



# Student Handbook

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# General Information

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## Graduate College Catalog

This edition of the Graduate Catalog is effective August 1, 2024.

Students are expected to utilize the College Catalog as a reference while a student at Bryan College of Health Sciences. It contains College requirements and policies.

Application for admission implies concurrence with all tuition and fees, and with all policies as stated in this catalog. Students are responsible for following the requirements and regulations of the catalog.

Bryan College of Health Sciences reserves the right to make changes without prior notice concerning rules, policies, tuition and fees, curriculum, requirement for degrees or other school related services. Updates to the published catalog are reflected in the catalog located on the College website at [bryanhealthcollege.edu](http://bryanhealthcollege.edu).

## Mission, Vision, Purpose, Goals & Values

### Our Mission

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

### Our Vision

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

### Our Purpose

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

### Our Goals

The goals of Bryan College of Health Sciences are to prepare graduates who:

1. Qualify for diverse careers in healthcare, academic, or scientific environments
2. Illustrate respect for their own and others' unique individualities
3. Demonstrate professionalism in their field of study
4. Practice life-long learning as a means of personal and professional growth
5. Exhibit service-oriented citizenship within their communities

### Our Values

- **Integrity** - Be honest, trustworthy, accountable and ethical
- **Caring** - Be compassionate, empathetic and respectful
- **Equity** - Be adaptive and just
- **Learning** - Be insightful, knowledgeable and open to change



## Equity Statement

The Bryan College of Health Sciences' mission and core values compel us to create a community in which we collaborate with others to form mutually beneficial relationships. Our community is at its best when we all practice inclusion and adaptation. Community engagement begins when individuals explore unique identities and recognize the mix of strengths, biases, privileges, perspectives, and skills they and others bring to the community. Members of the community are also called to apply the concepts of *cultural humility*, *transparency*, and *social justice* in their interactions. We acknowledge that these concepts can be challenging to practice, but through consistent engagement with one another we will become a more equitable community.

## Non-Discrimination Policy

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

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

The following persons have been designated to handle inquiries regarding the non-discrimination policies:



**Title IX Compliance Coordinator:**

Alethea Stovall, PhD, Dean of Students, 1535 South 52nd Street, Lincoln, NE 68506, Office #233, 402-481-3804, [alethea.stovall@bryanhealthcollege.edu](mailto:alethea.stovall@bryanhealthcollege.edu).



**Deputy Title IX Compliance Coordinator:**

Angela McCown, EdD,RN, Associate Professor Graduate Nursing, 1535 South 52nd Street, Lincoln, NE 68506, Office #318, 402-481-3663, [angela.mccown@bryanhealthcollege.edu](mailto:angela.mccown@bryanhealthcollege.edu)



**ADA Coordinator:**

Ana Anderson, Academic Support Services Director/ADA Coordinator, 1535 South 52nd Street, Lincoln, NE 68506, Office #219, 402-481-8782, [ana.anderson@bryanhealthcollege.edu](mailto:ana.anderson@bryanhealthcollege.edu).

For additional information on discrimination and harassment-related issues, you may visit <https://www2.ed.gov/about/offices/list/ocr/index.html> for the address and phone number of the United States Department of Education Office for Civil Rights office that serves your area, or call 1-800-421-3481.

## Accreditation/Licensure

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

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

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

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

## Student Code of Conduct

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

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

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

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

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

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

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

- All forms of dishonesty, including, but not limited to, furnishing false information, forgery, and altering or misusing documents.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- Abuse, assault or harassment, physical, verbal or otherwise, of any person. This includes, but is not limited to, abuse or harassment based upon such factors as race, ethnicity, color, national origin or ancestry, sex, genetic information, gender identity or expression, sexual orientation, disability, age, marital or family status, pregnancy, source of income, veteran status, or political or religious beliefs.
- Behavior or activity that endangers or threatens to endanger the safety of one's self or others, including, but not limited to, the possession and/or use of firearms, fireworks, dangerous weapons, or hazardous chemicals.
- Behavior that significantly disrupts the learning environment of the College.
- Vandalism or damage, destruction or defacement of property.
- Theft of College property or the property of any person.
- Hazing; hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with the College; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts; the College will use a "reasonable person" standard when evaluating such conduct and its potential effects; because of the socially coercive nature of hazing, implied or expressed consent to hazing is not a defense under this policy.
- Any violation of the College Drug and Alcohol Policy, including, without limitation, possession, manufacture, distribution, dispensation, sale, or use of any controlled substance without medical authorization or misuse of any controlled substance for which they have medical authorization, unauthorized use of alcoholic beverages; procuring alcohol to a minor; or underage drinking.
- Failure to follow Medical Center, agency, and College policies.
- False reporting of an emergency or tampering with fire safety equipment, including, but not limited to, false reporting of a fire or a bomb threat or tampering with other fire related equipment.
- Unauthorized presence in or forcible entry into a College facility or College-related premises, including, but not limited to, College building roofs or fire escapes.



- Unauthorized use of College property, equipment or keys, including networks, computers, software or other information technology resources.
- Illegal peer to peer downloading of copyrighted material, copyright violation, or the unauthorized use of intellectual property.
- Failing to follow the reasonable directives of a College official, including violating the terms of a disciplinary sanction imposed through this policy.

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

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

The Office of the Dean of Students reserves the right not to proceed with complaints that are not submitted within a reasonable time frame. In addition, the Office of the Dean of Students reserves the right to investigate and pursue all alleged violations of professional conduct/behavior standards that come to the Office's attention, including cases in which the student(s) or other College constituents affected by the violation choose not to file or pursue a complaint. A student who has a complaint lodged against them (known as the "respondent") will be notified by the Dean of Students or designee and a meeting will be set to discuss the complaint. The respondent will be given a copy of the complaint in writing and the opportunity to present a written response to the matter. All parties will be given an equal opportunity to review any statements submitted by the other parties in the matter. At the meeting the case may be resolved, dropped or kept open for later resolution. Resolution may include sanctions up to dismissal from the program/College.

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

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

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



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

#### **Written Warning**

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

#### **Fines**

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

#### **Restitution**

Restitution may be imposed in the form of monetary payment to repair or otherwise compensate for damages caused by

#### **Loss of Privileges**

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

#### **Educational Sanction**

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

#### **Suspension**

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

#### **Dismissal**

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

#### **Administrative withdrawal**

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

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

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

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

Student(s) will be given notice and an opportunity to speak with an appropriate College official prior to or within five business days of the withdrawal. That official may also consult with others as appropriate (e.g., medical professionals, other College officials, law enforcement, and/or the student's family members). The student will be notified of the withdrawal decision in writing. The decision may be appealed, by filing an appeal to the President, within 10 working days of when the student receives notice of the decision. The President's decision is final. Students withdrawn under this section may also be subject to the normal disciplinary processes if their conduct has violated College policy. If disciplinary action is appropriate, the matter must be resolved either before or immediately upon the student's return. The action of administrative withdrawal will be noted on the student's academic transcript; the student will be withdrawn from all courses carried that semester and shall forfeit all tuition/fees according to the normal refund schedule of the College. Administrative withdrawal is a neutral action and should not be considered as negative or of a disciplinary nature; it is therefore not subject to the procedures set forth in this Student Code of Conduct. Students desiring to reenter the College after administrative withdrawal must apply for readmission.

### **Disciplinary Records**

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

# Student Rights and Responsibilities

## Student Rights

**Students have the right to academic freedom**, including but not limited to: the right to free discussion, inquiry and expression; freedom to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; protection through orderly procedures against prejudiced or capricious academic evaluation; and determination of their curriculum.

**Students have the right to expect certain practices of their instructors**, including but not limited to: establishing clear course objectives and course expectations through the syllabus; clearly stating methods for course evaluation; holding regularly scheduled office hours; and protecting students' intellectual freedom.

**Students have the right to an educational experience free from discrimination** and under no circumstance shall the basis of race, ethnicity, color, national origin or ancestry, religion, sex, genetic information, gender identity or expression, age, marital or family status, pregnancy, sexual orientation, disability, veteran status, source of income or any other protected class recognized by state or federal law determine a student's participation in the College's programs, activities, and employment, including but not limited to admissions, progression and graduation.

**Students have the right to receive course content and experiences that are delivered in an accessible manner.**

**Students have the right to a clear mechanism for confidential input into the evaluation of faculty.**

**Students have the right to participate in the formulation and application of institutional policies and procedures affecting academic and student affairs**, including but not limited to: participation in Student Government Association; representation on faculty and staff committees; and participation in the formulation of the student code of conduct.

**Students have the right to file grievance.**

**Students have the right to safety on campus**, including but not limited to: personal privacy to the extent that the welfare and property of others is respected; adequate street lighting; locks and other safety measures deemed necessary given the environment.

## Student Responsibilities

**Students will exercise their right to academic freedom in a responsible manner**, including but not limited to: developing the capacity for critical judgment; engaging in a sustained and independent search for truth; learning the content and maintaining standards of academic performance established for each course in which they are enrolled.

**Students have the responsibility to actively engage with their academic experience**, including but not limited to: regularly attending class; exhibiting behavior that contributes to a positive learning environment and does not compromise the learning process for others; regular meetings with their academic advisor; and utilizing the provided campus resources and normalizing help-seeking behavior.

**Students have the responsibility to hold up the expectation of an environment free from discrimination** in any space where they are representing Bryan College of Health Sciences or the Bryan Health System.

**Students have the responsibility to seek out reasonable accommodations, when desired, if content and/or experiences are not accessible.**

**Students have the responsibility to provide appropriate evaluation of their faculty.**

**Students have the responsibility to know the policies and procedures enumerated in the student handbook.**

**Students have the responsibility to follow the appropriate grievance procedure**, including but not limited to: unwelcomed sexual behavior or sexual harassment; inappropriate instructor conduct; concerns about the classroom environment, the course's grading system, or class activities; failure to provide disability accommodations.

**Students have the responsibility to conduct themselves in a safe manner and report safety concerns to appropriate college personnel.**

# Academic and Administrative Policies

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## Academic Progress

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

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

## Academic Recovery Policy and Procedure

### [Purpose](#)

It is critical for students to address unsatisfactory academic performance as quickly as possible. While it is preferable for students to take the initiative to seek out support of their own volition, when a student's performance impacts their timely degree progression, the Academic Support Services team will initiate, and may require, a conversation with the student about support available.

### Criteria for Application of Status

Academic Support Services recognizes two tiers of intervention: Academic Recovery, and Academic Assistance. *Academic Recovery* is applied to students who earned a non-passing grade in one or more courses, or who withdrew from a course in their major, during the previous semester. A student on Academic Recovery is required to meet with a member of the Academic Support Services team during the first month of the semester to discuss a plan for success. If the student does not arrange and attend the required meeting, a registration hold will be placed on their account until the meeting occurs. *Academic Assistance* is applied to students who were placed on Midterm Course Warning in one or more courses during the previous semester, but who successfully completed all their courses and progressed as planned. It is highly recommended, but not required, that a student on Academic Assistance meet with a member of the Academic Support Services team during the first month of the semester to discuss a plan for continued success. In circumstances where student performance would result in both Academic Recovery and Academic Assistance being applied for different courses, the student will be placed on Academic Recovery.

### Communication of Status

When a student is placed on Academic Recovery or Academic Assistance, this fact, along with the requirements (if any) to get the status removed, will be communicated to the student via their student email at the start of the semester. The student's advisor will also be notified via email. Any student whose meeting requirements for Academic Recovery status have not been met by week 8 of the semester will receive a reminder email, on which their academic advisor will be copied.

### Removal of Status

Once applied, Academic Assistance status will automatically be removed at the end of the semester, as long as the student's performance does not trigger new applications of the Academic Assistance status. For courses in the student's major or prerequisites for these courses, Academic Recovery status will be removed after the student successfully completes the course(s) for which the status was initially assigned. For general education courses that are not prerequisites for courses in the student's major, or for students changing majors, Academic Recovery status will be removed after successful completion of a semester in which the student was enrolled for at least three credits.

# Satisfactory Academic Progress

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

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

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

## Qualitative Standard - Grade Point Average (GPA)

- Graduate students must maintain a cumulative GPA of a least 3.0 on a 4.0 scale.

## Quantitative Standard - Pace of Progress

- All students must successfully complete at least 66.67% of their cumulative attempted credit hours. For a graduate student no letter grade less than a B will be considered successful.

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

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

## Maximum Time Frame

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

## Consequences of Failure to meet Satisfactory Academic Progress Standards

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

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

## Re-Establishing Eligibility for Financial Aid

Eligibility for federal and institutional aid will be reinstated when a student presents the Director of Financial Aid with an official transcript from the Registrar verifying the satisfactory removal of the deficiency. To request an appeal, please contact Financial Aid for the required appeal form.

## Registration

Registration occurs in March/April for the summer and fall semesters. Registration for the spring semester occurs in October/November. Students will be notified regarding course offerings prior to registration. The course registration guides will be available on the College website [bryanhealthcollege.edu](http://bryanhealthcollege.edu). See the academic calendar for registration dates. The College reserves the right to cancel any course offering for which enrollments are insufficient.

## Student Status

Semester	Full time	3/4 time	1/2 time
Fall	6 credits	4.6-5.9 credits	3-4.5 credits
Spring	6 credits	4.6-5.9 credits	3-4.5 credits
Summer	6 credits	4.6-5.9 credits	3-4.5 credits

## Residency Requirements

- EdD students must complete a minimum of 38 credits toward the EdD degree at Bryan College of Health Sciences.
- MSN students must complete a minimum of 24 credits toward the MSN degree at Bryan College of Health Sciences.
- DNAP students must complete a minimum of 80 credits toward the DNAP degree at Bryan College of Health Sciences.

All certificate coursework must be taken at Bryan College of Health Sciences.

## Students-at-Large

Students-at-large are not currently enrolled in a degree-seeking program at Bryan College of Health Sciences. Students may enroll in selected courses on a space available basis. Priority will be given to students enrolled in a degree program at the College. All prerequisites must be met and application to some courses may require permission from the Dean of the School where the course resides. Students-at-large are not eligible for internal foundation scholarships or financial aid.

An individual may register as a student-at-large by completing the Course Registration Form during the registration period for each academic term. This form can be obtained from Records and Registration. The student-at-large does not need to apply to the College, and transcripts from previous institutions are not required unless the course has prerequisites. Tuition is the same as for degree-seeking students and all course fees apply.

## Drop and Add

### Adding a course

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

### Dropping a Course

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

# Petition of Exceptions to Program Curriculum Requirements

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

## Transfer Credit

Graduate level courses may be transferred to apply toward some degrees. (See individual program requirements.) Students requesting credit for courses taken at other institutions must have those courses evaluated. The request for transfer must be discussed with and approved by the program.

Criteria for transfer courses:

- Only courses for which the student has earned at least a B (or the equivalent of a B) will be considered for transfer credit.
- Courses must be comparable in content, rigor, and credit hour to the Bryan courses they would replace.
- Courses must have been taken at a regionally accredited academic institution or evaluated by an acceptable evaluation agency if taken outside the United States. Acceptable evaluation agencies include Educational Credential Evaluators (Catalog Match Evaluation), World Education Services, and the American Association of Collegiate Registrars and Admissions Officers.
- Official transcripts must be received by Records and Registration.
- Students may be required to provide catalog course descriptions and/or course syllabi for the requested courses.

## Credit Hour Definition

A semester credit will consist of fifteen clock hours of face-to-face instruction during a semester, plus a reasonable period of time outside of instruction in which the student is required to devote to preparation for learning experience, such as preparation for instruction, study of course material, or completion of educational projects. A clock hour of instruction is 50 minutes in length. In the use of distance technology, the planned learning experiences are equivalent to the learning and preparation described above, as determined by duly qualified faculty responsible for evaluating learning outcomes for the award of unit credits. One undergraduate laboratory credit hour corresponds to 1 two- or three-hour meeting each week over the duration of a 15-week semester. One undergraduate credit hour in a clinical, skills lab, or practicum course corresponds to 45 contact hours over the duration of a semester. Preparation for laboratory/skills lab/practicum/clinical activities is expected on the nature of the experience.

## Course Withdrawal Policy

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

Students who find it necessary to withdraw from a course after the twelfth week of the semester or after the completion of a blocked clinical requirement for a course must petition the Dean of the student's program for permission to withdraw. If approved to withdraw, the student will receive a "WP" (withdraw passing) or a "WF" (withdraw failing) on the transcript, depending upon the student's grade in the course (class or clinical) at the time of withdrawal. A "WP" or completion of blocked clinical requirements for a course and does not petition for a WP or WF, the course grade will be assigned based on work completed to date with a grade of zero assigned for work not completed. This may result in a failing grade. The failing grade will be included in the grade point average. A "WF" in a course will count as a failure and may impact progression.

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



## Withdrawal from the College

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

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

## Administrative Withdrawal from a Course

Students who are listed on a class roster but who have not attended class or clinical or participated in a distance course via the Learning Management System by the end of the first week of a course will be administratively withdrawn from the course unless prior written approval is obtained from either the faculty or Registrar's office.

In addition, failure to regularly attend and engage in the learning process in a course may result in an administrative withdrawal at any point during the semester as evidenced by any of the following:

- Failure to submit any assignments for 14 calendar days
- Failure to attend class meetings for two consecutive weeks
- Failure to access a course via the Learning Management System for 14 calendar days

If a student is administratively withdrawn from a course that is to be taken concurrent with additional courses, the student will be withdrawn from the additional courses as well.

In situations with extenuating circumstances, such as medically related absences, it is the responsibility of the student to reach out to the appropriate college staff to document the reason for absence and make plans with faculty to meet course expectations.

## Administrative Withdrawal from the College

Students will be withdrawn from Bryan College of Health Sciences by the administration for reasons such as failure to return from an approved Leave of Absence, dropping all classes after the beginning of the semester, failure to register for subsequent semesters, or failure to meet attendance expectations. In addition, the College may require withdrawal of a student for medical reasons. Students will be sent electronic communication informing them of the withdrawal and the reason for the action.

Administrative withdrawal is a neutral action and should not be considered as negative or of a disciplinary nature. The official date of withdrawal will be determined by the last date of attendance for an enrolled student, or the first date of the semester for students that failed to start classes as scheduled.

Tuition due will be based upon the official date of withdrawal, and any tuition refunds will be determined according to the tuition refund policy. The student will be placed on a transcript hold if there are unmet obligations to the College.

Students who are administratively withdrawn from the Basic Nursing Assistant course during the summer semester due to background and/or abuse registry check findings will receive an 80% refund.

## Medical Leave of Absence

### Medical Leave of Absence

During enrollment at Bryan College of Health Sciences, some students will need to take a medical leave because a medical and/or psychological issue temporarily prevents that student's successful and productive participation at the College.

A medical leave is authorized by the Dean of Students with supporting documentation from a health care provider. A medical leave of absence may be granted for up to three academic semesters, not including summer sessions. Before a student may submit a request for medical leave, they must work with their academic dean to work through an individualized plan to assist with student progression, including the feasibility of being placed into another student cohort. The individualized progression plan must be uploaded when submitting a medical leave request. In the event a student is unable to work with their academic dean due to unexpected circumstances, the Dean of Students will work with the academic dean with the utmost care to determine the best pathway for the student.

Students on a medical leave are expected to focus on the evaluation of, treatment for, and management of the illness or condition which necessitated the leave. The Dean of Students will communicate the terms of the leave and the conditions and procedures for returning to Bryan College of Health Sciences. When a medical leave is authorized, students are withdrawn from all courses which they are registered in the current semester. In exceptional cases, incompletes may be granted, depending upon the incomplete policy eligibility.

In circumstances when a student is at risk to themselves or others, unable or unwilling to carry out substantial self-care obligations, and the student does not want to take a leave voluntarily, the Dean of Students has the discretion to place the student on a medical leave.

Students who do not return after the specified Medical leave of absence, will be administratively withdrawn and required to reapply for admission to return to Bryan College of Health Sciences.

The medical leave is a neutral action and should not be considered as negative or of a disciplinary nature. The official date of medical leave will be determined by the last date of attendance for an enrolled student.

A student is eligible for a tuition refund, following the BCHS tuition refund schedule. If a student believes extenuating circumstances merit a departure from the tuition refund schedule because of medical reasons, they may appeal in writing to the Dean of Students for special consideration. Refund exceptions are rare and typically only made in the event of unavoidable and unexpected situations beyond the control of the student. Exits occurring because of neglected physical or mental health needs are not usually granted an exception to the refund schedule. Students requesting special consideration for medical reasons will be required to provide written documentation from the attending physician and/or licensed medical professional providing a summary of the medical issue and how it commands an immediate and necessary exit from the institution. This documentation must be received by the Dean of Students Office no later than 10 days from the date of the request for a medical leave. If a student applies for readmission, Bryan College of Health Sciences will require the student to provide written verification from a physician and/or licensed medical professional that the student is physically and emotionally ready to return to Bryan College of Health Sciences.

## Called to Active Duty Policy

Bryan College of Health Sciences recognizes and appreciates the important contributions made by students in service to our country. In support of these students, the College has developed procedures to provide each student with maximum flexibility in the event the student is called to active duty.

If a Bryan College of Health Sciences military/veteran student is called to active duty while currently enrolled, the student must present a copy of the official orders to the Student Records Office. Students have three (3) options depending on the length of the activation: take a temporary leave of absence, withdraw completely or take incompletes in their courses.

1. If the student is being temporarily activated for duty, including annual and/or monthly training, or mobilized:
  - a. The student may take a leave of absence from their course(s).
  - b. Student needs to inform professor of absence dates ahead of the absence.
  - c. Student will not be penalized for missed classroom time, but is responsible to complete any coursework that was assigned during dates of absence.
2. If the student is being mobilized or deployed for an extended period of time or is being reassigned or transferred permanently, the student may withdraw from classes immediately.
  - a. Bryan College of Health Sciences will not hold the student accountable for tuition-related expenses for the term, session, or semester.

- b. A "W" grade will be represented on the student's official transcript to show the reason for the withdrawal and withdrawal date.
3. If the student is being mobilized or deployed for an extended period of time or is being reassigned or transferred permanently, the student may request a grade of "Incomplete" for their course(s).
  - a. If the student has completed a substantial portion of the course and required coursework, the instructor may approve the student request for an "incomplete" in the course.
  - b. I to F Policy: Students called to active military duty will be exempt from the subsequent semester automated changes of I to F grades for the term of deployment and the year prior to deployment. Students may complete work upon their return from duty or may choose to maintain the "I" grade. Therefore, "I" grades for students called to active military duty will remain listed as "I" until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student. Tuition and mandatory fees would be assessed in full.
  - c. If arrangements are made with only some of the instructors for grades or incompletes, the registration for those courses would remain intact and tuition and mandatory fees would be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes could be dropped and the tuition and mandatory fees for those courses would be refunded.

Students will be eligible for readmission to the College after completion of their active duty.

## Leave of Absence

Students may submit a request to the Registrar for a leave of absence. The date of re-enrollment will be determined based on numbers of students in each course and the sequence of courses. The request must be submitted prior to the start of the leave of absence, unless unforeseen circumstances arise. A leave of absence is considered a withdrawal from the college from the perspective of financial aid providers, as well as transcript processing services. The leave of absence may not exceed one year; however, repayment of federal loans will begin after 180 days. Repayment of private loans may begin immediately upon leave; please call your lender to confirm. If a student initiates a leave of absence during a semester, they will be withdrawn from all courses in which they are currently enrolled. When returning from a leave of absence, the student will start at the beginning of those courses, regardless of where they were at the time the leave of absence was requested. Failure to return from an approved leave of absence shall be considered a withdrawal from the College. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy will then be implemented.

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

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

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

## Maximum Length of Time to Degree Completion

Students must successfully complete all coursework within seven years of matriculation into the program. The seven-year period is computed based on the date of entrance into the program. This includes time spent on leave of absence. An extension will be granted if the College does not offer a required course during the last semester of the student's seven-year period. Students who do not complete within seven years must reapply for admission to the program. See individual program sections for specific degree completion requirements.

# Dismissal

Failure to meet the requirements as listed in the Bryan College of Health Sciences Catalog, Student Handbook, and course syllabi may be grounds for dismissal from the program and College regardless of clinical/classroom performances. Students may be dismissed at any time when performance, based on the faculty professional judgment, is deemed unacceptable or unsafe.

The President of the Bryan College of Health Sciences has the authority to dismiss any student from the College at any time when such action is deemed to be in the best interest of the College or of the student.

Failure to follow hospital, affiliate agency, or Bryan College of Health Sciences policies is cause for immediate dismissal.

Please see Student Grievance Policy for the appeals process and Academic Standing policy for grade-dependent dismissal.

# Readmission

## Readmission

Students who fail to attend, fail to maintain continuous enrollment, are withdrawn or are dismissed must apply for readmission. All applicants for readmission will be considered and are subject to approval. Content of previous courses completed will be evaluated for applicability of content to the current curriculum. Credit for courses taken before withdrawal/dismissal will be determined at the time readmission is approved. The date of readmission will be determined based on the number of students in each course and the sequence of courses. Readmission is subject to availability of space in the desired program. Students will only be considered for readmission once; students in good academic standing may have the privilege of special consideration. Students who are dismissed from the College for unprofessional and/or clinical safety reasons will not be considered for readmission.

## Readmission Procedure

Former students desiring to reenter Bryan College of Health Sciences must apply for readmission according to current application deadlines.

# Academic Integrity Policy

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

## Honesty

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

## Trust

The College is trusted by its constituents to provide quality education and quality graduates. Trust is earned when individuals and institutions do what they say they are going to do and accurately portray themselves to others. This includes being

physically, emotionally, and mentally prepared to carry out required duties without impairment. Trust requires a balance of supervision and autonomy; honest and caring interactions among members of the College community help to engender trust. Clear, realistic expectations foster trust, as does an open forum for appropriate discourse.

## Fairness

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

## Responsibility

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

## Respect

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

## Courage

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

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

## Unconscious Bias

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

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

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

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

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

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

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

## Research and Data Collection Integrity

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

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

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

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

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

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

## Reference

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

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title42/42cfr93\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title42/42cfr93_main_02.tpl)

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

- Seeking IRB approval prior to beginning human subjects research
- Following the approved IRB study protocol
- Obtaining IRB approval for any change in protocol
- Acknowledging any monetary or other interest in the outcome of the study that may represent a conflict of interest with the study's purpose
- Using appropriate, recognized methods when planning and conducting the study
- Minimizing bias in the selection and treatment of research subjects

- Providing a thorough, honest informed consent process
- Demonstrating scrupulous honesty when recording and analyzing study data
- Protecting the privacy of subjects and subjects' data during the study and within any written or verbal report, presentation or publication about the study

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

## Academic Integrity Violations

Alleged and confirmed student violations of this academic integrity policy will be addressed utilizing the *Academic Integrity Violation Policy*. Enrolled students confirmed to be in violation of this academic integrity policy will participate in an individualized remediation plan in order to learn and grow. In addition, a sanction may be imposed upon the student. Definitions of types of academic integrity violations, along with typical sanctions imposed for such violations, can be found in the Academic Integrity Violation Policy. Examples provided are intended for clarification only, and are not all-inclusive. The Academic Integrity Violation Policy also includes a flowchart that visually identifies the process.

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

- Self-reporting
- Level of intent to deceive
- Scale of violation
- Stakes of assignment / exam
- Prior learning opportunities
- Outcomes resulting from the violation, including patient outcomes in clinical situations
- Student's response to opportunities to take corrective action
- Student's view of the violation in terms of remorse, understanding impact (on learning or patient safety, for example)
- Student's level of honesty in discussions or other investigation pertaining to the violation
- Prior engagement in academic integrity violations, according to record maintained by Provost

# Academic Integrity Violation Policy

Refer to [Appendix A-16](#) for *Academic Integrity Violation Policy Flow Chart*, [Appendix A-17](#) *Academic Integrity Violation Student Notification*, and [Appendix A-18](#) for *Academic Integrity Violations Reporting Form*.

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

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

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

## Academic Integrity Violation

Course Faculty may learn of a potential academic integrity violation through direct observation, self-report by the violator, or report by a third party. Faculty are obligated to address the matter with the student.

The following steps should be completed:



1. Document the incident by notifying the Provost via the Google Early Referral Form to ascertain whether prior violations are on record for the student in the Academic Integrity Violation Database. The Provost will notify faculty whether the student has a prior violation on record or not.
2. Notify the student electronically using the Academic Integrity Violation Student Notification form [Appendix A-17](#) that he or she is suspected of violating the College's Academic Integrity Policy, identifying the specific violation or violations, and requesting the student to provide any evidence relevant to the investigation.
3. Faculty may take 10 (ten) working days to complete an investigation after notifying the student of a suspected academic integrity violation. These working days include when students are on scheduled breaks and holidays.
4. Schedule a meeting with the student. The meeting shall occur within 5 (five) working days of the conclusion of the investigation. Failure on part of the student to meet with the faculty within the designated time will result in an Integrity Panel Review (IPR). The IPR is conducted by an Integrity Panel (IP). IP is comprised of 6 voting members: 3 (three) students and 3 (three) faculty selected from the pool of AIC members by the AIC Chair and Provost or Administrative Designee.

**If evidence does not support an alleged violation**, Course Faculty will meet with the student to discuss the potential violation, and review the academic integrity policy, college values, and course expectations. The student may be referred to the Student Success Center for further development, as needed.

**If a violation occurred and the student has no prior violations on record**, Course Faculty have **2 options** in proceeding with the alleged violation:

1. **Option One:** Course Faculty will determine the sanction and remediation plan the violation warrants, pursuant to the sanctions and penalties for academic violations and complete the Academic Integrity Violation Reporting form (AIVR). Course Faculty may assign a sanction with a maximum severity of course failure. Course Faculty will meet with the student. The student will indicate on the AIVR whether he or she is (a) admitting responsibility and accepting the sanction, or (b) not admitting responsibility and/or not accepting the sanction. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR).
  - a. **If the student admits responsibility and accepts the sanction**, Course Faculty will complete the AIVR and forward all supporting documents to the Provost. Course Faculty will retain copies of all documents until course end, at which time documents are destroyed. Faculty will implement the sanction and remediation plan. The student will make an appointment with the Provost within 2 (two) working days to review the Academic Integrity Policy and Procedure. The Provost will record the violation in the Academic Integrity Violation Database. The Provost retains all original documents for a minimum of 5 years after graduation or dismissal. The Provost in collaboration with the faculty will monitor the student's progress throughout the completion of the remediation plan. The Provost may appoint an appropriate liaison to monitor the student's progress throughout the process. Failure to complete the remediation plan may result in disciplinary action up to and including dismissal from the College.
  - b. **If the student does not admit responsibility and/or does not accept the sanction** the student indicates this on the AIVR and signs the form. Faculty will complete the AIVR and forward all supporting documents to the Provost. The Provost, upon receiving completed form, will forward the AIVR and all supporting documents to the AIC chair within 2 (two) working days. This action triggers an IPR. The outcome of the IPR cannot result in a harsher sanction than was imposed by the Course Faculty.
2. **Option Two:** In the event Course Faculty determines the alleged violation warrants a sanction more severe than course failure, Course Faculty will complete an AIVR and meet with the student to inform the student of this possible sanction. The student is permitted to complete and sign the AIVR the next working day. Failure to do so by the specified deadline results in an automatic referral of the case to the AIC for an Integrity Panel Review (IPR). Faculty will complete the AIVR and forward all supporting documents to the Provost. The Provost, upon receiving completed form, will forward the AIVR signed by the student and all supporting documents to the AIC Chair within 2 (two) working days after meeting with the student. Receipt of these documents will trigger an IPR.

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

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

Receipt of an AIVR by the AIC Chair triggers an IPR conducted by the Integrity Panel (IP). Information about the violation or alleged violator(s) to this point is strictly limited to the involved Course Faculty, Provost, and AIC Chair. The AIC Chair will schedule a meeting with the involved Course Faculty to review the policy.

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

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

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

The alleged violator will be advised of student rights pursuant to this policy as stated in the student handbook and will be advised of all IPR processes by the Provost. The Provost will encourage the student to seek support and guidance from faculty advisor and the Professional Development Center. Course Faculty are encouraged to seek support and guidance from the AIC Chair regarding the Integrity Review process.

The alleged violator, Course Faculty, and members of the IP will attend the IPR. The Provost will record the IPR hearing. Course Faculty may be accompanied by a non-testifying support person. The alleged violator may be accompanied by one non-testifying BCHS student or employee as an advocate.

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

1. If the IP determines it is more likely than not an academic integrity violation occurred, the student's records, if any, pertaining to prior academic dishonesty will be made available to the IP. If the student has prior academic integrity violations on record, the student will be allowed to address the IP regarding the evidence of prior violations at this time, prior to the IP determining the sanction and remediation plan. The Provost will record the violation in the Academic Integrity Violation Database.
  - a. The IP will affirm or amend the sanction and remediation plan recommended by Course Faculty, by majority vote pursuant to the sanctions prescribed in the Academic Integrity Policy.
  - b. For cases in which the student requested the violation be forwarded for an IPR, the IP cannot impose a harsher sanction than was originally imposed by the Course Faculty.

2. If the IP determines it is more likely than not that an academic integrity violation did not occur, no sanction will be assigned. The Integrity Panel may refer the student to the Student Success Center as needed. The alleged violation is not recorded in the Academic Integrity Violation Database.

The AIC Chair will notify the student, Course Faculty, and Dean of the Academic Program of the IP decision in writing within 3 working days of rendering its decision on the record. In cases of a finding that an academic integrity violation occurred, the penalty shall be contained within the decision of the IP and shall be effective immediately.

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

## Appeal of Academic Integrity Panel Decision

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

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

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

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

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

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

Approved August 12, 2015

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# Grading & Testing Policies

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## Grading System

Students must earn a minimum grade of B, or practicum grade of Satisfactory, in all courses applied to a specific program. A grade below B in a course will result in an automatic progressions review and may result in suspension or dismissal. Upon discretion of the Program Director, students who earn less than a B, or Satisfactory, in a course will be placed on academic probation until the course can be repeated. Students may repeat one course one time, as applicable to the specific degree program. If the repeated course is not completed successfully, the student will be dismissed from the program. A grade below B in two courses will result in dismissal.

Final grades are recorded in letter grades in courses that have both a theory and a clinical component. If either portion of the course is failed, the course grade will be recorded as a "fail."

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

### Percentage Grade Letter Grade Quality Points

95.00 - 100	A+	4.0
90.0 - 94.99	A	4.0
85.00 - 89.99	B+	3.5
80.00 - 84.99	B	3.0
75.00 - 79.99	C+	2.5
70.00 - 74.99	C	2.0
65.00 - 69.99	D+	1.5
60.00 - 64.99	D	1.0
59.99 and below	F	0.0

### Additional Grades Code Quality Points

Audit	AU	--
Administrative Withdrawal	AW	--
Credit by Examination	CX	--
Credit by Validation	CV	--
Credit by Waiver	CW	--
Incomplete	INC	--
In Progress	IP	--
No Pass	NP	--
Pass	P	--
Satisfactory	S	--
Unsatisfactory	U	0
Withdrawal	W	--
Withdraw Failing	WF	--
Withdraw Failing	WP	--

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

## Midterm Course Warning

The purpose of the midterm course warning is to inform a student that they are functioning below a 80% average in a theory course or theory component of a course in the declared major.

## Course Warning

In addition to action based on academic standing, faculty may place a student on course warning at any time. The purpose of initiating course warning status is to inform the student of their status and to clarify the consequences of the warning. Failure

to demonstrate satisfactory improvement will result in failure of the course and may result in dismissal from the College. A student demonstrating unacceptable behavior (unprofessional, unsatisfactory, or patterns of unsuccessful behavior) will be informed in writing of their status and will be placed on course warning. The warning status may be removed if behavior improves sufficiently to indicate satisfactory conduct and consistency in meeting the expectations of the course.

## Grade Dispute Policy

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

## Grade Dispute Procedure

Step	Action Required	Responsible Party	Timeline
1	The student will initiate in writing a one-on-one conversation with the faculty member who assigned the disputed grade. If the faculty member is unable to respond to the student within 5 days of receiving the initial contact, the student may move directly to Step 3.	Student	Within 5 business days after posting of final grades for the semester in which the grade was assigned.
2	The faculty member and student will meet for a one-on-one conversation to discuss the written request regarding the disputed grade. The faculty will inform the division Dean of this conversation no matter the outcome.	Faculty	Within 5 business days of receiving the written request from the student.
3	If the student deems the outcome of Step 2 is unsatisfactory, the student will inform the faculty and division Dean that the conversation with the faculty did not resolve the dispute and request a meeting with the Dean.	Student	Within 5 business days of the conclusion of Step 2.
4	The Dean will schedule meetings with the student and faculty to provide mediation and input. The faculty will provide a decision regarding the grade appeal within 3 business days of meeting with the Dean.	Dean	Within 5 business days of receiving the student's request pending schedule availability of the Dean and faculty.
5	If the student deems the outcome of Step 4 unsatisfactory, the student will inform the Dean that the mediation did not resolve the dispute and request a meeting with the Provost in writing.	Student	Within 5 business days of the conclusion of Step 4.
6	The Provost will convene a grade dispute committee (GDC) consisting of 3 faculty members from the same or closely related division as the faculty with whom the dispute was initiated.	Provost	Within 5 business days of meeting with the student pending faculty availability.
7	The GDC will hold a formal hearing that includes the student, faculty, and GDC members.	GDC	See Step 6
8	The GDC will communicate the results of the hearing to the Provost. GDC Within 5 business days of the hearing. 9 The Provost	GDC	Within 5 business days of the hearing.
9	The Provost will communicate the results of the hearing to the student, Dean, Registrar, and faculty member. The decision of the hearing is final and ineligible for further dispute or grievance processes.	Provost	Within 5 business days of receiving decision from the GDC.

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

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

## Test/Exam Guidelines

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

### Campus Proctored Testing/Classroom Proctoring:

1. Students are reminded to be aware of the academic integrity policy prior to the start of a test/quiz.
2. No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.
3. All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
4. No personal electronic devices may be used. Calculators will be provided.
5. Pencils will be supplied for testing; no personal pens or pencils will be allowed.
6. Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.

7. All hats must be removed before beginning the examination and left in the personal belongings area.
8. Faculty may choose to provide arranged seating assignments.
9. Faculty may decline to answer any questions asked during an examination.
10. An alternate test/quiz may be given to students making up a missed test/quiz.
11. If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

#### **Testing Using Computers:**

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

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

#### **Semi -Private Room Testing:**

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

#### **Testing Center:**

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

#### **Off Campus Proctored Testing:**

1. On campus students taking online courses are expected to use the testing center. The testing center is available for fully online students wishing to use this option. Student must fill out form, Student Application for Distance Proctor.
2. Proctor request forms must be received at the College at least 2 weeks in advance of the first proctored event.
3. A single proctor is to be arranged for the entire semester whenever possible.
4. Proctors must not be related to the student or be the student's direct supervisor.
5. Proctors must fit one of the following descriptions:
  - a. Clergy
  - b. Elementary, Middle or High School teachers
  - c. College faculty
  - d. Military Education Officer or Officer of rank higher than student
  - e. Supervisor from a different department or more than one level above student
  - f. Faculty may request exceptions to the above from their Dean/Coordinator/Chair
6. Any payment due proctors will be the student's responsibility. Payment must not be construed by the student or the proctor to be anything other than a contract to pay for the proctor's time. No exceptions to proctoring policies are to be expected based on payment. The proctor is at all times serving the College's interest.
7. The proctor's responsibilities are to complete or enforce the following:
  - Check the ID of the student using a driver's license or other photo ID
  - •No food, drink, or other personal items may be on the desktop or immediate floor area during test/exams.

- All cell phones are to be off, not on vibrate and are to be kept with personal belongings at the designated area of the room away from the testing area.
- No personal electronic devices may be used. Calculators will be provided.
- Pencils will be supplied for testing; no personal pens or pencils will be allowed.
- Students may not leave the room during the examination without first handing their test/quiz in to be graded as complete.
- All hats must be removed before beginning the examination and left in the personal belongings area.
- Faculty may choose to provide arranged seating assignments.
- Faculty may decline to answer any questions asked during an examination.
- If at any time the proctor feels that the integrity of the test has been compromised, the proctor may end the test and call the course faculty or the Distance Education Director for further directions.

#### **Computer Based Tests:**

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

## **Finals Week**

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

For courses in which there are both final papers/projects and a final, it is recommended that final papers and/or projects be due the week prior to final exams to allow students adequate time to prepare for their exams. For courses in which a final paper/project is substituted for a final exam, the paper/project should be due no later than the regularly scheduled course time during the final week of the course.

## **Philosophy of Assessment of Student Learning**

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

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

## **Student Assessment Policy**

#### **Comprehensive Assessment**

Each graduate studies program will identify a comprehensive assessment plan which will include one or more, but not limited to, the following:

1. Comprehensive exam
2. Capstone project
3. Thesis project
4. Standardized national exam

Each graduate studies program will submit the plan for comprehensive assessment for approval by the Graduate Studies Committee prior to the start of the program.

#### **Intercultural Development Inventory (IDI)**

The IDI is administered to all students in the first and final semesters of their program to measure intercultural competence.



Upon completion of the initial inventory taken, students will be scheduled for a debriefing with a Qualified Administrator (QA). Failure to complete the IDI and debriefing will result in a registration hold for the next semester. Graduating seniors must complete the IDI by the final day of classes in the semester of graduation. Failure to complete the exit IDI will result in a graduation hold as determined by the Registrar and Dean of the program. Students may request a debriefing of the exit IDI in order to review these results.

**Mandatory and Voluntary Assessment of Student Learning**

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

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

# General Policies and Procedures

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## Attendance Policy

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

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

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

Absence may jeopardize a student's understanding of course content and may result in a grade reduction or failure of the course. Failure to attend a course does not automatically release a student from financial obligations associated with that course. Should a student decide to drop a class or withdraw from school the appropriate paperwork must be completed. Paperwork is available from the Records and Registration. In addition, repeated absences in a course and/or failure to consistently engage in coursework may result in an administrative withdrawal per the Administrative Withdrawal Policy.

### College Sponsored Absences

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

### Reporting Absences

Absences from clinical experiences must be reported to the clinical site and the supervising instructor prior to the start of the clinical experience. See course guidelines for specific absence reporting protocols for each experience.

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

## Personal Information Updates

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

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

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

## Dress Code Policy

### For on-Campus and Bryan Supported Events

The definition of appropriate dress changes with time. Bryan College of Health Sciences recognizes that appearance offers one way for individuals to express their identities within the environments that they inhabit. Clothing and other aspects of appearance are important forms of nonverbal communication that affect how others perceive the wearer in either a positive or negative way. In all times, the dress and appearance for all students enrolled at Bryan College of Health Sciences is

expected to project an image that exemplifies competence and respect for the educational environment, which includes respect for one another. Expected dress and appearance as described below is universal and applies to: classrooms, the library, skills lab, hallways, offices, study areas, and any other Bryan supported event.

1. Exposure of undergarments and wearing of see-through garments is not acceptable.
2. Daily attention to one's personal hygiene is an extremely important component of each student's overall image. Students will maintain a high level of personal hygiene.
3. Dress or appearance (including skin or other bodily designs) that are derogatory toward individuals or groups, contains sexual innuendos, or are ambiguously lewd are disruptive and disrespectful and will not be tolerated. . The student must be able to comply with the policies of various agencies where clinical experiences are scheduled in order to participate in the required clinical courses of each program.
4. Anyone not exhibiting dress and appearance expectations will be privately informed by faculty, staff, or administration of why their dress or appearance is inappropriate.
5. Failure to comply with dress code may result in the student being asked to change clothing. Students that do not follow established dress code may have further disciplinary action and may be dismissed from Bryan College of Health Sciences.
6. All programs reserve the right to determine standards of professional dress.

## Institutional Review Board (IRB)

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

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

A student class project is a project that is required for completion of a course or series of courses at Bryan College of Health Sciences. The purpose of a class project is for the training and education of students in the use of particular methods, concepts, devices, or equipment with no intent to contribute to generalizable knowledge. A thesis/dissertation is not a class project. IRB waivers for student class projects are obtained by faculty teaching courses that require a student class project as an assignment for completion of a course. Class projects that have been granted an IRB waiver cannot be submitted for publication or be presented at meetings outside Bryan College of Health Sciences without prior IRB approval. Carefully consider the need for IRB review. Retrospective IRB review is NOT possible after data collection has begun for a class project. Once students begin class project data collection, the faculty or student cannot change their mind and submit an IRB Request for Review after the fact. Retroactive IRB approval will not be granted under any circumstance.

Carefully consider the possibility of publication or use of data collected in class projects in future research studies. Please see the College IRB website for the application guidebook, meeting dates, forms/templates, and resources for researchers. Please see the College Manual for bylaws of the Bryan College of Health Sciences IRB.

### Case Study Policy

A case study is a detailed description and analysis of one, two, or three individuals for the purpose of providing rich, educational information that may be of value to the health care community. Case studies do not require review by Bryan College of Health Sciences IRB because they are not defined as research according to 45 CFR part 46. A case series (more than 3 cases) meets the definition of human subjects research and requires the approval of the IRB. The author must follow all HIPAA privacy rules when writing case studies.

Authors of case studies must also obtain the permission of the subject or authorized individual prior to writing case studies where journal submission and public or meeting presentations beyond Bryan College of Health Sciences may be required.

Many journals require an IRB approval letter prior to publication. You may request an approval letter from Bryan College of Health Sciences IRB by submitting a written request and a copy of the signed Case Study Authorization Form to IRB@bryanhealthcollege.edu. The Case Study Authorization Form is available in the Graduate Studies Office.

## Statement of Copyright Restrictions

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

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Student Email Usage Policy

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

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

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

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

## Student Use of Personal Electronic Devices

### Student Use of Personal Electronic Devices

#### 1. Student Use of Personal Electronic Devices

Students are encouraged to appropriately utilize online resources to enhance learning and quality patient care. Personal electronic devices (PEDs) may be utilized to access such resources, according to this policy. PEDs may include, smartphones, smart watches, tablets, or any other handheld or wearable technology. Use of PEDs for personal, non-school related functions is prohibited in the classroom and clinical settings and students engaging in this behavior will be requested to leave the classroom or clinical area. Inappropriate use of PEDs may result in disciplinary action up to and including dismissal from the College. a. Suspected violations should be reported to the Dean of the Program. The Dean of the Program will consult with the Dean of Students in the investigation to determine a course of action and potential sanction.

#### 2. Classroom Usage

Use of PEDs in the classroom is limited to activities that enhance learning of the content at hand. Such use may not impede the learning of other class participants. No unapproved electronics are allowed during any exams without expressed permission of faculty. Students may not be able to see/hear/feel/wear these devices during exams. Devices are to be left in purses/backpacks, and no devices can be in the immediate possession of any person.

#### 3. Clinical Usage

a. PEDs are to be used in the clinical areas, and for lab activities and classroom exercises as directed by faculty. Use of PEDs in clinical areas is regulated by the clinical agencies, local, state, and federal regulations and laws. All students are fully responsible for following the Health Insurance Portability and Accountability Act (HIPAA) regulations and the Protected Health Information Policy.

b. Capturing electronic files (including but not limited to pictures, video, or audio recordings) pertaining to class, clinical, or lab settings is prohibited.

c. The student should always explain the reason for the use of PEDs prior to using the device in the presence of patients, family members, staff, and healthcare professionals.

d. The student is solely responsible for the care and maintenance of personal PEDs. Neither the College nor clinical agencies are liable for lost or damaged PEDs.

#### 4. Infection Control

Infection control precautions are expected and must be maintained when using PEDs. Disinfect PEDs per clinical site, science lab, or manufacturer recommendations.

## Student Authentication

Students are identified in electronic systems by unique credentials, such as usernames and passwords. Measures should be taken to protect credentials from accidental loss or discovery. Sharing credentials, failing to log out of systems, accessing systems as someone else, or similar actions are potential violations of academic integrity. The student should immediately

report a compromised account or lost or stolen credentials to their program dean or director. In addition, the student should immediately change their account password. Failure to address loss or misuse of credentials is unprofessional behavior which may result in disciplinary action up to and including dismissal from the College.

## Social Media Policy

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

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

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

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

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

## Computer and Network Usage Policy

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

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

When using a College computer or the College networks, users are expected to conduct themselves in a professional manner. Usage of College computers and the College networks is tracked. All students, faculty, staff, and administrators are expected

to report suspected inappropriate use of computer resources. Violations should be reported to the Dean/Director of the Program and the Dean of Students. Inappropriate use of computer resources, as determined by applicable College, Network, and IT Security personnel, may result in disciplinary and/or legal action. Users are not permitted to alter College hardware, software, or networks. If a situation occurs where additional computer resources are required, users need to submit requests to the College Network Administrator.

## Background Check Policy

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

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

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

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

## Drug and Alcohol Policy and Procedure

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

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

It is the policy of the College that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance, or the purchase, sale, possession, use or consumption of alcohol is strictly prohibited on College premises, extension of the College campus, and at all College-sponsored events and activities on and off campus. A College-sponsored student event is any gathering that is arranged or endorsed by the College, where students are in attendance. Attendance at any school activity, either curricular or extra-curricular, while under the influence of alcohol, shall constitute misconduct, unless prior permission from Bryan College administration has been obtained and the alcohol is sold off campus by a licensed independent vendor via a "cash bar" and only to persons of legal age. Any student or student organization that violates this

policy will be subject to disciplinary action up to and including dismissal from the College. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program. Students may be placed on suspension until the required program is completed.

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

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

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

**Reason to suspect impairment and/or withdrawal** include personal observations of, but not limited to, the following signs: poor neuromuscular coordination, diaphoresis, tremors, muscle cramps, gastrointestinal cramps/diarrhea, irritability, restlessness, difficulty concentrating, drowsiness, confusion, slurred speech, blurred vision. Acute behavioral changes such as severe mood swings, panic, severe depression, excessive physical activity, difficulty with authority and poorly explained errors, accidents or injuries are reasons to suspect impairment or withdrawal. Signs, behavior changes or other evidence of impairment and/or withdrawal will be documented by program administration, faculty or clinical preceptors and will include dates, times, locations, and names of witnesses.

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

## **Intervention by School**

### **Assessment for Chemical Dependence or Substance Use Disorder**

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

### **Reentry**

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

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

Drug Violations can render students ineligible for federal student aid.

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



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

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

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

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

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

**Prohibited acts relating to minors and incompetents; violations; penalties; possible alcohol overdose; actions authorized; false identification; penalty; law enforcement agency; duties. (53-180.05)**

(1) Except as provided in subsection (2) of this section, any person who violates section 53-180 shall be guilty of a Class I misdemeanor.

(2) Any person who knowingly and intentionally violates section 53-180 shall be guilty of a Class IIIA felony and serve a mandatory minimum of at least thirty days' imprisonment as part of any sentence he or she receives if serious bodily injury or death to any person resulted and was proximately caused by a minor's (a) consumption of the alcoholic liquor provided or (b) impaired condition which, in whole or in part, can be attributed to the alcoholic liquor provided.

(3) Any person who violates any of the provisions of section 53-180.01 or 53-180.03 shall be guilty of a Class III misdemeanor.

(4)(a) Except as otherwise provided in subdivisions (b), (c), and (d) of this subsection, any person older than eighteen years of age and under the age of twenty-one years violating section 53-180.02 is guilty of a Class III misdemeanor.

(b) Subdivision (a) of this subsection shall not apply if the person:

(i) Made a good faith request for emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency situation is apparent after such violation of section 53-180.02; (ii) Made the request for medical assistance under subdivision (b)(i) of this subsection as soon as the emergency situation is apparent after such violation of section 53-180.02; and

(iii) When emergency medical assistance was requested for the possible alcohol overdose of another person:

(A) Remained on the scene until the medical assistance arrived; and

(B) Cooperated with medical assistance and law enforcement personnel.

(C) The exception from criminal liability provided in subdivision (b) of this subsection applies to any person who makes a request for emergency medical assistance and complies with the requirements of subdivision (b) of this subsection.

(D) Subdivision (a) of this subsection shall not apply to the person experiencing a possible alcohol overdose if a request for emergency medical assistance in response to such possible alcohol overdose was made by another person in compliance with subdivision (b) of this subsection.

(E) A person shall not initiate or maintain an action against a peace officer or the employing state agency or political subdivision based on the officer's compliance with subdivision (b), (c), or (d) of this subsection.

(5) Any person eighteen years of age or younger violating section 53-180.02 is guilty of a misdemeanor as provided in section 53-181 and shall be punished as provided in such section.

(6) Any person who knowingly manufactures, creates, or alters any form of identification for the purpose of sale or delivery of such form of identification to a person under the age of twenty-one years shall be guilty of a Class I misdemeanor. For purposes of this subsection, form of identification means any card, paper, or legal document that may be used to establish the age of the person named thereon for the purpose of purchasing alcoholic liquor.

(7) When a minor is arrested for a violation of sections 53-180 to 53-180.02 or subsection (6) of this section, the law enforcement agency employing the arresting peace officer shall make a reasonable attempt to notify such minor's parent or guardian of the arrest.

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

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

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

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

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

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

**Controlled Substances**

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

1. Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person knowingly or intentionally:
  1. To manufacture, distribute, deliver, dispense, or possess with intent to manufacture, distribute, deliver, or dispense a controlled substance; or
  2. to create, distribute, or possess with intent to distribute a counterfeit controlled substance.
2. Except as provided in subsections (4), (5), (7), (8), (9), and (10) of this section, any person who violates subsection (1) of this section with respect to:
  1. A controlled substance classified in Schedule I, II, or III of section 28-405 which is an exceptionally hazardous drug shall be guilty of a Class II felony;
  2. any other controlled substance classified in Schedule I, II, or III of section 28-405 shall be guilty of a Class III felony; or (c) a controlled substance classified in Schedule IV or V of section 28-405 shall be guilty of a Class IIIA felony.
3. A person knowingly or intentionally possessing a controlled substance, except marijuana, unless such substance was obtained directly or pursuant to a medical order issued by a practitioner authorized to prescribe while acting in the course of his or her professional practice, or except as otherwise authorized by the act, shall be guilty of a Class IV felony.
4. (a) Except as authorized by the Uniform Controlled Substances Act, any person eighteen years of age or older who knowingly or intentionally manufactures, distributes, delivers, dispenses, or possesses with intent to manufacture, distribute, deliver, or dispense a controlled substance or a counterfeit controlled substance
  - (i) to a person under the age of eighteen years,
  - (ii) in, on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, a community college, a public or private college, junior college, or university, or a playground, or
  - (iii) within one hundred feet of a public or private youth center, public swimming pool, or video arcade facility shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony.(b) For purposes of this subsection:

- (i) Playground shall mean any outdoor facility, including any parking lot appurtenant to the facility, intended for recreation, open to the public, and with any portion containing three or more apparatus intended for the recreation of children, including sliding boards, swingsets, and teeterboards:
  - (ii) Video arcade facility shall mean any facility legally accessible to persons under eighteen years of age, intended primarily for the use of pinball and video machines for amusement, and containing a minimum of ten pinball or video machines: and
  - (iii) Youth center shall mean any recreational facility or gymnasium, including any parking lot appurtenant to the facility or gymnasium, intended primarily for use by persons under eighteen years of age which regularly provides athletic, civic, or cultural activities.
5. (a) Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person eighteen years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of eighteen years to manufacture, transport, distribute, carry, deliver, dispense, prepare for delivery, offer for delivery, or possess with intent to do the same a controlled substance or a counterfeit controlled substance.  
 (b) Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person eighteen years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of eighteen years to aid and abet any person in the manufacture, transportation, distribution, carrying, delivery, dispensing, preparation for delivery, offering for delivery, or possession with intent to do the same of a controlled substance or a counterfeit controlled substance. (c) Any person who violates subdivision (a) or (b) of this subsection shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony.
  6. It shall not be a defense to prosecution for violation of subsection (4) or (5) of this section that the defendant did not know the age of the person through whom the defendant violated such subsection.
  7. Any person who violates subsection (1) of this section with respect to cocaine or any mixture or substance containing a detectable amount of cocaine in a quantity of:
    - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
    - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
  8. Any person who violates subsection (1) of this section with respect to base cocaine (crack) or any mixture or substance containing a detectable amount of base cocaine in a quantity of:
    - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
    - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
  9. Any person who violates subsection (1) of this section with respect to heroin or any mixture or substance containing a detectable amount of heroin in a quantity of:
    - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
    - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or
    - (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
  10. Any person who violates subsection (1) of this section with respect to amphetamine, its salts, optical isomers, and salts of its isomers, or with respect to methamphetamine, its salts, optical isomers, and salts of its isomers, in a quantity of:
    - (a) One hundred forty grams or more shall be guilty of a Class IB felony;
    - (b) At least twenty-eight grams but less than one hundred forty grams shall be guilty of a Class IC felony; or (c) At least ten grams but less than twenty-eight grams shall be guilty of a Class ID felony.
  11. Any person knowingly or intentionally possessing marijuana weighing more than one ounce but not more than one pound shall be guilty of a Class III misdemeanor.

12. Any person knowingly or intentionally possessing marijuana weighing more than one pound shall be guilty of a Class IV felony.
13. Any person knowingly or intentionally possessing marijuana weighing one ounce or less shall:
  - (a) For the first offense, be guilty of an infraction, receive a citation, be fined three hundred dollars, and be assigned to attend a course as prescribed in section 29-433 if the judge determines that attending such course is in the best interest of the individual defendant;
  - (b) For the second offense, be guilty of a Class IV misdemeanor, receive a citation, and be fined four hundred dollars and may be imprisoned not to exceed five days; and
  - (c) For the third and all subsequent offenses, be guilty of a Class IIIA misdemeanor, receive a citation, be fined five hundred dollars, and be imprisoned not to exceed seven days.
14. Any person convicted of violating this section, if placed on probation, shall, as a condition of probation, satisfactorily attend and complete appropriate treatment and counseling on drug abuse provided by a program authorized under the Nebraska Behavioral Health Services Act or other licensed drug treatment facility.
15. Any person convicted of violating this section, if sentenced to the Department of Correctional Services, shall attend appropriate treatment and counseling on drug abuse.
16. Any person knowingly or intentionally possessing a firearm while in violation of subsection (1) of this section shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, but in no event shall such person be punished by a penalty greater than a Class IB felony.
17. A person knowingly or intentionally in possession of money used or intended to be used to facilitate a violation of subsection (1) of this section shall be guilty of a Class IV felony.

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

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

**Intentional violations; penalty. (28-418.)**

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

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

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

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

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

Violations; penalty. (28-424.)

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

Additional penalties. (28-427.)

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

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

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

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

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

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

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

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

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

Federal Trafficking Penalties (PDF) Located on the web at [www.bryanhealthcollege.edu](http://www.bryanhealthcollege.edu)

Uses and Effects of Controlled Substances (PDF) Located on the web at [www.bryanhealthcollege.edu](http://www.bryanhealthcollege.edu)

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

## Formal Complaints Policy

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

# Formal Complaints Policy Procedure

## Procedure

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

## State of Nebraska Authorization/Complaint Process

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

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

## Student Grievance Policy

Bryan College of Health Sciences (BCHS) defines a grievance as a serious concern that a student regards as just cause for a complaint. Through the Student Grievance Policy, all students have the right to appeal an academic or non-academic matter in which they feel they have been treated unfairly.

The BCHS Student Grievance Policy applies to such matters (not an exhaustive list) as appeal of an advising decision; appeal of a decision by an administrator or faculty advisor regarding permitting individual or group activities; complaint of unfair application of standards applied to work required for award of a degree; or complaint of unfair treatment by a staff, faculty, or third-party person associated with the college. However, the Grievance Policy does not apply in instances where there is an appeal process explicitly covered by another College policy. For example, Academic Integrity Violations may only be appealed by utilizing the appeal process outlined in the Academic Integrity Violation Policy.

## Grievance Process

The Bryan College of Health Sciences (BCHS) Student Grievance Process outlines the process by which students may express and resolve a grievance that they have with any BCHS employee or fellow student. The process for resolving a grievance allows all parties to be heard. It is important for students to be aware of this process should they be involved in a conflict, disagreement, or misunderstanding.

The Student Grievance Process may also be used for grievances involving a third party associated with the College. However, in these instances, the College has discretion to resolve the matter under College contracts, agreements, policies, or laws applicable to the third-party entity, rather than involving the third party in the Student Grievance Process.

The Student Grievance Process in its entirety is an internal process and legal counsel is not permitted. It is not intended to create an adversarial or court-like proceeding but is designed to facilitate fact-finding and to review incidences, actions, or decisions that have negatively affected or raised a serious concern for a student. No retaliatory action will be taken against any participants because they have participated in this process.

Each step in the formal Student Grievance Process indicates who will receive notification of the decision. All decision notifications will be delivered electronically via the College-provided email accounts. Failure of the student to initiate the next step in the process within the specified period of time indicates acceptance of the decision and waives the student's right to further review or appeal. Time limits may be changed by mutual agreement of the involved parties and approval by the

College. Typical reasons for a timeline to be extended include: 1) If College employees are not responding to the student in a timely manner or 2) To allow time for the student to determine whether or not an attempted resolution has rectified the issue. If a resolution of the grievance is obtained in any given step, the resolution is considered final.

The academic status of the student will not be altered until resolution of the grievance is obtained in any given step. Students who are grieving matters that will affect progression may progress to subsequent semester classes while the grievance process is in progress. Should the resolution result in an upheld decision and the student is not allowed to progress, the student will be administratively withdrawn from the course and receive a full refund for tuition paid for that course. ***For grievances regarding final grade appeal, please refer to the grade dispute policy in the academic catalog.***

The Provost and Dean of Students are integral to facilitating the review process and have responsibility for making determinations in the process. The Provost facilitates the process for academic matters and the Dean of Students facilitates the process for non-academic matters. If the matter has both academic and non-academic elements, the Provost and Dean of Students will discuss the case and decide who will facilitate the Student Grievance Process. The Provost/Dean of Students will name a designee in the event that they are unavailable. If the Provost or Dean of Students is named as an involved party in the grievance, the College President will designate an alternative leader to facilitate the process.

### **Step 1: Informal Process**

Every reasonable effort should be made by all parties to resolve the concerns informally before a formal grievance is filed. At this stage, no written records of the matter will be placed in the student's official file. The student may initiate Step 2, a formal Departmental Review, if they determine that informal discussions have not resulted in resolution or that they do not wish to engage in informal discussions.

The initial contact person for the informal process depends on the issue.

- For matters involving a College employee or fellow student, the student with a concern should contact the person(s) with whom there is a difference or dispute.
- For matters involving a third party associated with the College, the student with a concern should contact their academic advisor to determine a plan for informal resolution of the issue. Students may choose a faculty member other than their assigned academic advisor to act as an advisor if desired.

In some cases, the student may wish to discuss the concern initially with the Program Dean, Provost, or Dean of Students, who may also assist in attempting to reach an informal resolution. However, contacting the Program Dean, Provost, or Dean of Students does not serve as a substitute for meeting directly with the appropriate initial contact person.

All parties should work toward resolution within a reasonable timeline. The student should send an email requesting to meet with the initial contact person within 10 business days of the point of time when the student has knowledge of the issue being grieved. The initial contact person should work with the student to schedule a meeting to resolve the matter. The meeting should take place within five (5) business days from the receipt of the student's email. At the meeting the initial contact person and the student should discuss the student's concern and work toward a mutually agreeable resolution.

### **Step 2: Formal Departmental Review Process**

If the student determines that informal discussions have not resulted in a timely or satisfactory resolution or if the student does not wish to engage in informal discussions, the student may initiate the formal Student Grievance Process by submitting the [Student Grievance Form](#). The Student Grievance Form should be completed within 15 business days of the point of time when the student has knowledge of the issue being grieved.

The Formal Grievance process begins with a Departmental Review. However, if the student has reason to believe that a Formal Departmental Review would result in a biased outcome, the student may request to move directly to Step 3, Formal Grievance Board Review. The Provost/Dean of Students makes the decision either to continue with a Formal Departmental Review or proceed directly to a Formal Grievance Board.

Upon receipt of a Student Grievance Form, the Provost/Dean of Students will designate an appropriate department leader to investigate the grievance. A designated leader should be someone with decision-making authority over the matter, unless they are named as an involved party in the grievance. The designated leader will initiate an inquiry into all facts relevant to the case and notify involved parties that a Formal Departmental Review Process is being conducted. The inquiry typically includes

meetings with the student who submitted the grievance, other parties involved, and relevant witnesses. In some cases this may mean meeting with involved parties at the same time. Any involved party may submit additional written statements during the review. Any involved student may choose a faculty or staff member to act as an advisor throughout this process if desired.

The designated leader will notify the student who submitted the grievance of the results of the Formal Departmental Review. This notification will occur within 10 business days of receipt of the Student Grievance Form.

1. If the grievance is upheld, the designated leader will attempt to identify a resolution.
2. If possible, the resolution will be communicated at the same time as the Formal Departmental Review decision and completed within 15 business days of the decision.

If the matter is resolved to the satisfaction of the student who brought the grievance, the grievance will be considered closed. If the grievance was not upheld or was not resolved to the satisfaction of the student who brought the grievance, the student may proceed with Step 3, a Formal Grievance Board Review.

### **Step 3: Formal Grievance Board Review**

If the student is not satisfied with the outcome of the Formal Departmental Review Process or believes the Formal Review Process would result in a biased outcome, the student may request a Grievance Board Review. The student should submit the Grievance Board Review Request to the Provost (for academic matters) or Dean of Students (for non-academic matters) within five (5) business days of receiving a Departmental Review decision. The student's Grievance Board Review Request must be submitted by e-mail and include rationale for why the Grievance Board Review is requested.

Upon receipt of the Grievance Board Review Request, the Provost/Dean of Students will meet individually with involved parties and explain the Grievance Board Review process. The Provost/Dean of Students will arrange the Grievance Board Review Meeting within 10 business days of receiving the Grievance Board Review Request.

The Grievance Review Board will be comprised of two faculty members, one professional staff member, and two students who will be trained in the Grievance Review process by the Provost/Dean of Students. A list of potential, non-conflicting Grievance Review Board members will be reviewed with both parties to ensure that there is no conflict of interest. The Provost/Dean of Students will select the Grievance Review Board members from the list.

The original Student Grievance Form, the Formal Departmental Review results (if applicable), and any material that any involved party will bring forth at the Grievance Board Review Meeting must be submitted to the Provost/Dean of Students three (3) days prior to the Grievance Board Review Meeting. All written materials submitted will be available for review by all parties involved in the Grievance Review Board Meeting. Materials will be available for review during the College's office hours and will be checked in and out. All materials are confidential and should not be shared or discussed with anyone, including other members of the Grievance Review Board.

Any involved student may elect to have witness(es) present information at the Grievance Review Board, and may be accompanied by one non-testifying Bryan College student or employee as an advocate. The Provost/Dean of Students will determine the appropriateness and involvement of witnesses. Witnesses may be deemed appropriate for either party.

The Provost/Dean of Students will serve as the nonvoting chairperson of the Grievance Review Board and will conduct the meeting utilizing the Grievance Review Board agenda. Confidentiality will be maintained by the Grievance Review Board. All involved parties will have the right to be present at the Grievance Review Board Meeting. All involved parties will have the opportunity to speak according to the agenda. The Grievance Review Board Meeting is not open to the public. No legal representation will be present. The hearing will be recorded. Recordings will be the property of and secured by Bryan College of Health Sciences. The Grievance Review Board will deliberate in private, and such deliberation will not be recorded. The Grievance Review Board will determine if "it is more likely than not," that the alleged grievance occurred and/or resulted in unfair and/or inequitable treatment. The decision will be made by a secret ballot majority vote of the members of the Grievance Review Board. The ballot results will be shared with the Grievance Review Board at the conclusion of the voting.

Any changes in the scheduled Grievance Review Board meeting must be requested in writing to the Provost (academic issues) or Dean of Students (non-academic issues) at least 24 hours before the appointed meeting time. Unless the College determines that extraordinary circumstances justify a different outcome, failure of the student to appear at the Grievance



Review Board meeting will nullify the process and the outcome of the last step will stand if the other involved parties do not attend the scheduled meeting, they will have forfeited their right to be present and the Grievance Board Review will proceed without them.

The Provost or Dean of Students will notify all involved parties of the Grievance Review Board's decision within three (3) business days of the Grievance Review Board's decision.

### [Grievance Board Review Request](#)

#### **Step 4: Formal Appeal to the College President**

A decision reached by the Grievance Review Board may be appealed to the President of the College by either the student or the other involved parties. A written appeal must be delivered to the Provost (for academic matters) or Dean of Students (for non-academic matters) within five (5) business days of receiving the decision. The appeal will be limited to a review of the record and supporting evidence of the Grievance Review.

Acceptable reasons for appeal are:

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

The President will make an appeal decision within 10 business days of receiving the record and supporting evidence from the Grievance Review Board. The decision of the President is final.

## **College Closing Policy Due to an Emergency**

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

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

## **Parking Policy and Procedure**

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

1. Bryan Medical Center exists to serve the community. Thus, priority for prime parking locations is for patients and visitors. Special consideration is given to parking requirements for physicians and tenants. Each site will establish specific designated areas of parking for the following groups:
  1. Patients
  2. Visitors
  3. Tenants
  4. Employees
  5. Physicians
  6. Volunteers
  7. Students of College of Health Sciences

8. Students receiving clinical training onsite
9. Travelers
10. Contractors and their employees
2. Bryan assumes no responsibility for damage to or theft of items from vehicles parked on either site or at any assigned parking lot.
3. The Medical Center reserves the right to tow improperly parked vehicles if necessary.
4. The twelve (12) month period referenced in this procedure is defined as the elapsed period of time between the date of the first citation and the anniversary date of that same citation twelve (12) months later.

## STEPS

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

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

**West Campus**  
Parking Garage – ramp to 2nd Level, 2nd level, Ramp to 3rd level, Ramp to 4th level, 4th level Emergency Department Lot – 2 south rows along Lake Street, 1 row, West of physician designated parking  
Surface lot south of radiology, along Lake Street - Entire lot
  2. Parking in any areas reserved for other groups or designated no parking, such as fire lanes, red-lined curbs, handicapped spaces or visitor and patient parking areas.
  3. Parking over a line or taking two stalls.
  4. Parking on residential side streets.

5. Failure to register or provide current vehicle license number.

Notify Security (ext. 18488-East) or (ext. 15802-West) if any vehicle will be parked in a Medical Center lot for more than 24 hours.

#### 4. Corrective Action for Employees/Students

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

## Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's records within 45 days of the day the College receives a request for access.
- The right to request the amendment of any educational records that a student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the College decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent to disclosures of personally identifiable information (PII) contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent. (See the partial list below of circumstances in which FERPA authorizes disclosure without consent).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

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

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

## Record Retention

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

## Tuition Refund Policy

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

End of Week 1 100% refund  
 End of Week 2 75% refund  
 End of Week 3 50% refund

***The following fees are not refundable: enrollment fee, course materials and laboratory fees, and books purchased through the bookstore.***

Bryan students taking classes at Hastings College will follow the Bryan refund schedule as outlined in the Bryan Undergraduate Student Handbook for the academic year of applicable charges. Courses taken by Bryan students at Hastings College that do not fall under the auspices of the MOU (BSN Program plus 10 elective credits) are billed directly by Hastings College will follow the Hastings Tuition Refund Schedule as published in the Hastings College Undergraduate Catalog for the academic year of applicable charges.

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

# Return of Title IV Funds Policy

## General Requirements

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

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

## Drops all Eligible Title IV Courses

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

## Continuing Attendance

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

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

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

## Does Not Begin Enrollment in All Courses

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

## Return to Title IV and Federal Work Study Funds

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

## Determining if a Student has Withdrawn

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

## Procedure a student must follow to officially withdraw from school

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

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

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

1. Present to the Registrar a written statement of intent to withdraw from the College of Health Sciences using the Withdrawal from College Form. Forms may be obtained from the Registrar.

2. Return all resource materials to the library and any skills lab equipment to the library or skills lab.
3. Check to make certain that all financial obligations have been met. If assigned a locker, remove lock and all contents.
4. Arrange to schedule repayment of student loans through the Financial Aid Office.
5. Students interested in readmission, see readmission policy.

#### **Last Date of Attendance –**

##### **Student Requests to Withdraw (Official Withdraw)**

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

##### **Administrative Withdrawal Policy (Unofficial Withdraw)**

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

##### **Student Stops Attending**

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

##### **Leave of Absence Policy**

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

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

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

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

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

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

### **Leave of Absence Procedure**

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

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

### **Post-Withdrawal Disbursements**

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

### **Calculation and Definition of Earned / Unearned Aid**

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

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

### **Scheduled Breaks**

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

### **Scheduled Breaks**

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

### Unearned Aid Due from the School

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

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

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

### Order of Returned Funds by the School

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

Unsubsidized Direct Loan

Subsidized Direct Loan

Direct Grad PLUS loan

Direct Parent PLUS loan

Federal Pell Grant

### Non-Title IV Refunds

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

### Inadvertent Overpayment

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

### Return of Grant Funds by the Student

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

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

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

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

### Refund Requirements Communicated to the Students

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

### Sample Return of Title IV Funds Calculation

#### Step 1 – Determine Dates

Dates of the period of enrollment	08/20 – 12/15
Date school determined student withdrew	09/11
Number of completed days	24
Total number of days in the period	113
Percentage of payment period completed	24/113 21.2%



**Step 2 – Determine Aid**

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

**Step 3 – Determine Earned Aid**

Amount of Title IV aid earned by the student  $21.2\% \times \$4,069$  \$862.63

**Step 4 – Total Title IV Aid to be Disbursed or Returned**

Title IV Aid to be Returned  $\$4,069 - \$862.63$  \$3,206.37

**Step 5 – Amount of Unearned Title IV Aid due from the School**

Total Institutional Charges		\$6,077
% of Unearned Aid	100% - 21.2%	78.8%
Amount of unearned charges	$\$6,077 \times 78.8\%$	\$4,788.68
Use lesser amount of total aid to be returned or unearned charges	$\$3,206.37$ or $\$4,788.68$	\$3,206.37

**Step 6 - Return of Funds by the School**

Aid to be Returned – Due from the school	Subsidized loan	\$1,156
	Unsubsidized loan	\$1,980
	Pell Grant	\$70.37

**Step 7 - Initial Amount of Unearned Aid Due from Student**

Initial amount of unearned aid due from student  $\$3,206.37 - \$3,206.37$  \$0

**Step 8 – Repayment of the Student’s loans**

Net loans disbursed minus loans school must return  $\$3,136 - \$3,136$  \$0

**Step 9 - Grant Funds to be Returned by Student**

Initial Amount of Grants for the Student to return	\$0 - \$0	\$0
Amount of Grant Protection	$\$0 \times 50\%$	\$0
Grants for the Student to return	$\$0 - \$0$	\$0

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

**Step 10 – Determine Institutional Charges**

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

**Step 11 – Determine What the Student Owes**

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

## Religious or Cultural Observances Policy

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

# Smoking Policy

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

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

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

# Safe Haven Bill Procedure

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

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

## Steps to take

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

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

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

The employee involved with release of the infant, care management or the NAS will take the child to the ED for evaluation and treatment needed. Care management or the NAS will notify risk management. Please refer to the new procedure for all of the details. If you have additional questions, please call Suzan Mulligan, care management, 18996, or Norma Coleman, 18365, risk management.

# Video Camera Use

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

1. The video camera must be checked out and returned to the Bryan College of Health Sciences Education Information Technology Office.
2. The camera can be checked-out based on the following authorization:
  1. Bryan College of Health Sciences Faculty use for academic purposes.
  2. Faculty approved student use for course/academic purposes.

3. Administrator approval for requested use by other hospital departments/employees.
3. Students are financially responsible for equipment that is lost or broken while checked out to them.

### **Video Recording in the Simulation Center**

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

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

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

## **Tuition Collection and Payment Policy**

### **Spring and Fall Semesters**

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

### **Summer Semester**

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

### **Billing for Fines**

1. Fines may be charged for issues including, but not limited to:
  1. Clinical make-up in excess of times allowed per course
  2. Unplanned or unexcused absences from scheduled exams or competency exercises
  3. Unreturned library or skills lab resources
  4. Skills supplies
  5. Lost student identification cards

2. Fines are billed on the student account as they are accumulated.
3. If the fines are not paid within 30 days, student accounts:
  1. Places a financial hold on the student's account
  2. Notifies the student of the hold
4. When a student's account is on a financial hold the student cannot register for any new classes and cannot receive a certificate or diploma.
5. When the account balance is paid in full the hold is removed. The student is then eligible to register, dependent upon academic standing and availability of classes.
6. If payment has not been received by the end of the semester, inactive accounts will be referred for collection.

Monthly payment plans are available through Student Accounts.

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

# General Clinical Policies

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## CPR

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

### DNAP Students

#### LIFE SUPPORT PROVIDER STATUS

All DNAP students must hold current provider status in the American Heart Association approved Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) courses. Proof of provider status is required upon enrollment into the program and must be maintained throughout the program.

#### Procedure

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

## Protected Health Information Policy

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

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

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

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

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

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

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

- Students will remove all health care recipient PHI from papers that have any relation to or association with being a student at the College.
- Health care recipient PHI may not be taken from the clinical area in any format. Students may not discuss any aspect of health care recipient PHI outside the academic setting. See course guidelines for application of HIPAA policies to specific projects.
- Students are required to participate in HIPAA training and sign an agreement to comply with HIPAA regulations prior to beginning clinical experiences.

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

### Reporting HIPAA violations

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

### HIPAA Violations Procedure

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

### There are three levels of HIPAA violations

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

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

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

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

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

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

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

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

- • Accessing PHI without an approved educational or clinical purpose.
- Unauthorized access to the student's, a friend's, relative's, a public personality's, or any other individual's PHI.
- Assisting another individual in gaining unauthorized access to PHI.

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

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

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

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

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

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

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

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

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

# Biomedical Sciences Policies

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## Biomedical Sciences Laboratory Safety Rules and Procedures

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

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

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

Food and drink are not permitted within the lab at any time. Anyone working in the lab must have fully covered legs and closed toe shoes. Students are not authorized to work in the lab without appropriate faculty supervision. Appropriate personal protective equipment (PPE) must be worn at all times when working in the lab. Students are expected to follow all written and oral instructions while in the lab setting for their own safety and the safety of those around them. Use of mobile devices for non-laboratory purposes is prohibited.

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



# Safety Policies and Procedures

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## Campus Security/Crime Prevention

Bryan College of Health Sciences complies with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C. Section 1092. Crime statistics and policies concerning campus safety and security are found in the Student Handbook. Anyone interested in accessing crime log information should contact the Dean of Students. The Office of Postsecondary Education (U.S. Department of Education, Washington D.C.) Campus Crime and Security data for Bryan College of Health Sciences is available at <http://ope.ed.gov/security>.

The College is committed to providing a safe and secure campus environment. All members of the campus community are encouraged to immediately report any suspicious or criminal activity observed.

Depending upon the nature of the incident, Medical Center security officers will instigate the appropriate response according to Medical Center/College policy. If appropriate, the Lincoln Police Department will be called in to assist or resolve the incident.

## Harassment

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

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

Sexual harassment is a form of sexual discrimination and is a violation of state and federal laws. Sexual harassment is distinguished from voluntary sexual relationships by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature. Such behavior constitutes an offense that may lead to disciplinary action by the College.

## Sex Offender Registry

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires certain classes of sex offenders to register with local law enforcement officials. Registry information regarding Level 3 (high risk) offenders is published in local newspapers and is also available to the public at <http://www.nsp.state.ne.us> on the Nebraska State Patrol's website.

The Act also requires certain institutions, including colleges and universities, to monitor the presence of Level 2 (moderate risk) sex offenders at their facilities. College officials will routinely receive information regarding moderate risk sex offenders residing in Lancaster County. This information is not available to the public, and will be shared with designated staff responsible for monitoring activities on campus.

## Access to Off-Campus Facilities

Bryan College of Health Sciences utilizes many off-campus facilities for academic work. All students must adhere to the policies of safety and security for the institution at which they are assigned. It is strongly encouraged that students familiarize themselves with each separate facility and to discuss with their instructors any issues regarding safety and security at a particular site.

# Weapons/Firearms

The possession of weapons on campus is prohibited. Weapons are identified as: handgun, pistol, revolver, rifle, shotgun, knife or edged weapons (with blade longer than 3.5 inches), bow and arrow, crossbow, ammunition, martial arts equipment, or other device capable of launching a projectile and causing bodily harm. Possession of any of these items on campus will result in a code of conduct violation investigation.

Exceptions to this prohibition are:

- Weapons, legally owned, out of sight and secured in personally owned vehicles located in parking lots, garages, and streets on Bryan College of Health Sciences or Bryan Medical Center Properties, or •
- Weapons possessed by certified and commissioned law enforcement officers or retired law enforcement officers in accordance with law, or
- •Weapons possessed by armed security or armed officers in the performance of lawful duties, i.e. armored car officers, armed corporate security.

# Tornado Protection – DOP.EHS192

## Definitions

Tornado Watch – Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.

Tornado Warning – Issued when a tornado has actually been sighted in the area or indicated by radar. At this time, the Civil Defense warning sirens are sounded, and the Nebraska Weather Service broadcasts the emergency messages.

## Tornado Watch

When notified of a tornado “watch” effecting Lincoln, the PBX (switchboard) operator will announce over the public address system:

• “Your Attention Please: Lincoln and Lancaster County have been placed in a tornado watch area until (standard time the watch is to be canceled). Patients and visitors are requested to follow instructions from hospital staff concerning storm protection activities. We will keep you informed of significant weather changes.”

- •This will be repeated at 4 hour intervals until the watch expires.
- •Review safe areas.
- •Consider how you will get there.
- •An “All Clear” will be announced when the watch expires or is canceled prior to its scheduled expiration time.

**Tornado Warning – Bryan Medical Plaza, College of Health Sciences, School of Anesthesia, Child Development Center-East, Financial Offices on the 5th Floor College of Health Sciences, Education area on West**

- •Stay in the safe area until the city announces “all clear”.
- •Staff, visitors and patients; Go to safest area possible with the time you have.
  - Relatively safe areas include:
    - Interior areas
    - Away from outside walls
    - Areas with no windows
    - The lower in the building the better
    - Basement areas without windows are best
- •Remain in the safe area until notified of an “All Clear”.

# Fire Emergency – EC.A.35

If you see smoke, smell something burning, or see fire, initiate the fire plan (R-A-C-E) Announced overhead as “A Fire Alarm has been activated in+ Location + Please avoid this area”

## **R – Remove those in immediate danger to a safe area.**

### **A – Alarm**

- Activate the nearest fire pull station.
- Call “6” (off sites call 9-9-1-1) and give:
  - o Exact location of fire (room number and building)
  - o Your name, and
  - o Type of fire (if known).

### **C – Contain the fire by closing doors to the area of the fire.**

- Close all doors and windows (even in areas remote from the fire but in the same building).

### **E –Evacuate if fire or smoke is discovered:**

- Evacuate as follows:
  - First, evacuate the area of the fire, adjoining rooms, and rooms above and below.
    - o If necessary to leave the area, evacuate horizontally away from the fire through the fire doors into another fire/smoke compartment.
      - o Business occupancies should evacuate the building.
      - o If needed, evacuate vertically
      - o Use evacuation tools if needed (MedSled, ParaSlyde, Stair Chair)
  - Inpatient, outpatient, and diagnostic care areas complete Form #502, Patient Fire/Tornado/Evacuation Sheet (obtain from Distribution, online in electronic “Policies and Procedures,” or print out from the EMR, also behind the Forms Tab at the back of this guide).
  - Elevators may be used if they are working.
  - Do not run.
  - Follow the evacuation routes and plans outlined in the unit specific fire plan.

### **E – Or Extinguish, if you can do it safely and you feel comfortable doing so.**

- Use a fire extinguisher by initiating P-A-S-S:
- Do not put yourself in danger to extinguish a fire.
  - Pull the pin by twisting and pulling (do not have thumb on upper handle or pin will not come out)
  - Aim at the base of the fire (if you hit the fire it is apt to come back on you and cause burns)
  - Squeeze the handle, and
  - Sweep back and forth to suffocate the fire

# Active Shooter -- EC.A.82

To Implement – The Active Shooter protocol will be implemented when a person or persons enter our building or grounds armed with a firearm with the intent to do harm or threatening to do harm to those present or is actively shooting

- If an armed intruder enters our building the first response will be to protect as many of our patients, visitors and staff as possible. At the same time we will summon help from internal and external resources. •
- Your personal response may need to be made in a hurry. Difficult decisions will need to be acted on quickly. Make the best response decisions you can and try to limit the harm inflicted on yourself and those around you.

### **Notification by observing person/employee •**

- Make the best decision you can as to order of notifications •
- Call "6" (if in a hospital building or a building attached to the hospital) •
- Call 9-911 (Medical Center) or 911 if not connected to the switch board •
- Notify your Manager or Supervisor, if possible •
- Provide this information:
  - The 911 Call say: "This is Bryan Medical Center (give location, plus area) we have an armed intruder in the building, gunshots (not) fired."
  - The "6" Call say: "We have an Active Shooter in the building (provide area), gunshots (not) fired."
  - If possible provide a description of the person(s) and their location

### Announcement

- The Telecommunications Operator will announce three times: "Active Shooter + Location + Do not go near this area, leave the building if safe to do so"

**Personal Response**, follow this as a guide; your response may vary depending on the circumstances.

- Remember ADD, it may add to your chances for survival
- o A – Avoid, the goal is to completely stay away from the armed intruder
  - ♣ Do NOT respond to the area of the armed intruder
  - ♣ Leave the armed intruders area
  - ♣ Help visitors and patients to safe areas
  - ♣ Leave the building if possible, unless involved in patient care
- o D – Deny Access, the goal is to keep the armed intruder moving and not finding victims
  - ♣ Move into a room with a locked door
  - ♣ Lock your door, turn off lights, make no noise
  - ♣ Barricade doors, make entry as difficult as possible
  - ♣ Patient care areas;
  - • Block or lock entry doors, including stairwells
  - • Close patient doors
  - Stay out of hallways as much as possible
  - If possible place one person in each occupied patient room, close door and block it with everything available
  - Do not come out until the all clear is announced.
- D – Defend, the goal is to survive a face to face encounter with an armed intruder
  - If you cannot avoid or deny access, you may have few options, and may include:
    - • Play dead among the other victims
    - • Fight back; this is very dangerous and may be your last option
    - Use anything handy as a weapon (fire extinguisher, piece of a file cabinet, pen, letter opener, stapler etc.)
    - Follow their directions
    - ♣ Make your decision based on what you think is best for the circumstances you are in.
    - At this point we can only provide suggestions, you will need to do what you think is best

### Personal Response to police

- The police may not know who is the armed intruder so be prepared to be treated as a suspect until things are sorted out
  - ♣ Raise your hands, keep your hands in view
  - ♣ Do not brandish weapons when encountering police or exiting the building
  - Ensure that you do not appear to be a threat
  - Follow directions
  - Provide as much information as possible

# Communicable Disease Emergency Response and Communication Policy

## Purpose

The Bryan College of Health Sciences takes its responsibility to its students, employees, and community very seriously and understands that a college environment may provide means for the spread of communicable diseases. The College has policies requiring students to obtain the pre-enrollment immunizations necessary to prevent a number of communicable diseases. While prevention is the front line defense against communicable disease, the College recognizes that immunizations are not 100% effective and many non-students, who may not be immunized, interact within the environment of the College every day. This leaves the College, and the Community it serves, vulnerable to contagion. When a known threat of communicable disease is discovered, the College must be prepared to respond quickly and effectively to minimize the impact of the threat. This policy provides the process for reporting, responding to, and communicating about instances of communicable disease.

## Reporting

Employees and students of the College are expected to minimize contact with other people and contact their direct supervisor, faculty member, or clinical instructor/preceptor in the following situations (please note, the examples of diseases used in the following situations are not all inclusive):

- When they return from travel from a country the CDC has placed on a watch list for life-threatening communicable diseases such as ebola, etc.
- When they have a known exposure to a contagious or potentially life-threatening disease such as measles, pertussis, mumps, ebola, meningitis, etc.
- When they exhibit symptoms of a communicable disease such as the influenza, measles, rubella, mumps, chicken pox, pertussis, meningitis, etc.
- When they have been diagnosed with a communicable disease The person notified by the affected student or employee will promptly notify the Dean of Students (or designee) of the situation.

## Minimizing the Spread of Communicable Disease

The College will follow Bryan Medical Center policies and will collaborate with experts in epidemiology, employee/student health, and public relations available at Bryan Medical Center and the regional Public Health Department in directing the actions of employees or students and providing any further needed notifications. An individualized plan will be developed by College and Medical Center personnel delineating, at a minimum: 1) The time the employee or student must be absent 92 from all College-related activities; and 2) The circumstances necessary for return. The goal of the plan will be allowing the individual employee or student time to recover and minimizing the probability of spreading the communicable disease to others in the College or community. Employees and students are required to follow the plan developed for their situation and failure to do so will be grounds for disciplinary action.

If a situation involves possible spread of contagion to other students or employees of the College, all possible steps will be taken to communicate with those potentially affected. An individualized plan will be created specifying: 1) Required monitoring for development of disease; and 2) Steps necessary for prevention of further spread of contagion within the internal College environment. \

If an employee or student of the College reports a situation that may pose a threat of contagion to the community, College or Medical Center officials will report the actual or possible threat to city, state, and regional health officials. If it is deemed necessary for the protection of the community, a press release will be issued outlining the potential threat and steps taken to minimize that threat. The privacy of affected individuals will be protected during reporting unless disclosure of names is mandated by law.

# Student Services

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## Academic Advisement

Bryan College of Health Sciences offers academic advising to all students from new student registration until graduation.

1. To assist students in meeting educational goals
2. Promote Professionalism
3. Promote Strengths
4. Navigate Path to Degree Completion

# Student Affairs

The Student Success Center is comprised of six divisions: Academic Services, Professional Development, Financial Aid Services, Student Services, Health and Wellness, and Campus Culture.

Academic Services supports academic success. Support is provided to improve academic standing, early intervention to improve academic outcomes and increase student involvement in the learning process by facilitating a peer tutor program.

Professional Development enhances the skills students need to be successful in college and beyond. Support is provided to promote personal and professional success, increase student involvement in the college experience by promoting involvement in professional activities, act as liaison for student referrals and information to internal and external resources, and collaborate with faculty on student issues. A student mentoring program is provided to enhance professionalism and help in connecting and building relationships with other students.

Financial Aid Services provides information and direction to students wanting financial aid resources to attend Bryan College of Health Sciences. They provide counsel to all students in exploring funding methods and resources to best meet their college expenses, recognize and honor the responsibility to deliver funds in a timely and equitable manner, identify new methods of financial assistance delivery, while continuously improving the processes, work collaboratively with all areas of the College to consistently uphold a high standard of honesty, integrity and a commitment to student service.

Student Services provides opportunities for students to develop personally, professionally and socially through active engagement in community service, student organizations and student life. They provide educational, cultural, wellness, social and recreational programs for students, assistance to students and student organizations to interact more effectively with one another and with the college community, promote self-governing opportunities and provide access to decision making activities for students and provide efficient administrative services for student retention, orientation, activities and counseling.

Health and Wellness Services provides support and guidance for the members of the college community in regard to health and wellness. They plan, develop, implement and evaluate health promotion activities, and health screening activities with a focus on health promotion and injury/illness prevention. Health and Wellness Services is also a liaison to student health services. The objective of the student health program is to provide adequate health supervision and service that best serves the interests of both the students and the College. Emphasis is placed on positive health attitudes and increasing awareness of the students' attitudes regarding their health. Prior to enrollment, the student submits a health history and validation of required immunizations. Each student is required to show proof of health insurance coverage. Coverage must be maintained throughout enrollment at the College.

The Campus Culture at Bryan College of Health Sciences cultivates an inclusive and responsive college climate underscored with fairness and equality, provides a safe and stimulating learning environment, welcomes and celebrates differences among of the campus community, provides support and services which are inclusive and accessible to all students, provides opportunities for students, faculty, and staff to interact with one another in formal and informal settings in order to establish a campus culture that facilitates student engagement and interaction, and increases cultural competence among college constituents through programs and services.

## Early Referral Process

Personal, academic and/or financial problems can place students at risk of failing a course. The purpose of the Early Intervention Process is to provide early identification and intervention for students at risk for a variety of reasons. This Process is designed to support both students, faculty and staff. The early referral form will be submitted electronically to the individuals as indicated on the form to either Academic or Student Affairs staff for follow-up.

### Early Referrals

Code of Conduct Violations (see student handbook for policy) Academic Integrity Violation (see student handbook for policy)  
Personal or Professional Development Concern Academic success Concern Other

To activate the Early Intervention Referral, these steps should be followed:

1. Anyone can identify students at risk and fill out an Early Referral Form.
2. When a student "at risk" is identified, it is recommended but optional to inform the student that an Early Referral will be initiated.
3. An Early Referral Form is completed on the student outlining the concerns identified. The completed form is filled out electronically and submitted to the Academic or Student Affairs staff as indicated on the form.
4. An Early Referral Form should be completed on any student directly referred by faculty and staff to Continuum EAP.
5. The appropriate representative will contact the student via email or phone when necessary.
6. Individuals who complete an Early Referral Form will receive a confirmation email that the document was received.

## Writing Center

The Writing Center will address students' writing concerns in a timely, friendly, and knowledgeable manner. Writing Center consultants will provide help in all stages of the writing process: invention, organization, and revision. Students can meet with the writing center consultant about any writing project they are working on, whether it's an assigned essay for class, a cover letter and resume for a job, or writing just for fun. To make an appointment email: [writingcenter@bryanhealthcollege.edu](mailto:writingcenter@bryanhealthcollege.edu).

## Counseling Service

### Continuum Employee Assistance Program (EAP)

1. Through the Continuum Employee Assistance Program, personal and educational counseling is available to students. The counseling service seeks to help students examine their feelings and attitudes with a professionally trained counselor.
2. The student may initiate an appointment with Continuum EAP at any time.
3. The Professional Development Counselor may recommend or mandate an appointment with Continuum EAP as indicated.
4. Distance students will be referred to local Continuum EAP offices.
5. Continuum EAP is located at:

1135 M Street, Ste 400  
Lincoln, NE 68508  
402-476-0186

## Financial Aid

Students applying for financial aid must file a Free Application for Federal Student Aid (FAFSA). This application may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority FAFSA filing deadline for the 2020-2021 FAFSA is 2/15/2020. The Bryan College of Health Sciences federal school code is 006399.

Students should apply for a FSA ID prior to completing the FAFSA. The FSA ID allows access to Federal Student Aid's online systems and functions as the legal electronic signature. Students who are dependents should also encourage a parent to apply for an FSA ID. Students and parents can create the FSA ID at <https://fsaid.ed.gov>.

In addition to the FAFSA, students will continue the financial aid application process through the **Student Aid InterNet Technology (SAINT)** Student online portal system. This system allows the student to determine their own federal aid packaging according to their program of study, grade level and financial need data. Information regarding completing SAINT Student, as well as priority funding deadlines, can be found at [bryanhealthcollege.edu/saint](http://bryanhealthcollege.edu/saint). Students should apply for financial aid before the start of the term. Upon special circumstances, students will be allowed to apply for financial aid up to 90 days after the start of the term.

A student must be in good academic standing and be enrolled for a minimum of six credit hours (fall, spring and summer) to be eligible to receive Federal Student loans for that semester.



### **Types of Financial Aid**

Bryan College of Health Sciences offers a variety of financial aid opportunities to students. Types of aid available include: Unsubsidized Federal Direct Loans, Federal Direct Grad PLUS, Pell Grants, State Grants, Federal Work Study, college based grants, scholarships and private loans.

### **Scholarships**

Students who wish to receive Bryan Foundation scholarships should complete their FAFSA and the online scholarship application form at [bryanhealthcollege.edu/scholarships](http://bryanhealthcollege.edu/scholarships). The online scholarship application is available annually March 1-15.

### **Veterans' Information**

Many of the programs at the College have been approved by the State Approving Agency for the enrollment of those eligible to receive GI Bill education benefits. A Certificate of Eligibility (COE) is required to certify students for veteran education benefits. Prospective students may visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov), call the assistance line at 888-GIBILL1 (888-442-4551), or inquire at a Veterans Administration Office for information on benefits. The assistance line is open from 7:00am to 7:00pm Central Time, Monday-Friday.

### **Veterans Benefits and Transition Act of 2018 Compliance – Section 103**

The President signed into law the Veterans Benefits and Transition Act of 2018 on December 31, 2018, which contains a provision in Section 103 that takes effect on August 1, 2019. In accordance with Section 103, while payment to the institution is pending from the Veterans Administration for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, Bryan College of Health Sciences will not:

- Assess a late fee;
- Prevent enrollment or deny access to classes;
- Deny access to any student resources (library, student services, or other institutional facilities) available to other students who have satisfied their tuition/fees to the institution;
- Require that the VA recipient secure alternative or additional funding to cover financial obligations to the institution due to delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

### **Veteran and Eligible Person Standard of Progress Policy**

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. The veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed in the College Catalog and Student Handbook consisting of overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct.

### **Contact Information**

Financial Aid Office, Bryan College of Health Sciences, 1535 S. 52nd St., Lincoln, NE 68506-1398  
Phone: (402) 481-8984 or 800-742-7844, extension 18984  
E-mail: [fa@bryanhealthcollege.edu](mailto:fa@bryanhealthcollege.edu)

## **Library Policies**

### **Library Purpose**

The Library's goals are to:

1. Provide quality collections, resources and services that support the educational and clinical needs of our patrons through our own collections and through collaborations with other institution
2. Facilitate and promote information literacy skills by instilling in our library constituents the knowledge, skills and attitudes needed to become lifelong learners and competent practitioners of evidence-based healthcare
3. Utilize current technologies to strengthen services and expand access
4. Provide the highest level of service to our patrons

### **Check Out Policies (physical materials only)**

1. Books: Books in the circulating collection may be checked out for three weeks.
2. Journals: Print journals do not circulate.

3. Laptops: Laptops are available to be checked out of the Library for one week or four weeks. Special circulation privileges may be granted by the Dean of Students.
4. Reserve Books: Books on the Course Reserve shelves do not circulate. Special circulation privileges may be allowed by a librarian.
5. Skills Lab items: Skills lab items (such as stethoscopes, blood pressure cuffs and reflex hammers) are available to be borrowed for 24 hours. Special circulation privileges may be allowed by a librarian.
6. Videos: DVDs, CD-ROMs and computer software do not circulate. Special circulation privileges may be allowed by a librarian.

#### Journals

- Most journals in the Library's collection are available online. Online journals are accessible through Library databases and the Online Catalog. Access requires use of an individual's Bryan network username and password.
- Print journals in the Library are primarily an historic collection. Print journals may be photocopied and may not be checked out. Exceptions may be made in special circumstances.

#### PaperCut

Each semester students are provided \$25.00 credit (\$35 for graduate students) for printing materials from the computer lab, student center computers and printers in the Science Lab on West Campus. Black & white printing is \$0.05 per sheet of paper and color printing is \$0.25 per sheet of paper. Student may pay, in cash only, to add additional funds over the amount allotted. Unused funds expire at the end of the semester.

#### Returning Items

All books, skills lab items and laptops are to be returned to the Circulation Desk in the Library. When the Library is closed, books to be returned can be placed in the book drop outside the Library door. Laptops and skills lab items must be returned when the Library is open.

#### Reserve Materials

Course Reserves are materials (books, journal articles, audiovisuals) that faculty determine are required to supplement course content.

- Reserve Books are shelved by the Circulation Desk in the Library. Books are intended to be used in the Library. Special circulation privileges may be allowed by a librarian.
- E-Reserve journal articles are accessed through the course management system (Canvas) or through a link from the Library home page. Use of eReserves is password-protected, requiring an individual's Bryan network username and password to access the articles.

#### Responsibilities

Overdue items will be charged to a student if not returned within a specific period. Most items will be charged to students after 60 days overdue. Any item with a due date of one week or less will be charged after 14 days overdue. Emails will be sent notifying students of overdue materials, before being charged. All material must be returned by graduation or a block will be placed on your college account. Borrowers will be charged for any loss or damage occurring to Library material checked out in their name.

#### Photocopy Machine

The Library's copy machine is available for use by all College students, faculty and staff. The copy machine may be used to photocopy course materials, to scan and email documents or as a facsimile (fax) machine.

## Lost and Found

Students should check in the College Administration office 201 (481-3801) for lost and found items at the College. Lost and Found at the Medical Center is located in Facilities Management at 481-8971.

## Malpractice & Liability Insurance

Students are covered under a malpractice and general liability insurance policy paid for by Bryan Medical Center. This covers the student during assigned clinical experiences or on official Medical Center business.

# Student Activities

All class or student body projects must be cleared through the Coordinator of Student Services before final plans can be made. All activities should be planned well enough in advance so that advertising and other special arrangements can be made. College and Medical Center administration permission must be obtained before any activities are planned that would involve the Medical Center.

# Disability Services

Bryan College of Health Sciences is committed to providing reasonable and equal educational access for all persons regardless of disability. Bryan College of Health Sciences does not discriminate in admissions, educational programs or employment based on an individual's disability. The College is committed to ensuring that no qualified person with a disability will be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by the College.

With respect to students with disabilities, the College complies with all applicable federal regulations under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. These laws require that no qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program that receives Federal assistance. Bryan College of Health Sciences is committed to meeting these requirements through its anti-discrimination policies and by providing reasonable accommodations that afford an equal educational opportunity for qualified students with disabilities. We believe that the review and implementation of academic accommodations is a shared responsibility between the student, administration, faculty and staff.

## Disability Services Goals

1. Ensure reasonable accommodations and support services
2. Empower students with disabilities toward self-advocacy
3. Provide training and support to faculty and staff regarding the needs of students with disabilities.

## Key Definitions

A disability is defined as any condition that substantially limits one or more major life activities. Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Academic accommodations are adjustments or modifications to clinical requirements, coursework, course requirements, and program requirements that allows students with disabilities to accomplish the fundamental and essential components of a course of study.

The College will take necessary and reasonable steps to implement needed accommodations but cannot honor requests that would fundamentally alter its programs or services or the core learning objectives of any course. Regardless of any approved accommodations, students are expected to complete all fundamental and essential academic requirements.

Students wishing to disclose their disability for purposes of requesting an accommodation are required to register with the College's Disability Services Department and work with the Academic Support Services Director/ADA Coordinator to review requests for reasonable accommodations. The following procedures have been established to facilitate this process:

## Disability Services Student Registration Process:

1. The student is asked to complete the Request for Accommodation Form. Additional documentation may be requested, including, but not limited to, the following: educational records, letters from educators, diagnostic reports, letters from health care providers, records of past accommodations, letters or records from local, state or federal agencies, and/or VA records. The Request for Accommodation Form can be obtained from the College Website, the College Learning Management System, or from the Academic Support Services Director/ADA Coordinator.
2. The student is required to meet with the Academic Support Services Director/ADA Coordinator to fully review the reported disability and requested accommodations. All academic accommodations are determined on a case-by-case basis. The Academic Support Services Director/ADA Coordinator will determine the scope of any necessary accommodations and if the requested accommodations are reasonable, based on the facts and circumstances of each specific request.
3. The Academic Support Services Director/ADA Coordinator may collaborate, as necessary, with course faculty and others to ensure that requested or recommended accommodations will not fundamentally alter the course requirements or the learning experiences of other students.
4. The Academic Support Services Director/ADA Coordinator may collaborate with program leadership to ensure the proposed accommodations are administratively and financially supportable.
5. The Academic Support Services Director/ADA Coordinator will communicate approved accommodations to the course faculty.
6. The Academic Support Services Director/ADA Coordinator will strive to communicate approved accommodations to the student within one week of the meeting. Certain circumstances or requests may take longer and students will be notified of this occurrence. Requests are not retroactive; therefore, students are encouraged to promptly submit any required information to the Academic Support Services Director/ADA Coordinator to ensure that approved accommodations are implemented in a timely fashion. Some accommodations, such as a change in clinical site or the need for specialized equipment, require additional time to arrange. In these cases, the Academic Support Services Director/ADA Coordinator should be notified 2-4 weeks in advance. This will attempt to allow sufficient time to coordinate and implement approved accommodations.
7. Bryan College of Health Sciences students are encouraged to practice self-advocacy and review approved accommodations with faculty members.

## Returning Students

1. Returning students will need to fill out a Request for Accommodations form at the start of each semester.

2. Returning students are encouraged to meet with Disability Services at the beginning of each semester if they have any questions or concerns about how their accommodations will work in their new courses, and if changes are needed a meeting may be required. Students should report and discuss any matters related to previously approved accommodations and report the need for revised or new accommodations.
3. The Academic Support Services Director/ADA Coordinator may collaborate, as necessary, with course faculty and others to ensure that requested or recommended accommodations will not fundamentally alter the course requirements or the learning experiences of other students.
4. Bryan College of Health Sciences students are encouraged to practice self-advocacy and speak with faculty members regarding approved accommodations.
5. The Academic Support Services Director/ADA Coordinator will communicate approved accommodations to the course faculty.

### Disability Appeal/Grievance Policy and Procedure

The Disability Appeal/Grievance Policy & Procedures is available to students who believe they have been denied equal access to educational opportunities at the College due to their disability.

#### Purpose

The Disability Appeal/Grievance Policy & Procedure seeks to ensure the successful resolution of any concerns, disagreements, or complaints affecting a student registered with Disability Services by:

1. Encouraging students to address their concern directly with the person or department with whom they have a concern and attempt to find a resolution directly, through open and informal communication.
2. Provide a detailed policy and procedure for achieving resolution.
3. Offer a consistent approach to resolving disability-related appeals/grievances.

#### Procedure

A student registered with Disability Services who believes that they have been denied equal educational access under this Policy, or that established academic accommodations are not being followed, is encouraged to utilize the Disability Appeal/Grievance Procedure. The following steps have been established to facilitate the resolution of any complaint or concern:

4. Independent Resolution: Students should first attempt to informally resolve concerns by addressing the matter with the appropriate faculty, staff, administrator, or student with whom there is a concern. When all parties have an opportunity to share their concerns there is a higher likelihood that the matter can satisfactorily be resolved, *Students are encouraged to ask for assistance from the Academic Support Services Director/ADA Coordinator during this process.*
5. Reporting a Complaint/Concern: If the situation remains unresolved after informal attempts, or the student is not comfortable with Step 4, the student should report their complaint/concern, in writing, to the Academic Support Services Director/ADA Coordinator. If the complaint/concern involves Disability Services or the Academic Support Services Director/ADA Coordinator, the student should contact the Dean of Students. Concerns must be reported within 30 days of the alleged incident or situation or when an independent resolution cannot be achieved. Upon receiving the report, the Academic Support Services Director/ADA Coordinator will meet with the student to review the matter. To facilitate review, students are welcome to bring one support person to the meeting, however, the support person may not participate in the grievance process and the student is responsible for personally presenting their complaint/concern, unless, due to the student's disability he or she cannot effectively participate. The Academic Support Services Director/ADA Coordinator shall have sole discretion in determining to what extent a student may be assisted during this meeting.
6. Informal Resolution: After reviewing the complaint/concern with the reporting student, the Academic Support Services Director/ADA Coordinator may meet, individually or jointly, with all other relevant parties with the goal of seeking a mutually agreed upon resolution that preserves and protects the reporting student's right to equal access while also maintaining the College's commitment to academic standards of excellence. Every effort will be made to resolve the issue within seven working days of the initial report.
7. Formal Resolution Process: If the complaint/concern remains unresolved, the matter will be referred by the Academic Support Services Director/ADA Coordinator, to the Dean of Students, or the President of the College in his or her absence, whose role is to formally review and resolve any disability-related complaints/concerns that have not been resolved through other methods. The process is as follows:
  1. Submit a Formal Complaint: The reporting student must submit a formal, written appeal/complaint to the Dean of Students and/or President of the College within 15 days after the end of the Informal Resolution process. If applicable, students may submit any relevant documentation with the grievance report. All documentation should contain the reporting student's name.
  2. Notification of Outcome: The Dean of Students will review the formal, written complaint/concern and any attached documentation, and if necessary, contact the involved parties for points of clarification or additional information. All parties will receive written notification outlining the decision of the case within 10 days after submission of the formal complaint. The Dean of Students, if deemed necessary may extend the response deadline. The decision of the Dean of Students is final and the student shall have no further right to appeal the matter under this policy.
8. No Retaliation: It is unlawful and against College policy for anyone to retaliate against any student, or prospective student, for raising concerns related to their disability or who has filed a complaint of discrimination, or any person who has cooperated in the investigation of such a complaint, or who alleges discriminatory educational practice.
9. Confidentiality: All documentation and information related to the reporting student will be kept confidential and will not be released without the student's consent, in accordance with Family Educational Rights and Privacy Act (FERPA), or as required by law. Exceptions may be made when documentation and information is needed to review any reported disability or request for accommodation, or any formal claim of discrimination.
10. Student Rights: Although the goal is to resolve any disability-related matter through the process outlined in this policy, the student has the right to file a discrimination or disability-related complaint with the following federal agencies:
  1. The Disability Rights Section of the US Department of Justice ([www.justice.gov](http://www.justice.gov))
  2. The US Office of Civil Rights (<https://www.ed.gov>)
11. Scope of Policy: The procedures set forth in this policy are limited to addressing matters related to academic accommodations regarding courses or clinical. If students have other concerns related to their disabilities, other than academic accommodations, they should contact the Academic Support Services Director/ADA Coordinator who will direct the student to the appropriate College department.

Bryan College of Health Sciences developed this information in accordance with these references:

12. The American with Disabilities Act of 1990
13. Section 504 of the Rehabilitation Act of 1973

## Clinical Accommodation Letters

### Purpose

In order to facilitate the provision of granted accommodations for a student with a documented disability under the Americans with Disabilities Act (ADA) who is participating in a clinical experience as a part of a course, the ADA Coordinator will create a Clinical Accommodation Letter for a student specifying which accommodations apply to clinical locations and providing any additional information needed to ensure compliance with the ADA.

### Recipients

The ADA Coordinator will provide a copy of the Clinical Accommodation Letter to the student and to each core faculty member of courses with clinical components for which the student is registered. Faculty members will forward the Clinical Accommodation Letter to the courses' clinical faculty members. Additionally, if the student will have a clinical placement where a faculty member is not present, the faculty member will forward the Clinical Accommodation Letter to the individual or individuals on the unit who are best placed to ensure the student's accommodations are honored while maintaining maximal privacy for the student (e.g. a nurse manager, a clinical resource nurse, the student's individual preceptor, and/or other clinical leaders who have oversight/training responsibility for the unit in question). Questions about the appropriate recipient of a letter should be directed to the ADA Coordinator.

### Content

The Clinical Accommodation Letter will include information about *only* those accommodations which are relevant to the student's clinical experiences; accommodations applying solely to classroom or testing settings will not be included. The following information will also be included:

14. That the information in the letter is protected under the Federal Education Rights Privacy Act (FERPA), and the circumstances under which that information may be disclosed
15. Best practices for responding to a student with accommodations needs
16. What to do if a question or concern about a student's accommodations arises
17. Contact information for the ADA Coordinator
18. Other information as deemed necessary by the ADA Coordinator

### Right to Decline

A student may request that a Clinical Accommodation Letter *not* be sent to sites when they fill out their Request for Accommodations form. In doing so, the student assumes full responsibility for communicating their own needs to the clinical site, and accepts that their accommodation, or a suitable alternative, may not be available to them at that site.

# Animal Assisted Therapy (AAT), Personal Pet Visitation, and Service Animals Policy

Bryan College of Health Sciences follows Bryan Medical Center's Animal Assisted Therapy (AAT), Personal Pet Visitation, and Service Animals Policy.

## Definitions

1. Animal Assisted Therapy (AAT) – A goal-directed intervention that uses a skilled handler and trained dog to provide therapy to assist the patient in the healing process. Bryan Medical Center Volunteers and Customer Care volunteer teams only.
2. Personal pet visit – A visit that takes place between a patient and their dog.
3. Service animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task performed by the service dog must be directly related to the individual's disability. Service dogs are not pets, they are an extension of the handler. Service dogs are a necessary tool used for a specific purpose.
4. Service animals in training – Dogs participating in the training process to become a service animal. The Americans with Disabilities Act does not cover service animals in training, however Nebraska State Statute states service animals in training are entitled to all rights and privileges to that of a service animal. Service animals in training by law are afforded access to all public areas and places for the purpose of training the service animal.
5. Emotional support and comfort animals – These animals are not service animals. They provide companionship, relieve loneliness, and help with depression, anxiety and certain phobias. NOTE: Emotional support and comfort animals are not allowed inside any Bryan facility.

## STEPS

- I. AAT Visits

- A. AAT dogs and their handlers are official Bryan Medical Center volunteers and have met all certification and vaccination requirements.
  - B. AAT visits are scheduled through the Volunteers and Customer Care department and are conducted with Bryan Medical Center patients only.
  - C. AAT dogs and their handlers are identified by a Bryan Medical Center volunteer name badge and the handler wears a Bryan Medical Center volunteer uniform.
- II. Inpatient Personal Pet Visits
- A. Inpatient personal pet visits are limited to dogs only.
    - 1. Exception: for end of life personal pet visits, contact the Administrative Manager.
  - B. These visits are scheduled in advance through the Volunteers and Customer Care department M-F 8:00 a.m. to 4:30 p.m.
  - C. When scheduling, Volunteers and Customer Care will verify the following:
    - 1. Patient's name and room number
    - 2. The patient is the dog's owner
    - 3. The visit is appropriate (verified with patient's nurse)
    - 4. Handler knows required vaccination records to bring
    - 5. Handler understands parameters of visit:
      - a. Must enter through Medical Center main entrance
      - b. Must stop at the information desk
      - c. Must show vaccination records
      - d. Must obtain and display the provided authorization tag on the collar of the dog
      - e. Must take direct route to and from the elevator, patient room floor and patient's room
      - f. Must not stop and visit other patient rooms, waiting areas/rooms, lobbies, etc.
  - D. Volunteers and Customer Care will notify patient's nurse, Administrative Manager and Security of the scheduled visit.
- III. Service Animals and Service Animals in Training
- A. Service animals and service animals in training at Bryan Health are limited to dogs only.
  - B. Staff may ask two questions of the handler
    - 1. Is the dog a service animal required because of a disability; and
    - 2. What work or task has the dog been trained to perform.
  - C. According to the Americans with Disabilities Act (ADA), service dogs must be harnessed, leashed or tethered, unless these devices interfere with the service dog's work or the individual's disability prevents using these devices.
  - D. These dogs must always remain under the control of the handler.
  - E. The handler does not have to provide proof of training or vaccination.
  - F. Dogs may be denied access to the facility or accommodation if the animal behaves inappropriately:
    - 1. Disrupting business
    - 2. Behaving aggressively
    - 3. Interfering with other patrons or clients (sniffing or jumping)
    - 4. Bladder or bowel accidents
  - G. Staff is not required nor expected to provide any type of care, including walks, bathroom breaks, etc. or food for a service dog.
- IV. Bryan Employees/Students/Volunteers, Licensed Independent Practitioners and Building Tenants
- A. Employees that have a disability or condition which requires the presence of a service or therapy animal should contact Human Resources.
  - B. Personal animals/pets belonging to Bryan employees/students/volunteers (not AAT), licensed independent practitioners, and building tenants are not allowed in Bryan Health buildings.
  - C. Exceptions:
    - 1. Fish aquariums that are professionally maintained on a regular basis.
    - 2. Bryan-sponsored events that request animals. These animals must be registered through Volunteers and Customer Care prior to the event.
- V. Protective Measures
- A. Vaccination records must be current for all visiting dogs.
  - B. Visiting dogs must be on a leash, in a cage or have a harness device.
  - C. A handler must be present at all times.
  - D. Patient or patient's representative and nurse must give consent for visit.
  - E. Visiting dogs must be housebroken.
  - F. The visiting dog must be well-groomed and must not have any active lesions, drainage, infections or infestations (fleas, ticks).

- G. Unhealthy or unkempt dogs will be refused a visit
  - H. A bath or brushing/combing pet prior to visit is encouraged, to remove dander and reduce allergic reactions
  - I. Dogs exhibiting disruptive or aggressive behavior or losing bladder/bowel control will immediately be removed from the facility, taking care to avoid any additional stimulation.
    - 1. Contact Environmental Services to clean up accidents.
  - J. Assist patient (as needed) in performing hand hygiene following the visit.
  - K. Offer a hand sanitizing agent or disinfectant towelette to those who cannot wash their hands at a sink.
  - L. Healthcare workers must wash hands or use an alcohol hand sanitizer if physical contact is made with the visiting dog.
- VI. Aquariums
- A. Aquarium maintenance is contracted out. Hospital employees shall not service aquariums.

## Disability Safety Plan Policy

### Purpose

When a student has a medical condition, such as a seizure disorder, a fainting disorder, or another condition that may result in an inability to communicate their needs and wishes with those around them (an “episode”), the student is encouraged to meet with the Americans with Disabilities Act (ADA) Coordinator to create a Safety Plan. This plan provides the student’s faculty members, the College’s Student Health nurses, and other individuals as determined by the student and the ADA Coordinator with information about the student’s symptoms and the student’s requested follow-up plan.

### Content

Each Safety Plan will include:

- A detailed description of the symptoms that are associated with an episode, including the expected duration of those symptoms
- A description of the appropriate follow-up actions to be taken, such as the location of any emergency medications
- Contact information for the College’s Student Health nurses and the ADA Coordinator
- A statement of consent and agreement, including consent to share diagnosis with Student Health

The Safety Plan may also include a request from the student regarding calling, or not calling, Emergency Services.

A Safety Plan will not include information about the student’s specific diagnosis. However, the diagnosis will be shared separately with the College’s Student Health nurses, so they can be prepared with appropriate assessment/intervention strategies if an episode does occur.

### Request to Refrain from Calling Emergency Services

A request to refrain from calling emergency services is non-binding. Even if such a request is included in the Safety Plan, the College’s first priority is student safety. Therefore, a College employee always retains the right to call Emergency Services during a student episode.

## Individual Support Plans for English Language Learners

Individual Support Plans for English Language Learner (ELL) students are plans to help students whose first language is not English.

### Purpose

Individual Support Plans help students from non-English-speaking backgrounds as they begin their time at Bryan College of Health Sciences. These plans are:

1. Individual: Each student’s plan is based on their unique needs. A Support Plan may consider the student’s level of English, any disability-related accommodations, and course or program requirements.

2. Temporary: Students will take professional exams after graduating, and those exams do not offer support for ELL students. Because of this, the Support Plan will lessen over time to help students prepare.
3. Positive: Speaking more than one language is a strength that helps students engage with a diverse, multicultural society.

## Procedure

These are the steps to ask for an Individual Support Plan:

1. The student meets with the Director of Academic Support Services to talk about how an Individual Support Plan can help them be successful. The student may also need to fill out a Request Form.
2. The Director of Academic Support Services will work with the student to create an Individual Support Plan. The plan will explain:
  1. The support needed: Some examples of possible supports are extended exam time; private or semi-private exams; the use of a bilingual dictionary; closed captioning of videos; early access to class materials. If a dictionary is a part of the Support Plan, Academic Support Services will buy one and store it in the locked Testing Center cupboard between exams.
3. The plan and timeline for preparing the student for graduation and licensure exams
4. The Director of Academic Support Services may talk with professors, Deans, and others to make sure the plan is fair and reasonable.
5. The Director of Academic Support Services will share the Support Plan with the student's advisor and professors each semester.
6. The student will need to renew the Support Plan each semester. This may involve meeting with the Director of Academic Support Services, filling out a new Request Form, and/or other steps sent to the student's College email.
7. The student should let the Director of Academic Support Services if the Support Plan is not meeting their needs.

## Student Health Policy and Health Services

The objective of the Student Health and Wellness program is to encourage health promotion and illness prevention. The College provides limited health services through Employee Health located on both east and west campuses of the Bryan Medical Center. These services are available to students Monday through Friday, 0700 to 1600. Students are encouraged to call (402) 481-8622 for appointments. In addition, Nurse Practitioner services are available by appointment for acute illness or urgent care. Students can also access Bryan Health ezVisit, an online virtual care service, at no charge using the code provided on student portal. They may also utilize one of the Bryan Urgent Care facilities using own health insurance.

Students as health care providers are at increased risk of exposure to communicable and blood borne illness including, but not limited to: influenza, tuberculosis, hepatitis, pertussis and COVID-19. (Refer to Bryan College of Health Sciences website for COVID-19 information). Students are required to maintain complete and current health and immunization records with Student Health. This requirement ensures the well-being of students, clients and the health community. (Please refer to the Program-specific policies for additional health and safety information).

### A. Health and Immunization Requirements

All health science students with an on-campus presence and students in a program containing clinical experiences are required to provide proof of required immunizations/immunity, complete the Tuberculosis (TB) Screening Questionnaire and identify allergies. Students are expected to complete all health requirements and submit documentation by the designated due date.

#### Immunizations required by program:

##### MSN & Ed.D

- **MMR (Measles, Mumps, & Rubella)** - 2 dose vaccine series or a blood titer demonstrating positive immunity of each-measles, mumps, rubella
- **Varicella (Chicken Pox)** - 2 dose series or a positive Varicella blood titer demonstrating immunity if previously had Chicken Pox. History of disease alone does not meet requirement.
- **TB (Tuberculosis):** Not required prior to start date. TB testing may be required during practicum experiences. A TB Screening Questionnaire was completed upon admission.
- **Tdap (Tetanus, Diphtheria, and Pertussis)** - 1 dose required within the past 10 years prior to start date- Once expired can be updated with another Tdap or plain Tetanus (Td).



- **Meningococcal (meningitis)** - Only for students under the age of 21 years.
  - One dose of conjugate vaccine from ages 11-15 years with a booster vaccination at age 16 years **OR** if did not receive conjugate vaccine prior to 16 years old, the requirement is to have 1 vaccination prior to age 21 years.
- **Hepatitis B** – 2 or 3 dose vaccine series (depending on type of vaccine) **OR** Hepatitis B Surface Antibody blood titer demonstrating immunity alone
- **COVID-19 (SARS-CoV-2)**- fully immunized 2 weeks prior to start date or declination for medical, religious, or creed exemption on file with Student Health. Declination may result in weekly COVID-19 testing requirement.
- **Mandatory seasonal influenza vaccination**-Influenza vaccination will be provided at no expense to students during the annual flu season. If vaccine is received elsewhere, documentation is required. For students who decline or cannot have the flu vaccine for medical reasons, a declination form must be signed and on file.

## DNAP

- **MMR (Measles, Mumps, & Rubella)** -- 2 dose vaccine series or a blood titer demonstrating positive immunity of each-measles, mumps, rubella
- **Varicella (Chicken Pox)** - 2 dose series or a positive Varicella blood titer demonstrating immunity if previously had Chicken Pox. History of disease alone does not meet requirement.
- **TB (Tuberculosis)** - 2-step TB skin test (two separate skin tests at least 1 week apart or two TB skin tests within the 12 months prior to start date) **OR** a TB blood test (IGRA: T-spot or QuantiFERON Gold) within the 12 months prior to start date. A TB Screening Questionnaire was completed upon admission. If a student has history of positive TB skin test or IGRA, documentation of follow up screening/care from healthcare provider must be submitted to Student Health. TB testing will be required annually to meet clinical site requirement.
- **Tdap (Tetanus, Diphtheria, and Pertussis)** - 1 dose required within the past 10 years prior to start date- Once expired can be updated with another Tdap or plain Tetanus (Td).
- **Meningococcal (meningitis)** - Only for students under the age of 21 years.
  - One dose of conjugate vaccine from ages 11-15 years with a booster vaccination at age 16 years **OR** if did not receive conjugate vaccine prior to 16 years old, the requirement is to have 1 vaccination prior to age 21 years.
- **Hepatitis B** – 2 or 3 dose vaccine series (depending on type of vaccine) **AND** a positive Hepatitis B Surface Antibody blood titer demonstrating immunity **OR** Hepatitis B Surface Antibody blood titer demonstrating immunity alone
- **COVID-19 (SARS-CoV-2)**- fully immunized 2 weeks prior to start date or declination for medical, religious, or creed exemption on file with Student Health. Declination may result in weekly COVID-19 testing requirement.
- **Mandatory seasonal influenza vaccination**- Influenza vaccination will be provided at no expense to students during annual flu season. If flu vaccine is received elsewhere, documentation is required. For students who decline or cannot have the flu vaccine for medical reasons, a declination form must be signed and on file.

## Non-Degree Seeking

- Non Degree Seeking (NDS) students with a clinical component in their assigned course must complete a TB Screening Questionnaire. Additional screening (TB Symptom Screening/Risk Assessment) may be required if further evaluation is needed. Depending on clinical site requirement, student may need to provide proof of a current TB skin test or TB blood test within 6 months prior to start date. Students are required to follow Bryan Health's policy on seasonal influenza and COVID-19 vaccinations.
- Non Degree Seeking (NDS) students without a clinical component in their assigned course are exempt from these requirements except for Bryan Health's policy on seasonal influenza and COVID -19 vaccinations.

## Online Only

- Exempt from all immunization requirements.

## B. Student Health and Wellness Office (located in Room 214 B 402-481-8468)

1. Health Nurses will monitor and ensure completion of required Tuberculosis Screenings per policy.
2. Students will be notified by Health Nurses of immunizations that require renewal to meet continued immunization requirements.
3. Health Nurses will coordinate the seasonal influenza vaccination clinics at the Lincoln location and will inform students of clinics offered at Mary Lanning.
4. Students can request and obtain a copy of their immunization record through Student Health or the Registration Office.

### C. Health and Hospital Insurance/Medical Expenses

1. Students are to be covered by health and hospitalization insurance. The name of the insurance carrier and the identification numbers of the student are to be kept current with the Registrar. Students can contact Student Health for health insurance questions and informational resources.
2. Students coming into the College with any known physical conditions are to be responsible for their medications and treatments resulting from these conditions.
3. Medications, referrals, treatments, diagnostic tests or other special services will be at the student's own expense.

### D. Illness/Injury/Hospitalization/Surgery/Exposure

1. Students reporting an absence are expected to follow the specific course protocols identified for each classroom and clinical experience.
2. If a student is seen at Employee Health for a health condition, the nurse can make the recommendation whether or not the student should return to class or clinical. The nurse communicates the recommendation to College personnel. The student may be referred to their personal healthcare provider for follow-up care at the student's expense. If the student does not have a personal healthcare provider, Employee Health or Student Health can assist in providing referral information through the Bryan Physician Network.
3. If a student is absent related to injury, inpatient admission hospitalization, surgery, or any actual or probable infectious conditions, the student must present documentation from a healthcare provider or Bryan Employee Health for review by the College Health Nurses. Documentation would include dates of absence, date of return to class or clinical experiences, and specify any restrictions, if applicable, that may impact the student's ability to engage in normal classroom and/or clinical experiences. Students with restrictions/limitations may not be allowed to provide patient care in the clinical area. This will be evaluated on a case-by-case basis by the ADA Coordinator (Director of Academic Support and Accessibility Services) in consultation with faculty and respective medical center's Employee Health Manager. Students are advised to contact the ADA Coordinator (Director of Academic Support and Accessibility Services) to discuss the situation and determine if special accommodations are deemed necessary.
4. The College reserves the right to specify provisions of treatment and follow-up for return to course activities following illness, injuries, or hospitalization.
5. Student Injuries while attending class or clinical experience
  - At time of injury, notify assigned faculty and contact Bryan Employee Health (402-481-8622) for evaluation/treatment if needed
  - If emergency care and treatment is indicated.... seek medical attention at Emergency Dept., Urgent Care, or personal care provider.
  - Access B-Safe reporting form on Hello Bryan website- use icon Employee Event and report incident as a student
6. Student Needle Stick or Blood and Body Fluid Exposure (All exposures must be seen by Bryan Employee Health for follow up)
  - At time of the exposure, notify assigned faculty and contact Bryan Employee Health (402-481-8622) or, if after hours, the on duty Administrative Manager at Bryan Health (402-481-1111).
  - Exposures incurred at off campus educational experiences, must also be reported to that facility's supervisory staff.
  - Source patient blood is drawn onsite at the assigned facility. Blood testing for students is completed through Bryan Employee Health or as directed by that department.
  - Access B-Safe reporting on Hello Bryan website- use icon Employee Event and report incident as a student

### Seasonal Influenza Vaccination Policy

1. The College's influenza vaccination deadline coincides with the Medical Center's designated influenza deadline. Dates will be determined on an annual basis and communicated to students prior to the influenza season.
2. Students are required to provide influenza vaccination documentation to the Student Health Office Room 214 B, through one of the following methods of communication:
  1. Students attending the College flu clinics will have their vaccination recorded into their electronic immunization record.
  2. Students who receive their vaccination through Bryan Employee Health are responsible for notifying Student Health of receiving their vaccination.

3. Students who receive their vaccination through Mary Lanning Employee Health are responsible for submitting documentation to Student Health.
  4. If student receives influenza vaccination elsewhere documentation must be submitted to the Student Health Office.
  5. Students who complete the Influenza Vaccination Declination must provide the document to the Student Health Office.
3. A sticker is placed on the student's name badge verifying receipt of receiving the influenza vaccination.
  4. Students who complete an Influenza Vaccination Declination will follow their respective medical center's policy.
  5. Students who do not provide the required documentation to the Student Health Office by the College's designated deadline will be in violation of the Student Code of Conduct.
  6. The following sanctions will be applied to students who are in violation of the Student Code of Conduct due to non-compliance with the Influenza Vaccination Policy:
    1. Students are placed on a Registration Hold which prevents them from registering for future classes.
    2. Students are eligible to attend class but **NOT** eligible to attend clinical experiences which include but are not limited to hospital, clinic, community, skills lab, and simulation experiences.
      - The Clinical Absence Policy and fee structure will be applied to absences.
  7. The sanctions identified above will be removed when students complete one of the following:
    1. Students receive the influenza vaccination and documentation is submitted to the Student Health Office.
    2. Student submits a completed Influenza Vaccination Declination form to Student Health.

### Lactation/Nurturing Rooms

- Bryan Medical Center has several Lactation/Nurturing rooms on both east and west campuses which are available to students who need to do breast pumping while at the College or Medical Center. Accessibility is via proxy card entry, and students who would like to have access should contact Employee Health at (402-481-8622). Lactation consultants are available to answer questions or assist as the need arises and can be reached at (402) 481-7103. A list of room locations is available through Employee Health Service or Student Health Office (Rm 214B, (402)-481-8468).
- Students at Hastings Location may contact Mary Lanning Employee Health 402-463-4521 for available lactation rooms.

## Student Identification Badge

An identification badge is issued to all Bryan College of Health Sciences students. This badge provides identification and/or access to patient care areas, computers, skills lab, and checkout privileges from the library.

**This Name ID Badge is more than a name tag. The following rules apply:**

- Students are responsible for properly securing, storing, and maintaining identification badges.
- No stickers or pins may be placed on the identification badge without the permission of a faculty member or school official.
- The identification badge holder must be clean and maintain a professional appearance
- Identification badges must be worn on campus for all class and clinical experiences. No exceptions.
- During flu season a sticker will be placed on the identification badge indicating receipt of the flu immunization.
  - Once flu season has been declared, students without a flu immunization sticker will be required to wear a mask at all times during class and clinical experiences that are held on campus.
  - If a student forgets their identification badge and flu season has been declared; the student will be required to either retrieve their identification badge or wear a mask for the day.

### **Student Replacement Identification Badge**

- • A lost identification badge is a potential security risk to Bryan College of Health Sciences and Bryan Medical Center.
  - During regular College business hours the student must immediately notify the Records and Registration Office of a lost identification badge.
  - During non-College business hours the student must immediately notify the Bryan Medical Center Information Technology (IT) Help Desk at 402.481.8960 and leave a voice message with the Records and Registration Office.
  - In order to prevent unauthorized access to doors and computer systems lost identification badges will be disabled.
  - Students must submit a Name Badge Replacement Form to the Records and Registration office.

- A replacement identification badge will be issued to the student within two regular College business days of the request.
- Damaged identification badge:
  - Students must turn in their damaged identification badge and submit a Name Badge Replacement Form to the Records and Registration Office.
  - A replacement identification badge will be issued to the student within two school regular College business days of the request.

## Bryan College of Health Sciences Student Government Association

The Bryan College of Health Sciences Student Government Association (SGA) is the voice of students and serves as a communication link between students and the college community. SGA works toward building a positive campus environment.

## Student Organizations

### Action For Students -AFS

The organization prides itself in promoting social and community service. Members actively participate in building social relationships inside and outside of the College. The organization also participates in enriching the College atmosphere through potlucks, social outings, decorating pumpkins, faculty appreciation activities, playing bingo with long-term care facilities, and fundraising for charity organizations. The organization is proud to share that they have donated over \$22,000 towards a student scholarship fund at the College. This is a rewarding experience for everyone involved. Being a member will enhance your life personally and professionally. There are no membership dues.

### Bryan Student Nurses' Association (BSNA).

A local chapter of the National Student Nurses' Association (NSNA), a pre-professional organization for nursing students which allows you the opportunity to network and receive support from other nursing students. All nursing students are welcome to join BSNA. However, one can choose to join the National Student Nurses Association (NSNA) for a small fee. By joining NSNA, you are automatically a member of the national, state, and local chapters. Active membership in NSNA provides nursing students with growth both personally and professionally. As a member of NSNA, you will benefit from scholarships, student insurance, credit cards, receive the NSNA journal "Imprint," and the opportunity to attend state and national conventions. Members are also involved in numerous community service projects throughout the academic year and participate in fundraising activities.

### American Red Cross

Do you want to give back to your community? Do you want something impressive to put on your resume?? Become a Red Cross volunteer!!! There are different levels of volunteering that you can participate in. You can teach elementary students Basic First Aid, help with blood drives, teach elementary students about being prepared in disasters, or volunteer with other community activities. The second level would be to become a First Aid Responder. As a First Aid Responder, you would be able to participate in the First Aid Stations at all UNL sporting events, all Lied Center events and numerous other activities around the city. To become a First Aid Responder, there are two classes that are necessary and these classes are free of charge if you are a registered volunteer for the American Red Cross. Not only does volunteering with the Red Cross count for service learning hours at the college, but as a reward for volunteering for 20 or more hours, you will earn a prestigious American Red Cross pin. This pin will be awarded once you have obtained your RN license. What a great way to help others in need and get something back in return.

### Biomedical Sciences Club

The mission of the Biomedical Sciences club is to connect Biomedical Science major and minor students through social and community service experiences. We want to continue our scientific learning outside of class with study groups and hands on experience in the medical field. We are aiming to promote Biomedical Sciences and to continue its growth with the annual Science Symposium.

## **Caring with Christ**

This organization is open to all students and its mission is to disciple our classmates, faculty and clients we care for, minister to those in need, Rejoice in the gifts of the day, prayerfully support one another, incorporate the word of the Lord into our daily lives.

## **Diversity Club**

This organization is open to all students and its mission is to educate, advocate and promote awareness of our diverse College and community through a supportive network. The Diversity Club has routine meetings throughout the academic year that include guest speakers, which have provided dynamic presentations and interactive discussions. Some of our activities include speaker panels where students share their own stories (Assimilating from Sudan to America), while other speakers come from the community (Elimination of Violence against Women). In addition we enjoy watching videos (The Danger of a Single Story) with student lead discussion. We invite you to come and be a part of getting to know the diverse aspect of our student body.

## **Health Promotion Organization**

A way to promote healthy lifestyles through intramural sports, community walks and volunteering at the Lincoln marathon. Join us on Facebook at BCHS Health Promotions to encourage, support, and promote a healthy lifestyle with other students and faculty. Watch BCHS Health Promotions Facebook page and check email for weekly activities. Let's get moving!

# **Transcripts and Records Request Policy**

Requests for transcripts must be received in writing or through the National Student Clearinghouse. The transcript release must include name, dates of attendance, date of birth, Social Security number, current daytime phone number, and the signature of the student or former student. The Transcript Release Form is available from Records and Registration or on the College's website.

Official transcripts will be released to specific individuals, institutions, or organizations as specified on the transcript release. Unofficial transcripts may be released directly to students or former students and will be stamped, "Issued to the student at his/her request." Official copies bear the Registrar's signature, the College seal, and are printed on security paper.

The fee for transcripts, either official or unofficial, is \$5 each. The fee is waived for current students. Additional fees may apply when requesting transcripts through the National Student Clearinghouse. Transcripts will be processed within two business days upon receipt of request and payment. Students may also print unofficial transcripts from the Student Portal. Transcripts will not be issued to students or former students who have a hold on their account. Holds are issued for reasons such as unmet financial or other obligations to the College.

## **Records Requests**

Release of other records may be requested using the Records Release Form available from Records and Registration or the College website. These records may include health records, diplomas, enrollment verification, jury duty deferments, and other records as specified.

Academic records from other institutions will not be released by Bryan College of Health Sciences.

# **Holds**

Holds may be placed on a student's account for the following reasons: •

- Registration holds prevent students from registering for future terms or adding courses in the current term. •
- Students with transcript holds will be unable to view their unofficial transcript in the Student Portal and their transcripts (official or unofficial) will not be released until the holds have been cleared.

# Release of Reference Information Policy

Faculty and staff of Bryan College of Health Sciences may provide written or verbal references for students upon written request. Students must complete and sign the Reference Authorization Form and turn in to Records and Registration for processing. Faculty and staff will receive a copy of the completed form and the original request form will be kept in the student's file.

## Travel Policy

The purpose of this policy is to promote the health and safety of students by establishing travel guidelines.

It is the intent of the College to promote safety and to encourage students to engage in professional and safe conduct when traveling to and from College-sponsored extracurricular activities and events. For purposes of this policy, an activity or event is organized and sponsored by the College when it has been planned, funded, and properly approved by the appropriate College official or officials.

This policy applies only to travel that has been planned, funded, and approved by the appropriate College personnel, and is outside Lancaster County. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the College whenever travel is College-related.

Students traveling to and from College-organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow mode-specific safety precautions. In addition to following the federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the College.

At no time will the College authorize and/or pay for students to rent a vehicle to attend a College-sponsored event, attend a conference or any other activity planned by a student organization.

At a minimum, these rules must include provisions concerning:

- **Use of Seat Belts and Other Safety Devices.** Seat belts and other safety devices must be used at all times.
- **Passenger Capacity.** Seating in personal vehicles must comply with the manufacturers' recommended safety capacity or federal or state law, whichever is lowest.
- **Privately Owned Vehicle.** Students who travel to and from activities or events covered under this policy using privately owned vehicles are required to follow the safe travel rules approved by the College and applicable state law. Students who drive their personal vehicle must complete a Student Liability Waiver Form. The driver and all passengers must wear seatbelts at all times.
- **Approved Drivers.** Approved drivers cannot have a major or capitol violation on their driving record, no more than one at fault accident of any type in the last three (3) years, and no more than two (2) moving violations during the last three (3) years.
- **Car Insurance.** Students must carry car insurance as required by Nebraska State law.
- **Valid Driver's License:** Students must have a valid driver's license.
- **Fatigue and Time of Travel.** Students who travel to and from events and activities covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization sponsor.
- **Air and other modes of Commercial Transportation.** Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions. The College will not cover the cost of any overweight baggage.
- **International Travel:** Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and taking account of travel advisories issued by the United States Department of State, the host country or other recognized international organizations.
- **Drugs and Alcohol:** Please refer to the drugs and alcohol procedure in the Student Handbook. Students are responsible for their behavior at all times on and off campus.

- **Weapons/Firearms:** Please refer to the weapons/firearms policy in this Student Handbook.
- **Travel Authorization.** Authorized student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from their faculty sponsor and the Director of Student Services at least one (1) day prior to in-state events or activity and seven (7) days prior for out- of-state events or activity. When the College provides the transportation, students traveling to events must return by the same mode of transportation unless authorized to do otherwise by the appropriate College official. Students less than eighteen (18) years of age are not authorized to return in any other mode of transportation than the one provided, unless approved by faculty sponsors.

## PROCEDURES

The following procedures are established to implement the student travel rules

1. College personnel are responsible for verifying that students are aware of these rules and for ensuring compliance with the procedures. Students who fail to comply with the rules and the procedures herein are subject to disciplinary action, up to and including suspension. Students that violate this policy and/or the procedures herein also are subject to disciplinary action, up to and including suspension. College personnel who fail to comply with the rules and the procedures herein are subject to a written reprimand or other disciplinary action.
2. All trips require that a completed Student Organization Travel Itinerary form be completed by the student and submitted by the organization's faculty sponsor to the Director of Student Services a minimum of seven (7) days prior to the trip. This includes all travel that involves student organizations.
3. Each student traveling is required to submit to the Director of Student Services, the following:
  1. Student Travel form
  2. Statement of Understanding Regarding Student Travel at any College Sponsored Activity form
  3. Student Liability Waiver
  4. Approved driver form (if driving personal vehicle)
  5. Travel Guidelines and expectations for students

# College Personnel

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## Board of Trustees

**Beth Lau, MD, FASA, Board Chair**

Physician (retired)  
Associated Anesthesiologists, PC

**Melissa Newton, BA, Board Vice Chair**

Executive Vice President of Talent and Organizational Strategy Olsson

**Kelsi Anderson, PhD**

President, Bryan College of Health Sciences

**Laurie Bellows, PhD**

Vice Chancellor for Student Affairs (retired) University of Nebraska-Lincoln

**Cedric Cooper, M.Ed.**

Lincoln Northwest High School Principal, Lincoln Public Schools

**Pete Ferguson, BA**

District Administrator  
Lincoln Public Schools

**David Griffiths, BS**

Chief Financial Officer Bryan Medical Center

**Russ Gronewold, MBA**

President and Chief Executive Officer Bryan Health System

**Sydney Parsons**

Student Government President

**Katie Sladky, EdD, RN**

Faculty Senate Chair  
Bryan College of Health Sciences

**Lisa Vail, RN, DNP, NEA-BC**

Vice President - Patient Care Services/BMC CNO  
Services Vice President Bryan Medical Center

**Carrie Weber, BACC**

Chief Audit Executive  
Nelnet

**Karen White, MS, CRNA**

(retired), Associated Anesthesiologists, PC

## College Leadership

**President**

**Kelsi Anderson, PhD**

BS – North Park University  
PhD – University of Nebraska Medical Center



[Provost](#)

[Amy Knobbe, PhD](#)

BS – University of Nebraska-Lincoln

MS – State University of New York-Albany PhD – University of Nebraska-Lincoln

## Deans

**Ashley Schroeder, BA**

**Dean of Enrollment Management**

BA-Nebraska Wesleyan University

**Jason Cottam, MS**

**Dean of Operations & Finance**

BS-Peru State College

MS-John Hopkins University

**Alethea Stovall, PhD**

**Dean of Students**

BS – Buena Vista University

MSEd – University of Nebraska-Kearney

PhD – University of Northern Colorado

**Theresa Delahoyde, EdD, RN**

**Dean of Undergraduate Nursing**

BSN - Mount Marty College

MSN - Nebraska Wesleyan University

EdD - College of Saint Mary

**Sharon Hadenfeldt, PhD, CRNA**

**Dean of School of Nurse Anesthesia/Program Director**

ADN – University of Nebraska Medical Center

BSN - University of Nebraska Medical Center

MS - University of Kansas/Bryan Memorial Center

PhD - University of Nebraska-Lincoln

**Jason States, M Ed**

**Dean of Healthcare Studies**

BA – Hastings College

MA – University of Nebraska Lincoln

MEd – University of Nebraska Lincoln

**Marcia Kube, EdD, RN, CNE**

**Dean of Graduate Nursing & Health Professions**

BSN - Mount Marty College

MA - University of Nebraska-Lincoln

MSN - Andrews University

EdD – College of Saint Mary

**Kristy Plander, PhD**

**Dean of Educational Development**

BA – Concordia University-Nebraska

MBA – University of Nebraska-Lincoln

PhD – Northcentral University

## Assistant Deans

**Robin Kappler, EdD, RN**

**Assistant Dean of Undergraduate Nursing (Hastings College Campus)**

Diploma – Bryan School of Nursing

BSN – Nebraska Wesleyan University

MSN – College of Saint Mary

EdD – College of Saint Mary

**Sue Pilker, EdD, RN**

**Assistant Dean of Undergraduate Nursing  
(Lincoln Campus)**

BSN – South Dakota State University

MSN – Nebraska Wesleyan University

EdD – College of Saint Mary

## Directors

**Ana Anderson, PhD**

**Academic Support Services Director/ADA Coordinator**

BA-Nebraska Wesleyan

MA-University of Minnesota

PhD-University of Minnesota

**Juan Carlos Gutierrez, BS**

**Registrar**

BS – University of Nebraska Lincoln

**Holly Chandler, EdD, CRNA**

**Associate Professor & Simulation Center Director**

AS – College of Saint Marys

BS – Bellevue University

MS – Mount Marty College

EdD – Bryan College of Health Sciences

**Ryan Moore, BS**

**College Information Systems Director**

BS-Northwest Missouri State University

**Heather St. Clair, MLIS Director of Library Services**

MLIS – University of Hawaii

[Katherine Karcher, BS](#)

**Director of High School Outreach Programs**

BS – University of Nebraska Lincoln

## Administrative Staff

**Brandi S. Basurto**

**Executive Assistant**

**Lauren Erickson, MA**

**Graduate Student Coordinator**

**Rocio Lopez**

**Administrative Assistant - BCHS**

**Shelly Sealey**  
**Administrative Assistant - School of Nursing**  
BS – University of Nebraska Kearney  
M Ed – University of Nebraska Kearney

## **Admissions Office**

**Ashley Schroeder, BA**  
**Dean of Enrollment Management**  
BA-Nebraska Wesleyan University

**Ryan Moore, BS**  
**College Information Systems Director**  
BS-Northwest Missouri State University

**Timmery Kozisek, MA**  
**Recruitment Coordinator for Graduate and Continuing Education**  
BS – University of Nebraska-Lincoln  
MA – Regent University

**Melissa Meyer, BA**  
**Admissions Assistant**  
BA - Villanova University

**Jawad Qudus, BS**  
**College Network Administrator**  
BS - University of Nebraska-Lincoln

**Katherine Karcher, BS**  
**Director of High School Outreach Programs**  
BS – University of Nebraska Lincoln

**Ash Wimes, BS**  
**Senior Recruitment and Engagement Coordinator**  
BS – Nebraska Wesleyan University

## **Student Accounts**

**Alicia Arnold**  
**Student Accounts Coordinator**  
AS - Southeast Community College

## **Center for Excellence in Clinical Simulation**

**Holly Chandler, EdD, CRNA**  
**Associate Professor & Simulation Center Director**  
AS – College of Saint Marys  
BS – Bellevue University  
MS – Mount Marty College  
EdD – Bryan College of Health Sciences

**Grace Patrick**  
**Simulation Lab Assistant**  
BS-Mindanao State University

# Educational Technology

**Kristy Plander, PhD**

**Dean of Educational Development**

BA – Concordia University-Nebraska

MBA – University of Nebraska-Lincoln

PhD – Northcentral University

**Lance Chaulk, MS**

**Instructional Systems and Compliance Coordinator**

BS - University of Charleston

MS - University of Charleston

**Katherine Furse, MEd**

**Instructional Design and Support Specialist**

BA – Doane College

MEd – Doane College

**Lindsay Kruse, MEd**

**Instructional Design and Support Specialist**

BS – University of Nebraska-Lincoln

MEd – Arizona State University

# Financial Aid

**Maggie Hackwith, MA**

**Director of Financial Aid**

BS – University of Nebraska-Lincoln

MA – University of Nebraska-Lincoln

**Brenda Neemann, BS**

**Financial Aid Coordinator**

BS – University of Nebraska-Lincoln

**Brigid Vail, BA**

**Assistant Director of Financial Aid**

BA – University of Nebraska-Lincoln

# Library

**Heather St. Clair, MLIS**

**Director of Library Services**

MLIS – University of Hawaii

**Andrea L. Dinkelman, PharmD, MS**

**Lead Reference & Instruction Librarian**

BS – Nebraska Wesleyan University

PharmD – University of Nebraska Medical Center

MS – University of Illinois, Urbana- Champaign

# Records and Registration

[Juan Carlos Gutierrez, BS](#)

**Registrar**

BS – University of Nebraska Lincoln

**Jill Synovec, BS**

**Assistant Registrar**

BS – Kansas State University

[Kris Moger](#)

**Records and Registration Assistant**

# Student Support Services

**Alethea Stovall, PhD**

**Dean of Students**

BS – Buena Vista University

MSEd – University of Nebraska-Kearney PhD – University of Northern Colorado

**Ana Anderson, PhD**

**Academic Support Services Director/ADA Coordinator**

BA – Nebraska Wesleyan University

MA – University of Minnesota

PhD – University of Minnesota

**Mel Stutzman, MA, LIMHP, LADC**

**Professional Development Counselor**

MA - Doane College

**Melinda White, RN**

**Health & Wellness**

Diploma – Bryan Memorial Hospital School of Nursing

**Lucas Wiester, MA**

**Academic Support Services Coordinator**

BA-Avila University

MA-Nebraska Wesleyan University

**Val Wiemeyer, MS**

**Academic Support Services Coordinator**

BA-University of Northern Iowa

MS-Kansas State University

**Susan Ferrone, MPA, BSN, RN**

**Academic Support Services Coordinator**

BA-Creighton University

MPA-Iowa State University

BSN-Creighton University

# Humanities and Sciences Faculty

**Mark Jones, PhD**

**Assistant Professor,**

**Anatomy**

BS – Purdue University

PhD – Indiana University School of Medicine

# Graduate Nursing and Health Professions Faculty

**Lina Bostwick, EdD, RN**

**Professor**

Diploma – St. Luke’s School of Nursing  
BSN – Nebraska Wesleyan University  
MSN – Nebraska Wesleyan University  
EdD – College of Saint Mary

**Beth Burbach, PhD, RN**

**Professor**

BSN – D’Youville College  
MSN – University of Rochester  
PhD – University of Nebraska Medical Center

**Kristy Plander, PhD**

**Dean of Educational Development**

BA – Concordia University-Nebraska  
MBA – University of Nebraska-Lincoln  
PhD - Northcentral University

**Julie Skrabal, EdD, RN**

**Professor**

BSN - University of Nebraska Medical Center  
MSN - University of Nebraska Medical Center  
EdD – College of Saint Mary

**Ashley Kennedy, EdD, RN**

**Assistant Professor**

ADN – Southeast Community College  
BSN – University of Nebraska Medical Center  
MSN – Nebraska Wesleyan University  
EdD – Clarkson College

# School of Nurse Anesthesia Faculty

**Shannon Pecka, PhD, CRNA**

**Assistant Program Administrator/Professor**

ADN – North Dakota State University

BSN – University of Iowa

MSN – University of Iowa

PhD – University of Nebraska Medical Center

**Holly Chandler, EdD, CRNA**

**Associate Professor**

ASN – College of Saint Mary BS – Bellevue University

MS – Mount Marty College

EdD - Bryan College of Health Sciences

**Matt Tritt, DNAP, CRNA**

**Associate Professor**

BS – Creighton University

BSN – Creighton University

MS – Bryan College of Health Sciences

DNAP – Texas Wesleyan University

**Laura Fraynd, DNAP, CRNA**

**Assistant Professor**

BSN – Bryan College of Health Sciences

DNAP – Bryan College of Health Sciences