



**Research**  
COLLEGE OF NURSING

*Excellence in Nursing Education*

2018 - 2019

# Guide to Student Life



[www.ResearchCollege.edu](http://www.ResearchCollege.edu)

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Please visit our website  
([researchcollege.edu](http://researchcollege.edu)) to see the  
online version of the Guide to  
Student Life for updates.

### Contact Us!

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816-995-2806  
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## Our Vision

Transforming health care through  
heroic leadership.

## Our Mission

The mission of Research College of  
Nursing is to educate students as  
professional nurses who provide safe,  
quality health care. Through a  
commitment to excellence in nursing  
education, this academic community  
promotes the development of the  
individual as a scholar and leader  
dedicated to providing service to the  
greater society.

All students of Research College of Nursing and residents of the Student Village must abide by the standards of appropriate behavior as set forth in the Guide to Student Life. Students and residents are expected to identify and resolve issues that affect them, their roommate(s), and/or the community. Students and residents are expected to bring these concerns to their Resident Assistant, the Resident Director, or the Director of Student Affairs. Failure to abide by College policies may result in conduct action as outlined on page 66.

Revised as of 2/13/2019

## ***Message from the President:***

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

As an undergraduate student in one of the Research/Rockhurst B.S.N. programs you will have special opportunities for your academic endeavors and co-curricular activities. As a nursing major, you may enjoy the rights and privileges of being a regular student at both campuses for every year of enrollment. To learn about the Rockhurst campus setting, please refer to the Rockhurst University Student Handbook and Day Planner.

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

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

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

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



# Academic Calendar 2018-2019

## Traditional B.S.N. and Graduate Program

### Fall Semester 2018

August 17	Early Registration/Move in Student Village
August 20	Regular Registration
August 20	Classes Begin
August 27	Last day for delayed entrance into classes (End of Add/Drop period)
September 3	Labor Day Holiday: NO CLASSES
September 11	Mass of the Holy Spirit
September 21	White Coat Ceremony
SEE SYLLABI	Research College of Nursing, Last day to withdraw from a course
October 17-19	Fall Break: NO CLASSES
November 21-23	Thanksgiving Holiday: NO CLASSES
December 7	Last Day of Classes
December 10-14	Final Examinations
December 15	Research College of Nursing M.S.N. Hooding and Graduation Ceremony

### Spring Semester 2019

January 14	Regular Registration (One day only. Late fee assessed after this date.)
January 14	Classes Begin
January 21	Martin Luther King, Jr. Holiday: NO CLASSES
March 11-15	Spring Break: NO CLASSES
April 19-April 22	Easter Break: NO CLASSES
April 26	Bobbie Siler Scholarship Day: All students must attend
May 7	Last Day of Classes
May 8-14	Final Examinations
May 17	Pinning Ceremony
May 18	Graduation

### Summer Semester 2019

May 13	Graduate courses for Summer 12 Week Session Begin
May 27	Memorial Day: NO CLASSES
May 28	Courses for Summer 10 Week Session Begin
July 4	Independence Day: NO CLASSES
August 2	Graduate Courses for Summer 12 Week/10 Week Session End

### Accelerated B.S.N. Program

**Term One (Spring 2019)**

January 3	Orientation: Mandatory for all accelerated students
January 7	Term 1A Classes Begin
January 21	Martin Luther King, Jr. Holiday: NO CLASSES
March 8	Term 1A Classes End
March 11-15	Spring Break: NO CLASSES
March 18	Term 1B Classes Begin
April 19-April 22	Easter Break: NO CLASSES
April 26	Bobbie Siler Scholarship Day: All students must attend
May 24	Term 1B Classes End
May 27	Memorial Day: NO CLASSES

**Term Two (Summer 2019)**

May 28	Term 2 Classes Begin
July 4	Independence Day: NO CLASSES
August 16	Term 2 Classes End

**Term Three (Fall 2019)**

*Located in the 2019-2020 Guide to Student Life*

# People to Know at Research College of Nursing

## Academic Administration

### President

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

### Dean of Nursing

Julie Nauser, PhD, RN has been with Research College of Nursing since 1993. In 2013, she transitioned to the role of Dean. As the chief academic officer, Dr. Nauser provides leadership to undergraduate and graduate programs to ensure academic integrity of all programs. Dr. Nauser serves as the Academic Accommodations Coordinator for the College.

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

Rebecca Saxton, PhD, RN joined the faculty in 2006. As Accelerated B.S.N. Program Director, she is involved in the administrative, curricular, and evaluative aspects of the accelerated program. Dr. Saxton is responsible for managing the operations and providing leadership in execution of the accelerated undergraduate nursing program. She facilitates advising and monitors progression of accelerated B.S.N. students as well as collaborates with other Program Directors, the Dean of Nursing, and the President in providing leadership within the College.

### Graduate Program Director

Julie Nauser, PhD, RN is the interim director and responsible for managing the operations and providing leadership in execution of the graduate nursing program. She facilitates advising and monitors progression of students in each track of the graduate program as well as collaborates with other Program Directors and the President in providing leadership within the College.

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

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

## **Staff**

### **Registrar**

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

### **Director of Admission**

Leslie Burry was appointed to this position in the fall of 1998. Previously she served as the admission counselor for nursing recruitment for the College, working through Rockhurst University. In addition to working with transfer and graduate students, the Director also handles recruitment and admission for the Accelerated B.S.N. program.

### **Director of Financial Aid**

Stacie Withers joined the College in August 1999. Prior to her Research appointment, she served in the Rockhurst University Financial Aid Office for eight years. The Director is responsible for student accounts, billing for housing, tuition, and student fees. Emergency loans and financial aid for upper division and graduate students at Research are also handled by the Director.

### **Director of Technological Resources and Data Management**

Bill Hampson joined the College in the spring of 2016. He provides oversight of the College technology plan including purchase of hardware and software, management of information systems, web page and email accounts, and onsite technical support. The Director is the liaison to Research Medical Center and Rockhurst University for technology issues and serves on appropriate committees.

### **Director of Student Affairs**

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

### **Assistant Director of Student Affairs**

Erica Ramirez, M.Ed. joined the College in June 2018. Her primary role is to oversee student housing, however she also develops and coordinates student affairs programs and activities, coordinates student organizations, and manages college publications in conjunction with the Director of Student Affairs. She provides support to students who are planning activities and to the College for programs, social functions, and ceremonies.

**Advancement & Development Officer**

Tiffany Hamlett joined the staff in July 2018. She is responsible for managing College of Nursing promotion initiatives, and supporting internal/external communications, digital strategies, recruitment initiatives and community relations. She also provides additional support to the marketing/public relations department at Research Medical Center.

**Director of Web Based Education**

Sheryl Max, MSN, RN has been with the College since 1980 serving in a variety of roles. The Director is responsible for guiding the College's efforts in planning and developing web-based curricula. She facilitates faculty development in this area and is responsible for academic sections of the College's website. She also serves on the Technology Committee in a key role of coordinating evaluation and implementation of technology in the curricula.

**Director of the Seelos Center**

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

**Coordinator of the Learning Resource Center**

Nikki Belcher, MSN, RN, RNC-OB joined the college in 2018. She coordinates faculty and student use of the Learning Resource Center (LRC) and provides oversight of the tutoring program. She also supervises the LRC staff and works in the Seelos Center during simulations.

**Coordinator of Clinical and Faculty Resources**

Sue Mahley, MN, RNC, WHNP-BC is an Assistant Professor at the College. She started in 1983 and teaches Maternal-Newborn Nursing and in Maternal-Child and Family Nursing Practice. In addition to her faculty position, she has responsibilities for facilitating acute care clinical experiences in the undergraduate program. Professor Mahley also arranges clinical sites and to mentor clinical adjunct faculty in the undergraduate program.

**Administrative Assistant to the President**

Sherry Owen joined the College in August 2006. She maintains employee records, time cards/payroll, coordinates meetings of administrators and Governing Board members, and maintains operation records of the College. The Assistant to the President also helps senior nursing students prepare their applications for the state board licensure exam and supports the President.

**Faculty Secretary**

Jennifer Cooper joined the College in 2000. Jennifer supports faculty through preparation of materials for class, arranges faculty committee meetings, and aides faculty in preparation of multi-media presentations.



### **Coordinator of Student Accounts**

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

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

### **Campus Security – 816-276-4411**

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

Students who witness a crime on campus, see suspicious persons or behavior, or are victims of criminal activity should contact security immediately. Any problems regarding safety or security should also be reported to the department for the purpose of documenting events. These statistics help establish the need for resources to better serve you.

### **Child Development Center – 816-276-4888**

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

### **Credit Union – 913-905-7000**

Students are eligible for all services (checking and savings accounts, ATM, etc.) offered through Community America Credit Union. For more details, visit the credit union located on B-Level of the hospital.

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

Students may purchase meals in the Research Medical Center cafeteria located on the first floor. Students who show their badge receive an employee discount.

### **Gift Shop – 816-276-4130**

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

### **Library – 816-276-4309**

The Carl. R. Ferris, M.D. Medical Library is located along the hallway connecting Research Medical Center A-Level and the first floor of the Research Tower building. It provides library services and study areas for the College. Electronic and digital materials are provided to students through use of OVID. A cooperative courier service facilitates access to desired

materials held in other health sciences libraries the Kansas City metropolitan area. The library is open Monday through Friday from 8am-430pm. Student who need access for additional hours are to contact the Library Director.

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

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

## **Communication with Students**

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

#### **General Information Distribution**

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

##### **US Postal Service**

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

##### **Email**

All students are provided an email account for official College communication purposes. The account is accessible by remote login from any computer with internet access and from any work station on campus. Students are expected to check their College email account regularly (daily is recommended) to stay up to date, especially with time sensitive information. Notices sent to student via this account are considered delivered and therefore students are accountable for this information. Students’ failure to set up, maintain, or update email accounts, address, phone numbers, or voicemail will not excuse them from being responsible for information and deadlines included in these communications from the College faculty and staff. While the temptation for some is to want to use personal email accounts instead of the official College account, this is a violation of FERPA (see page 33).

##### **Classroom Announcements**

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

**Blackboard**

Blackboard is a web-based educational tool for the delivery of all nursing course materials and learning experiences. Each course home page has a section for announcements. The faculty utilize this feature to provide timely information to students regarding specific courses or College requirements. These should be checked each time a student logs in.

**Campus Bulletin Boards**

Campus bulletin boards are valuable sources of all types of information. General information and job postings can be found on these bulletin boards. Boards are located on the 3<sup>rd</sup> floor near the computer lab, on the 1<sup>st</sup> floor near the Student Affairs Office, and on the B-Level of RMC near the Learning Resource Center. If a student wishes to post something on these boards, they must first be approved by the Director of Student Affairs or they will be removed.

# Student Services at Research College of Nursing

## Access Cards

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

## Computer Labs

Students may use the computer lab located on the 3<sup>rd</sup> floor of the College of Nursing. This lab contains 15 personal computers that provide word processing, learning programs that support the nursing curricula, and other software applications. An access code is required to enter the lab as well as internet access. There are also limited computers located in the Student Lounge in the basement of the College or on B-Level at RMC in the Learning Resource Center.

## Copy Machines

Copy machines are located adjacent to the Learning Resource Center, on the lower level of the College of Nursing in the Student Lounge, and in the Ferris Library. The cost of copies is covered by fees paid by each student. Copiers are made available for school-related work only. Students may not make personal copies using these copiers. Use of the copiers is a privilege and should not be abused.

## Counseling

The college years are times of rapidly expanding self-awareness and it is not unusual for students to experience difficulty with adjustment to emotional, academic, and interpersonal concerns. Faculty advisors and the Director of Student Affairs are available to assist students with their educational and personal concerns. Additionally, students may seek counseling assistance by contacting the Counseling Center at Rockhurst University (816-501-4275). Graduate students may use the Rockhurst Counseling Center on a fee basis.

## Employment

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

Part-time or PRN (as needed) employment is available (when positions are open) to students. RMC also offers patient care positions to qualified nursing students. Some students seek jobs in other areas of Research Medical Center such as the lab, gift shop, coffee shop, unit secretarial services, or the Child Development Center. For more information, contact Human Resources at 816-276-4175. Students who choose to work at an HCA facility must notify the Student Affairs office at Research College to ensure their College email remains active with the dual role of employee and student.

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

### **Financial Aid**

The Financial Aid Office exists for students who, without financial assistance, would be unable to attend the College of their choice. Freshman and sophomore nursing students apply for financial aid through the Rockhurst University Financial Aid Office; junior, senior, and graduate students apply through the Research College of Nursing Financial Aid Office. Accelerated B.S.N. nursing students apply through Rockhurst University for courses taken prior to beginning nursing course work. Subsequent aid is coordinated through the Research College of Nursing Financial Aid Office.

### **Health Insurance**

Contracts with clinical agencies require that all students provide evidence of health insurance coverage or a waiver. Traditional B.S.N. students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver from Rockhurst plus a copy of the student's current insurance card. Insurance for Accelerated B.S.N. students is optional; however, students may enroll in a health insurance plan through Rockhurst. Accelerated B.S.N. and graduate students who do not choose to carry health insurance must sign a waiver indicating that they assume responsibility for all costs of medical treatment due to illness or injury. All students must be aware that if illness or injury occurs during a clinical or classroom experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Proof of insurance or a waiver must be documented annually. Any questions should be directed to the Research College of Nursing Registrar.

### **Health Services**

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

### **Housing**

For on-campus housing information at the Student Village, please contact the Assistant Director of Student Affairs. You may also find additional information on page 72. Information about off-campus housing is posted on campus bulletin boards as this information is received.

### **Identification Card**

Undergraduate nursing students are issued a student ID card in addition to the card issued at Rockhurst University. This card is issued within the first week of classes during the second semester of the sophomore year or at student registration. Graduate students are issued a

student ID through Research College of Nursing. The care is used for identification purposes and are required to be worn by students throughout the College and Research Medical Center.

Replacement ID cards are available for a fee through the Human Resources Office located in Research Medical Center.

### **Learning Resource Center**

The Learning Resource Center (LRC) is a centralized facility that provides coordinated educational services and learning activities to prepare students to enter the professional work place as a competent competitor. The LRC has a variety of mechanisms available for dissemination of information to a wide range of learners that best meets individual learning styles and needs. Computers, audio-visual equipment, learning models, and mannequins are available for students to use in the LRC. The LRC offers a learning environment free from the traditional classroom setting and can be used by undergraduate and graduate students. If you have questions about the LRC, please contact the Director and staff of the LRC or a faculty member.

#### **LRC Lab Days:**

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

#### **Sharps Policy in the Learning Resource Center:**

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

#### **“Locked Door” Policy:**

- Because of the expense and nature of the equipment kept in the LRC skills labs, the doors might be locked when not being used by nursing students or faculty. Unless there

is a note on the door saying the LRC is closed, please come in and utilize the LRC. The LRC skills lab schedules are posted on calendars outside the doors of the skills labs. The LRC computer lab is accessible via a keypad on the door. A schedule for the computer lab area is posted outside the door.

**Policy regarding children in the LRC:**

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

**Equipment/Supplies:**

- Models or mannequins are available to facilitate students' learning and development of psychomotor skills. The manufacturer recommends using only the lubricant found in the labeled spray bottles. Equipment is available for practicing injections, IVs, catheter insertion, sterile gloving, dressing changes, vital signs and other nursing procedures. Contact the LRC Coordinator or LRC employees for use of any additional supplies or equipment. It is imperative that everything is put back in place to be ready for the next person. Some contents from the nurse skills packs can be removed and taken with students to use for practice after the lab utilizing those supplies has been completed. This includes: Sterile gloves, 4x4 gauze pads, ABD pad, hemocult card, specimen container, foley catheter tray, central line dressing change kit, bath basin, isolation gown, oral swabs, incentive spirometer.

**Invasive Procedures:**

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

**Lobby**

The lobby at the College provides a pleasant, comfortable environment for students and faculty to gather informally. Lounge seating, tables, and chairs allow a variety of activities including socializing, studying, or catching a little quiet time between classes.

**Lost and Found**

Articles lost on B-level are turned in to the Environmental Services Department at RMC. Articles lost at the College are turned in to the Student Affairs Office. Items not claimed within 30 days are turned over to the Environmental Services Department (816-276-4173).

**Notary Public**

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

### **Professional Liability Insurance**

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

### **Seelos Simulation Center**

The Seelos Center is a state-of-the-art simulation environment which utilizes scenario-based learning to create realistic clinical situations. Students work with faculty, Center staff, and peers to develop the clinical reasoning skills necessary to provide safe, quality care in complex healthcare settings. Practice in this simulated environment offers students the opportunity to provide care without posing risks to actual patients; to learn effective communication skills, and to function as a member of an interprofessional team. A critical element of simulation is the process of debriefing and reflection which occurs following each scenario. Through this process, students gain an understanding of the factors which impact their ability to provide safe, evidence-based care.

### **Student Lounge**

The Student Lounge is located on the basement level of the College. This space provides limited computers, lounge spaces, tables, chairs, an ice machine, kitchen, refrigerator, and lockers available to students (students must provide their own lock). This space allows for students to study, meet as small groups, relax, and/or socialize.

### **Travel between Rockhurst University and Research College of Nursing**

During the Orientation Program, undergraduate students are encouraged to share their information with each other to assist in finding transportation including car pools. Carpooling is the recommended way to travel between campuses. Students can also use the Kansas City transit system known as “the Metro.” The route maps and fares for the Metro are available online at <http://www.kcata.org>.

### **Tutoring and Supplemental Instruction**

Research College of Nursing has undergraduate tutoring and Supplemental Instruction programs which include help sessions in group or individual sessions. The tutors are all traditional option students who tutor specific subjects. Hours for tutoring and Supplemental Instruction vary by semester and are posted in the LRC. Contact the Learning Resource Center for more information or help with your nursing courses.



## Student Affairs

Research College of Nursing believes in the value of student activities and organizations as a means to facilitate attainment of our Mission and Purposes for every student. Participation outside the classroom provides opportunities for students to learn and practice organizational, interpersonal, and leadership skills. The goal is for students to become better prepared to be active participants in a community of professionals and providers of service to society.

### **Student Affairs Office**

Staff in this office assist students and organizations with assessing the needs of students, planning activities, scheduling facilities and programs, and solving problems. Our goal is to help students be successful by providing the support, services, and tools needed.

### **Student Activities Fee**

Each student enrolled in nursing courses pays an activity fee each semester that provides funding for organizations, projects, services, and social, educational, and professional activities. Activities and programs are sponsored by student organizations, the Student Affairs Committee, and Student Affairs Office. Opportunity to participate in some activities and programs is extended to graduate students as appropriate. Requests may be submitted by student organizations, classes, and committees. The Director of Student Affairs reviews and approves requests for activity fee funding.

### **Class Composites**

A class composite (includes photo of each student) is produced of each senior class (traditional and accelerated). An 11x14 copy of the composite is provided to each member of the class who sit for the photograph upon graduation. Students also have the opportunity to order portrait packages directly from the composite company.

### **College Organizations**

#### **Student Government Association (SGA)**

The purpose of the Student Government Association is to be representation of and for the undergraduate student body. SGA initiates recommendations which are the result of student body thinking and submits them to College administration for consideration and approval. Finally, SGA stimulates interest and promotes cooperation and communication between faculty, administration, and the student body.

SGA consists of an executive board and class representatives elected by the student body. These students are elected every spring. Freshmen and AO representatives are elected by the end of the fall semester. Each representative is required to be in good standing with a grade point average of at least 2.25. Officers are elected annually in the spring and must be junior or senior students in good standing.

Past programs put on by SGA include picnics, holiday parties, ice skating, and the annual Nightingale Gala. Elected members are also encouraged to attend leadership

development workshops and conferences annually. All students, including freshmen, are encouraged to participate in SGA as committee members and through activities. Involvement in student government provides unique opportunities for developing leadership and team building skills which add valuable dimensions to students' education.

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

The Research Student Nurses' Association is a constituent of the Missouri Nursing Students' Association (MoNSA) and the National Student Nurses' Association (NSNA). Membership in RSNA is predicated on joining NSNA and MoNSA. Dues for membership paid by students each August cover the state and national pre-professional organizations for student nurses. RSNA does not collect yearly dues. Nursing students who do not wish to join NSNA and MoNSA may still affiliate with RSNA but will not receive any of the benefits of full membership.

The purpose of RSNA is: to assume responsibility for contributing to nursing education to provide the highest quality of health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the individual's responsibility for health care of people in all walks of life.

RSNA consists of an executive board elected by RSNA members in the student body. These students are elected every spring and must be in good standing with the College with a grade point average of at least 2.25. Every year, RSNA hosts the Trunk or Treat program, invites in nursing speakers, and organizes the Research Day at the K, KC Royals game.

### **College Events**

In addition to social events planned by SGA and RSNA, other College events and activities are offered to enrich the collegiate experience.

#### **Welcome Back Breakfast**

Held on a morning at the beginning of the fall semester, this event welcomes students back to campus for the start of a new semester. The goal is to unite the College as the year begins with food, fun, and some treats. Faculty, staff, and students are all invited.

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

Each September, dozens of students participate in helping to raise funds for nursing scholarships by making calls for the Research College of Nursing Phone-A-Thon. This event is a great opportunity to not only raise funds for nursing scholarships provided by The Research Foundation, but also a way to connect with former nursing students who are retired or currently working in the field of nursing. Students find that sharing their experience as a student causes alum to share some of their experiences in nursing as well. Refreshments, prizes, camaraderie, and fun are all provided.

### **White Coat Ceremony**

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

### **Trunk or Treat**

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

### **Bobbie Siler Scholarship Day**

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

### **Festival of Student Achievement**

Held each spring on the Rockhurst campus, students receive recognition for scholarly works, academic honors, and special awards. Nursing honors and awards are announced at this time and are presented at the May Pinning Ceremony.

### **Nightingale Gala**

Each spring, the SGA hosts the Nightingale Gala. The event includes dinner, class slide shows, and dancing. The event brings the school together again right before students graduate or leave for the summer.

## **College Recognitions and Awards**

Research College of Nursing has established several awards to recognize nursing students' academic achievement, leadership, and service. The awards are presented to the deserving graduates at college ceremonies each year. To be eligible for the awards, students must be in good standing with the College. This includes being free of any discipline matters both academic and non-academic.

### **Barbara A. Clemence Award**

This award is given in memory and remembrance of Barbara A. Clemence, President and Dean of Research College of Nursing 1985-1992. The recipient of the award is a Traditional B.S.N. and an Accelerated B.S.N. student who demonstrates quiet strength and a willingness to be a risk taker. The student is someone who exhibits insightfulness and a team player mentality.

**Board of Directors Awards**

First, second, and third place awards are given to the Traditional B.S.N. graduates who have achieved the highest academic standings for all nursing courses in the program.

**Dean's Achievement Awards**

These awards are given to the three Accelerated B.S.N. graduates who have attained excellent academic achievement in all nursing courses and have demonstrated superior professionalism as judged by the Research College of Nursing faculty.

**Dean's Award**

This award is given by the Dean of the College of Nursing to one Traditional B.S.N. and one Accelerated B.S.N. graduate who has achieved the highest academic average for the entire program.

**Dean's Award for Graduate Achievement**

This award is given by the Dean of the College of Nursing to the graduate of the Master of Science in Nursing program who has achieved the highest academic average for their entire graduate program.

**Distinguished Service Award**

This award is presented by the Student Affairs Office to a graduating Traditional B.S.N. student who has made significant contributions to Research College of Nursing through leadership and service.

**Outstanding Graduating Student Nurse Award**

This award is sponsored by the Missouri League of Nursing and is presented to the Traditional B.S.N. graduate who best fulfills the criteria of leadership potential, interpersonal skills, and continuing professional growth. The recipient receives a one-year membership in the Missouri League of Nursing.

**Rev. Robert F. Weiss, S.J. Award**

This award is given in honor of Reverend Robert F. Weiss, S.J., President of Rockhurst College 1977-1988, to the graduating Traditional B.S.N. senior of the Research College of Nursing-Rockhurst University Nursing Program. This individual demonstrates the values of integrity and personal caring for others that were modeled consistently by Father Weiss during his years at Rockhurst.

**William V. Longmoor Award**

This award is given in honor and remembrance of Mr. William V. Longmoor, consistent friend and supporter of nursing education at Research College of Nursing. Faculty select a graduating Traditional B.S.N. student who best exemplifies the standards and aims of Research College of Nursing and Research Medical Center.

## **College Honors**

### **Class Honors**

Full-time students whose grade point average through the first semester of the current year is B (3.0) or above are awarded class honors.

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

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

### **Graduation Honors**

Graduation honors are awarded to graduates based upon their cumulative grade point average: 3.5 – Cum Laude, 3.7 – Magna Cum Laude, 3.85 – Summa Cum Laude. The Senior Gold Medal is awarded to the highest ranking senior at Rockhurst University. Nursing students are eligible for these honors as are all Rockhurst students.

### **Sigma Theta Tau International**

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

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

## **Graduation Activities**

Graduates of the Bachelor of Science in Nursing program participate in the joint graduation ceremonies of Rockhurst University and Research College of Nursing.

### **Hooding and Graduation Ceremony**

Graduate students are provided a hooding and graduation ceremony following completion of the degree requirements for the M.S.N. program This ceremony takes place in December of each year.

### **Pinning Ceremony**

Undergraduate nursing students receive their nursing pin in a ceremony exclusively for nursing students, their friends, and family. Pinning ceremonies are held in May for Traditional B.S.N. students and in August for Accelerated B.S.N. students completing the undergraduate nursing program at the end of the summer term.

**Baccalaureate Mass**

The Mass is a cap and gown ceremony at Rockhurst that takes place the day before May commencement exercises. All graduates are invited to attend.

**Commencement**

Commencement is the cap and gown ceremony at which degrees are conferred and diplomas awarded. It is a joint program with Rockhurst University and is held each May. All graduates are invited to attend. Accelerated B.S.N. students wishing to participate may do so in May following the completion of their program in December.

## College Standards, Information, and Policies

This section contains major polices addressing College standards and student conduct. Housing policies which are noted throughout apply to Research College of Nursing Student Village residents and their guests.

### **Purposes of College Standards**

The commitment of Research College of Nursing to scholarship, community service, and development of the individual involves a keen appreciation of liberal education's contribution to the overall educational process. Recognizing that education is for the present as well as the future, Research College of Nursing strives "to provide an environment that supports and enhances the educational programs and fulfills student learning needs."

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

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

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

## **Access and Accommodations**

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

Those with questions about this policy, including prospective students who may need a disability accommodation during the admissions process, should contact the ADA/Section 504 Coordinator. The ADA/Section 504 Coordinator at Research College of Nursing is the Dean of Nursing: Dr. Julie Nauser, 2525 East Meyer Boulevard, Kansas City, MO 64132; 816-995-2855; [julie.nauser@researchcollege.edu](mailto:julie.nauser@researchcollege.edu).

### **The Interactive Process between the College and the Student**

#### **General**

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



### **Requesting Accommodations and Documentation**

1. Students should arrange a meeting with the ADA/Section 504 Coordinator in order to request accommodations. Students should not make accommodation requests directly to faculty members; if this occurs, faculty members will refer students to the ADA/Section 504 Coordinator.
  - a. The College encourages the timely request of accommodations prior to the start of a semester because the documentation and determination process may take some time. However, accommodation requests can be made and will be accepted and considered at any time. NOTE: Granted accommodations are not effective retroactively so that students will not be able to re-do assignments or re-take exams with accommodations that they originally took before they asked for and received accommodations.
  - b. Some common accommodation requests include: testing services (including extended time on exams and/or reduced distraction rooms), reader, take recorded lecture, note taker, magnified text, and specific classroom seating. This list is not exhaustive and students should feel free to request other accommodations for consideration by the College.
2. Appropriate documentation will be required. This may vary depending on the circumstances but should generally include (1) a description of the qualified professional's credentials, (2) a description of disability-related impairments as they relate to the student's ability to learn and participate in the academic program, (3) a description of any tests, assessments, facts, observations, records, other materials, and/or evaluations that the professional relied on in arriving at their specific diagnosis, and (4) a list of accommodations which the professional believes would allow the student to fully and equally participate in their educational program and how the professional expects the suggested accommodations to help the student.
  - a. The fact that specific accommodations are recommended by a professional does not guarantee that those accommodations will be granted; the College may provide alternative accommodations instead.
  - b. While documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodations will be granted by the College.
  - c. The College reserves the right to request additional documentation if the initial documentation does not provide sufficient information.

### **Implementation of Approved Accommodations**

Once a student has been approved for accommodations, the ADA/Section 504 Coordinator will prepare a document outlining these accommodations. This document will be provided to the student and the Course Coordinator for the courses the student is enrolled in for that semester. It is the student's responsibility to confirm the approved

accommodations with the Course Coordinator of each course for which the student wants the accommodations implemented.

A student who believes that an approved accommodation is not being appropriately implemented, or is otherwise having difficulty with a faculty member related to accommodations, should first attempt to resolve the issue informally with the faculty member involved. The ADA/Section 504 Coordinator may act as a liaison in some circumstances in order to assist in resolving issues between the student and the faculty member. If the situation cannot be resolved informally, the student may file a grievance in accordance with the procedures outlined below.

### **Checking-In, Modifications, and Additional Accommodations**

Students who have approved accommodations should check-in with the ADA/Section 504 Coordinator prior to the start of each semester. The purpose of checking-in is to generally discuss the implementation of the student's accommodations, identify any issues of concern, discuss the student's upcoming class schedule, consider whether any additional accommodations are necessary or if current accommodations need to be modified, etc. It is the student's responsibility to engage the ADA/Section 504 Coordinator in this discussion, and the presumption will be that there are no significant issues of concern if the student fails to contact the ADA/Section 504 Coordinator to check-in.

Notwithstanding the previous paragraph, students do not need to wait until the pre-semester check-in to request additional accommodations or modifications. Students who have been granted accommodations may request additional accommodations and/or modifications to their already granted accommodations at any time by contacting the ADA/Section 504 Coordinator.

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

A student who believes that the ADA/Section 504 Coordinator has not granted them an accommodation to which they are entitled may file a grievance within 10 days of the denial. The grievance should be in writing and filed with the College President. The President will review the situation, consult with appropriate personnel, and make a final determination on the matter.

A student with any other grievance related to disability accommodations, such as, for example, a faculty member that the student believes is not implementing accommodations appropriately, may file a written grievance with the ADA/Section 504 Coordinator. The ADA/Section 504 Coordinator will review the situation, consult with appropriate personnel, and make a final determination on the matter.

### **Accreditation and Affiliations**

Research College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), The Higher Learning Commission (HLC) of the North Central Association of Colleges and

Schools (NCA), and has full approval granted by the Missouri State Board of Nursing. Research College of Nursing holds membership in the Greater Kansas City Collegiate Nurse Educators, the American Association of Colleges of Nursing, the Missouri Association of Colleges of Nursing, and the Jesuit Conference of Nursing Programs.

### **Alcohol**

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

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

It is the intent of this policy to help create norms governing the consumption of alcoholic beverages that are consistent with personal and professional health. To this end, the following assumptions are made: Individuals who choose to socialize with alcohol will do so responsibly. Those of legal drinking age who choose to drink will do so moderately. Students respect individual differences and therefore, see drinking as a matter of choice. Choosing not to drink will be considered as social acceptable as choosing to drink.

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

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

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

1. 2525 Building – Because this building houses administrative and faculty offices, alcoholic beverages are prohibited. This restriction includes communal areas, hallways, patios, and other public areas. Exceptions may be granted by the Dean or President for special events.
2. No student of age may drink alcoholic beverages within the campus confines with any underage student.

3. Large quantities of alcohol and kegs are not allowed on campus, including in the Student Village.
4. Students are not to purchase alcoholic beverages for and/or deliver them to any underage student on campus.
5. Transportation of alcoholic beverages must follow federal, state, and local laws (i.e., no alcoholic beverage containers may be open while in transit to or from a resident's unit).
6. Public intoxication, disorderly conduct, and/or vandalism due to alcohol use is not permitted on College-owned and -operated property.
7. Students and their guests are prohibited from manufacturing, selling, or distributing alcohol in or on the premises of College-owned and -operated property.
8. Residents and their guests under the age of 21 are prohibited from consuming or possessing alcohol in or on the premises of the Student Village.

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

Students who appear to be drinking excessively or to be causing a disturbance because of alcohol may be refused admission to College events or asked to leave. The student may be subject to proceedings and sanctions outlined in the Student Conduct section of this guide. These events include but are not limited to Nightingale Annual Gala and Research Day at the K.

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

### **Anti-Discrimination Policy**

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

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

Assault (including any physical or sexual act that is unsolicited or unwelcome) or abuse of another person is strictly prohibited. Examples of endangering behaviors include, but are not limited to, self-harm, physical altercations, throwing items from windows or balconies, or wrestling/rough-housing.

If you think you may be a victim of assault or physical abuse, please contact the Resident Director or Director of Student Affairs.

*Rationale: Students, residents, faculty, staff, and guests have a right to expect a safe and secure environment. Any act of assault or endangering behavior threatens that right and will not be tolerated.*

### **Bicycles**

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

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

*Rationale: Bicycles parked/stored inappropriately can crowd living and working spaces. Bicycles left unlocked are at an increased risk of theft. Bicycles left in inappropriate areas may impede safe movement in and around the Student Village, particularly in emergency situations.*

### **Breach of Privacy**

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

### **Candles and Incense (Student Village)**

Candles (with or without wicks), incense, oil lamps, or other items with the capability of an open flame or burning ember are not permitted in the units of the Student Village. Possession or use of one of these items may result in severe conduct action, including removal from housing.

*Rationale: Open flames and burning embers are significant fire hazards which can negatively impact the safety of all residents. Incense and scented materials can negatively impact residents who are sensitive to strong odors. Incense and scented materials also leave a permanent scent in units' rugs and walls.*

### **Cell Phone Usage Policy**

#### **Use during Classroom and Lab Activities**

Cellular phone use (including the use of the text function) is not permitted during class, lab session, or other learning activity such as post conference.

### **Use during Clinical Experiences**

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

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

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

### **Use of Cameras**

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

### **Use for Emergencies**

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

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

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

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

This policy supports the Research College of Nursing's Respect Statement and the clinical objective (Objective #2) for students to "demonstrate professional nursing knowledge, attitudes, and behaviors in the delivery of person-oriented care." Students violating the cell phone policy may be given "need improvement" or "unsatisfactory"

evaluation by faculty. Clinical agency policy violations may result in expulsion from the clinical setting.

*Rationale: To ensure nursing professionalism, safeguard patient and family privacy, and demonstrate respect for other students, faculty, and staff in the use of cellular devices.*

### **Compliance**

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

Failure to comply with the requests of these individuals will result in conduct action.

*Rationale: The maintenance of a safe and enjoyable community and learning environment requires that certain procedures, particularly in the case of an emergency, be followed. Interfering with these procedures and the individuals directing them poses a safety hazard.*

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

A student who has a legal change of name while in the program must complete a “Current Student Data Update Form.” This allows the College to have your correct legal name on transcripts, faculty course rosters, and licensing and certification applications. A legible copy of a legal document with proof of new name such as a driver’s license, marriage certificate, or divorce paperwork should be attached to the form. Student who have a name change after the last semester of coursework begins will not need to complete the form.

In addition to the Research College of Nursing form, undergraduate students will complete the Rockhurst University “Current Student Data Update Form,” and submit the form to the Rockhurst Registrar. International students are required by Immigration authorities to notify Research College of Nursing and Office of the Registrar at Rockhurst University of any change of address within 10 calendar days of that change.

Students can locate the “Current Student Data Update Form” found at [www.researchcollege.edu](http://www.researchcollege.edu) under the Resources and Forms tab. Completed forms should be submitted to the College Registrar.

### **Cyberbullying**

Cyberbullying is intimidation or harassment that causes a reasonable student to fear for their personal safety and property. Cyberbullying includes, but is not limited to, the use of computers, websites, the internet, cell phones, text messaging, chat rooms, instant messages,

and other cell phone applications to ridicule, harass, intimidate, humiliate, or otherwise bully a student. If you think you may be a victim of cyberbullying, please contact the Director of Student Affairs.

*Rationale: Students, residents, faculty, staff, and guests have a right to expect a safe and secure environment to learn and grow. Any act of bullying or endangering behavior threatens that right and will not be tolerated.*

### **Damages**

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

At the Student Village, residents should report damage to their Resident Assistant immediately. The Assistant Director of Student Affairs and/or Resident Director will determine appropriate charges for repair or replacement. Residents will also be held responsible for any damage in their unit not recorded on their initial check in sheet.

Research College of Nursing does not purchase property insurance covering loss of or damage to a resident's personal property, and the College assumes no responsibility for the payment of such a loss. Each student is encouraged to obtain personal property or renter's insurance.

*Rationale: In order to provide students and residents with safe and secure environments, repairs and improvements must be made. Certain repairs are necessary to normal wear-and-tear. However, accidental or intentional damage due to misuse or neglect is not tolerated.*

### **Decorating (Student Village)**

Residents are encouraged to personalize the units assigned to them. Any costs associated with damages that occur from decorating, including adhering items to walls, will be deducted from deposit.

Residents must follow these policies in order to maintain units:

- Wall stickers, vinyl appliques, static clings, etc. may be used in units however, residents risk damaging walls if they choose to use these products. Any and all damage and costs associated with repairs from using these products will be the resident's responsibility.
- Residents may not paint any area (walls, floors, doors, ceilings, etc.) of their unit. Residents who paint will completely forfeit their deposit plus incur additional fees.
- Possession of road, street, and traffic signs are illegal and strictly prohibited.
- Crafting projects that include spray adhesive, spray paint, glitter; are large format; and/or have the potential to be messy are not allowed in or around the Student Village units.

### **Disorderly or Disruptive Conduct**



Students, residents, and their guests should not engage in disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression. This includes activities that are excessively noisy or otherwise disruptive to others.

*Rationale: The Student Village and the College serve as living and learning environments. These guidelines and expectations are established to protect the rights of all while allowing a reasonable level of social and personal activity. Pranks or practical jokes could intentionally or unintentionally hurt others (emotionally, physically, mentally), damage property, and/or cause additional work for staff. Regardless of intent, pranks and practical jokes will not be tolerated.*

### **Diversity Statement**

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

### **Doors, Security, and Keys (Student Village)**

Residents will be issued one key if they are residing in a townhome and two keys (one for lobby door and one for unit) if they are residing in an apartment when they check in. Keys are College property and must be returned with a student checks out.

Residents are not permitted to allow anyone else to use their key(s). Residents are not permitted to duplicate or modify their key(s). Unauthorized possession, duplication, or use of keys to any College unit is prohibited. Residents are expected to keep their units locked at all times to ensure maximum safety and security. Tampering with locks (exterior/interior) is not permitted and may result in significant charges and/or conduct action. Residents are not permitted to add additional locks to their doors.

If residents lose a key, they must notify their Resident Assistant and/or the Resident Director immediately. If safety of lost key is jeopardized, a replacement lock and keys will be created. The resident will be charged for the change which will appear on their housing bill.

*Rationale: To ensure the safety of residents and Student Village buildings, residents are not permitted to make copies of keys. This policy allows the College to maintain a strict level of accountability for the keys to the Student Village units as well as an appropriate level of security for residents.*

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

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

*Rationale: The policy is in compliance with state and federal laws and is intended to preserve the safety of all residents. Use of illegal drugs has clearly been shown to have a detrimental effect on students' academic success and is inconsistent with the Research College of Nursing mission.*

### **Email**

Students and residents are required to check their Research College of Nursing and Rockhurst University (if applicable) emails regularly. It is the official method of communication with the College. Students and residents are informed of specific dates and deadlines as well as conduct related actions via email. Emails sent to Research College of Nursing and/or Rockhurst University email accounts are deemed delivered.

*Rationale: Institution issued email accounts guarantee that the student has proper access and the College will be informed if there is an error in the email network. Using these email accounts ensures students will receive email.*

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

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

Research College of Nursing students and Student Village residents are expected to comply with directives from College staff and emergency personnel. If students or their guests hinder staff or emergency personnel in emergency situations or drills (either by direct, indirect, or not action), conduct action will be taken.

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

### **Campus Emergency**

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

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

### **Disaster Plan – Research Medical Center**

Listed below are the phases of the disaster plan, the meaning of each phase, and the student's responsibility:

**Emergency Stand-By:** indicates Research Medical Center may receive casualties. Continue normal activities.

**Emergency Phase I:** indicates Research Medical Center is beginning to receive casualties. Students in clinical areas will remain there to continue normal assigned duties. If in class, report to the Research College of Nursing Auditorium.

**Emergency Phase II:** Research Medical Center facilities are fully expanded for admission and treatment of casualties. Student in clinical areas will remain there to continue normal assigned duties. If in class, report to the Research College of Nursing Auditorium.

### **Earthquakes**

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

### **Fire**

#### **Research Medical Center**

If you are on the clinical unit when a "Code Red" is announced, report to the instructor, team leader, or head nurse. It is helpful to close all doors. If you are in class when a "Doctor Red" is announced, remain in the classroom and follow the instructor's directions.

#### **Student Village**

When a fire alarm sounds, all occupants must immediately vacate the building. For Student Village residents, the evacuation location is parking lot C. Please meet there so College staff can account for you and inform emergency personnel of updated information. Students who fail to evacuate the building when an alarm sounds endanger the safety of themselves and others and will face conduct action.

Residents should follow some basic protocol to help prevent fires in their units:

1. Unplug electrical appliances when not in use. This is particularly relevant for blow dryers, curling irons, and other heat generating devices.
2. Keep counter areas, particularly where heat generating devices are used, clear of flammables and other clutter.

3. Inspect cords regularly on appliances and electronic equipment for fraying. Unplug and do not use if fraying is detected.
4. Limit the number of electrical devices plugged into each wall outlet. The use of multi-outlet adapters is strongly discouraged as these can cause excessive current being drawn through the circuit. Warm or hot electrical cords and/or frequent breakers tripping indicates too many devices are being used on any one circuit. NOTE: Multiple outlets may be on one circuit breaker.
5. Check the halogen light bowl periodically for dust, trash, and other combustibles. Halogen bulbs generate intense heat and can ignite combustibles if not kept clean and clear.
6. Do not place halogen lights, space heaters, or other small appliances that generate lots of heat near combustibles like curtains, bed linens, papers, etc.

### **Tornado**

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

### **Entering Units (Student Village)**

Although the College will make reasonable efforts to respect the privacy of a resident’s unit, Research College of Nursing reserves the right to enter a resident’s unit with prior notice (if possible) for purposes of inspection, verification of occupancy, improvements, or repair. If safety or other violations of policies are encountered during these inspections, residents will be notified by Director of Student Affairs and may be put through the conduct process.

The College reserves the right of entry without notice in situations posing a threat to life or property, violation of policy, and for such purposes as are reasonably necessary to preserve campus order and discipline.

*Rationale: Making residents feel at home is a priority of Research College of Nursing. Entering rooms as needed ensures your unit is safe.*

### **Explosives and Fireworks**

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

*Rationale: Fireworks and explosives pose a serious threat to individuals, as well as to the entire community.*

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

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that regulates the maintenance and release of student records at educational institutions and related agencies. The purpose of FERPA is to protect the privacy of student education records and affords students certain rights concerning their education records. The primary rights afforded to students include: (1) the right to inspect and review education records, (2) the right to request to have the education records amended, (3) the right to consent to or prohibit the disclosure of certain information retained by the College, and (4) the right to file a complaint with the United States Department of Education if the student believes that their FERPA rights have been violated. Research College of Nursing annually informs students of their FERPA rights through a variety of methods including the College website, the Catalog, and the Registrar's Office. This policy statement sets forth the College's procedures for maintaining the privacy of education records, responding to requests for amendments, and disclosing student records in compliance with FERPA. The complete FERPA policy and form are available at [www.researchcollege.edu](http://www.researchcollege.edu) under the Resources and Forms tab.

### **Gambling**

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

*Rationale: Research College of Nursing expects its students and residents to comply with all local, state, and federal laws while in their owned and operated buildings. Gambling has been shown to have detrimental effects on a student's academic success and is inconsistent with the Research College of Nursing mission.*

### **Guests and Visitation**

Students and residents are responsible for their guest's actions and behavior while on campus, in the Student Village, or at College-sponsored events. Guests are expected to comply with all Research College of Nursing policies and procedures. If a guest violates policy, the student/resident will likely be held responsible for their actions of their guest.

At the Student Village, visitation may be limited to guests who have previously violated policies and their host(s) may be subject to additional conduct action. Residents should not allow guests to borrow or utilize their unit key(s).

The visitation policy does not allow for guests staying for an extended (more than three nights) or frequent basis. It does not allow cohabitation. Roommates are expected to follow each other's reasonable requests for privacy and must have permission from their roommates before hosting guests overnight. A resident's right to privacy takes precedence over a resident's right to an overnight guest.

*Rationale: The privilege of having guests is based on the fulfillment of resident's responsibility to their roommate(s), as well as the Student Village and the Research*

*College of Nursing communities. This spirit of this policy does not allow for guests taking up residence in any manner.*

### **Harassment**

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

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

*Rationale: Research College of Nursing does not condone discrimination on the basis of race, color, creed, religion, sex, pregnancy status, sexual orientation, marital status, national origin or ancestry, age, gender, disability, citizenship or intending citizenship status, gender identity, veteran status, or any other status protected by law. Research College of Nursing is committed to providing a non-threatening environment for all; to tolerate harassment would be contrary to that commitment.*

### **Impaired Nursing Student Policy**

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

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

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

If, in the judgment of the faculty member or Director of Student Affairs, a student demonstrates signs and/or symptoms of chemical impairment, the faculty member should suspend the student from participation in the academic activity (i.e., class, lab, or clinical) and ask the student to wait in a secure, private area for testing. Testing should be done as soon as possible. The College assumes the cost of the testing by an outside agency under an established agreement. Testing will include a drug screen and a BAT (breath analyzer test). If the student does not cooperate with the required testing, the College will consider the student to be of the same status as if the test results were positive.

If the student is on the RMC campus during regular business hours (M-F 8:00am-5:00pm), the faculty member will notify the President's Assistant to have the Director of Student Affairs or Dean of Nursing escort the student to the outside agency's office for testing. The President's Assistant will contact the agency to notify them that a student is come for testing. If not on the RMC campus, the Director of Student Affairs should be called. If outside of regular business hours, the faculty member should contact the after-hours service.

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

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

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

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

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

The type and standards of drug and alcohol testing used by Research College of Nursing are determined by the testing organization (Concentra) and are outlined in the Research Medical Center Illegal Drug and Alcohol Policy.

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

### **Inclement Weather Policy**

The authority and responsibility to cancel all classes or clinical experiences for Research College of Nursing rests with the President. The President will contact the media and make the official announcement for broadcast on Kansas City television stations KMBC9 and KCTV5. Decisions to cancel daytime/early morning classes due to inclement weather are generally made by 5:30am. Remember, if Rockhurst University is closed, it doesn't necessarily mean that Research College of Nursing will be closed and if Rockhurst University is open, it doesn't necessarily mean that Research College of Nursing will be open. On the occasion that inclement weather begins during class or clinical, faculty will be notified by the President or Dean. The expectation is that students and faculty will use good judgment in determining whether they are able to safely travel to the College and/or their clinical site.

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

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

### **Keys (Student Village)**

Policies and procedures for control of keys are intended to provide a safe and secure environment for current and future residents. Responsible handling of keys is essential to maintain the well-being of all residents.

Each resident is issued one key. All keys assigned must be turned in when checking out of a unit before a refund of housing deposit will be considered. Failure to turn in the key issued may result in the forfeiture of entire deposit. If a key is lost or stolen, you must fill an incident report with the Security Department and Office of Student Affairs before another key will be reissued. Replacement keys cost \$50 and are available through the Office of Student Affairs.

Keys aren't to be duplicated for any reason. You will not be given credit for unauthorized duplicated keys. Keys may not be given to anyone else.



### **Medication Administration Policy**

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

### **Meningitis Vaccination Policy**

The recommendation from the Center for Disease Control (CDC) and the American College Health Association was for all college freshmen to be immunized for Meningococcal meningitis as it is more common among newly aggregated adults in communal living settings. The vaccine provides protection from some, but not all, of the types of bacteria that can cause Meningococcal meningitis. It has an efficacy rate of about 90% for these serotypes in persons over the age of five years. The annual incidence of Meningococcal infection in college students is estimated to be about 1.3 per 100,000 students. Like many other communicable diseases, some of the most important preventative measures are centered on simple good hygiene.

Rockhurst University requires all incoming freshmen living on campus to comply with the Meningococcal vaccination requirement by either providing documentation of vaccination OR by completing a waiver. In addition, all students living in the Research Student Village must also comply with the above stated requirement.

### **Missing Persons**

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

### **Noise (Student Village)**

The Student Village functions on 24-hour courtesy hours. If another resident asks a resident to lower their volume at any time, they are expected to respect the rights of other residents.

*Rationale: The Student Village is a housing community for students. In order to create a suitable learning environment, these guidelines and expectations are established to protect the rights of all while allowing a reasonable level of social or personal activity.*

### **Outside Vendor Policy**

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

### **Parking**

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

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

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

Employees, students, and agency personnel are allowed to park in A-Lot, the four rows of D-Lot that are closest to the Student Village, and C-Lot. In the parking garage, employees, students, and agency personnel are allowed to park on the top deck, Red level, north side of the Green level, and Yellow level.

Employees are allowed to park in any yellow lined space in the Medical Building parking lots which are T-Lot and W-Lot.

All parking violations are subject to ticket and tow.

### **Pets (Student Village)**

No pets are allowed in the Student Village except fish. Fish may be confiscated if they are abused or neglected. Residents must make arrangements to remove fish from unit while gone.

Guide/Service animals must comply with the Guidelines for Service Animals within the Housing Community policy. For a copy of this policy and paperwork, please contact the Assistant Director of Student Affairs.

*Rationale: Units aren't equipped to support pets. Cleaning and maintenance of units is too costly for Research College of Nursing to maintain. Research College of Nursing meets ADA codes by allowing residents to have service animals with proper documentation.*

### **Pregnant and Parenting Students**

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

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

The specifics of Research College of Nursing's programs vary and some clinical programs and rotations are offered at limited times. As such, degree progression will vary based on each particular circumstance and program. Nevertheless, Research College of Nursing is aware of its nondiscrimination obligation with respect to pregnant and parenting students and will address each situation accordingly. As with other temporary conditions, the specifics of leave and return will vary on a case-by-case basis and students will be required to provide medical documentation as necessary to make determinations about leaves and returns.

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

Amanda Gray  
Director of Student Affairs/Title IX Coordinator  
816-995-2806  
[amanda.gray@researchcollege.edu](mailto:amanda.gray@researchcollege.edu)

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

### **Repairs and Maintenance (Student Village)**

If you notice a facilities or maintenance issue in your unit or elsewhere in the Student Village, contact your Resident Assistant immediately. Resident Assistant's will submit a maintenance

request and maintenance will respond within three business days. If the needed repairs have not been done within this time frame, you should contact your RA and request a follow-up. Emergencies should be called in to your Resident Assistant or the Resident Director.

Damages or needed repairs due to malicious behavior or neglect will be charged back to residents of a unit.

### **Respect Statement**

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

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

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

As members of our community, students are expected to:

- Respect the sanctity of the education process by expressing respect for the faculty member as the organizer and guide through this learning experience as well as for fellow students
- Take responsibility for their own learning
- Treat other members of our community with respect, a sense of cooperation, and with concern for their welfare

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

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

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

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

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

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

If both parties do not agree to the informal process, or if the informal process does not lead to mutually satisfactory resolution of the complaint, then the formal process described in the “College Standards and Student Code of Conduct” section of this guide on page 66 will be followed.

### **Restricted Areas**

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

*Rationale: The roofs are not designed to serve as sun decks or social areas. Being in restricted areas presents serious safety hazards to yourself and others.*

### **Review and Disposition of Formal Complaints**

A formal complaint is defined as one which focuses on serious, non-trivial academic or nonacademic matters, is made in writing and signed by the author, is submitted to an institutional officer with the responsibility to handle the complaint, and is outside the scope of the Academic Appeal process (described in the Catalog) or Student Code of Conduct (described on page 66).

Formal complaints from students may be directed to one of two organizational officers:

- Formal complaints of an academic nature are directed to the Dean of Nursing

- Formal complaints of a nonacademic nature are directed to the President of the College

All formal complaints will be treated in a confidential manner. The organizational officer receiving the complaint will address the expressed concern in a timely manner. All formal complaints and a summary of their dispositions will be maintained in the Office of the President.

Petitions for appeal/waiver of College regulations and policies, disciplinary actions, and grade appeals are not formal student complaints.

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

### **Policy Statement**

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

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

### **Scope**

This policy applies to all College employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College’s educational programs and activities, including third-party visitors on campus (the “College Community”). This policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College’s prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, and student services.

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

### **Title IX Statement**

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

Amanda Gray  
Director of Student Affairs/Title IX Coordinator  
816-995-2806

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

### **Sexual Misconduct**

#### **Sexual Misconduct**

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

#### **Sexual Harassment**

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

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

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity

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

### **Sexual Violence**

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

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, oral, or vaginal) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug and/or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism
  - Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
  - Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
  - Coercing someone into having sexual intercourse by threatening to expose their secrets



- Secretly videotaping or photographing sexual activity where the other party has not consented
- Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
- Prostituting another person

### **Consent**

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

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

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

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

#### **Domestic Violence**

"Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person

who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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

### **Dating Violence**

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

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

### **Stalking**

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

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

## **Roles and Responsibilities**

### **Title IX Coordinator**

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the College Community in understanding that sexual misconduct is prohibited by this policy; (4) answers questions about this policy; (5) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (6) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

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

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

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

### **Employees**

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

### **Students**

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

### **The College**

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

## **Complaints**

### **Making a Complaint**

#### **Employees**

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

#### **Students**

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

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

### **Other Persons**

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

### **Confidential Discussions**

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

- Rockhurst University Counseling Center, Massman 5, 816-501-4275
- Pastoral Care: Dr. Chuck Robertson, Research Medical Center, 816-276-4120, Charles.robertson@hcamidwest.com

### **Content of the Complaint**

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

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

A complainant who makes a claim of sexual misconduct to the College will be given a copy of the document titled "Explanation of Rights and options After Filing a Complaint Under the Sexual Misconduct Policy." This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local policy, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

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

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

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

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

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

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

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

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

- Requesting further information about available resources.

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

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

### **Retaliation**

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

### **Protecting the Complainant**

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

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

### **Amnesty**

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

The College may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

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

### **Timing of Complaints**

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

### **Investigation and Confidentiality**

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

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

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

### **Resolution**

If a complaint of sexual misconduct is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be

subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

### **Bad Faith Complaints**

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

### **Academic Freedom**

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

### **Education**

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

## **Sexual Misconduct Complaint Resolution Procedures**

### **General Principles**

#### **Applicability**

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

#### **Administration**

For purposes of these Complaint Resolution Procedures, "Investigating Officer" means the individual(s) designated by the Title IX Coordinator to investigate a



particular complaint. The Investigating Officer shall have responsibility for administering these Complaint Resolution Procedures.

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

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

### **Training**

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

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

### **Preliminary Matters**

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

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

#### **Informal Resolution**

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

- Can only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below

- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault

### **Interim Measures**

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

### **Support Person/Advisor**

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

### **Pending Criminal Investigation**

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

### **Rights of the Parties**

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

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer

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

### **Commencement of the Investigation**

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

### **Content of the Investigation**

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

### **Resolution**

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

If the written report determines that sexual misconduct occurred, the Title IX Coordinator shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effect of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of

counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

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

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

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

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

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

### **Appeals**

#### **Grounds for Appeal**

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

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings

- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

### **Method of Appeal**

Appeals must be filed with the appropriate Appellate Officer within seven (7) days of receipt of the written report determining the outcome of the complaint. When the complaint involves an employee respondent or third-party respondent, the Appellate Officer shall be the President (Dr. Nancy DeBasio, nancy.debasio@researchcollege.edu). When the complaint involves a student respondent, the Appellate Officer shall be the Dean of Student (Dr. Julie Nauser, julie.nauser@researchcollege.edu). When an absence or conflict of interest necessitates, and Appellate officer may review and resolve an appeal within the jurisdiction of the other.

The appeal must be in writing and contain the following:

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

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

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

### **Resolution of the Appeal**

The Appellate Officer will resolve the appeal within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

### **Documentation**

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the Appellate Officer, as the case may be, are

responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings.

#### **Intersection with Other Procedures**

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

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

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

#### **Smoking Policy**

Research Medical Center is a smoke-free campus as of September 1, 2006. Tobacco use is prohibited by anyone – staff, volunteers, medical staff, faculty, students, patients, and visitors – on all property, including the medical office building, Research Brookside campus, Research College of Nursing, Research Student Village, and the Research Psychiatric Hospital.

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

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

#### **Social Justice Requirement**

Each undergraduate (TO and AO) student enrolled at Research College of Nursing is required to complete at least two community service/social justice hours each academic school year. Failure to complete this requirement will result in a hold on both your transcript and your diploma. For the paperwork, please see Appendix B.

#### **Social Media Policy**

All students, faculty, and staff at Research College of Nursing must follow the HCA established policy regarding the use of social media. HCA and its affiliates respect the right of employees to

participate in blogs and use social networking sites during non-working hours and does not discourage self-publishing or self-expression.

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

### **General Provisions**

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

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

### **Monitoring**

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

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

#### **Reporting Violations**

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

#### **Discipline**

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

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

The goal of authorized social media is to enhance the exchange of information between the organization and its constituents in order to drive business results and support our long-term success. Authorized use of social networking media is purposeful in conveying information about company services, promoting and raising awareness of HCA and its affiliated entities, communicating with employees, patients, business associates, and the media, and discussing activities and events.

When social networking, blogging, or using other forums, HCA must ensure that use of these communications is consistent with and supportive of the mission and values of HCA and its affiliated entities, and maintains their brand identities, integrity, and reputation while minimizing risks inside or outside the workplace.

The following rules and guidelines apply to social networking when authorized by your employer and done on working time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates.

- **Content.** Only authorized employees can prepare and modify content for Company-sponsored blogs and/or Company-authorized social networking entries. Content must be relevant, add value, and meet at least one of the specified goals or purposes developed by HCA and/or its affiliates. If uncertain about any information, material, or conversation, discuss the content with your manager and/or the Marketing Director.
- **Unauthorized Content.** Business units and departments are responsible for ensuring all blogging and social networking information complies with the written policies of HCA and/or the applicable affiliate. The Marketing Department and senior management are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content may be done without permission of the blogger or advance warning. Contact the Marketing Department or follow the chain of command to report unauthorized or questionable content.
- **Identification.** Employees must identify themselves as employees of the appropriate HCA affiliate when posting comments or responses on the employer's blog or a social networking site.
- **Copyright.** The use of copyrighted content cannot be posted on any HCA-affiliated blog without first obtaining written permission from the copyright owner.
- **Guest Bloggers.** HCA and its affiliates expect all guest bloggers to abide by these guidelines. HCA and its affiliates reserve the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. HCA and its affiliates also reserve the right to take legal action against guests who engage in prohibited or unlawful conduct.
- **Media.** If contacted by the media or press about a post that relates to the business of HCA and/or any of its affiliates, employees are required to speak with their manager and the Marketing/Public Affairs Department before responding in any capacity that could be viewed as a spokesperson for HCA.

## **Personal Use of Social Media**



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

- Personal Responsibility. You are personally responsible for your commentary on social media. You can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just Research College of Nursing and HCA.
- Non-threatening. Employees should not use blogs or social networking sites to post items that could be viewed as malicious, obscene, threatening, harassing, or bullying. Prohibited threatening, harassing, and bullying conduct includes offensive posts meant to intentionally harm someone's reputation or posts that discriminate or could contribute to a hostile work environment on the basis of age, race, color, gender, disability, religion, protected veteran status, national origin, sexual orientation, gender identity, or genetic information.
- Disclaimer. When you identify yourself as connected to Research College of Nursing, HCA, and/or an affiliate, some readers may view you as a spokesperson for Research College of Nursing, HCA, and/or that affiliate. Because of this possibility, you should state in the description or about the section of any public profile that the views expressed by you through social media are your own and not those of the Company, nor of any organization affiliated or doing business with Research College of Nursing, HCA, and/or an affiliate.
- Privileged or Confidential Information. Students, faculty, and staff cannot post on personal blogs or other sites the name, trademark, logo of Research College of Nursing, HCA, its affiliates, or any business with a connection to HCA or its affiliates. Students, faculty, and staff cannot post College or Company-privileged or confidential information, including copyrighted information, College or Company-issued documents, or patient protected health information.
- Workplace Photographs. Students, faculty, and staff must follow the College's policy regarding photos taken in the workplace.
- Advertising. Except as authorized or requested by HCA or an affiliate, employees may not post on personal blogs and social networking sites any advertisements or photographs of Company products, no sell Company products and services.
- Patient Information. Do not use your personal social media account to discuss or communicate patient information with one of your patients, even if the patient initiated the contact or communication. Always use approved communication methods when communicating with patients about their health or treatment.

- Privacy and Security. Consult the Information Protection site on Atlas for social media privacy and security tips.

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

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

This policy is intended to be consistent with the Research Medical Center policy titled "Dress Code Policy," policy number 100-900-2, revised in December 2005.

1. Students should be neat and clean while on campus and when participating in college/academic activities. Clothes worn should be wrinkle free and be devoid of holes or tears. Lounge wear pants and pajamas may not be worn while attending class or events at Research College of Nursing or Research Medical Center. Students should not emanate offensive body odor and should not wear strong perfumes, colognes, or body oils.
2. Student ID badges are to be worn at all times. Badges must be displayed in an upright and readable position in the upper chest area at all times. The picture may not be covered.
3. Outpatient, home health, clinic and assessment days, and community settings: Students should dress in accordance with agency policy. If an agency policy does not exist, students will wear professional attire (RCN polo/khakis/dark pants) suitable for the setting with their ID badge. On assessment days, students will wear appropriate dress and their scrub jacket or community uniform at faculty discretion. Scrub jackets may be navy, white, gray, black, or light blue with no writing or pattern. No jeans, denim, shorts, mini-skirts, or leggings.
4. Shoes must be clean, polished, and in good repair. Students may wear nurse shoes or leather sport shoes. Shoes with open toes or open holes are not allowed. Crocs may be worn as long as they have no holes in them.
5. The official uniform for clinical settings is Research College of Nursing embroidered navy blue scrubs. T-shirts may be worn under scrubs as long as they are white, gray, black, or light blue with no writing or pattern. T-shirts may have long or short sleeves. Scrub jackets may be navy, white, gray, black, or light blue with no writing or pattern.
6. Students participating in capstone are required to wear the Official RCoN scrubs. In the event there is an agency policy, students are expected to follow the agency policy.
7. Artificial and Natural fingernails. Artificial nails are substances or devices applied to natural nails to augment or enhance nails. Artificial nails shall not be worn by students when providing direct patient care. Natural nails shall be kept clean and nail polish should be in good repair. Natural nails shall be trimmed so they are no longer than  $\frac{1}{4}$  inch past the tip of the finger. Students who do not comply with the policy will not be allowed on clinical units.

8. Hair must be kept from falling forward onto clients or bedside equipment. Male students must have neatly groomed facial hair (beards, mustaches, sideburns).
9. Body markings or brands such as tattoos that a reasonable person would consider offensive are prohibited unless they can be covered so they are not visible to coworkers and patients.
10. Engagement and wedding bands, watches, and stud earrings are the only jewelry permitted. Stud earrings should be simple, modest, and not present a safety hazard to patients or employees. Jewelry **may not be worn in any other parts of the body** that is observable by coworkers and patients (i.e., earrings or studs in the nose, tongue, eyebrow, lip, etc.).
11. Cosmetics are to be kept to a minimum. Perfumes and/or colognes are to be avoided. Smokers may be sensitive to excessive “smoker’s odor” on hair, clothing, and breath.
12. Clothing must fit properly. Shirts and tops should be long enough to cover the midriff at all times. Stomachs, chests, backs, and shoulders should be covered at all times. Hemlines of skirts/shorts/bottoms should be no shorter than mid-thigh. Short shorts and booty shorts may not be worn while attending class or events at Research College of Nursing or Research Medical Center. Undergarments should not be visible through or outside of clothing at any time.
13. Students who are in community settings represent Research College of Nursing. All students must follow the above standards while working in the community and in addition:
  - a. Wear khaki, navy, or black slacks.
  - b. Wear a polo shirt with the College logo on it. These polos are ordered through the Office of Student Affairs at Research College of Nursing.
  - c. Clothes look neat and professional. No cleavage, backs, or abdomens should be exposed.
  - d. Nametags must be worn while representing RCN in the community.
  - e. Students may be required to wear scrub jackets in community settings for special activities (such as flu shots or cholesterol screenings), at the discretion of the clinical instructor.

### **Storage (Student Village)**

There is designated storage for each unit in the unit’s basement. Residents are permitted to store their belongings in their assigned cage only. Items are not to be placed in areas of the basement outside of the resident’s assigned cage. Research College of Nursing is not responsible for stolen or damaged property in the basements. Residents are expected to lock their own storage cage.

During summer term, if a student is returning to their unit the following fall, they are permitted to store their belongings in their unit for \$100/month. If a student elects this option, they are expected to complete a full check out and return their keys for the summer.

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

### **Health Insurance**

Students should be aware that if they become ill, injured, or exposed to blood or body fluids during a clinical/classroom experience, they must seek appropriate medical care at a health care facility. Traditional B.S.N. students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver. Insurance for Accelerated B.S.N. students is options; however, students may enroll in a health insurance plan through Rockhurst University. Accelerated B.S.N. and graduate students who do not choose to carry health insurance must sign a waiver indicating that they assume responsibility for all costs of medical treatment due to illness or injury. All students must be aware that if illness or injury occurs during a clinical or classroom experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Proof of insurance or a waiver must be documented annually with the Registrar.

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

If an injury occurs during an academic experience (e.g. laboratory experiences in the Learning Resource Center, Seelos Center, or clinical experiences at Research Medical Center or elsewhere) the clinical faculty or preceptor should be notified immediately. An incident report should be made out according to the agency policy (if applicable), and an RCN Student Injury/Exposure Report form should be completed and faxed as soon as possible to the RCN Registrar. All faxes are handled confidentially. Information should be concise but complete relative to the injury or illness. Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury, it should be noted on the form.

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

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

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

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

After the student has reported the exposure to the appropriate faculty/preceptor, the student will complete the Exposure to Blood/Body Fluids Report. The Exposure Packet can be obtained from Employee Health (Monday-Friday, 8am-430pm) or from the House Supervisor on nights and weekends. The Report form must have "Research College of Nursing Student" noted at the top in order to track the occurrence. All completed information should be returned to Employee Health as soon as possible. The Client Requisition for Employee Health must be taken to the lab so that the source

patient can be tested. Faculty should notify Employee Health via email or voicemail that the occurrence took place. A RCN Student Injury/Exposure Report form should also be completed and faxed to the RCN Registrar. All material will be treated as confidential.

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

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

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

Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as possible. An incident report should be made out according to the agency policy. A RCN Student Injury/Exposure Report form should also be completed and faxed to the RCN Registrar.

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

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

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

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

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

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

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

Any resident is responsible for the behavior or objects in a unit where a policy violation has occurred if they are in the space, regardless of their level of participation.

*Rationale: Students and residents are responsible for their behavior and that of their guests. It is a resident/student's responsibility to notify a staff member if they witness a policy violation and remove themselves from the situation to avoid facing conduct action themselves.*

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

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

### **Temporary Conditions that may affect Student Performance**

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

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

Students with disabilities seeking accommodations should contact the ADA/Section 504 Coordinator at 816-995-2855; [julie.nauser@researchcollege.edu](mailto:julie.nauser@researchcollege.edu).

## **Theft**

Attempted or actual theft of, damage to, or possession without permission of Research College of Nursing or that of any individual is strictly prohibited. Research College of Nursing recommends residents keep records of details (make, model, serial number, etc.) of personal belongings to assist in cases of theft. Research College of Nursing does not purchase property insurance covering any loss or damage of student/resident's personal property. The College assumes no responsibility for the payment of such a loss.

*Rationale: Although students and residents have the right to expect a safe, secure environment, they should still take precautions to prevent theft. Such precautions include but aren't limited to: locking door(s) of units while leaving or sleeping, locking door(s) of cars, not allowing others to utilize keys, locking up belongings or keeping them with you at all times. Report safety and security concerns immediately to your Resident Assistant or Research Medical Center Security.*

## **Trash (Student Village)**

Trash is to be removed by resident from unit and brought to the dumpster located in the D parking lot. Trash is not to be left in basement, on balcony, front porch, or in the grass of the Student Village. Residents are expected to properly dispose of trash – in bag, tied up, and placed in dumpster.

To keep our community clean and prevent pest problems, dispose of your trash frequently. Placing trash anywhere other than dumpsters will result in \$25 fine per resident in the unit per offense.

## **Undergraduate Blood Administration Policy**

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

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

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

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

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

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

## **Weapons**

Use or possession of weapons of any type including, but are not limited to, firearms, paintball guns, airsoft, BB or pellet guns or similar weapons, bows and arrows, knives with blades more than four inches (kitchen knives with blades longer than four inches must be stored in the kitchen and used for its design), decorative weapons, ammunition, mace or bear spray, and explosives is not permitted at the Student Village or Research College of Nursing at any time. Other restricted weapons include billy clubs, switchblades, brass knuckles, tasers, nun chucks, and dangerous chemicals. Possession of a personal self-defense item two (2) ounces or less containing pepper spray (oleolesin capsicum – OC) is allowed. Be sure to read the directions and know how to properly use pepper spray.

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

*Rationale: Although personal protection is important and some weapons have other uses, the potential danger weapons present through misuse or accidental use is significant.*

### **Windows**

Hanging, dropping, or throwing anything out of an open window or using the window for entry or exit purposes is strictly prohibited (except in emergencies). Do not unlatch interior or exterior window screens in units at the Student Village.

*Rationale: Windows without screens may present a serious safety hazard to residents and can allow unwanted pests inside.*



# Student Conduct

## Conduct Policy

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

## Conduct Process

Reasonable efforts will be taken to assure that all reports of suspected student misconduct remain confidential, including the identity of the person reporting the misconduct.

**Step #1 – Reporting:** The individual witnessing the student misconduct must notify the Director of Student Affairs, as soon as practical after the incident, and provide, at a minimum, the following information – Date, Time, Location of the incident; name of the student; description of the incident(s); other who may have witnessed the incident.

**Step #2 – Gathering information:** The Director of Student Affairs will notify the student of suspected misconduct within two working days of receiving the report. The purpose of the notification is to schedule a meeting between the student and the Director of Student affairs. This meeting must occur within five working days of the student notification, if during a semester in which the student is enrolled. If school is not in session or the student is not enrolled, the meeting will be held within a timeframe acceptable to the student and the Director of Student Affairs. This meeting may be face-to-face or via electronic media. At this meeting, the student will have the opportunity to provide information about their understanding of what occurred, to learn about the conduct process, and to ask questions. The Director of Student Affairs will then talk with students, staff, and others involved to gather information about the incident.

If the student does not respond to the Director of Student Affairs correspondence related to the process and/or does not attend scheduled meetings, the Director of Student Affairs may proceed in determining which violation may have occurred and decide on the appropriate sanction(s) without the student. A charge of non-compliance may be added as well if the student fails to complete sanctions.

### **Step #3 – Determination:**

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

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

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

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

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

#### **Hearing Procedures**

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

Following the hearing process, the committee deliberates in private until it reaches a decision. A majority of votes is necessary to impose a sanction. The student is recalled and informed of the committee's decision and their right to appeal. The decision of the committee is final, subject only to the student's option to appeal the decision. The Committee chair will prepare a written report containing the factual findings and statements of any sanctions to be imposed.

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

All hearings will be recorded by electronic means by the Committee Chair only. It is at the Committee Chair's discretion to record the meeting via video or audio.

Recording the hearing by any other individual is strictly prohibited. Any recording devices (including, but not limited to, dictaphones, smart phones, and handheld recorders) will not be allowed in the disciplinary hearing. In the event a student violates this provision will subject the student to further discipline for violation of this policy.

**Step #4 - Appeal Process:** A decision may be appealed if the student believes at least one of the following:

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

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

Appeals are heard as follows:

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

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

### **Conduct Sanctions**

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

#### **Warning**

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

#### **Discretionary Sanctions**

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

#### **Loss of Privileges**

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

**Restitution**

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

**Student Housing Relocation**

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

**Student Housing Probation**

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

**Student Housing Suspension**

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

**Student Housing Dismissal**

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

**Student Housing Expulsion**

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

**College Probation**

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

**College Suspension**

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

**College Dismissal**

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

**College Expulsion**

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

# Safety and Security

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

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

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

## Security Services

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

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

## Security Precautions and Guidelines

- Always lock your doors and windows when you leave
- Don't leave valuables in your room, classroom, or in lounge areas
- Notify Security and your Resident Assistant of any stranger or unaccompanied guests in the Student Village or at Research College of Nursing

- Do not prop open any outside doors to the Student Village or Research College of Nursing
- Report thefts or security threats to Security as soon as they occur
- Do not leave valuables visible on your car seats or floor boards



# Student Village Specific Procedures and Guidelines

This section addresses specific policies and guidelines with which residents should become familiar. They expand on the terms of agreement and offer guidance when problems arise. Please note, the below information is specific to housing but residents at the Student Village are still expected to adhere to the Standards and Policies located on pages 22-71 of this Guide.

## Who is Eligible

Research Medical Center provides housing to students affiliated with education programs sponsored by Research Medical Center. These include the College of Nursing, School of Radiologic Technology, and School of Nuclear Medicine Technology. Short term housing is available to students from other institutions who have been assigned to Research Medical Center facilities for a clinical rotation or internship. In addition, if space is available, Rockhurst University non-nursing students who meet criteria set forth by Rockhurst may live in the Student Village. Married and single parent students are afforded the same housing privileges and accommodations as all other students.

In order to remain in housing, students must be currently registered and attending class or pre-registered for classes for the next term.

## Application

Students interested in on-campus housing must submit an application and housing deposit. Assignments are made once this information is received by the Office of Student Affairs. Students wishing to live together in one unit must list each roommate on the application and should submit their applications and deposits together. No assignment will be made until all applications and deposits are received.

## Deposit

Each student must pay a refundable housing deposit when first applying for housing. The deposit reserves a student's space until they move in and functions as a damage deposit during residency. It is refunded when a student moves out if the unit is in good order. Any excessive or malicious damage (beyond normal wear and tear) is assessed against the deposit. Amounts exceeding the deposit are paid to the Office of Student Accounts.

## Housing Agreement

Students sign a housing agreement once an assignment is made. This agreement contains specific terms defining the contractual relationship between the student and Research Medical Center. Usually, the length of the agreement is for the academic year (late August to mid-May). Some students have need for shorter stays and therefore, have a specific date of termination. At the expiration of the agreement, students must vacate unless they apply for and are granted a new housing agreement. A resident will need to sign a new housing agreement every year if they continue living in the Student Village. For 2018-2019 Housing Agreement, see Appendix A.

### **Meningitis Vaccination Policy**

In compliance with Missouri state law, Research College of Nursing requires all residents to submit a Meningitis Vaccination Form documenting receipt of the vaccine or requesting a waiver. See page 37 for more information. Contact the Office of Student Affairs for a copy of the form or if you have any questions.

### **Contract Periods**

The calendar year is divided into three contract periods. The Fall and Spring contract periods coincide with the Research College of Nursing academic calendar. The Fall contract begins the week before the first day of courses and ends the last day of December. The Spring contract period begins the first day of January and ends the Monday following the Pinning Ceremony. The Summer contract begins the Tuesday after the Pinning Ceremony and ends the week before the first day of Fall classes. Specific dates are published annually.

#### **Summer Contract Period and Summer Storage**

Residents who wish to continue living in their unit during the summer or use summer storage must honor their housing agreement. Residents must be enrolled in summer courses or be pre-registered for fall term in order to living in the Student Village during the summer.

Residents who do not wish to live in housing during the summer but will be returning in the fall have two options:

- Students may terminate their agreement at the end of the Spring contract period and vacate according to check out procedures (the housing deposit is retained to reserve a space for fall)
- Students may keep their unit for the fall by paying \$100/month and turning in their key(s). Personal belongings can be left in the unit during this time.  
Residents will not be allowed into their units during the Summer contract period.

Failure to properly notify the Resident Director of summer plans will result in being charged the full amount for the summer contract period.

### **Housing Payment Policy**

#### **Students registering at Research College of Nursing**

Full tuition and fees, including housing, are due at the time of registration less any financial aid awarded. Financial Aid refunds are provided after all financial obligations to Research College of Nursing and Rockhurst University are fulfilled. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan, the student must have no history of account delinquency.

No one who has an unpaid balance from a prior semester will be registered for a subsequent session. Transcripts of records will not be issued for anyone delinquent in financial obligation to Research College of Nursing or Rockhurst University.

### **Radiology, Nuclear Medicine, and other students receiving financial aid through the Research Financial Aid Office**

Housing fees, less any financial aid expected, are due at the start of each contract period and delinquent after the 10th business day. Financial Aid refunds are provided after all financial obligations to Research College of Nursing are fulfilled. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan, the resident must have no history of account delinquency. No one who has an unpaid balance from a prior contract period will be allowed to remain in housing unless a plan for paying the unpaid balance is approved by the Director of Financial Aid.

### **Rockhurst University students and nursing students registering through Rockhurst University**

Rockhurst students are charged and pay for housing separately at Research College of Nursing. If you have a financial aid credit balance at Rockhurst, you must notify both Rockhurst University and Research College of Nursing in writing if you wish to have any or all of that credit balance sent to Research College of Nursing to pay for your housing. Any balance not covered by financial aid is due at the start of the contract period and delinquent after the 10<sup>th</sup> day. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan, the resident must have no history of account delinquency. No one who has an unpaid balance from a prior contract period will be allowed to remain in housing unless a plan for paying the unpaid balance is approved by the Director of Financial Aid and Director of Student Affairs.

### **Other Students**

Students whose contracts are for a fixed period of time less than one contract period are required to pay in full before occupancy.

### **Account Balance Impact – All Residents**

All financial commitments must be paid in full prior to release of transcripts or registration for additional courses (applicable to all students). As a result, students who are not allowed to enroll will be required to vacate. Past due accounts may be assigned to an external collection agency. Collection costs including legal fees, ranging from 33.3% to 50%, become the student's responsibility.

### **Holidays**

Residents may continue residency during the academic holiday periods (mid-semester holidays, Thanksgiving, Spring Break, and Easter) without additional charge. Students wishing to move in early (before the start of the contract period) should contact the Resident Director as far in advance as possible. This is necessary to ensure the assigned unit is fully prepared. Students will be charged the appropriate prorated amount unless the reason for early move in is related to official school business. Decisions regarding early move in will be decided based on availability.

### **Checking In**

New residents or returning residents check in through the Office of Student Affairs between 8am-5pm, Monday-Friday. During check in, you'll receive your key(s) and some paperwork that will need to be returned to the office within one week.

If you need to move in during a time other than regular office hours, you will need to contact the Resident Director no later than two weeks before your scheduled move in date.

### **Terminating Occupancy**

Residents are required to notify the Resident Director in writing before terminating occupancy prior to the expiration of their contract. Residents should review the terms of the agreement for cancellation and termination to avoid unnecessary expense.

### **Checking Out**

You are required to leave the unit in the same condition as when you first took possession except for normal wear and tear. This includes removal of all personal possessions, proper disposal of all trash, clearing out the storage cage in the basement, returning all furnishings to the proper location in the unit, and basic cleaning.

You should schedule a check out time in advance with a Resident Assistant or the Resident Director in order to go through the unit. Keys and a forwarding address will need to be given to the RA at that time. At your option, keys may be returned to the Office of Student Affairs along with a forwarding address and the check-out will be completed by housing staff following the student's departure. However, choosing this option forfeits the right to challenge any charges that may be assessed.

If any damage is noted or keys are missing, the appropriate charge is deducted from the housing deposit before any amount is refunded. Failure to check out formally may result in forfeiture of the deposit, and accrual of additional charges.

Failure to complete the check-out process by the contract termination date will result in the accrual of housing charges for each additional day.

### **Refunds**

Residents who give appropriate notice and complete the check-out procedure will receive refunds of rent paid and/or the housing deposit.

In the event a student has received financial aid for housing under federal regulations and the regulations require action different from those provided in the Housing Agreement, the federal regulations will be followed.

## Roommates

### Rights and Responsibilities

Conflicts between roommates, regardless of whether you live together by choice or were assigned, are a natural occurrence. Most are resolved by open discussion and compromise. Occasionally, however, cooperation is not forthcoming and the infringed part is left without the means for resolution.

If this occurs you are encouraged to contact your Resident Assistant, Resident Director, or Director of Student Affairs for advice or mediation. Reasonable effort to resolve roommate conflicts is expected before a change of units may be considered. In cases where one or more residents have clearly infringed upon the rights of others disciplinary action may be taken. The following lists of rights and responsibilities are intended to assist residents in establishing expectations of roommates.

#### Rights:

1. To have equal access and use of your bedroom and bathroom and all common space in the unit
2. To be asked, in advance, by roommates if it is okay to have guests over at a specific date and time
3. To be asked, in advance, by roommates if it is okay to use personal belongings of yours
4. To set limits on how personal possessions of yours may be used by roommates
5. To be able to use common space without having to clean up a roommate's mess

#### Responsibilities:

1. To share equally in the work of maintaining the cleanliness and orderliness of the unit
2. To discuss with roommates how chores will be shared (i.e. cleaning, cooking, washing dishes, etc.)
3. To keep your things neat, clean, and orderly enough so as not to infringe on the space or rights of roommates
4. To clean up after yourself and your guests so as not to infringe on the space or rights of roommates
5. To share equitably in the cost of maintaining and operating the unit (food, cleaning supplies, TV, etc.)  
NOTE: Distinguish between purchases and expenses that are for you and those that benefit everyone
6. To discuss with roommates' personal habits and a lifestyle issues and to make appropriate adjustments so as not to infringe on the rights of roommates
7. To seek common ground and compromise when conflict arises

### **Expectations of Housing Staff for Each Roommate**

1. Follow the Golden Rule; treat your roommates as you would have them treat you
2. Accept responsibility for taking action (e.g. filing a grievance) or the consequences of not taking action (e.g. stress, hostility, matters getting worse) when your rights have been violated by a roommate who refuses to negotiate a resolution to the problem

### **Suggested Steps to Resolution of Roommate Conflicts**

1. Talk to your roommates at the first sign of potential conflict (infringements on your rights do not stop unless confronted and most often grow to other areas. Also, give the benefit of the doubt. Not everyone is aware their behavior is infringing.).
2. If you are unsure how to deal with the problem you may consult your Resident Assistant, Resident Director, the Assistant Director of Student Affairs, or your faculty advisor for advice.
3. If your efforts to resolve the problem are not successful, you may file a written grievance and request a meeting with the Resident Director. After the meeting, the RD will make recommendations for resolution with specific consequences for non-compliance. Consequences include, but are not limited to, Housing Sanctions.
4. Room changes may be requested if all efforts to resolve the problems fail. Room changes are subject to availability.

### **Non-Student Residents**

Children under the age of 16 should be under the supervision of a responsible adult whenever in the Student Village, especially outside of the assigned residence. Children are not permitted to use the facilities of the Child Development Center unless enrolled there and during scheduled attendance. Violations may result in disciplinary action up to and including dismissal from student housing.

### **Changing Units**

Residents desiring to change living arrangements must request the change through the Resident Director. Whenever possible, the residents are moved to accommodate their preferences. This is only determined based on availability however. Residents may also be moved to maximize the use of available space. Room changes will only be allowed with the full knowledge of all persons affected by the change, especially if it affects room charges. All procedures for checking out and checking in must be properly followed and completed within a reasonable timeframe determined by the Assistant Director of Student Affairs or Resident Director.

## **Maintaining Unit**

### **Care and Use of Unit**

Residents are responsible for the proper care and use of all furniture and equipment. You are not to make any physical alterations or additions to facilities. All replacements and repairs are to be made by RMC employees ONLY. Those repairs necessary because of carelessness or negligence of the resident will be made at your expense. No additional locks may be attached to any doors providing access to the unit or inside the unit.

### **Floors**

Tile or linoleum floors should be cleaned with mild detergent and water solution. The carpeting should be vacuumed routinely. Stains should be removed as soon as they occur. The longer a stain is allowed to remain, the harder it is to remove and the more likely a charge will be assessed at check out. You are permitted to shampoo the carpet at your own expense. You should use cleaning methods and chemicals appropriate for the type of carpet installed.

### **Furnishings**

Research College of Nursing provides all basic furnishings (stove, refrigerator, dishwasher) and for the furnished units includes living room furniture, dining table and chairs, desks, dressers, and bedroom furniture. Residents may not remove property from any unit or transfer them to another unit. In addition, furnishings are not to be stored in the storage cages without permission.

Due to potential for water leaks in the basements and result damage, residents must take adequate precautions (e.g. placement on wood pallets, wrap in plastic) to protect their own and the Research College of Nursing furnishings. Residents are financially responsible for damage to property belonging to Research College of Nursing whether it is in their unit or storage cage. Under no circumstances may residents store any RCN furnishings or personal property outside of the storage cages in the basements.

Window coverings are not to be removed from the windows or doors.

### **Cleanliness**

All residents must maintain satisfactory sanitation and safety standards in their contractually assigned unit and common living areas. Kitchen and common area cleaning are the responsibility of the townhome or apartment members. The RA can help set up kitchen and common area cleaning schedules to ensure that all residents share the responsibility. All residents living in The Village must discard kitchen trash and recycling, wash dishes, and clear counters daily

### **Controlling Pest Problems**

Occasionally, pests can become a problem in a Student Village unit. Each resident needs to do their part of being a good neighbor to prevent pest problems. The following are some suggestions for control of unwanted pests.

1. Purchase a trash can with a tight-fitting cover for your unit, and when possible, use plastic liners for all of your trash cans.
2. Do not leave dirty dishes or food on the counter tops or sinks overnight. Do not use sticky back paper in your cabinets.
3. Be sure all food containers are sealed properly.
4. Do not leave paper bags or newspapers sitting in your unit.
5. Keep all floors clean and free of food crumbs.
6. Do not store damp rags or sponges in dark closets. Store all mops and brooms with the handle down. Do not allow grease to build up on the stove tops, burners, ovens, cabinets, etc.
7. Report any physical conditions in the building that might be causing pest problems to your Resident Assistant. If you have a pest problem, contact your Resident Director to arrange for extermination.



# APPENDIX A – HOUSING AGREEMENT

## RESEARCH MEDICAL CENTER

### STUDENT VILLAGE HOUSING AGREEMENT

**Instructions:** Read Terms of Agreement, verify beginning and termination dates, complete all information and sign. Return completed Agreement to Director of Student Affairs, Research College of Nursing, 2525 East Meyer Boulevard Room 121, Kansas City, MO 64132.

#### Terms of Agreement

- 1) **LICENSE NOT A LEASE:** This agreement is a license and not a lease. It creates no exclusive right on the part of the student to occupy any particular portion of RMC property. RMC may assign and reassign the student to specific student housing whensoever, in the medical center's sole discretion, it deems such action necessary or desirable. As a licensee hereunder the student may not assign any rights or obligations created by this license agreement.
- 2) **ELIGIBILITY:** To be eligible a student must be enrolled or affiliated with a Research Medical Center sponsored program as defined in the Guide to Student Life. Eligibility for families is limited to spouses and children for which the student is the legal parent or guardian. Evidence of familial relationship may be required at any time.
- 3) **TERM:** The term of this agreement is for the contract year or for the remainder of the contract year, if entered into subsequent to the beginning of the contract year. Any other term of agreement must be made by mutual written agreement between the student and Research Medical Center and specified on this agreement. The contract year consists of the fall, spring and summer contract periods as defined by Research College of Nursing.
- 4) **HOUSING FEES:** The student agrees to pay fees as established by Research Medical Center or its agent. RMC reserves the right to increase housing fees. Failure to pay fees according to the fee schedule may result in the total amount becoming due and payable immediately and legal action can be taken against all persons who have signed this agreement. The student will also be responsible for all legal and collection fees incurred by RMC.

All students hereby agree to waive demand, protest and notice of non-payment. Any payment received from any source other than the student will not release the student from making the payments due.

- 5) **PERSONAL PROPERTY:** The student hereby agrees that any and all of the student's personal property or property of third parties in student's custody or possession which may be present upon RMC premises shall be the sole responsibility of the student and the student does hereby waive any and all claims against RMC, its agents and employees of any nature whatsoever for loss, damage or destruction to said property due to any cause whatsoever. Students are advised to procure personal insurance against such eventualities. All personal property must be removed from the unit on the last day of occupancy under this agreement and the student hereby surrenders all claims to and abandons any property remaining on the premises after such date.

- 6) **HOUSING DEPOSIT:** A housing deposit is required to accompany the Housing Application for residency in the RMC Student Village. The deposit serves as a room reservation deposit prior to the student occupying a unit. Subsequent to occupying a unit the deposit serves as security against damages to the premises. The housing deposit will be retained by RMC so long as the student remains enrolled in an RMC educational program and/or continues residency. Unless the deposit is forfeited in accordance with any terms of this agreement, the deposit, less any assessment for damages, uncleanliness and/or unpaid balance on the student's account, will be refunded to the student following vacation of housing by the student and inspection of the premises by representatives of RMC. The student agrees to be responsible for defacement or damage to the unit, common areas and all RMC furnishings assigned to the student in accordance with this agreement and to reimburse RMC for the full cost of repairing or replacing any furnishings or property that are damaged or destroyed during the term hereof.
- 7) **CANCELLATION AND TERMINATION:** A request for cancellation of this agreement must be made in writing and submitted to the Student Affairs Office.
  - a) **Prior to occupancy:** A request for cancellation of this agreement by the student that is received by RMC less than 30 days prior to the commencement of the agreement will be honored, but will result in forfeiture of the housing deposit by the student, unless an assignment has not been made or the reserved space is successfully assigned to someone else.
  - b) **Subsequent to occupancy:** Requests for cancellation will result in charges being prorated to 30 days from the date of written notification or to the end of the current contract period, whichever is shorter, but not less than 15 days.
  - c) **Termination by RMC:** The student hereby consents and agrees to obey and abide by all RMC policies and regulations governing occupants of RMC housing and recognizes the right of RMC to terminate this agreement for violation of any such RMC policies and regulations. In the event of termination of the agreement by RMC the student will be liable only for occupancy up to the time of termination of such occupancy. The housing deposit, less any deduction for damages, uncleanliness and/or unpaid balance on the student's account, will be refunded to the student. In the event of cancellation of this agreement the student hereby agrees to vacate RMC housing within 48 hours of notification of such cancellation or termination.
- 8) **PETS:** There are no pets permitted in RMC housing other than aquarium fish. Aquarium fish must be kept in a tank no larger than 10 gallons, and must be freshwater.
- 9) **OCCUPANCY:** Only the residents who are assigned to a unit may occupy the unit. Persons of the opposite sex may not share units designated for single students.
- 10) **GUESTS:** Overnight guests must be registered with the Student Affairs Office. Overnight guests are limited to no more than two consecutive nights and ten nights total for the current contract period. Guests staying more than the 2/10 night limits must make arrangements with the Student Affairs Office.
- 11) **UNIT ENTRY:** RMC reserves the right for authorized representatives to enter any unit at any reasonable time, with or without the student's permission or attendance, for housekeeping purposes, repair or maintenance, health, safety, general inspection or disciplinary reasons.
- 12) **POLICIES AND REGULATIONS:** Additional policies and regulations published in the Research College of Nursing Guide to Student Life and any other official publications of RMC are enforceable as if contained herein. RMC reserves the right to make changes in any and all such policies and regulations.

## APPENDIX B – SOCIAL JUSTICE REQUIREMENT PAPERWORK

Each student enrolled at Research College of Nursing is required to complete at least 2 community service/social justice hours each academic school year. Failure to complete this requirement will result in a hold on both your transcript and your diploma.

The mission of RCON includes imbuing our graduates with a “global view” and a commitment to “community growth.” The college continues to embrace the values of the ANA Social Policy Statement which promotes the “... influence of social and public policy to promote social justice.” The AACN also supports teaching the professional values of social justice through increased awareness of the student’s own and others values, social, and ethical issues. For the AACN, the focus is on three categories: fair and nondiscriminatory delivery of care, universal access to health care, and legislation and policy of nursing and health care. RCON encourages its students towards a greater sense of civic and social responsibility through an increased personal and political awareness.

### Requirements:

- At least 2 hours each academic year
- Does not necessarily need to be healthcare related
- Must interface with people (ie., working one on one or in groups with other people versus filing paperwork or stocking shelves)
- Must work with individuals from vulnerable populations
  - Vulnerable populations can be considered individuals as defined by socio-economic status, geography, gender, age, disability status, risk related to sex and gender, etc. Examples include the elderly, minority populations, the veterans population, etc.

**In order to gain approval for your social justice requirement, you must fill out the attached approval form. This is to be fully completed with detailed information about the work you are to be doing. You must have this form into the Director of Student Affairs at least one week before your anticipated participation so that it can be approved.**

If you have further questions about this requirement, please contact Amanda Gray, Director of Student Affairs at [amanda.gray@researchcollege.edu](mailto:amanda.gray@researchcollege.edu), 816-995-2806, or in Office 121.

### **Research College of Nursing Community Service Requirement**

Each undergraduate student enrolled at Research College of Nursing is *required* to complete at least 2 community service hours each academic school year.

**Mission:** The mission of Research College of Nursing is to educate students as professional nurses who provide safe, quality health care. Through a commitment to excellence in nursing education, this academic community promotes development of the individual as a scholar and leader dedicated to providing service to the greater society.

**Rationale:** The American Association of College of Nursing (AACN) supports teaching the professional value of social justice through increased awareness of students own and others values, social and ethical issues. Co-curricular programs also contribute to the educational experience of the students, which allow the students to actively engage in providing service to the greater society.

**Requirements:**

- At least 2 hours each academic year
- Does not necessarily have to be health care related
- Must work with an organization
- Must work within at least one of the four domains of social justice:
  - Poverty
  - Minority Health
  - Medically Underserved
  - Environmental Health
  - AND/OR individuals from vulnerable populations (i.e. socio-economic status, geography, gender, age, disability status, risk related to sex and gender, etc.).

In order to complete the requirement, you must submit the attached verification form and reflection of experience. This must be fully completed and returned to the Director of Student Affairs no later than last day of classes.

If you have questions about this requirement, please contact Amanda Gray, Director of Student Affairs at [amanda.gray@researchcollege.edu](mailto:amanda.gray@researchcollege.edu), 816-995-2806, or in Office 125.

Examples of service for the domains include but are not limited to:

<b>Poverty</b>	<b>Minority Health</b>	<b>Medically Underserved</b>	<b>Environmental Health</b>
<ul style="list-style-type: none"> <li>• City Union Mission</li> <li>• Amethyst Place</li> <li>• Operation Breakthrough</li> <li>• Harvesters</li> <li>• Hillcrest Ministries</li> <li>• Scraps KC</li> <li>• Uplift</li> <li>• Front Porch Alliance</li> <li>• RCN Trunk or Treat</li> </ul>	<ul style="list-style-type: none"> <li>• Black Health Care Coalition</li> <li>• El Centro</li> <li>• Guadalupe Center</li> <li>• Community Health Council of Wyandotte County</li> <li>• St. Sabina Wellness Center</li> </ul>	<ul style="list-style-type: none"> <li>• KC Care Clinic</li> <li>• Hope Family Care Center</li> <li>• Medina Clinic</li> <li>• Community Health Screenings</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Farming Guys</li> <li>• Kansas City Community Gardens</li> <li>• Cultivate KC</li> <li>• Bridging the Gap</li> <li>• Ivanhoe Neighborhood Council</li> </ul>

## Community Service Verification Form

This letter is to verify that \_\_\_\_\_ (Student Name) completed \_\_\_\_\_

hours as a volunteer for

\_\_\_\_\_ (Organization) on:

Date(s): \_\_\_\_\_

\_\_\_\_\_

Time(s): \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Job

Function: \_\_\_\_\_

\_\_\_\_\_

and should obtain community service credit for participating.

\_\_\_\_\_  
Supervisor at Volunteer Site – Name

\_\_\_\_\_  
Supervisor at Volunteer Site – Title

\_\_\_\_\_  
Supervisor at Volunteer Site – Signature

\_\_\_\_\_  
Supervisor at Volunteer Site – Email

\_\_\_\_\_  
Supervisor at Volunteer Site – Phone

This form is being used for:

- Community Service Requirement
- Community Service Cords

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**Office Use Only:**

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Director of Student Affairs

Date

Questions? Contact Amanda Gray, Director of Student Affairs at [amanda.gray@researchcollege.edu](mailto:amanda.gray@researchcollege.edu), 816-995-2806, or Office 125.

## Community Service Experience Reflection

Please answer the following (1 = highly unlikely; 4 = very likely):

Would you go back to this particular location again?                    1            2            3            4

Would you recommend this location/activity for others? 1            2            3            4

Why?

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Please share why you chose this location/service:

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Which domain(s) and/or vulnerable populations were impacted by your work (check all that apply)?

- Poverty
- Minority Health
- Medically Underserved
- Environmental Health
- Vulnerable Population(s).

Which? \_\_\_\_\_

After completing my service experience, my opinions/understandings of the population(s) I worked with changed in this way:

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**Research**  
COLLEGE OF NURSING

*Excellence in Nursing Education*

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