

Research College of Nursing and Research Medical Center are smoke-free campuses. Tobacco use is prohibited by anyone – staff, volunteers, medical staff, faculty, students, patients, and visitors – on all property, including the medical office buildings, Research Brookside campus, Research College of Nursing, Research Student Village, and the Research Psychiatric Hospital.

Enforcement of this policy is the responsibility of all employees and students. Violations of this policy should be courteously called to the attention of the offending party. RMC Safety and Security and Resident Assistants will assist in the enforcement of this policy.

Students who violate this policy are subject to disciplinary action as specified in the College Standards and Code of Conduct section located on page 37.

### **Service to the Greater Society – Service Requirement**

Each enrolled undergraduate student is required to complete at least two community service hours each academic school year. Students who fail to submit 2 hours by the deadline each year must complete an additional two hours per academic year. Failure to

complete this requirement will result in a hold on both your transcript and your diploma. For the paperwork, see the documentation located in your Student Development and Enrollment Management Canvas course or contact the Office of Student Affairs.

### **Social Media Policy**

All students, faculty, and staff at Research College of Nursing must follow the HCA established policy regarding the use of social media. HCA and its affiliates respect the right of employees to participate in blogs and use social networking sites during non-working hours and does not discourage self-publishing or self-expression.

All students, faculty, and staff are expected to follow these guidelines and policies to provide a clear distinction between you as an individual and you as a representative of the College and HCA.

### **General Provisions**

Blogging and other forms of social networking include but are not limited to video or wiki postings, sites such as Facebook, Twitter, and Instagram, chat rooms, personal blogs, or other similar forms of online journals, and diaries or personal newsletters not affiliated with HCA.

Unless specifically authorized, employees are restricted from speaking on behalf of HCA or their affiliated employer. Employees are expected to protect the privacy of patients, employees, and other stakeholders and are prohibited from disclosing patient information and any other proprietary or confidential information to which they have access.

### **Monitoring**

Employees are reminded that they should have no expectation of privacy while posting information to social networking sites. Postings often can be reviewed by anyone, including HCA and/or its affiliates. As described in HC.026 HCA and affiliated employers reserve the right to use content management tools to monitor comments or discussions about the Company, its employees, its patients, and the industry posted on the Internet.

### **Reporting and Discipline for Violations**

#### **Reporting Violations**

HCA and its affiliates strongly urge employees to report any violations or possible or perceived violations to supervisors, managers, or the HR department, to the Facility Privacy Official (if patient information is involved) or to the EthicsLine (1-800-455-1996)

#### **Discipline**

HCA and/or its affiliates investigate and respond to reports of violations of EC.026, these Social Media Guidelines and other related policies. Violations may result in disciplinary action.

### **Authorized Use of Social Media**

Social media has become a powerful tool for recruiting, and for sharing the stories of colleagues who go the extra mile to provide exceptional care for their patients, families, communities and colleagues. These stories are an important way that current and prospective team members connect with the HCA Healthcare culture.

Although there are important cautions in using social media, it's a part of everyday life for many people. In order to take advantage of the many opportunities on social media to follow HCA Healthcare stories and share appropriate stories from our locations, the HCA Healthcare IT network allows access to specific social media platforms from company or personal devices logged into the company network, subject to specific expectations and guidelines noted below. Currently the sites available are LinkedIn, Facebook, Instagram, Twitter and YouTube, and the HCA Today blog. HCA Healthcare curates information on each of these sites. Click the applicable link to visit the sites and follow HCA Healthcare.

[HCA Today](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

### **Expectations and requirements**

There are some simple but important expectations that must be followed. Most importantly, the privacy of patients and their personal information must be maintained. The use of social media while at work\* must be infrequent and brief, and not interfere with work responsibilities. Others include:

- Patient care and job duties always come first.
- Take the HealthStreams Course on social media before posting on any social media site.
- Read and follow the company's revised social media policies. These outline specific expectations and requirements, along with consequences for violating these expectations.

**\*Parallon Note:** Although the HCA Healthcare IT network allows access to social media sites from the workplace, Parallon's social media policy does not allow for use of company devices during working hours for social media purposes.

### **Personal Use of Social Media**

HCA and its affiliates respect the right of employees to participate in blogs and use social networking sites during non-working hours and does not discourage self-publishing or self-expression. Employees are expected to follow these guidelines and policies to provide a clear distinction between you as an individual and you as an employee.

- Personal Responsibility. You are personally responsible for your commentary on social media. You can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just Research College of Nursing and HCA.
- Non-threatening. Employees should not use blogs or social networking sites to post items that could be viewed as malicious, obscene, threatening, harassing, or bullying. Prohibited threatening, harassing, and bullying conduct includes offensive posts meant to intentionally harm someone's reputation or posts that discriminate or could contribute to a hostile work environment on the basis of age, race, color, gender, disability, religion, protected veteran status, national origin, sexual orientation, gender identity, or genetic information.
- Disclaimer. When you identify yourself as connected to Research College of Nursing, HCA, and/or an affiliate, some readers may view you as a spokesperson for Research College of Nursing, HCA, and/or that affiliate. Because of this possibility, you should state in the description or about the section of any public profile that the views expressed by you through social media are your own and not those of the Company, nor of any organization affiliated or doing business with Research College of Nursing, HCA, and/or an affiliate.
- Privileged or Confidential Information. Students, faculty, and staff cannot post on personal blogs or other sites the name, trademark, logo of Research College of Nursing, HCA, its affiliates, or any business with a connection to HCA or its affiliates. Students, faculty, and staff cannot post College or Company-privileged or confidential information, including copyrighted information, College or Company-issued documents, or patient protected health information.
- Workplace Photographs. Students, faculty, and staff must follow the College's policy regarding photos taken in the workplace.
- Advertising. Except as authorized or requested by HCA or an affiliate, employees may not post on personal blogs and social networking sites any advertisements or photographs of Company products, nor sell Company products and services.
- Patient Information. Do not use your personal social media account to discuss or communicate patient information with one of your patients, even if the patient initiated the contact or communication. Always use approved communication methods when communicating with patients about their health or treatment.
- Privacy and Security. Consult the Information Protection site on Atlas for social media privacy and security tips.

### **Standards for Dress and Appearance**

Students must recognize that they represent not only themselves but Research College of Nursing and the nursing profession as a whole. The College standards for dress and appearance are more conservative in order to be acceptable in all settings. Individual courses may vary slightly at the discretion of faculty. In all clinical settings, compliance with the host agency's policy on dress and appearance is required.

This policy is intended to be consistent with the Research Medical Center policy titled “Dress Code Policy,” reference number HR.OP.026, revised April 22, 2019.

1. Students should be neat and clean while on campus and when participating in college/academic activities. Clothes worn should be wrinkle free and be devoid of holes or tears. Lounge wear pants and pajamas may not be worn while attending class or events at Research College of Nursing or Research Medical Center.
2. Clothing must fit properly. Shirts and tops should be long enough to cover the midriff at all times. Stomachs, chests, and backs should be covered at all times. Hemlines of skirts/shorts/bottoms should be no shorter than mid-thigh. Short shorts may not be worn while attending class or events at Research College of Nursing or Research Medical Center. Undergarments should not be visible through or outside of clothing at any time.
3. Students should not emanate offensive body odor (i.e. ‘smoker’s odor’) and or wear strong perfumes, colognes, or body oils. Cosmetics should be kept to a minimum.
4. Student ID badges are to be worn at all times. Badges must be displayed in an upright and readable position in the upper chest area at all times. The picture may not be covered.
5. Attire for clinical/practicum settings:
  - a. B.S.N. Students: The official uniform is Research College of Nursing embroidered navy blue scrubs. T-shirts may be worn under scrubs as long as they are white, gray, black, or light blue with no writing or pattern. Scrub jackets may be navy, white, gray, black, or light blue with no writing or pattern. Approved jackets sold in apparel sales may also be worn in clinical setting. Shoes must be clean, polished, and in good repair. Students may wear nurse shoes or leather sport shoes. Shoes with open toes or open holes are not allowed.
  - b. M.S.N. students: Students are expected to wear professional attire with a white lab coat.
6. Artificial nails are substances or devices applied to natural nails to augment or enhance nails. Artificial nails shall not be worn by students when providing direct patient care. Natural nails shall be kept clean and nail polish should be in good repair. Natural nails shall be trimmed so they are no longer than ¼ inch past the tip of the finger. Students who do not comply with the policy will not be allowed on clinical units.
7. Hair must be kept from falling forward onto clients or bedside equipment. Students must have neatly groomed facial hair (beards, mustaches, sideburns).
8. Body markings or brands such as tattoos that a reasonable person would consider offensive are prohibited unless they can be covered so they are not visible to classmates, coworkers, and patients.
9. Engagement and wedding bands, watches, and stud earrings are the only jewelry permitted. Stud earrings should be simple, modest, and not present a safety hazard to patients or employees.

## **Student Conduct Policy**

As noted in the Respect Statement, the College is committed to integrating the ethics, integrity, sense of responsibility and self-discipline inherent in the practice of nursing. Everyone at the College, faculty, staff, professional colleagues, and students, must maintain an environment of mutual respect and trustworthiness. All members of the College community are honor bound to address disruptive, disrespectful, or discriminatory behavior. Once reported, violations of the Respect Statement will be handled through the Conduct Process outlined below.

### **Conduct Process**

Reasonable efforts will be taken to ensure that all reports of suspected student misconduct remain confidential, including the identity of the person reporting the misconduct. All actions taken through this conduct process will be conducted initially by the Director of Student Affairs except in cases of conduct violations within the Student Village. All Student Village conduct processes begin in with the Assistant Director of Student Affairs.

#### **Step #1 – Reporting:**

The individual witnessing the student misconduct must notify the Director of Student Affairs, as soon as practical after the incident, and provide, at a minimum, the following information – Date, Time, Location of the incident; Name of the student(s) involved; Description of the incident(s); Other(s) who may have witnessed the incident.

#### **Step #2 – Gathering Information:**

The Director of Student Affairs will notify the student of suspected misconduct within two working days of receiving the report. The purpose of the notification is to schedule a meeting between the student and the Director of Student Affairs. This meeting must occur within five working days of the student notification, if during a semester in which the student is enrolled. If school is not in session or the student is not enrolled, the meeting will be held within a timeframe acceptable to the student and the Director of Student Affairs. This meeting may be face-to-face or via electronic media.

At this meeting, the student will have the opportunity to provide information about their understanding of what occurred, to learn about the conduct process, and to ask questions. The Director of Student Affairs will then talk with students, staff, and others involved to gather information about the incident.

If the student does not respond to the Director of Student Affairs' correspondence related to the process and/or does not attend scheduled meetings, the Director of Student Affairs may proceed in determining which

violation may have occurred and decide on the appropriate sanction(s) without the student. A charge of non-compliance may be added as well if the student fails to complete sanctions.

### **Step #3 – Determination:**

The gathering of information will occur in an expeditious manner to ensure that all complaints and allegations are addressed promptly. Once the gathering of information is complete, the Director of Student Affairs will review the information gathered and decide whether or not there is sufficient evidence to find the student in violation.

If the student is not in violation, the student will be notified of the finding and the gathered information kept on file in the office of the Director of Student Affairs. If the student is found to be in violation, the Director of Student Affairs will determine the appropriate sanction(s) and notify the student.

Where serious sanctions may result due to a serious violation or pattern of misconduct, the case may be referred by the Director of Student Affairs to an ad hoc disciplinary committee.

### **Ad hoc Disciplinary Committee Membership**

Membership on the ad hoc disciplinary committee shall be appointed by the Director of Student Affairs. Membership will be from Research College of Nursing and shall consist of the Director of Student Affairs and/or their delegate as non-voting chairperson, one faculty member (from the Student Success & Well-Being Committee), one administrator (Program Director or Dean), and one student from the same level (Undergraduate or Graduate) as the student in the conduct process. The Director of Student Affairs will review committee membership with the student in advance of the hearing.

### **Hearing Procedures**

Participants in a committee hearing include the committee members, the student involved in code/policy violation(s), a note taker, and persons presenting information regarding the incident. The student is invited to be present for all presentation of information and questioning. The Committee may conduct the hearing even if the accused student is absent and reasonable attempts to contact have been made, or if the student declines to appear. Questioning is the purview of the committee. Repetitious testimony (e.g., character witnesses) may be limited by the chairperson or committee to that which is necessary to establish credible information.

Following the hearing process, the committee deliberates in private until it reaches a decision. A majority of votes is necessary to impose a sanction. The student is recalled and informed of the committee's decision and their right to appeal. The decision of the committee is



final, subject only to the student's option to appeal the decision. The Committee chair will prepare a written report containing the factual findings and statements of any sanctions to be imposed.

Disciplinary hearings are not legal proceeding and technical rules of evidence do not apply. Every effort is made to ensure a fair hearing and to this end all participants are expected to provide honest responses to questions put forth.

All hearings will be recorded by electronic means by the Committee Chair only. It is at the Committee Chair's discretion to record the meeting via video or audio. Recording the hearing by any other individual is strictly prohibited. Any recording devices (including, but not limited to, dictaphones, smart phones, and handheld recorders) will not be allowed in the disciplinary hearing. In the event a student violates this provision will subject the student to further discipline for violation of this policy.

#### **Step #4 - Appeal Process:**

A decision may be appealed if the student believes at least one of the following:

- The information was insufficient to warrant the action taken.
- There were violations of procedure that seriously compromised the investigation and/or conclusions.
- The sanctions are excessive in relation to the violation
- There is significant new evidence not reasonably available at the time of the investigation.
- The decision was arbitrary and capricious

A student who wishes to appeal a decision must submit a written "intent to appeal" statement to the Director of Student Affairs within 24 hours of learning the decision. The student will then be permitted up to 72 hours to prepare and present a written appeal. At the student's option, they may be present for review of the appeal.

Appeals are heard as follows:

- In student housing cases heard by the Assistant Director of Student Affairs, the appeal goes to the Director of Student Affairs
- In cases heard by the Director of Student Affairs, the appeal goes to an ad hoc disciplinary committee, as described above.
- In cases heard by an ad hoc disciplinary committee in which the sanction is anything other than suspension, dismissal, or expulsion, the appeal is heard by the Dean of Nursing.
- In cases heard by an ad hoc disciplinary committee in which the sanction is suspension, dismissal, or expulsion, the appeal goes to the President of Research College of Nursing.

Pending the response to an appeal, the student's status will remain unaltered except in cases where there are concerns for the safety and welfare of the student, patients, or other members of the College community or property. The decision following the appeal, or the initial hearing if there is no appeal, is the final position of the College. The student will be notified in writing of the final decision within five (5) working days.

## **Conduct Sanctions**

The following sanctions may be imposed on any student found to have violated Student Village and/or College policies. More than one sanction may be imposed for a single violation. Sanctions build upon one another, if a student has additional and/or repeated violations of student conduct, it is expected more serious sanctions and consequences will result.

### **Warning**

A warning is a written notice to the student that they are violating or have violated policy and that the violation should not occur again.

### **Discretionary Sanctions**

Discretionary sanctions include work assignments, service to the College or other relevant assignments. The Director of Student Affairs will design educational projects to provide students with a better understanding of why these policies and rules are in place and to help students understand how their actions can have positive and negative effects on other members of the community.

### **Loss of Privileges**

The student is denied specific privileges for a designated period of time. This may include limitations of presence in facilities or portions of facilities.

### **Restitution**

The student is required to compensate the College for loss, damage, or injury to the College or College property caused by the student or their guest. This may take the form of appropriate service and/or monetary or material replacement.

### **Student Housing Relocation**

The student is required to relocate, along with all personal belongings, to another location designated by College staff within College-operated facilities.

### **Student Housing Probation**

The student will receive written notification that, due to finding of responsibility for Violation of housing policies and/or student conduct code,

additional violations during a specified period of time will result in more severe sanctions. These sanctions will most likely include suspension, dismissal, or expulsion from housing facilities.

**Student Housing Suspension**

This sanction includes the removal of a student from student housing, termination of a student's housing agreement, and prohibition on returning for a specified period of time. The student's removal from housing may also include limitations of presence in College housing facilities.

**Student Housing Dismissal**

This sanction includes the removal of a student from student housing, termination of a student's housing agreement, and prohibition on returning for a specified period of time and until specified conditions have been met. The student's removal from housing may also include limitations of presence in College housing facilities.

**Student Housing Expulsion**

This sanction includes permanent removal of a student from student housing, and termination of a student's housing agreement. The student's removal from housing may also include limitations of presence in College housing facilities.

**College Probation**

The student will receive written notification that, due to a finding of responsibility for violation of housing policies and/or student conduct code, additional violations during a specified period of time will result in more severe sanctions. These sanctions will most likely include suspension, dismissal, or expulsion from Research College of Nursing.

**College Suspension**

This sanction includes separation of the student from Research College of Nursing for a specified period of time, after which the student is eligible to return.

**College Dismissal**

This sanction includes separation of the student from Research College of Nursing and prohibition of returning until specified conditions have been met.

**College Expulsion**

This sanction includes permanent separation of the student from Research College of Nursing.

## **Student Illness, Injury, or Exposure during Clinical/Classroom Experiences Policy and Procedure**

### **Health Insurance**

Students must provide proof of Health Insurance at the beginning of each academic year to Research College of Nursing. Contracts with clinical agencies require that all students provide evidence of health insurance coverage or a waiver.

- a. Traditional B.S.N. students graduating in 2022 are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver indicating insurance coverage through their parents.
- b. Traditional B.S.N. students graduating in 2023 and beyond, Accelerated B.S.N. and M.S.N students are required to enroll in the Research College of Nursing health plan or provide evidence of an appropriate hard waiver indicating insurance coverage.
- c. Documentation of health insurance or waiver must be provided annually.

### **Student Injury during Academic Experiences**

If an injury occurs during an academic experience (e.g. laboratory experiences in the Learning Skills Labs, simulation center, or clinical experiences at Research Medical Center or elsewhere) the clinical faculty or preceptor should be notified immediately. An incident report should be made out according to the agency policy (if applicable), and an Research College of Nursing Student Injury/Exposure Report form should be completed and submitted to the Registrar as soon as possible by hand delivery, [camelia.williams@researchcollege.edu](mailto:camelia.williams@researchcollege.edu), or fax to 816-995-2817.

Information should be concise, but complete relative to the injury or illness. Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury, it should be noted on the form.

### **Blood or Body Fluid Exposure during Clinical Experiences**

To assure adequate follow-up, nursing students sustaining an accidental percutaneous-puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines (immediate treatment must be carried out):

- a. Stop the current activity
- b. Thoroughly clean the wound with soap and water
- c. Flush mucous membranes with large amount of water
- d. Report the occurrence immediately to faculty or preceptor so that evaluation of risk and need for treatment can occur promptly

### **Blood or Body Fluid Exposure at RMC or Brookside Campus**

After the student has reported the exposure to the appropriate faculty or preceptor, the student will complete the Exposure to Blood/Body Fluids Report. The Exposure Packet can be obtained from Employee Health (Monday-Friday, 8 am-4:30 pm) or

from the House Supervisor on nights and weekends. The Report form must have “Research College of Nursing Student” noted at the top in order to track the occurrence. All completed information should be returned to Employee Health as soon as possible. The Client Requisition for Employee Health must be taken to the lab so that the source patient can be tested. Faculty should notify Employee Health via email or voicemail that the occurrence took place. A Research College of Nursing Student Injury/Exposure Report form should also be completed and copies should be given to the Registrar’s Office and the Dean. All material will be treated as confidential.

Research Medical Center will assume the cost of source blood testing. If baseline and/or follow up testing is required, students should contact their personal health care provider within 72 hours of the event. The Emergency Department should be used only when the source is known to be HIV positive or active Hepatitis B as prophylaxis should begin within hours of exposure.

The student is responsible for the cost of all follow up testing and/or treatment. If the student defers the recommended testing procedures and/or treatment this should be noted on the form and signed by the student.

### **Blood or Body Fluid Exposure at Facilities Other than Research Medical Center or Brookside Campus**

Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as possible. An incident report should be made out according to the agency policy. A Research College of Nursing Student Injury/Exposure Report form should also be completed and copies should be given to the Registrar’s Office and the Dean. All material will be treated as confidential.

The student should follow the clinical agency policy for students regarding treatment. If baseline and/or follow up testing are required, students should contact their personal health care provider within 72 hours of the event. The Emergency Department should be used only when the source is known to be HIV positive or active Hepatitis B as prophylaxis should begin within hours of exposure.

The student is responsible for the cost of all follow up testing and/or treatment. If the student defers the recommended testing procedures and/or treatment this should be noted on the form and signed by the student.

If the exposure occurs in a facility with no policy regarding exposures, the student should follow up with their personal health care provider within 72 hours of the event. If exposed to a known or suspected HIV or active Hepatitis B source patient, the student should be sent to the nearest Emergency Department immediately as prophylaxis should begin within hours of exposure.

The College of Nursing supports the principle of confidentiality and individual rights in conjunction with CDC guidelines on exposure to blood borne pathogens.

### **Student Responsibility/Implied Consent**

Students are responsible for their own behaviors and the behaviors of their guests. If a student, resident or guest violates established policy, the student/resident is subject to conduct action.

If a student or resident observes any policy violation while in the Student Village, at Research College of Nursing, or at a College-sponsored event, the student should leave the space and contact their Resident Assistant or the Office of Student Affairs.

Any resident or College student who is present where a policy violation has occurred, may be found responsible at a minimum for Implied Consent in the Student Code of Conduct process, regardless of their level of participation.

### **Student Right-to-Know and Jeanne Clery Campus Security Act**

This Act defines the responsibilities of Research College of Nursing for collecting relevant crime statistics, establishing appropriate security policies and making this information available to current and prospective students through publication and distribution. Persons interested in this information may inquire at the Rockhurst Office of Admission and Financial Aid and the Office of Student Affairs at Research College of Nursing.

### **Temporary Conditions that May Affect Student Performance**

Students may experience temporary conditions that impact their ability to meet the classroom objectives and function safely in the clinical area. According to the policy of the Collegiate Nurse Educator Clinical Orientation Manual, students must be “fully fit for duty” and meet clinical partner guidelines. Students must be able to meet classroom objective and perform in the clinical setting with or without accommodations. Given this expectation, students should contact the Course Coordinator or Program Director when temporary physical or mental health issues may affect classroom or clinical performance. Although disclosure of such situations is voluntary, students may be dismissed or temporarily suspended from the College of Nursing if they do not satisfy academic and clinical requirements or if they compromise patient safety.

Disclosing information about temporary physical or mental health issues allows the student and Research College of Nursing to work together to develop a plan for student success. Depending on the circumstances, students will be required to provide evidence from their health care provider that the challenges of classroom and clinical laboratory experience will not negatively affect the students’ health or ability to carry out classroom or clinical requirements. Students may need to withdraw from their nursing courses in order to give themselves time to receive treatment and improve their mental or physical health. The specifics of leave and return will vary on a case-by-case basis and students will be required to provide medical documentation as necessary to make determinations about leaves and returns.

## **Theft**

Attempted or actual theft of, damage to, or possession without permission of Research College of Nursing or that of any individual is strictly prohibited. Research College of Nursing recommends residents of the Student Village keep records of details (make, model, serial number, etc.) of personal belongings to assist in cases of theft.

Research College of Nursing does not purchase property insurance covering any loss or damage of student/resident's personal property. The College assumes no responsibility for the payment of such a loss.

## **Undergraduate Blood Administration Policy**

1. Students may not administer blood or blood products.
2. Students may not monitor the patient within the first fifteen minutes of blood/blood product administration.

## **Verbal/Telephone Orders Policy for Undergraduate Students**

To reduce the risk of errors and to protect the quality of patient care Research College of Nursing undergraduate students will not accept or communicate verbal or telephone orders in any clinical agency.

Students should be aware of the Read Back Verbal/Telephone Orders policy in each clinical agency.

If requested to take a verbal or telephone order the student should:

- a. Identify themselves as a nursing student,
- b. Explain that they may not accept a verbal or telephone order,
- c. Direct the individual to the appropriate licensed person who may accept verbal or telephone orders.

## **Weapons**

Use or possession of weapons of any type including, but are not limited to, firearms, paintball guns, airsoft, BB or pellet guns or similar weapons, bows and arrows, knives with blades more than four inches (kitchen knives with blades longer than four inches must be stored in the kitchen and used for its design), decorative weapons, ammunition, mace or bear spray, and explosives is not permitted at the Student Village or Research College of Nursing at any time.

Other restricted weapons include billy clubs, switchblades, brass knuckles, tasers, nun chucks, and dangerous chemicals. Possession of a personal self-defense item two (2) ounces or less containing pepper spray (oleolesin capsicum – OC) is allowed. Be sure to read the directions and know how to properly use pepper spray.

Any object that could potentially inflict injury or cause harm that is used in a threatening, careless, or aggressive manner will be considered a weapon, regardless of intent. Possession of any of these listed items will likely result in removal from housing and other severe conduct actions.



**Windows**

Hanging, dropping, or throwing anything out of an open window or using the window for entry or exit purposes is strictly prohibited (except in emergencies).

## Safety and Security

Research Medical Center maintains and operates an organized and trained Safety and Security Department. The Department provides a safe, secure, and helpful environment for patients, visitors, employees, students, and medical staff. All employees and students are personally responsible for their own compliance with policies and procedures relating to security matters, and are to report any unusual incidents or suspicious activity to the Safety and Security Department.

All officers are commissioned as private officers or private detectives through the Kansas City Missouri Police Department, Private Officer Commission Unit. The Department cooperates and maintains good working relations with local, state, and federal law enforcement agencies and is responsible for notifying these authorities when necessary. All persons from the various law enforcement agencies will be referred to the Safety and Security Department when on campus. Employees and students may contact the Safety and Security Department at **816-276-4411**, 24 hours a day.

Statistics of criminal offenses on campus reported to the Department are maintained. This includes reports of robberies, aggravated assaults, burglaries, sex offenses and motor vehicle thefts; and arrest for liquor law and drug abuse violations, and weapons possession, according to the Campus Security Act of 1990 and subsequent amendments.

### Security Services

Safety and Security officers patrol the Research campus including Medical Center, Student Village, Research College of Nursing, Child Development Center, Psychiatric Center, Medical Building, and all parking and grounds belonging to Research Medical Center. These officers are available 24 hours a day, seven days a week to assist faculty, staff, students and residents. If you have a security problem, a stalled vehicle on campus, or if you see someone acting suspiciously it is important that you contact Security immediately.

Security officers are available for escorts on campus. Students are encouraged to stay in groups on campus as much as possible and to request escorts if uncomfortable. You may call Security at 816-276-4411 at any time for an escort.

### Security Precautions and Guidelines

- Always lock your doors and windows when you leave
- Don't leave valuables in your room, classroom, or in lounge areas
- Notify Security and your Resident Assistant of any stranger or unaccompanied guests in the Student Village or at Research College of Nursing
- Do not prop open any outside doors to the Student Village or Research College of Nursing
- Report thefts or security threats to Security as soon as they occur
- Do not leave valuables visible on your car seats or floor boards

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