GRAHAM
COLLEGE OF NURSING
CATALOG
2026-2027



210 W. Walnut
Canton, IL 61520 309-647-4086

General Information

Hospital Administration

Allison Sours, President & Chief Executive Officer
Teresa McConkey, Vice President of Nursing, Chief Nurse Executive
Julie Reeder, Vice President of Finance, Chief Financial Officer
Holly Henline, Vice President of Ancillary Services/Corporate Compliance Officer

Equal Employment Opportunity

GHS is committed to the principals of equal employment opportunity. Accordingly, we will not discriminate on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity or expression or expression, age, disability, special disabled veteran status, or any other protected veteran status, newly separated veteran status, Vietnam era veteran status, or any other status or condition protected by federal, state and local laws prohibiting job discrimination. We will also reasonably accommodate disabled applicants to enable them to be considered for and perform the duties of those positions for which they are qualified.

Affirmative Action Statement

Equal opportunities are provided for all who apply regardless of race, color, age, religion, national origin, ancestry, physical or mental disability, sex, marital status, military status, pregnancy, or sexual orientation. Section 503 and 504 of the Rehabilitation Act of 1973 protects all handicapped persons against discriminatory treatment. Graham College of Nursing does not discriminate in matters of race, color, age, religion, national origin, ancestry, physical or mental disability, sex, marital status, military status, pregnancy, or sexual orientation in admission or access to, or treatment in, its programs or activities.

Licensure Eligibility

The graduate of this program is eligible to apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered professional nurse. Information is provided by the College of Nursing regarding application for the licensure examination.

Drug-Free Workplace

The college adheres to the Graham Hospital Drug-Free Workplace policy.

Campus Crime Statistics

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Graham College of Nursing provides crime statistics to current and prospective students, faculty, and staff members. Crime statistics are available on the college website, and a paper copy is available upon request.

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2026-2027
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PERSON/COMMITTEE RESPONSIBLE FOR POLICY/PROCEDURES – Page 1

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Graham College Catalog Objectives	Director
History of Graham College of Nursing	Director
Academic Alert Action Plan Form	A & R
Academic Alert Form	A & R
Academic Alert Policy	A & R
Academic Calendar	A & R
Academic Grievance Form	A & R
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Drug-Free Schools and Communities Act Amendments	Director
Health Risks of Commonly Abused Substances	Director
Drug Screening Program	A & R
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Smoke-Free Policy	Director
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Records Policy	A & R
Safety Information	Director
Concealed Firearms Policy	Director
Employee Assistance Program	Director
Fire Plan	Director
Hospital Occurrence Report	Director
Injury Report	Director
Plant Services Security	Director
Safety Policy	Director
Sex Discrimination and Sexual Misconduct Policy (Title IX)	Director
Substance Abuse and Mental Acuity	Director
Unsafe Act, Condition, or Security Incident	Director
Simulation Confidentiality Guidelines	Technology
Smart Device Policy	Curriculum
Standards for Written Work	Curriculum
Student Code of Conduct	A & R
Student Dress Code	A & R
Student Nurse Health Policy	A & R
STUDENT SENATE	
Bylaws	Student Senate
NSNA/SNAI Convention Guidelines	Student Senate
NSNA/SNAI Convention Permission Form	Student Senate
Request for Convention/Workshop Educational Promotion Funds	Student Senate

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Procedure for Implementation of the Substance Abuse Policy	A & R
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NUR 321 Fundamentals of Nursing Practicum	Curriculum
NUR 330 Nursing Informatics	Curriculum
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NUR 350 Nursing Care of Infants, Children, and Adolescents	Curriculum
NUR 351 Nursing Care of Infants, Children, and Adolescents Practicum	Curriculum
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NUR 370 Issues and Trends for Professional Nursing	Curriculum
NUR 410 Medical Surgical Nursing II	Curriculum
NUR 411 Medical Surgical Nursing II Practicum	Curriculum
NUR 420 Research for Nursing Practice	Curriculum
NUR 430 Mental Health Nursing	Curriculum
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GRAHAM COLLEGE CATALOG OBJECTIVES

1. Curriculum information is included to inform the student of the structure of the program.
2. Information on rules of conduct and program policies are included for review.
3. Faculty agreed upon standards for written work are included for review.
4. The Student Senate Bylaws are included.

Developed: 11/22/24

HISTORY OF GRAHAM COLLEGE OF NURSING

Graham College of Nursing is located in the southwest portion of Canton, Illinois, approximately three blocks from the downtown business district.

The original need for a hospital in Canton arose during an epidemic of typhoid fever in the winter of 1904 and 1905, when many residents became ill. A large house was leased on South Second Avenue to be used as a hospital called the Canton Public Hospital. A lack of funds closed this hospital within a year. The area residents were without hospital facilities until October 4, 1909, when the original structure of the Graham Hospital, a gift of Misses Alice and Caroline Graham, was formally opened and dedicated to the public. Graham Hospital School of Nursing also began operating at this time.

The original structure had approximately 30 beds, with 12 beds plus room areas used as living quarters for student nurses, the supervisor, and faculty members. Six students graduated in 1913, the first graduation ceremony of the Graham Hospital School of Nursing. In 2024, Graham Hospital School of Nursing transitioned to Graham College of Nursing, moving from a three-year diploma program to a baccalaureate nursing program. The program is a two-plus-two program in which students complete two years of general college courses at a Community College of their choice and transfer into Graham College of Nursing for the last two years of nursing core courses. The student will graduate with a Bachelor's Degree in Nursing (BSN) upon completing the program.

Graham Hospital is the primary practicum/clinical facility utilized. Practicum experiences also occur in hospitals in other areas. Students participate in a variety of community agencies, which gives exposure to the increasing home health aspects of health care.

The philosophy and outcomes of this hospital-based professional nursing program are implemented throughout the curriculum. The instructional staff of the home college teaches all nursing courses.

The nursing courses are intended for the pre-licensure student and build upon biological, physical, and psychosocial science content.

Accreditation/Approval

Graham Health System – Graham College of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN) through Spring of 2031. Information about accreditation can be obtained by contacting the ACEN using the following mailing address and/or phone number:

Accreditation Commission for Education in Nursing
3390 Peachtree Road N.E., Suite 1400
Atlanta, GA 30326 1-404-975-5000

Graham College of Nursing is approved by the Illinois Department of Financial and Professional Regulation

Developed: 11/22/24
Revised: 3/11/26, 10/1/26

Academic Alert Action Plan Form

_____*day Action Plan for*_____
(# of days) (student initials)

Area of Concern	Planned Action to be completed	Target Date	Instructor/Advisor

This action Plan is a required process to continue with Graham College of Nursing. Failure to comply with any of the actions in the action plan will result in discipline up to and including dismissal from the program. A copy of this action plan will be maintained in your student file.

Date of Implementation:_____ Date of Reevaluation (complete/incomplete):_____

Student Signature:_____ Student Signature:_____

Faculty/Advisor:_____ Faculty/Advisor:_____

Comments:

**Return completed form to Coordinator of Student Affairs **
Developed: 10/22/24

Academic Alert Form

Academic Alert will be used as an academic accountability, support, and remediation program. Academic Alerts place a student at risk of mandatory dismissal from Graham College of Nursing. It may be used at the discretion of an instructor at any time during a course.

Student name	Course	Date student notified

You have been placed on Academic Alert for the following reason(s):

____clinical attendance or tardiness_____

____clinical performance _____

____test performance _____

____failure to complete test assessments_____

____failure to complete required remediation_____

____other:_____

You are required to do the following:

1. Meet with your instructor within three business days to develop a measurable action plan. A copy of this action plan will be sent to your advisor and the Director, and a copy will be placed in your permanent file.

2. Meet with your advisor within one week of being notified of the Academic Alert to review the action plan.

3. Meet with either your instructor or advisor on an ongoing basis until removed from Academic Alert.

Student signature _____

Faculty signature _____ Date _____

Please be advised: If you do not meet with the instructor or advisor, the Director of the college will be notified.

Send copies to student, Faculty Advisor, Director, and Office of Coordinator of Student Affairs

Developed: 10/22/24
Revised: 10/30/26

Academic Alert Policy

Academic Alert will be used as an academic accountability, support, and remediation program. Academic Alerts place a student at risk of mandatory dismissal from Graham College of Nursing. It may be used at the discretion of an instructor at any time during a course. Reasons for using it are related to academic performance and include, but are not limited to, issues in these areas: clinical attendance or tardiness, clinical performance, test performance, failure to complete test assessments, and/or completion of required remediation. Students who are placed on Academic Alert must:

1. Meet with their instructor within three business days to develop an action plan. A copy of this action plan will be sent to the student's advisor and the Director, and a copy will be placed in the student's permanent file.
2. Meet with their advisor within one week of being notified of the academic alert to review the action plan.
3. Meet with either the instructor or advisor on an ongoing basis until removed from Academic Alert. If the student does not meet with the instructor or advisor, the Director of the college will be notified.

Developed: 10/22/24
Revised: 10/30/26

Academic Calendar

Fall 2026 Semester - 16 Weeks

August 4	Prep Day (New Students Only)
August 20	Orientation (All Students)
August 24	Classes Begin
September 4	Last Day to Withdraw/Drop
September 7	Labor Day (No Classes)
October 16	Mid-Term
November 23-November 29	Fall Break (No Classes)
November 30	Classes Resume
December 18	End of Semester
December 19-January 17	Winter Break (No Classes)

Spring 2027 Semester – 16 Weeks

January 18	Martin Luther King Jr. Day (No Classes)
January 19	Classes Begin
February 1	Last Day to Withdraw/Drop
February 15	President's Day (No Classes)
March 12	Mid-Term
March 15-19	Spring Break (No Classes)
March 26	Good Friday (No Classes
May 14	End of Semester
May 15	Graduation

Revised: 4/24/26

Academic Grievance Form

NAME _____ DATE _____

Instructions: Please write in detail about your specific academic grievance. If you are grieving an academic policy, please list the policy and reason(s) that you are grieving enforcement of stated policy.

Grievance:

Grievant's Signature_____ Date_____

Submit the completed grievance form to the Chairperson of Admission, Retention, Promotion, and Graduation Committee within five business days of the end of the course.

Note: Refer to the Academic Grievance Policy and Procedure in the College Catalog. A hearing will be held within five business days of receipt of the Academic Grievance Form. You will be notified of the hearing date and time in writing. The student must be present at the hearing. If you refuse to attend, the grievance will be dismissed.

Initial hearing date & time_____
Decision Rendered:_____Date:_____

Grievant Response:

I have read the decision of the Grievance Committee. Please check response:

I agree_____ I disagree_____ I wish to appeal decision _____*

*Written request for appeal must be submitted to Director within one business day of receipt of written decision.

Grievant's Signature _____ Date _____

Appeal Decision:_____
Appeal Hearing date & time:_____

Developed: 11/22/24

Academic Grievance Policy & Procedure

Academic Grievances: Academic grievances are defined as those pertaining directly to final theory grades and clinical evaluation. Students are required to grieve a specific subjective grade from each course.

Academic Grievance Procedure

1. The student should contact the instructor(s) involved in the course to attempt to resolve the problem. If the student feels the problem was not resolved, the student can proceed to the next step of filing the grievance.
2. The student can obtain the Academic Grievance Form from the Coordinator of Student Affairs. The student has **five business days** after the end of the semester to submit the Academic Grievance Form and any supporting documentation to the Chairperson of the Admissions, Retention, Promotion, and Graduation Committee. The Chairperson of that committee is the Coordinator of Student Affairs, unless the coordinator is unavailable, then the Director will step in.
3. The Chairperson of the Admissions, Retention, Promotion, and Graduation Committee will notify the involved instructors and the Director of the student's grievance with copies of the grievance form.
4. The Chairperson will send a notification of the hearing date and time via email to the student and instructor(s) within **five business days** of the receipt of the form.
5. The Academic Grievance Committee will be selected from the Admissions, Retention, Promotion, and Graduation Committee. The Chairperson will provide the committee members with the copy of the grievance **no later than 24 hours** before the hearing.
6. The hearing will proceed on the scheduled date/time and be ran in the following structure. Students and instructor(s) are encouraged to bring any additional documentation to support their case.
    i. Chairperson will start meeting, inform committee members of why they are at the meeting.
    ii. Student will be brought into the meeting room to speak to why they filed the grievance and provide any additional information. Committee members will ask questions. Chairperson will take meeting minutes.
    iii. Chairperson will dismiss the student and bring in the instructor(s) to speak to their perspective on the grievance. Committee member will ask questions.
    iv. Instructor(s) will be dismissed and the committee will have time to deliberate.
    v. The committee will cast their vote in a secret ballot and the Chairperson will count the ballot. In the event of a tie, the Chairperson will be the tie breaker.
    vi. The student and instructor(s) will be informed via email of the decision.
7. In the event of a denied grievance, the student will be informed of their right to an appeal process.
8. If the committee agrees with the student's grievance, the committee will provide details to the instructors on the changes to the grade (i.e., assignment was regraded and additional points given back; student required to complete other work; etc.)
9. Meeting minutes and grievance file will be placed in Director's office.

Members of the Academic Grievance Committee

The Academic Grievance Committee will be members of the Admissions, Retention, Promotion, and Graduation Committee. This consists of 3 faculty members and the Director as voting members. The Chairperson will act as the tie breaker if necessary. If one of the committee members is not able to serve on the committee, whether it be due to scheduling or involvement in the grievance, the Director and/or

Chairperson will select an alternate to serve for the hearing. The alternate should be another faculty member not involved in the grievance nor the student's academic advisor. In the event that no other faculty member is able to serve, the Director can elect to ask members of administration to serve on the committee.

Student Expectations

It is the expectation that the student will remain professional throughout the process. The student will be asked to provide in detail on the form the specific grade there are grieving and provide any supporting documentation. If the student refuses to attend the hearing, the grievance will be dismissed.

Academic Grievance Appeal Process

In the event the student's grievance is denied, the student has the right to an appeal process. The student must inform the Chairperson in writing of their request for an appeal. The appeal hearing will be before a new committee and the decision rendered will be final.

Developed: 11/22/24
Reviewed: 11/21/25
Revised: 1/30/26, 2/6/26

Academic Regulations

Upon completion of a course, a grade will be assigned by the instructor. The basis for the grades will be described in the course syllabus. Grades provide academic evaluation and are the basis for determining academic standing.

Grading Scale

The College of Nursing uses the following grading system for theory and practicum courses:

	Grade	Scale	Grade Point	Performance Level
	A	93-100	4	Superior
	B	85-92	3	Above Average
	C	77-84	2	Average
Failure	D	69-76	1	Below Average, not passing
	F	0-68	0	Unsatisfactory, not passing

Grades will be point for point in the first year of the program. Grades will be weighted 80% exams and 20% assignments in the second year of the program.

Successful completion of theory and practicum courses requires a "C" (2) or better.

Courses with laboratory experiences will be graded: S-Satisfactory, U-Unsatisfactory

Credit/No Credit

I	Incomplete – Temporary grade
W	Withdrawal from course of college
WP	Withdrawal from course of college passing
WF	Withdrawal from course of college failing
UWF	Unofficial withdrawal from course of college - failing

A grade of incomplete is not granted automatically and may be given at the discretion of the instructor based upon the following criteria:

1. The student has completed at least twelve weeks of a semester course with a passing grade of C or better.

2. The student is unable to complete the course and/or other assignments due to illness or a family emergency. The Admission, Retention, Promotion, and Graduation Committee, with input from the instructor(s), will determine whether an absence due to illness is excusable. Written physician verification will be required for the student's permanent file.

A contract will be signed by the student and instructor showing the requirements to be completed before the "I" can be removed. **The student has one month from the date noted on the contract to complete all**

required work. After one month an "I" becomes an "F" if the student has not met the specifications of the contract.

A student earns one final grade for each course according to the grading scale. A grade of "C" (2.00) must be attained in all nursing courses.

A student who earns a grade of "D" or "F" in a nursing course can apply to repeat the course only once. All nursing courses must be completed within three consecutive academic years. All credit hours and grade points will appear on the permanent transcript. Repeated courses will be reflected on the transcript with an R. The grade received on the repetition of the course will replace the first grade in the calculation of the cumulative grade point average.

If a student withdraws during the first week, no grade will be recorded. After the first week, a grade of "W" will be recorded. Students withdrawing after the course mid-term will have the grade "WP" or "WF" recorded on their transcripts. Students cannot withdraw after two-thirds of the course is completed. A student who leaves without completing the process of notifying the institution of the intent to cease attendance (unofficial withdrawal) will receive an "F" for the course shown on their transcript as a "UWF".

Students will be notified of grades each semester. Official grades and transcripts are withheld if the student has unpaid charges. Mid-term Deficiency Reports are issued only to students who are doing unsatisfactory work at that time.

When a student fails to maintain a cumulative and semester grade point average of 2.00 or above due to a grade in a support course, the student will be placed on financial aid warning until the end of the following semester. A warning period is considered one semester. In order to be removed from financial aid warning, a student must obtain a cumulative and semester GPA of 2.00 at the end of the warning period. Failure to resolve warning status will result in mandatory withdrawal from the College of Nursing.

Graduation Requirements

To be eligible for graduation, each student must:

1. Satisfactorily complete the required nursing courses within a three-year consecutive academic year.
2. Settle financial account with the accounting department of the hospital.
3. Complete and return the End-of-Academic Year Checklist to the Office of Student Affairs
4. Have a minimum cumulative G.P.A. of 2.00. 5. Complete 4 hours of community service per academic year.

Licensure Eligibility

The graduate of this program is eligible to apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered professional nurse. In the state of Illinois, applicants must provide information on convictions of any criminal offenses in any state or federal court, personal history of any past or present chronic illnesses that would interfere with the ability to practice, dishonorable discharge from the service, and loss of professional license or permit. Graduates must be fingerprinted and include the receipt with the application for testing.

Withdrawal and/or Dismissal

The College of Nursing faculty has the responsibility to recommend the withdrawal and/or dismissal of any student whose physical or emotional health or behavior makes continuance in the nursing program inadvisable.

A student who withdraws, is asked to withdraw, or is dismissed must complete the college Withdrawal Form available from the office of the Coordinator of Student Affairs and may reapply in accordance with the admission procedure policy. Reapplication will be considered on an individual basis by the Admissions, Retention, Promotion, and Graduation Committee.

Submission of falsified documentation for admission, financial aid, or promotion, will result in dismissal from the program.

Failure to Progress Form

A student who fails to meet the requirements to progress in the program is asked to complete this form, which is available from the office of Coordinator of Student Affairs.

Grade Reports

Grade reports are sent to the student at the end of each semester. Mid-term Deficiency Reports are issued only to students who are doing unsatisfactory work at the time.

Students have 5 business days from the date of release to raise questions concerning grade reports. Contact should be made with the proper instructor.

Honor Roll

At the end of each semester, students who have achieved a semester grade point average of 3.50 to 4.00 are named to the Director's Academic Honor List. Students who have a semester nursing course grade point average of 3.00 to 3.49 are named to the Nursing Honor Roll. To receive honors, students must have been enrolled in and successfully completed a nursing course during the semester.

Graduation Honors

Graduation Honors are based upon the following cumulative grade point average:

3.90-4.00	Summa Cum Laude
3.71-3.89	Magna Cum Laude
3.50-3.70	Cum Laude
3.00-3.49	Graduating with Honors

Credit/Clock Hour Definitions

The semester hour is the unit of academic credit. Semester credit hour calculation is based on the number of theory and clinical hours (clock hours) in our 16-week semester. A clock hour is equal to 60 minutes. Theory and clinical hours listed in the course descriptions refer to clock hours per week. Theory: one (1) semester credit hour = 16 theory hours/semester (1:1 ratio). Clinical: one (1) semester credit hour = 48 clinical/laboratory hours/semester 1:3 ratio).

Developed: 12/13/24
Revised: 5/22/25, 9/26/25

Academic Success Plan

Student Name: _____
Course: _____
Date: _____

Purpose

The purpose of this plan is to identify areas needing improvement, establish measurable goals, and outline strategies to enhance academic performance and promote success.

Areas for Improvement

1. **Course Performance**
   - _____
2. **Study Habits**
   - _____
3. **Time Management**
   - _____
4. **Course Engagement**
   - _____
5. **Other**
   - _____

SMART Goals

Goal	Action Steps	Timeline	Measure of Success

Strategies and Resources

- _____
- _____
- _____
- _____

Monitoring Progress

- _____
- _____
- _____
- _____

Student Commitment

I understand the expectations outlined in this academic improvement plan and commit to implementing the identified strategies to improve my academic performance.

Student Signature: _____ Date: _____

Instructor/Advisor Signature: _____ Date: _____

Developed: 10/30/26

Academic Success Plan Policy

Purpose

The purpose of the Academic Success Plan (ASP) is to provide a structured process to support students who are experiencing academic challenges in nursing coursework, practicum performance, professional behaviors, or progression requirements. The ASP is intended to identify barriers to success, establish measurable goals, connect students with resources, and promote successful progression through the nursing program.

Criteria for Placement on an Academic Success Plan

A student may be required to complete an Academic Success Plan when one or more of the following occurs:

- Receiving a failing grade on an examination, practicum evaluation, skills performance, simulation activity, or course component that places progression at risk.
- Demonstrating poor attendance, tardiness, or lack of participation in classroom, laboratory, simulation, or practicum experiences.
- Exhibiting deficiencies in time management, study skills, test-taking strategies, or academic engagement.
- Receiving faculty concerns regarding academic performance or professional conduct.

Student Expectations

Students participating in an Academic Success Plan must:

1. Attend all required meetings.
2. Complete agreed-upon action steps.
3. Utilize identified support resources.
4. Maintain professional communication with faculty and advisors.
5. Demonstrate active engagement in academic improvement efforts.
6. Meet established deadlines and progress benchmarks.

Outcomes

At the conclusion of the monitoring period, one of the following outcomes will occur:

Successful Completion

The student has:

- Met identified goals,
- Demonstrated academic improvement, and
- Returned to good standing.

Continued Monitoring

The student has shown progress but requires additional support and monitoring.

Unsuccessful Completion

The student has not demonstrated sufficient progress and will progress to an Academic Alert.

Developed: 10/30/26

Accommodation Policy

1. Policy Statement

Graham College of Nursing is committed to providing equal access to educational assessment for qualified students with documented disabilities or qualifying temporary conditions. Testing accommodations shall be provided in accordance with applicable federal and state laws, institutional policies, and accreditation standards, while preserving academic integrity, essential program outcomes, and patient safety expectations. Accommodations are individualized, reasonable, and shall not fundamentally alter course objectives, lower academic or clinical standards, or compromise examination security.

2. Purpose

The purpose of this policy is to establish standardized procedures for requesting, approving, and implementing testing accommodations within the Graham College of Nursing.

3. Scope

This policy applies to:

- All students enrolled in Graham College of Nursing.
- All written, electronic, and computer-based examinations, quizzes, and standardized assessments administered by the college
- On-campus, remote, and proctored testing environments

This policy does not apply to clinical performance evaluations, skills validations, or professional behavior assessments, which are governed by separate clinical policies.

4. Legal and Regulatory Compliance

This policy is implemented in compliance with, but not limited to:

- The Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act
- Applicable state and institutional disability accommodation requirements

5. Definitions

Accommodation: A reasonable modification to the testing environment or method that provides equitable access without altering academic standards or essential competencies.

Qualified Student: A student who meets the academic and technical standards of the nursing program with or without reasonable accommodation.

6. Eligibility for Testing Accommodations

Testing accommodations shall be provided only to students who:

1. Have submitted appropriate and current documentation supporting the accommodation request.
2. Have been issued an official accommodation specifying approved testing accommodations.

Students with temporary medical conditions may be eligible for accommodations upon submission of appropriate medical documentation.

7. Accommodation Request Procedure

7.1 Student Responsibilities

Students requesting testing accommodations must:

- Initiate accommodation requests through the Coordinator of Student Affairs.
- Communicate proactively regarding accommodation needs for each course and testing event.

7.2 Faculty Responsibilities

Nursing faculty shall:

- Implement approved accommodations as specified in the official accommodation documentation.
- Maintain confidentiality of student disability-related information.
- Communicate with the Coordinator of Student Affairs or testing services as necessary.

7.3 Program Responsibilities

The college shall:

- Ensure consistent and equitable implementation of approved accommodations.
- Provide secure and appropriate testing environments.
- Monitor compliance with this policy.

8. Types of Approved Testing Accommodations

Testing accommodations are determined on an individual basis and may include, but are not limited to:

8.1 Time and Scheduling Accommodations

- Extended testing time (e.g., 1.5x or 2.0x standard time)
- Scheduled breaks during examinations
- Alternative testing schedules that do not alter exam content or objectives

8.2 Testing Environment Accommodations

- Reduced-distraction or private testing rooms
- Noise-reducing devices
- Preferential seating

8.3 Exam Format and Delivery Accommodations

- Large-print or alternative-format examinations
- Computer-based testing with accessibility features
- Approved assistive technology

8.4 Support Accommodations

- Reader or scribe services, when approved
- Speech-to-text or text-to-speech software

Accommodations that alter learning outcomes, compromise exam security, or lower competency standards are prohibited.

9. Standardized and Externally Administered Examinations

For standardized or third-party examinations:

- Students are responsible for requesting accommodations directly from the testing vendor.
- Approval by the Nursing Education Program does not guarantee vendor approval.
- Program faculty may provide verification documentation when appropriate.

10. Confidentiality

All disability-related information shall be treated as confidential and disclosed only to individuals with a legitimate educational need to know. Accommodation information shall not be included in academic transcripts or shared with peers.

11. Appeals and Complaints

Students who believe accommodations were not implemented in accordance with this policy may:

1. Address the concern with the course instructor.
2. Escalate unresolved concerns to the Nursing Program Director.
3. File a formal complaint through the Coordinator of Student Affairs.

Retaliation against any student for requesting or utilizing approved accommodations is strictly prohibited.

Developed: 11/22/24
Revised: 9/26/25, 4/24/26

Accommodation Policy Request for Services

The purpose of this form is to give the student the opportunity to tell us about their temporary and permanent accommodation needs and to assist the college in assessing whether we can provide effective accommodations. The request process includes:

1. Submission of this Request for Services form with any documentation;
2. Student and Instructors are informed of decision

Name _____S.S.#XXX-XX- _____

Telephone_____

What is the nature of your accommodation? (Select all that apply)

□ Acute Illness □ Chronic Illness □ Short-Term Illness or Disability

□ Long-Term Illness or Disability □ Mental/Emotional Needs □ Physical Needs

□ Learning Needs □ Other: _____

Please describe the needs of your accommodation?

_____

_____

Do you have documentation for your accommodation? If so, please describe and provide documentation to Coordinator of Student Affairs.

_____

Have you received an accommodation previously at another institution? If so, please describe.

_____

_____

I understand that by submitting this request, the College of Nursing will evaluate and provide, if possible, reasonable accommodations for the above requested. I understand that certain accommodations may require documentation from a medical professional and I am responsible for obtaining and providing the documentation to the Coordinator of Student Affairs.

Signature _____ Date _____

Office of Student Affairs Only

Reviewed by _____ Date _____

Accommodation Provided: □Yes □No

Developed: 11/22/24
Revised: 12/5/25

Admissions

Minimum Admission Criteria*:

- Students need to complete Anatomy & Physiology I & II at an accredited 2-year or 4-year institution with a lab component with a grade of C or better.
- Minimum of 2.0 GPA (on a 4.0 scale) in Lower Division Courses
- Grade of C or Better in Lower Division Courses (58 Credit Hours)
- Favorable Criminal Background Check
- Negative Drug Screening

* Meeting minimum admission criteria does not guarantee admission. Admission to the BSN program is competitive and will be reviewed by the GCON Admission, Retention, Graduation, and Promotion Committee.

Application Checklist:

- Admission Application
- 3 Personal Reference Forms
- High School Transcripts or Equivalence
- Official College Transcripts
- Application Fee-WAIVED FOR 2025-2026

Admission Process:

1. Student submits application, personal reference forms, high school transcripts, and college transcripts to Coordinator of Student Affairs. Student is now in "**Under Review**" status.
2. Coordinator of Student Affairs evaluates transcript for completion of lower-division pre-requisite courses.
3. Admissions, Retention, Graduation, and Promotion Committee meets monthly to review applicants.
    a. Students that still have more than six lower-division courses to take are placed on a waitlist. Students may be placed on the waitlist for a variety of reasons. Examples for being placed on waitlist could include needing to finish lower division courses prior to a final review, application not complete, or all personal reference forms are not submitted. Students will be informed of the reason once an initial review is given. Students will need to successfully complete remaining lower division courses by the end of the spring semester that is before the Fall admission semester to be given an official review.
        i. Students will need to have six or less of the lower-division courses left to complete by the end of the spring semester that is before the Fall admission semester to be given a conditional admit and have an official review.
        ii. Students that complete the lower division courses successfully with a grade of "C" or better, with a GPA of 2.0 (on a 4.0 scale) will be given one final review in May.
        iii. Students will be admitted based on final transcripts submitted to the Coordinator of Student Affairs.
    b. Students that have six or less of the lower-division courses to take are given a review for conditional admission. Conditional admits will be given the summer prior to Junior Year and summer in between Junior Year and Senior Year to complete the rest of the lower division courses. Students must have Anatomy & Physiology I, Anatomy & Physiology II, Medical Terminology, General Psychology and Life-Span Development courses done to be considered for conditional admission.
    c. Students that have completed lower division courses at time application is submitted will be given a final review for admission.
4. Once student is given "**Admitted**" status, Student will be informed via phone call, formal acceptance letter, and email notification.

Developed: 10/29/24
Revised: 6/5/25

AI-related Academic Dishonesty Policy

Academic dishonesty is the purposeful behavior that compromises academic integrity and does not comply with the established rules or expectations
Academic integrity is the ethical pursuit of an education abiding by the rules and regulations as set forth by the Director and faculty of the Graham College of Nursing (GCON).
Artificial intelligence (AI) is the use of computer algorithms and adapted computerized learning techniques to produce prompts or perform tasks that typically require the perception, intelligence, reasoning, and decision-making skills possessed exclusively by humans.

Relying on AI tools to produce work for assignments inhibits critical thinking and communication skills and leaves knowledge gaps - all posing threats to patient safety and the professional integrity of the student, faculty, and educational institution. Academic honesty is the responsibility of every student.

1. **AI based academic dishonesty in theory includes, but is not limited to:**
    - **Plagiarism**: Presenting work generated by AI or other generative programs, such as COPilot, as one's own without proper acknowledgment of the source or sources, OR submitting a piece of work which, in part or in whole, is not entirely the student's own work without attributing the unoriginal portions to their correct sources. The use of AI as a source is generally NOT permitted but could be situationally utilized with instructor's discretion and Director's prior permission.
    - **Falsification and Fabrication:** Altering, counterfeiting, or inventing information or material generated in AI and presented in a course evaluation activity.
    - **Misuse of AI as a Tool**: Utilizing AI outside of accepted responsible, ethical uses
    - **Complicity in Academic Dishonesty:** Helping, or attempting to help, another to commit an act of AI based dishonesty, especially providing AI generated material or information to another student with knowledge that the material or information will be used deceitfully in a course evaluation activity.
2. **AI based academic dishonesty in the nursing practicum setting includes, but is not limited to:**
    - Untrue chart documentation generated from AI/other generative programs
    - Plagiarizing practicum paperwork submissions
    - Other applications of falsification and fabrication, misuse of AI as a tool, or complicity in practicum dishonesty

Response to Suspected or Proven Academic & Practicum Misuse of AI:

All assignments, papers, etc. requiring a written free response will be submitted to a plagiarism detection tool that compares submitted assignments against a database to identify comparable content. Assignments flagged for 30% and above similar content will be reported to the Director for review. Faculty may report other behaviors suspicious of the prohibitive use of AI, including but not limited to incongruent writing styles within assignments, unusual sentence structures, inaccurate citations, and inconsistent work when compared to a student's previous work or writing styles. If an incident of AI related academic dishonesty is suspected by a faculty member, it will be reported to the Director for review. Students may be required to:

- Meet with faculty and/or the Director
- Provide drafts, outlines, research notes, version history, etc.
- Complete an alternative assignment

If incident of is proven, consequences will be determined by either the Director of the College of Nursing, and/or the Admission, Retention, Promotion, and Graduation Committee. AI related Academic dishonesty may result in any of the following:

Students will be required to:

- First Offense – Student will be placed on Academic Alert.
- Second Offense – Will result in course failure.
- Third Offense – Will result in dismissal from the program.

An unsatisfactory practicum rating for the day will be given for practicum fabrication or practicum submissions proven to dishonestly utilize AI, and the student will be dismissed for the day. The dismissed day will count as one practicum absence.

Uses of AI in the Academic or Practicum Setting:

Students may use AI ethically and responsibly to create personalized learning opportunities. However, opportunities sought through AI generation are for personal use and are not a guaranteed reflection of the material taught and/or evaluated by GCON. Students are encouraged to critically appraise information produced from AI. Potential personal uses of AI may include, but are not limited to:

- Clarifying concepts by asking questions
- Creating tailored case studies or simulations
- Generating personalized quizzes or flashcards
- Developing study schedules

Developed 1/14/26
Revised: 10/30/26

ATI Resources Policy

WHAT IS ATI?

- ATI ® (Assessment Technologies Institute) is a comprehensive program designed to enhance student academic and NCLEX success.

- ATI is administered throughout the GCON curriculum.

- The comprehensive program offers multiple assessment (tests) and remediation activities online. These include assessment indicators for academic success, critical thinking and learning styles. Also available online are tutorials, online practice assessments, review modules, e-books, and proctored assessments over the major content areas in nursing.

- The ATI tools, in conjunction with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content, test taking, NCLEX preparation and future professional career.

- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation. Instructors have online access to how the student is accessing (time spent in ATI programs) and performing (scores on each ATI modules/assessments).

- Research has demonstrated a strong correlation between first-time NCLEX pass rates and the use of ATI proctored assessments.

- ATI information and orientation resources can be accessed online through the My ATI tab. It is highly recommended that every student spends time navigating these valuable orientation resources.

- Students may be required to provide documentation of completion of ATI assessments/modules. To provide documentation of completion, click on the "Results" tab. In addition, submission of remediation may also be required per course (see syllabus for details).

STUDENT ACKNOWLEDGEMENT Initial all and sign below:

_____ I have received a copy of and have read the ATI RESOURCES POLICY.

_____ ATI Confidentiality Statement: I understand that "All test questions are the copyrighted property of ATI. It is a violation of law to copy or give others any part of the ATI test. If you violate this, ATI may seek legal action and you could be subject to civil and criminal penalties" (Assessment Technologies Institute. (2020). *ATI proctor process guide.* Author). This statement applies to any Practice or Proctored Assessments.

_____ I understand that academic dishonesty concerning the use of ATI assessment products can result in being denied access to all ATI site assessments and products as well as potential civil or criminal penalties, as well as disciplinary action deemed necessary by Graham College of Nursing (GCON).

_____ The Graham College of Nursing ACADEMIC DISHONESTY policy (GCON College Catalog: ACADEMIC DISHONESTY) prohibits academic dishonesty, which includes but is not limited to, cheating, plagiarism, falsification, fabrication, any abuse of academic materials, and complicity in academic dishonesty which includes all ATI materials that may be used in your curriculum. *Sharing academic materials in any form is academic dishonesty.*

_____ I understand that it is my responsibility to utilize all of the ATI books, tutorials, modules, learning systems/remediation, practice assessments, focused reviews and other ATI resources to the best of my ability.

Signature_____ Printed Name_____

Date_____

Developed: 10/14/24

Attendance Policy

Regular, prompt attendance in the classroom and clinical experience is necessary if students are to accomplish the objectives of the course. An absentee record is submitted by each instructor and a cumulative absentee record is kept by the Graham College of Nursing Department Assistant. A student will be counted absent if more than 50% of the class/theory is missed.

Attendance and punctuality for clinical and theory are professional behaviors that are considered when awarding some scholarships and writing job references.

Attendance Policies for College Functions

Attendance at the welcome picnic and Graduation is mandatory for ALL students. Excused absences may be granted by the Director of the College.

Bereavement

Students may be allowed three unrecorded absences upon the death of an immediate family member. Immediate family is defined as follows:

- Mother, father, spouse, domestic partner, child, brother, sister, step-mother, step-father, step-child, step-brother, step-sister, mother-in-law, or father-in law.

Students may be allowed one unrecorded absence upon the death of other near relatives for the purposes of attending the funeral or memorial service. Near relative is defined as follows:

- Grandparent, grandparent-in-law, grandchild, grandchild-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law.

Request for absence due to bereavement not listed above may be considered by the Director of the College.

Practicum Tardy & Attendance Policy

Practicum is designed to allow students to demonstrate that they have met the clinical objectives. Excessive practicum absences leave instructors with insufficient data to evaluate whether a student has the necessary skills to advance through the program. Students are encouraged not to work the night before practicum to ensure safety of patients and quality of care. Students who demonstrate exhaustion or impairment will be sent home at the discretion of the instructor.

1. **Definitions**

- Tardy: Arrival after the scheduled start time but within 15 minutes of that time.
- Absence:
  - Arrival more than 15 minutes late, or
  - Missing an entire clinical day without prior approval.
- Excused vs. Unexcused
  - Excused tardies/absences include illness emergencies, jury duty, religious holidays, or approved college events, all with documentation.
  - Unexcused means failure to notify at least 1 hour before clinical or failing to notify at all.

2. **Notification Requirements**

- Notify course faculty or clinical instructor at least 1 hour before scheduled clinical start time.

3. **Consequences**

- 1st Tardy
  - Written warning documented on the clinical evaluation.
- 2nd Tardy
  - Student must complete an Academic Alert Action Plan signed by student and instructor.
  - Documented as a professionalism concern.
- 3rd Tardy (or more)
  - Counted as an absence, and student will be required to complete makeup hours.
- Absence > 15 minutes late
  - Considered an absence; requires makeup per course guidelines.
- No call/no show (Unexcused Absence)
  - First occurrence: Academic Alert Action Plan
  - Second occurrence: Failure of the clinical course.

4. **Makeup & Remediation**

- Students with tardies or absences must complete makeup hours or an assigned remediation activity determined by faculty and according to clinical syllabus.
- An Academic Alert Action Plan defines expectations, deadlines, and consequences if remediation is not met.

5. **Professionalism & Escalation**

- Patterns of unprofessional attendance (multiple tardies/absences) trigger an Academic Alert Action Plan
- Continued infractions may lead to:
  - Course failure,
  - Program probation,
  - Or dismissal.

6. **Faculty Documentation**

- Instructors must document all occurrences on clinical evaluation tools and maintain written records.

Medical Restriction

If a student has medical restrictions, a physician's written statement of verification is required and should be submitted to the clinical instructor. A copy is maintained in the student's health file. In accordance with the clinical agency's guidelines regarding medical restrictions, the clinical instructor will notify the student whether a clinical absence is required. Appeals are handled through the Academic Grievance Procedure.

Theory Absence Policy

Students are encouraged to attend all classes. The student is required to notify the instructor of all absences according to the instructor's guidelines. When students are absent from theory, they are responsible for the course work missed. Individual instructors may record tardiness. "Tardy" is arriving after the time class is scheduled to begin. Unreported and/or unexcused tardiness to class have consequences according to the instructor's guidelines in the course syllabus.

Developed: 11/22/24
Revised: 9/26/25, 1/16/26, 4/24/26

Civility Policy Incident Form

NAME OF STUDENT_____ DATE/TIME OF INCIDENT_____

NAME OF INSTRUCTOR_____ PLACE OF INCIDENT_____

DESCRIPTION OF INCIVILITY INCIDENT: (Circle one) Level I/ II/ III Behavior

STUDENT RESPONSE TO INSTRUCTOR:

ACTION PLAN:

COMMENTS:

STUDENT SIGNATURE_____ DATE_____

INSTRUCTOR SIGNATURE_____ DATE _____

Send copy to Director, and Coordinator of Student Affairs (Level II or III).

Developed: 11/22/24

Code Reference Sheet

Each code has a place listed where it can be found in the MCN Policy Manager icon located on your desktop. Otherwise, you may refer to your Code Response Handbook.

Codes and Meanings MCN Policy Manager/Browse Manuals/Emergency Management/Emergency Management Plan Pg. 11		**Code Red – Fire** MCN Policy Manager/Browse Manuals/Environment of Care/Fire and Life Safety/Hospital Fire Manual
Code 333 – Suspected Stroke MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Care Procedures/Fast 333 – Emergent Stroke Care		**Code RRT – Rapid Response Team** MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Safety and Emergency Measures/Rapid Response Team
Code 911 – Person with a Weapon MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code 911		**Code Spill – Chemical Spill** MCN Policy Manager/Browse Manuals/Emergency Management/Code Spill Chemical Spill
Code Black – Weather Warning MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Black – Weather Warning		**Code Triage – Disaster Plan Activation** MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Triage Disaster-Mass Casualty Incident
Code Dr. Armstrong – Disruptive Person MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Dr. Armstrong		**Code White – Evacuation** MCN Policy Manager/Browse Manuals/Emergency Management/Hospital Evacuation/Shelter in Place Guidelines
Code Green – Decon Team MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Green Contaminated Patient		**Code Yellow – Elopement** MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Yellow – Patient Elopement Plan
Code Grey – Bomb Threat MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Gray Bomb Threat		**Code Zebra – Bioterrorism** MCN Policy Manager/Browse Manuals/Infection Control/Bioterrorism
Code Pink – Infant/Pediatric Abduction MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Pink		**Medical Code (Blue) – Medical Adults** MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Safety and Emergency Measures/Medical Code
Code Power – Utility/Computer Failure MCN Policy Manager/Browse Manuals/Emergency Management/Codes/Code Power Utility – Information System Outage		**Medical Code (Teddy) – Medical Pediatrics** MCN Policy Manager/Browse Manuals/Patient Services Organizational/Patient Safety and Emergency Measures/Medical Code
Code Purple – OB Rapid Response Team MCN Policy Manager/Browse Manuals/OB/Code Purple		

Developed: 11/22/24

Community Service Guidelines

COMMUNITY SERVICE

Graham College of Nursing values service, and giving back to the community. For future nurses, participating in community service activities provides a sense of personal values and civic responsibility. Service activities are rewarding experiences for all persons involved. Graham College of Nursing has incorporated community service into the curriculum. Students will have the opportunity to provide a service to their community, but at the same time gain a better understanding of the resources available.

COMMUNITY SERVICE REQUIREMENTS

Each nursing student will be required to complete a minimum of 8 community service hours while enrolled at Graham College of Nursing. The student must complete a minimum of four hours per year. The student will be awarded no more than 4 hours for each approved event. A community service activity is one that meets an unmet need, and the provider of the service is not directly benefited. In other words, it provides a service where no one is normally paid to do the service.

Community service activities include, but are not limited to:

* volunteering to work at health screenings/health fairs
* serving as volunteers for Graham Hospital-sponsored events that serve the public
* volunteering to work with various human service agencies

Examples that *would not be accepted* include:

* Community service requirements assigned as part of a course requirement at GCON.
* Walking in an event (such as the Fragile X Walk/Run) is not a service – but working as a volunteer would be acceptable.
* Donating food, clothing, etc. to an agency is not a service – but working as a volunteer to go around and collect the donations would be acceptable.
* Donating money to a charity is not service – but working as a caller or canvassing would be acceptable.

Because all opportunities students may explore may not meet the community service criteria, students should inquire about the acceptability of a particular activity with the Director prior to signing up for the event.

COMMUNITY SERVICE REPORTING

Service hours must be signed and submitted by the end of each semester in order to receive credit for your community service hours. For your graduating year, service hours must be signed one week prior to the end of the semester. You must submit your signed report form to the GCON Department Assistant. If not signed and submitted by the end of that semester, you will not receive those hours and you will have to replace them.

Each community service activity will be submitted on a Community Service Hours Report Form.

Developed: 11/22/24

Community Service Hours Report Form

Student Name: _____

Class of _____

Date of Service	
Service Site	
Detailed Description of Service or Beneficiary of Service	
Hours of Service	

Agency Representative Name:_____ Phone: _____
(printed)

Agency Representative Signature: _____

I certify that the above information was completed in good faith and is correct to the best of my abilities.

Student Signature:_____

Date: _____

Developed: 11/22/24

Counseling, Guidance, and Tutoring Policy

The Coordinator of Student Affairs is available for individual guidance throughout the school year.

Each student will be assigned a faculty advisor. The advisor will change each semester and will not, to the best ability of the Coordinator of Student Affairs, be the student's current instructor. Faculty advisors are available for individual guidance on academic and professional matters. Students are required to meet with their advisors at least once in the fall. Students entering in the spring are required to meet with their advisor that semester. Additional meetings can be arranged by either faculty or students at any time throughout the year.

Graham's Employee Assistance Program (EAP) is a free and confidential service available to employees and students. Services are provided by counselors with a master's degree. Services provided include: marriage, family problems, stress-related problems, financial and legal difficulties, psychological and workplace conflicts. There is no cost for up to six EAP sessions. EAP is accessible 24-hours a day, 7 days per week through Spoon River Counseling and Wellness by calling 309-740-2171. If you choose to call them, please identify yourself as a Graham employee and/or student so they recognize that you are under the Graham assistance plan. EAP is a confidential resource where no one at work or school will know you've come unless you choose to talk about your experience. Names are not used on reports received by the hospital. They are just told numbers using the service for financial reimbursement.

Tutoring assistance is available to students from a variety of sources. Please contact your instructor/advisor first if you feel that you need additional help.

Developed: 11/22/24
Revised: 9/26/25

Course Remediation Policy

I. Purpose

The purpose of this policy is to support student learning and ensure mastery of course content by providing structured remediation following unsatisfactory quiz performance. This policy establishes clear expectations for remediation, documentation, and academic interventions.

II. Definition of Remediation

Remediation is a guided process in which a student reviews, corrects, and strengthens understanding of course material after demonstrating insufficient mastery on an academic assessment. Remediation may include, but is not limited to:

- Focused Review of Missed Content
- Completion of Assigned Remediation Activities
- Strengthening Understanding Through Structured Support

III. Policy Statement

1. Any quiz score below 77% requires mandatory remediation. The student must complete remediation as assigned by the instructor within the designated timeframe.
2. Documentation of remediation will be maintained by the instructor as part of the student's academic record for the course.
3. After two (2) quiz failures (scores below 77%) in the course, the instructor will initiate an Academic Alert, in accordance with the Academic Alert policy.

Dev. 2/13/26

Course Withdrawal Form

THIS IS TO NOTIFY YOU THAT I AM WITHDRAWING FROM THE FOLLOWING COURSE(S):

Effective date: _____

COURSE NAME	CREDIT HOURS

_____ I understand that if withdrawing from the above course(s) this could affect my Satisfactory Academic Progress at Graham College of Nursing. I have read and understand the Satisfactory Academic Progress guidelines in the College Catalog.

If dropping this class drops me below 6 credit hours, I must conduct an exit interview (if applicable).

_____ I understand that, if I am withdrawing from the above nursing course and do not plan to return to Graham College of Nursing next semester, I must complete all components of the Course Withdrawal Questionnaire, and conduct a loan exit interview (if applicable).

_____ _____

Student Signature Date

Developed: 11/22/24

Course Withdrawal Policy

Withdrawal from Course:
Students intending to withdraw from a course must complete the Course Withdrawal Form available from the Office of the Coordinator of Student Affairs.

Withdrawal from College of Nursing:
A student who is planning to withdraw from the College of Nursing must complete the Course Withdrawal Form and Course Withdrawal Questionnaire available from the Office of the Coordinator of Student Affairs within three business days of the last date of attendance. Failure to comply is considered an unofficial withdrawal and at a minimum will result in a hold being placed on your records and/or receiving an F for the course.

Developed: 11/22/24

Course Withdrawal Questionnaire

Date of Withdrawal_____ Last Semester Completed _____

1. What is your primary reason for withdrawing from Graham College of nursing at this time?

   _____Academic – College of Nursing
   _____ Financial
   _____Personal

2. Are you planning to return to the College in the future? _____Yes _____No
   If yes, have you been advised of the following policies regarding readmission?
   _____Must submit a written letter for readmission
   _____Must meet all readmission standards current for the academic year for which you are applying
   _____Will be considered for readmission only if there is available space in the class
   _____May be readmitted to the college one time only

3. If you are leaving for *financial* reasons, please answer the following questions:
   Have you talked with the Coordinator of Student Affairs regarding financial assistance? _____Yes _____No
   Have you received financial assistance? _____Yes_____No
   Do you feel that enough financial assistance is available? _____Yes _____No

   Why or why not? _____

4. If you are leaving for *academic* reasons, please answer the following questions:
   Have you talked with your instructor regarding your academic progress? _____Yes _____No
   Have you received academic advising? _____Yes _____No
   Do you feel that the academic advising was of benefit to you? _____Yes _____No

   Why or why not? _____

5. What would you describe as Graham College of Nursing's best feature?

   _____

   _____

6. What aspects of Graham College of Nursing would you most like to see changed?

   _____

   _____

   Additional Comments

   _____

   _____

   Signature_____Date_____

Developed: 11/22/24

Drug-Free Schools and Communities Act Amendments

Under the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, all schools must provide students with information regarding standards of conduct, legal and institutional sanctions, health risks and counseling services related to substance abuse on campus. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to the Director of the College of Nursing at (309) 647-4086.

School Policies & Sanctions

As an academic community, Graham College of Nursing is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the learning environment, as well as the individual potential of our students and staff. The college enforces state laws and related college/hospital policies.

The abuse of alcohol and other drugs by students, regardless of age and location (on-campus or off-campus), is prohibited by the Graham Hospital General Conduct. The college can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances and state and federal laws.

The college strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary action which might result in their separation from the institution. (See Drug Screening Program & Substance Abuse Policy).

The use of, or addiction to alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Graham Hospital Code of Conduct or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations

Counseling & Treatment

Help is available through the college and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. Graham Hospital has an Employee Assistance Program (EAP) which is a free and confidential service available to employees and members of their immediate household. This service is also available for students at Graham College of Nursing. (See Counseling, Guidance, and Tutoring Policy)

On-Campus Resources

Graham Hospital Employee Assistance Program	Referred by the College Director (309) 647-4086

Off-Campus Resources

Alcohol & Drug Professionals of Fulton County, Canton, IL	(309) 649-1002
Countermeasures, Pekin, IL	(309) 347-8282
Gateway Foundation Inc. Alcohol & Drug Treatment, Pekin, IL	(309) 346-8282
North Central Behavior Health Systems, Fulton & McDonough Counties	(309) 647-1881 (800) 344-8077
Richardson Counseling Center, Bartonville, IL	(309) 633-1030
Schuyler Counseling & Health Services, Rushville, IL	(217) 322-4373
Tazwood Center for Wellness, Pekin, IL	(309) 347-5522
United in Jesus Outreach Ministries	(309) 649-1618
Wells Center Mason County	(309) 543-2330

LEGAL SANCTIONS

For specific legal sanctions and/or information on substance abuse and prevention, please go to the following links:

Controlled Substances:

Federal: U.S. Department of Justice, Drug Enforcement Administration – www.dea.gov Click on "Drug Info – Federal Trafficking Penalties". Information on prevention can be found by clicking on the
"Prevention" tab.

http://criminal.findlaw.com/criminal-charges/what-is-a-controlled-substance.html

State: http://statelaws.find.aw/com/illinois-law/illinois-drug-possession-laws.html

Alcohol – Illinois laws and penalties

Underage Drinking – www.illinois.gov/ilcc/education/pages/under21laws.aspx

DUI – www.cyberdriveillinois.com Search Illinois DUI Fact Book

Other Helpful Sites:

www.samhsa.gov – U.S. Department of Health & Human Services, Substance Abuse & Mental Health Services Administration

Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang Terms	Short Term Effects	Risks/Long Term Effects
Alcohol		Slurred speech, drowsiness, head- aches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome
Amphetamines	Uppers, speed, meth, crack, crystal, ice, pep pills	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	Coke, cracks, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility, increased rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucination, psychosis, chronic cough, nasal passage injury
Gamma Hydroxy Butyrate	GHB, liquid B liquid X, liquid ecstasy, G, Georgia homeboy, grievous bodily harm	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	Memory loss, depression, severe withdrawal symptoms
Heroin	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	Physical dependence, constipation, loss of appetite, lethargy
Ketamine	K, super K, special K	Dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Major convulsions, muscle rigidity
LSD	Acid, stamps, dots, blotter, A-bombs	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia
MDMA	Ecstasy, XTC, adam, X, rolls, pills	Impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating
Marijuana/Cannabis	Pot, grass, dope, weed, joint, bud, reefer, doobie, roach	Sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	Bronchitis, conjunctivas, lethargy shortened attention span, cancer

Mescaline	Peyote cactus	Nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature	May intensify existing psychosis, hallucinations at high doses
Morphine	M, morf	Euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs	Physical dependence, constipation, loss of appetite
PCP	Crystal, tea, angel dust	Shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	Psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilcoybin	Magic mushrooms, shrooms	Nausea, distorted perceptions, nervousness, paranoia	May intensify existing psychosis, confusion, memory loss, shortened attention span, flashbacks
Steroids	Roids, juice	Increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, acne, baldness, anger management problems, masculinization in women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduce fertility, stroke, hypertension, congestive heart failure, liver damage

In the United States during 2019, the most commonly abused drugs were alcohol, marijuana, and opioids.

Opioids are a class of drugs that include illegal drugs such as heroin, synthetic opioids such as fentanyl, and prescription pain relievers such as Vicodin, codeine, and morphine. Opioids are often misused to create a sense of euphoria. They alter a person’s thinking and judgment. Regular use of opioids can lead to dependence, addiction, overdose, and death.

Developed: 11/22/24

Drug Screening Program

All students must clear an initial urine drug test. Failure to undergo this test, a positive drug screen, or a tampered-with urine sample may result in dismissal from the program.

The initial drug screen will be completed during the summer months prior to classes starting in August. Students who are current employees of Graham Hospital and have had a drug screen completed for employment are not exempt from the College drug screening. The College conducts a different drug panel from the hospital in accordance with the requirements needed to satisfy all clinical agencies used by the school.

Initial Procedure

1. A College representative will escort the student to the Graham Hospital laboratory on the date determined by the College with the students valid ID.
2. All urine specimens will be collected by trained personnel in a manner to ensure integrity of the specimen. Tampering with, altering, or contaminating a specimen in any manner will result in dismissal from the College of Nursing.
3. The student will be notified only of positive test results by the Medical Review Officer. Students have the right to appeal a positive drug test by immediately requesting in writing a retest of the original specimen at their own expense.
4. Any student with a positive test result for drugs will be provided a reasonable opportunity to establish a legitimate medical explanation for the positive test result to the satisfaction of the Medical Review Officer.

Random Screenings

Students will be subject to random drug/alcohol screening throughout the duration of their nursing curriculum. Upon notification of a random screen, the student is required to immediately report to the office to be escorted to the lab for testing. A student could be selected more than once in a year as the names are placed back into the selection pool.

1. Positive Drug Screen: Students who have a positive drug/alcohol screen from a random test will be notified by the Medical Review Officer (steps 3 and 4 of the initial procedure listed above will be followed).
2. Disciplinary Action: Students who test positive on a random screen will be placed on probation until their graduation and will be subject to random testing for the rest of the program. A second positive test will result in dismissal from the program. Readmission will be determined on a case-by-case basis by the Admission, Retention, Promotion, and Graduation Committee. If readmitted, the student will be subject to random drug testing until graduation. Failure to comply with testing or a positive test will result in immediate dismissal.

Developed: 11/22/24

Emergency Notification of Students and College of Nursing Personnel

The College of Nursing has a learning management system (Canvas) that allows rapid notification of students and college personnel in the event of dangerous situations that may arise on Graham Hospital property, weather- related events, or other situations that would be deemed an emergency by the college or hospital administration. The notification system sends messages to students, faculty, and staff as well as notifications to each individual Graham Hospital email account as an additional source of communication. The Director, Department Assistant, and the Coordinator of Student Affairs are the designated staff members to send out emergency messages via Canvas. Recipients receive the message by email and notifications through Canvas.

Non-Emergency Notifications

Instructors may directly email students from their respective course in Canvas or use another message system to mass communicate with students in their courses. An emergency contact is provided for all students, staff, and faculty.

Developed: 11/22/24

End of Program Student Learning Outcomes (EPSLOs)

1. The graduate will use the nursing process and clinical judgment to provide safe and professional nursing care to clients in a variety of healthcare settings.

2. The graduate will apply knowledge and evidence-based practice to deliver quality, safe, patient-centered care to culturally diverse clients, families, and communities.

3. The graduate will incorporate informatics, research, and leadership principles to promote optimal health outcomes throughout the life span.

4. The graduate will collaborate with the interdisciplinary team to foster health promotion and disease prevention for clients, families, and communities.

Developed: 11/28/23
Revised: 2/10/25

Financial Aid Information

Billing Information	2026-2027
Nursing Course Tuition Rate*	$195 per Credit Hour
Activity Fee	$200 per Semester
Printing/Resource Fee	$120 per Semester
Testing/Technology Fee	$335 per Semester

**Tuition* and fees are reviewed annually by the Finance Committee and approved by the Board of Trustees of Graham Hospital and are subject to change to reflect operating costs. The following information is for the purpose of guiding students in fulfilling their responsibility for payment.

Effective January 21, 2025, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on January 21, 2027.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

https://www.acenursing.org/search-programs?status=Candidate

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Developed: 12/11/24
Revised: 3/11/26, 6/26/26

GENERAL INFORMATION

Disciplinary Action

1. Disciplinary action may be taken for improper conduct and/or violation of College of Nursing rules and policies.
2. Disciplinary action to be taken may be either written or oral; however, a notice that the action took place, the date of action, and the reason for the action shall be completed by your instructor or Director. Such notice shall be counter-signed by the student, a copy will be given to the student, and a copy will be placed in the student's file.

General Conduct

Graham College of Nursing has been in operation since 2025 and strives to uphold high ideals and standards of personal behavior and conduct. The program endeavors at all times to create a wholesome environment for the student body. Students who cannot conform to the pattern of wholesome living expected by the college will be asked to withdraw.

General Employment

The number of positions at Graham Hospital vary. Jobs are posted across from the cafeteria and are listed online at www.grahamhospital.org. An online application can also be completed or you can fill out an application at the Human Resources Department located on the ground floor of the hospital.

Hospital Visitation

Students may visit patients during regular visiting hours, provided they wear street clothes. Students must adhere to all visiting rules.

Parking

All employees and students are to park in the upper west parking lot on Maple Street or the upper south lot across from the hospital. Please do not park in the lot adjacent to the hospital. The lower level lot, in its entirety, is reserved for patients, guests, and disabled persons entering Graham Hospital.

Rule Infractions Which May Incur Disciplinary Action Prior To Dismissal

Include but are not limited to:

1. Unreported absenteeism, repeated tardiness, and excessive absenteeism.
2. Failure to perform assigned tasks in a satisfactory manner.
3. Posting or removal of any matter on bulletin boards or hospital property at any time unless specifically authorized.
4. Leaving clinical prior to the end of assigned time.
5. Inattention to duties during assigned clinical time.
6. Leaving the clinical/practicum area(s) without notifying the instructor during assigned practicum hours.
7. Arriving unprepared for practicum experiences.
8. Creating or contributing to unsafe working conditions.
9. Use of tobacco products in restricted areas.
10. Sleeping during assigned practicum hours.
11. Disregard concerning personal appearance, uniforms, dress, or personal hygiene.
12. Failure to render personal service to any patient if such service is within the normal and usual scope of the student's activities or is required by reasons of an emergency relating to the patient.
13. Indiscretionary public display of affection on hospital property or at school-related activities.
14. Violations of the College of Nursing Social Networking Policy and Civility Policy.

Rule Infractions Which May Incur Disciplinary Action with Immediate Dismissal

Include but are not limited to:

1. Willfully misusing, destroying, or damaging any hospital property or property of another person.
2. Entering the hospital in an intoxicated condition or bringing liquor and/or controlled substances on the premises.
3. Theft or unauthorized removal from the premises of hospital property or property of another person.
4. Fighting or attempting bodily injury to another person on hospital property including sexual assault.
5. Use of abusive or threatening language.
6. Behaviors that are outside the Code of Ethics for Professional Nurses.
7. Indiscriminate use of drugs.
8. Unauthorized possession, use, copying, or reading of hospital records or disclosure of confidential information contained in such records to unauthorized persons.
9. Any willful act or conduct detrimental to patient care, hospital, or College of Nursing operation.
10. Insubordination, refusal or intentional failure to perform work assigned.
11. Unauthorized possession of a weapon while on the hospital premises.
12. Disclosure of patients' names and private information. (HIPAA)

Services

Graham Hospital allows students to purchase prescription and non-prescription drugs at cost from the hospital pharmacy.

Each student is issued an identification badge at the start of his or her junior year. The badge must be replaced, and there is a charge for this.

Smoke-Free Policy

In accordance with the healthcare focus of Graham Health System, the College of Nursing has a no-smoking policy. Graham Health System prohibits the use of tobacco products in any form (i.e., cigarettes, electronic/battery operated cigarettes (e-cigarettes), cigars, pipes, chewing tobacco, snuff, medical marijuana, etc.) is prohibited on Graham Health System property, including land, buildings, parking lots, leased spaces, organization-owned vehicles, and privately-owned vehicles on health system property.

Also included are sidewalks adjacent to health system buildings, parking lots, and parking lots and buildings leased by Graham Health System.

Work Study

See Coordinator of Student Affairs for federal work-study positions such as Library Circulation Clerk or Skills Lab Assistant.

Developed: 11/22/24

Graham Hospital Mission and Values

Mission:

Graham College of Nursing provides excellence in nursing education to develop well-prepared professional nurse to work in diverse healthcare settings.

Values:

Compassion
Integrity
Leadership
Quality
Scholarship
Teamwork

Developed: 1/25/24

I AcCT Values

Innovation	We continuously improve our operations and environment by actively encouraging creative solutions.
Accountability	We accept responsibility and follow through to completion.
Communication	We openly share information in all directions in a timely manner.
Compassion	We exhibit empathy and care for each other.
Teamwork	We work together to achieve our common goals.

Vision

We are the Community's choice for an exceptional healthcare experience.

Library Policies

1. All library services are facilitated by the Coordinator of Library and Technology and implemented by the Director, Coordinator of Library and Technology, and the Federal Work Study students.

2. The Library Committee recommends purchases, services, and matters of policy. The Committee meets two times per semester. The Library Committee is made up of the Coordinator of Library and Technology, a student representative, a faculty member, and a hospital representative. The Committee members are responsible for bringing before the committee the concerns of the group they represent.

3. Borrowing privileges are extended to GCON students, faculty, staff, and alumni, plus hospital employees, volunteers, and other health-related institutions and community members with approval of the Coordinator of Library and Technology or the Director of the College of Nursing.

LENDING PERIODS:

A. BOOKS

General Collection	2 weeks with one 2-week renewal
Reserve Materials	Overnight
Reference Books	In library use only

B. PERIODICALS

Current Issue	In library use only
Back Issue	One week

C. AUDIOVISUAL

Equipment:

TV/VCR/DVD Cart	In house use only or by approval
Laptops	In house use only or by approval
Digital Camera	24 hours, over the weekend, or by approval
Video Recorder	24 hours, over the weekend, or by approval
Screens	24 hours, over the weekend, or by approval
Slide Projector	24 hours, over the weekend, or by approval
Tripod	24 hours, over the weekend, or by approval
DVDs, models, charts, kits	3 days, over the weekend, or by approval
Computer software	In library use only

4. The library staff has the right to assess fees for delinquent, damaged, and unreturned materials and equipment checked out to library patrons.

FINES AND CHARGES:

A. OVERDUE

General Books, Periodicals = $.05 per day
Reserve Materials, AV Materials, and Equipment = $1.00 per day

B. LOST

Current replacement cost of item(s) lost/unreturned.
Overdue items are considered lost to the library 60 days from their due date.

C. DAMAGED

A damage fee of 25% of the cost of the book will be assessed for books returned in a damaged condition, but still usable. A 100% replacement cost fee will be assessed if an item is returned in unusable condition.

D. DELINQUENT FINES/CHARGES

At the end of each term, the Coordinator of Library and Technology will contact anyone with delinquent fines or charges that must be paid before registration for the next course. Registration or graduation may be denied until charges are paid or materials returned.

5. The GCON computer lab includes up-to-date desktop computers with secure, high-speed internet access. As with all GCON library services, GCON students and faculty have priority for its use. GCON instructors may reserve the computer lab by placing a reservation by contacting the Coordinator of Library and Technology. Students can access the computer lab 24/7 via the lab badge reader.

   Other Graham employees are welcome to use the lab during open library hours, when not reserved by instructors.

6. The Coordinator of Library and Technology will maintain all holdings, including reference books, professional and technical books, historical materials, periodicals, audiovisual equipment and materials, and any other items needed to support student learning and faculty development. The collection is selected and weeded in adherence with ACEN guidelines. The collection is organized according to the National Library of Medicine classification system and the Library of Congress classification system, where appropriate. All holdings are maintained in the RSA and OCLC databases for author, title, and subject access to the collection.

7. Library hours are posted on the Library door at the beginning of each academic year. Changes throughout the year are immediately posted. Open hours are also posted on the Library webpage.

8. An atmosphere conducive to study and reading will be encouraged in the library.

9. The Library or Library staff cannot be responsible for any items, including personal belongings, left in the Library or Library Computer Lab.

<u>RULES</u>

Beverages MAY be taken into the library. Caution should be used, and containers should be disposed of properly.

Developed: 11/22/24
Revised: 4/24/26

Missing Student Policy

A student will be considered missing if a classmate, faculty member, friend, or other member of the campus community has not seen the person for a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Most missing person reports in the college environment are the result of a student changing his/her routine without informing family and/or friends of the change.

Individuals will be considered missing immediately if the absence has occurred under circumstances that are suspicious or cause concerns for the student's safety. If the initial report that a person is missing is made to a Graham Hospital department other than the College of Nursing, the person receiving the report shall ensure that the College of Nursing Director is contacted immediately. The Director or her designee will contact the student's emergency contact to check on the student's welfare.

Procedures

At the beginning of each academic year, all students will be asked to voluntarily provide emergency contact information. This emergency information will be maintained by the College of Nursing office, updated annually. Confidential contact information will be accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Upon notification from any entity that a student may be missing, school officials may use any of the following procedures or resources to assist in locating the student.

1. Call and text the student's cell phone and/or e-mail the student.
2. Check all possible locations mentioned by parties above.
3. Check social networking sites.
4. Ascertain student's car make and license plate. Graham Hospital Security will check parking lots.
5. Technology staff may be asked to obtain e-mail logs or access logs to the Graham Hospital computer system.

The student's emergency contacts will be notified if the student has not been located after utilizing the above resources.

Note: Students under the age of 18 are advised that a custodial parent or guardian will also be notified within twenty-four hours of determination that student is missing.

Developed: 11/22/24

Non-Academic Grievance Policy

Non-Academic Grievance

Non-academic grievances concern those areas which are not directly related to the pursuit of knowledge or skills as defined by the college curriculum. If the student believes he or she has been treated in an unfair manner in non-academic college-related activities or disciplined for alleged misconduct not in an academic context, the student may file a non-academic grievance.

Non-Academic Grievance Policy

1. The student must contact his/her faculty advisor within five business days of the occurrence giving rise to the grievance. The faculty advisor will mediate the grievance as she/he deems appropriate.
2. If a resolution is not achieved, the student may petition the Non-Academic Grievance Committee for a formal hearing. (Official form can be obtained in the college office.)
3. The Non-Academic Grievance Committee faculty members are appointed annually by the Director of the college and shall include a junior and senior level faculty member
4. The student has the option of presenting the grievance in person to the committee. The student's presence may be requested by the Non-Academic Grievance Committee.
5. The Non-Academic Grievance Committee will meet within five business days of receipt of the grievance form.
6. The student will be notified in writing of the date of the Non-Academic Grievance Committee meeting.
7. Minutes of the meeting will be filed in the office of the Director of the college.
8. A simple majority will constitute a decision. Voting will be done by secret ballot out of the presence of the student.
9. The student will be notified in writing of the decision by the Chairperson of the Non-Academic Grievance Committee within five business days.
10. RIGHT TO APPEAL
    A. The student has the right to appeal the decision of the Non-Academic Grievance Committee.
    B. Request for an appeal must be made in writing to the Director of the college within five business days following the receipt of the written decision.
    C. If the request for appeal is not made within five business days as stated, the decision of the Non-Academic Grievance Committee is final and binding.
    D. The grievance and decision will be reviewed by the Director who will make the final decision regarding the appeal.

Developed: 11/22/24

Orientation Plan for New Students

New students are given access to the College Catalog and receive the following orientation:

I. Introduction of faculty/staff

II. Orientation to physical facilities
   A. Parking
   B. Elevator use
   C. Smoking policy
   D. Food Service
   E. Optional tour of college/hospital

III. Orientation to the library and technology

IV. Student Senate

V. College Calendar

VI. Assignments
   A. Faculty Advisor

VII. Drug Screening Policy

VIII. Campus Security

IX. Financial Aid policies and procedures

Developed: 11/22/24

Philosophy

The faculty believe individuals are unique and have inherent worth, value, potential, and dignity. They exist in relation to one another, including families, communities, and populations. They are continuously influenced by physiological, psychosocial, cultural, and spiritual interactions within their environment. Every individual has the right to self-determination, and we promote the holistic view of the individual through caring and respect.

We believe the environment is ever-changing and, therefore, requires individuals to adapt with flexibility and creativity. We recognize that all health outcomes are influenced by environmental factors. We believe nurses are morally bound to provide a safe environment that promotes health and wellness.

We believe health and wellness across the lifespan is a dynamic and complex state. The individual's state of health is influenced by biological, behavioral, cultural, environmental, and attitudinal factors. To achieve optimal wellness, the individual must adapt to these factors with the support and assistance of the professional nurse.

We believe nursing is a unique professional discipline that uses evidence-based approaches supported by science as a foundation for safe and optimal health outcomes. Nurses integrate knowledge, skills, and technology to provide holistic care assisting clients in achieving their full potential. Nurses are prepared to address multiple determinants of health using the nursing process to manage client care. They lead efforts for health promotion, risk reduction, illness prevention, and end-of-life support with caring and respect. Nurses are advocates and leaders in reducing health disparities and in providing social justice for diverse populations. Nurses are professionals, guided by a code of ethics, who strive for excellence in collaborative relationships with clients and team members.

We believe that nursing education is an interactive process between students and faculty, drawing from a liberal arts education and unique nursing knowledge to meet the highest current standards in healthcare. Nursing education is a career-long process encompassing the application of arts and science disciplines, informatics and technology, and the use of affective, cognitive, and psychomotor skills. Nursing education provides for personal and professional development through scholarly activities, research, and advanced practice. Nursing faculty are role models and facilitators who are dedicated and accountable to foster and cultivate inquisitive minds. Nursing students are responsible and accountable to be self-directed, self-motivated, and committed to achieving their educational goals by retention and application of knowledge learned. Graduates from Graham College of Nursing are prepared to transition to practice as entry-level professional nurses to meet society's demand for quality health care.

Developed: 10/30/23

Privacy Act/Confidentiality

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law that protects the privacy of eligible student education records. The law provides that the institution will maintain the confidentiality of student records.

Graham College of Nursing accords all the rights under the law to students who are 18 years of age or older. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Graham College of Nursing community, only those members individually or collectively acting in the students' educational interest are allowed access to student education records. These members include personnel in the college/hospital as defined by the institution, e.g., Coordinator of Student Affairs, Graham College of Nursing Director, the Vice President of Finance, and academic and accounting personnel within the limitation of their need to know.

At its discretion, the institution may provide directory information in accordance with provisions of the Act to include: student name, address, telephone number, email address, photograph, date and place of birth, grade level, dates of attendance, honors, and awards received. Students may withhold directory information by notifying the Director of the College of Nursing in writing within two weeks after the first day of class for the fall semester.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the office of the Director of the College of Nursing.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Director of the College of Nursing has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, academic, and health records. Education records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit of the institution; or records created or received by the college after an individual is no longer a student in attendance. Students wishing to review their education or health records must make written requests to the Director of the College of Nursing listing the item or items of interest. Only records covered by the Act will be made available within a reasonable amount of time, but not more than forty-five days after it is received. Students may have copies made of their records with certain exceptions, (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense upon written request. Health records may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information of their parents; confidential letters and recommendations associated with admission, employment, or receipt of an honor to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Director of the College of Nursing. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Director of the College of Nursing of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Director of the College of Nursing who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised. The hearing panels that will adjudicate such challenges will be the Grievance Committee.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information within the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the Director of the College of Nursing to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C., 20201

Records will be maintained in locked files in the office of the Coordinator of Student Affairs. Individuals, other than the Coordinator of Student Affairs and Director, who review records will be required to sign an Educational Records Review form indicating date and purpose of review

Developed: 11/22/24

Professional Liability Insurance

Graham Hospital maintains professional liability insurance covering students during all theory and clinical nursing courses.

Developed: 11/22/24

Progression Table

From Course Student Learning Outcomes to End-of-Program Student Learning Outcomes

	NUR 320 Fundamentals of Nursing	NUR 321 Fundamentals of Nursing Practicum	NUR 360 Medical-Surgical Nursing I	NUR 361 Medical-Surgical Nursing I	NUR 410 Medical-Surgical Nursing II	NUR 411 Medical-Surgical Nursing II Practicum	NUR 450 Medical-Surgical Nursing III & Leadership Management	NUR 451 Medical-Surgical Nursing III & Leadership Practicum
EPSLO #1 The graduate will use the nursing process and clinical judgment to provide safe and professional nursing care to clients in a variety of healthcare settings.								
Course Student Learning Outcomes	**#1** The student will identify safe and professional nursing care.	**#1** The student will demonstrate professional behavior in a variety of settings.	**#3** The student will plan nursing care using clinical judgment and the nursing process to promote optimal health outcomes that foster health promotion and disease prevention.	**#4** The student will use clinical judgment and the nursing process to provide safe, evidence-based nursing care to adult clients with health alterations.	**#3** The student will develop nursing care plans using clinical judgment and the nursing process to promote optimal health outcomes that foster health promotion and disease prevention.	**#4** The student will apply clinical judgment and the nursing process to provide safe, evidence-based nursing care to adult clients with health alterations.	**#3** The student will create nursing care plans using clinical judgment and the nursing process to promote optimal health outcomes that foster health promotion and disease prevention.	**#1** The graduate will use the nursing process and clinical judgment to provide safe and professional nursing care to clients in a variety of healthcare settings.
	NUR 320 Fundamentals of Nursing	**NUR 321 Fundamentals of Nursing Practicum**	**NUR 360 Medical-Surgical Nursing I**	**NUR 361 Medical-Surgical Nursing I Practicum**	**NUR 410 Medical-Surgical Nursing II**	**NUR 411 Medical-Surgical Nursing II Practicum**	**NUR 450 Medical-Surgical Nursing III & Leadership Management**	**NUR 451 Medical-Surgical Nursing III & Leadership Practicum**
EPSLO #2 The graduate will apply knowledge and evidence-based practice to deliver quality, safe, patient-centered care to culturally diverse clients, families, and communities.								
Course Student Learning Outcomes	**#2** The student will correlate knowledge from biological and psychosocial sciences to introductory nursing theory.	#3 The student will use clinical judgment and the nursing process to provide basic nursing care to clients.	**#2** The student will identify evidence-based, patient-centered interventions for adult clients with health alterations in select systems.	**#3** The student will use principles of informatics, health assessment, and pharmacology to provide quality, patient-centered nursing care to adult clients with health alterations.	**#2** The student will prioritize evidence-based, patient-centered interventions for adult client with health alterations in select systems.	**#2** The student will demonstrate competence of skills associated with the nursing care of adults with health alterations in select systems.	**#2** The student will analyze evidence-based, patient-centered interventions for complex adult clients with health alterations in select systems.	**#2** The graduate will apply knowledge and evidence-based practice to deliver quality, safe, patient-centered care to culturally diverse clients, families, and communities.

	NUR 320 Fundamentals of Nursing	NUR 321 Fundamentals of Nursing Practicum	NUR 360 Medical-Surgical Nursing I	NUR 361 Medical-Surgical Nursing I Practicum	NUR 410 Medical-Surgical Nursing II	NUR 411 Medical-Surgical Nursing II Practicum	NUR 450 Medical-Surgical Nursing III & Leadership Management	NUR 451 Medical-Surgical Nursing III & Leadership Practicum
EPSLO #3 The graduate will incorporate informatics, research, and leadership principles to promote optimal health outcomes throughout the life span.								
Course Student Learning Outcomes	**#3** The student will explore components of the nursing process.	**#3** The student will use clinical judgment and the nursing process to provide basic nursing care to clients.	**#1** The student will explore principles of pathophysiology for select systems and their impact on the wellness-illness continuum.	**#3** The student will use principles of informatics, health assessment, and pharmacology to provide quality, patient-centered nursing care to adult clients with health alterations.	**#1** The student will differentiate principles of pathophysiology for select systems and their impact on the wellness-illness continuum.	**#3** The student will apply principles of informatics, health assessment, and pharmacology to provide quality, patient-centered nursing care to adult clients with health alterations.	**#1** The student will synthesize principles of pathophysiology for select systems and their impact on the wellness-illness continuum.	**#5** The graduate will pursue a commitment to lifelong learning for personal and professional growth.

	NUR 320 Fundamentals of Nursing	NUR 321 Fundamentals of Nursing Practicum	NUR 360 Medical-Surgical Nursing I	NUR 361 Medical-Surgical Nursing I Practicum	NUR 410 Medical-Surgical Nursing II	NUR 411 Medical-Surgical Nursing II Practicum	NUR 450 Medical-Surgical Nursing III & Leadership Management	NUR 451 Medical-Surgical Nursing III & Leadership Practicum
EPSLO #4 The graduate will collaborate with the interdisciplinary team to foster health promotion and disease prevention for clients, families, and communities.								
Course Student Learning Outcomes	**#3** The student will explore components of the nursing process.	**#4** The student will explore the interdisciplinary components of the healthcare team.	**#3** The student will plan nursing care using clinical judgment and the nursing process to promote optimal health outcomes that foster health promotion and disease prevention.	**#1** The student will demonstrate professional behavior in a variety of settings.	**#3** The student will develop nursing care plans using clinical judgment and the nursing process to promote optimal health outcomes that foster health promotion and disease prevention.	**#1** The student will demonstrate professional behavior in a variety of settings.	**#3** The student will create nursing care plans using clinical judgment and the nursing process to promote optimal health outcomes that foster health promotion and disease prevention.	**#4** The graduate will collaborate with the interdisciplinary team to foster health promotion and disease prevention for clients, families, and communities.

Developed: 12/5/24
Revised: 2/10/25

Recommended Curriculum Plan

Lower Division Required Foundational Courses

58 Credit Hours
Total Credit Hours 120

Category	Courses	Sem. Hrs
Humanities:		
Required:	Any Philosophy course	3
Electives:	1 Course	3
	One elective is required in any of these areas: Fine arts, music, art, theater, history, literature, or ethics	
Communications:		
Required:	Speech/Public Speaking (1 course)	3
English:		
Required:	English Composition (2 courses)	6
Social & Behavioral Sciences:		
Required:	Introduction to Psychology	3
	Introduction to Sociology	3
	Growth & Development through Life Span	3
Physical & Life Sciences:		
Required:	*Anatomy & Physiology (2 courses)	8
	*Chemistry (1 course)	4
	*Microbiology (1 course)	4
	Nutrition	3
	Medical Terminology	3
	**Must include a laboratory component*	
Mathematics:		
Required:	College Algebra	3
	Introduction to Statistics	3
Electives:		
Required:		6

Developed: 12/11/23

Upper Nursing Division Courses for BSN Program

62 Credit Hours

Junior Year-First Semester	**Credit Hours**
NUR 305-Health Assessment	4
NUR 310-Principles of Pharmacology	2
NUR 320-Fundamentals of Nursing	4
NUR 321-Fundamentals of Nursing Practicum	2
NUR 330-Nursing Informatics	2
Total Credit Hours	**14**

Junior Year-Second Semester	**Credit Hour**
NUR 340-Maternal, Newborn, and Women's Health in Nursing	3
NUR 341-Maternal, Newborn, and Women's Health in Nursing Practicum	1
NUR 350-Nursing Care of Infants, Children, and Adolescents	3
NUR 351-Nursing Care of Infants, Children, and Adolescents Practicum	1
NUR 360-Medical-Surgical Nursing I	4
NUR 361-Medical-Surgical Nursing I Practicum	2
NUR 370-Issues and Trends for Professional Nursing	3
Total Credit Hours	**17**

Senior Year-First Semester	**Credit Hours**
NUR 410-Medical-Surgical Nursing II	7
NUR 411-Medical-Surgical Nursing II Practicum	4
NUR 420-Research for Nursing Practice	2
NUR 430-Mental Health Nursing	3
NUR 431-Mental Health Nursing Practicum	1
Total Credit Hours	**17**

Senior Year-Second Semester	
NUR 440-Community and Public Health Nursing	3
NUR 441-Community and Public Health Nursing Practicum	1
NUR 450-Medical-Surgical III Nursing and Leadership Management	4
NUR 451-Medical-Surgical III Nursing and Leadership Management Practicum	5
NUR 460-Transition to Professional Nursing Practice	1
Total Credit Hours	**14**

Developed: 12/12/23

Records Policy

All student financial aid files are kept for a period of 5 years after the student terminates from this college. Most current year of students' files are kept in locked files in the office of the Coordinator of Student Affairs and on the shared K-Drive, while the previous 4 years are kept in locked files in the locked file room for a total of five years of records. These records are subject to audit by federal and/or state agencies and include:

Institutional Student Information Record (if applicable)
Monetary awards
Billing
Release of grade reports to scholarship sponsors
Educational purpose/registration compliance
Family Educational Rights & Privacy Act of 1974

Post-admission student records are kept for a period of 5 years after the student terminates from this college. Most current year of students' files are kept in the office of the Coordinator of Student Affairs and on the shared K-Drive, while the previous 4 years are kept in the locked file room for a total of five years of records.

These records include:

Application form
Official H.S. transcript and/or G.E.D.
Application payment receipt
College transcripts
Grade reports
Clinical and student evaluations
Health records
Release forms and checklists
Profile sheet
All correspondence
Acceptance letter

Records pertaining to Sex Discrimination and Sexual Misconduct Policy (Title IX) investigations will be maintained for seven (7) years, in accordance with Department of Education regulations.

The following are kept on permanent file on all graduating students:
GCON transcript
Address changes
Transcript requests

Counseling and guidance records are destroyed upon graduation.

All destroyed records are placed in a security container supplied by Graham Hospital.

Developed: 12/16/25

Safety Information

Concealed Firearms Policy

Definition:
Concealed firearm: a loaded or unloaded firearm carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle.

Concealed firearms are not allowed on or in any Graham Health System building, Graham vehicles (whether owned or leased), or parking area controlled by Graham Health System (unless the firearm is stored within a person's vehicle in the manner stated in the Concealed Firearms Policy located in the Policy Manager/Browse Manuals/Security/Concealed Firearms).

Employee Assistance Program

Graham Health System provides an employee assistance program (EAP) for all students and employees. The EAP is designed to help individuals manage personal problems that can impact their well-being and work performance. Treatment is confidential (unless an EAP counselor is required by law to disclose information such as child abuse) and will not become a part of an employee's or student's personnel records. For more information about the EAP, contact the Human Resources Department.

Fire Plan

"PLAN OF ACTION IN CASE OF FIRE"

FIRE DRILLS:
Fire drills will be held unannounced, on all shifts each quarter. During fire drills, all personnel will follow full fire plan procedures except that patients will not be evacuated unless simulated patients have been provided for this purpose and the evacuation has been properly ordered. As the fire drills will be unannounced before-hand, personnel should always assume a fire is actually present and proceed accordingly. Measures must be taken to ensure that patients and visitors are not unduly alarmed.

If you discover a fire, GO IMMEDIATELY TO THE NEAREST FIRE ALARM BOX AND ACTIVATE THE ALARM. If the fire alarm system isn't operating or you cannot reach an alarm box pull station, call 4444 to report the fire. The hospital operator will call 911 and then notify Plant Operations, Security, and the Administrator on call. The Director of the College of Nursing should be notified of all fires that have occurred in the college of nursing.

DO NOT SHOUT "FIRE". Report the fire to those in your area in a quiet and calm manner using the verbal alarm, **Code Red.** Obtain the nearest extinguisher and attempt to put out the fire. If the fire is in a small room, ask someone to stay in the hallway while you fight the fire, to direct maintenance personnel and firemen who will be arriving with other equipment.

DO NOT start evacuation of other residents unless they are in immediate danger, until evacuation is authorized by one of the following: President, Administrator on Call, House Supervisor, Hospital Fire Marshal or Fire Department personnel. Wait for the All Clear.

GENERAL RESPONSIBILITIES OF PERSONNEL FOR CODE RED

1. Close all doors
2. Remove items from the corridors
3. Have patients return to their rooms
4. Remind patients and visitors not to use elevators
5. Terminate all unnecessary phone calls, phone will be needed for emergency use and employees will need to be aware of changing information as it comes in
6. Assign someone to the telephone to receive and relay emergency instructions
7. Reassure patients and visitors
8. Listen for overhead pages for situation status messages
9. Be prepared to receive patients from the point of origin of fire, if necessary

FACULTY/STAFF – Faculty and staff, excluding library personnel, in the college assemble in the College of Nursing main office. Library personnel will remain in the library.

STUDENTS

On Clinical – Remain at your station with faculty and follow instructions given by the Head Nurse.

The RACE rule is the most efficient manner to react in a fire. It stands for:

R – Remove people
A – Activate the Alarm
C – Contain the fire
E – Extinguish the fire

Off Clinical - Assemble in library and await instructions. Head count conducted by library staff and reported to Director or designee.

BURGLARY PLAN

Confrontation by an armed robber or thief while on duty in the hospital is a dangerous event that may be minimized by adherence to the following recommended procedures.

1. React positively and calmly to any demands for money, drugs or other valuables.
2. Help minimize the time the perpetrator is in the building by obeying all demands or instructions.
3. Contact your instructor to inform him/her of the incident at the earliest, safest opportunity.

SEX OFFENDERS

To look up sex offenders' locations in proximity of Graham College of Nursing, click on website (or copy and paste into your browser):

https://www.isp.state.il.us/sor/sor.cfm
Far left column, type 'Canton' into city
Type '61520' into zip code
Select 'Fulton' for County
Use default 'ALL' for status
Use default 'ALL' for offender type
Click on 'Find'

The list will show you addresses and you can check their proximity to the school campus and hospital premises. Our location is 210 West Walnut Street and we are surrounded by West Maple Street (south border), South Avenue B (east border), and West Walnut Street (north border). Prospect Court is behind us (west), but not immediately adjacent to or bordering the campus.

The clinic is located at 180 South Main Street and is surrounded by West Walnut Street (south border), South Main Street (east border), and West Pine Street (north border). Martin Avenue is behind the clinic (west), but not immediately adjacent to or bordering the clinic.

Developed: 11/22/24

Hospital Occurrence Report

Within Graham Health System an occurrence shall be defined as any happening which is not consistent with the routine care of a patient or the routine operation of the facility. This includes lost, broken or malfunctioning property and accidents involving a patient or visitor.

To report visitor incident, use the Clarity Portal icon located on hospital and College of Nursing computers. The report is to be initiated by the department in which the occurrence took place by the employee or employees involved. All pertinent information should be completed. Occurrences involving patients and visitors are reported to the Risk Manager. Instructors, staff members, or the Director will assist you in completing the required information.

Injury Report

Injuries to students and employees should be reported. A witness statement must be filled out if there is a witness to the incident. Have the hospital switchboard page Security and they will come to the accident site with a packet and a camera to take pictures of where the incident occurred and assist with transport to the Emergency Department. If the student does not choose to go to the ED, it is not necessary for the ED physician to sign. College of Nursing staff can help you fill out the report. There is a place on the form to describe the type of accident. The packet must be returned to your supervisor/instructor or Director of the College of Nursing. The Director is responsible for reviewing all reports submitted on the Clarity Portal and for returning the packet to the Nursing Administration within 24 hours.

Plant Services Security

Security services are provided twenty-four hours each day, seven days a week. Security staff will respond to all requests for assistance by the hospital staff, students, visitors, and guests where suspected violations of security to people or the facility are indicated.

A security incident is any theft, vandalism or attack on an employee, student or visitor or their personal property or on health system property. A Security Incident Report form should be used to document any security incident, workplace violence or other suspicious behaviors.

In the event of a security incident the person needing security support or observing a possible security issue should call the switchboard operator who will page security. The security officer on duty will respond as quickly as possible. The security officer may call on Environmental Services or Plant Operations for additional support.

The staff member or student involved with a security incident or who supported a visitor with a security incident should complete a Security Incident Report Form. Reports should be forwarded to the Plant Services department, to the attention of the Security Supervisor within 24 hours. The Security Supervisor will forward all incident reports to the Safety Officer. Investigations and resulting actions will be completed in a timely manner and recorded on the form.

Security Incident Report Forms will be reviewed by the Environment of Care Committee.

In the event there is a violent crime reported, the security person on duty will call the local police department. The local police will take whatever corrective or procedural action is required by law. The security person on duty will assist in any way requested by the police and will fill out a complete report for the Graham Hospital Environment of Care Committee and the security supervisor.

Violent crimes include but are not limited to:

Workplace violence
Liquor Law Violations
Drug-Related Violations
Weapons Violations
Rape and attempted rape
Robbery and attempted robbery
Murder and attempted murder
Violence against women

- Dating violence
- Domestic violence
- Stalking
- Hate crimes

Access to Graham Hospital after hours

When the hospital lobby entrance doors are locked, staff and students must enter the hospital through the Emergency Department. All staff or students that are not wearing a College/Hospital issued badge must be escorted to their destination by a security officer or their designee.

Safety Policy

A. Safety Policy Statement

Safety is an essential part of the Graham Health System's service. All Graham Health System personnel have a primary responsibility for the safety, health, and well-being of all patients, visitors, staff, and students.

This responsibility can be met only if we work together continuously to promote safe work practices, observe all rules and regulations concerning safety and maintain property and equipment in a safe working condition.

This safety program at Graham Health System is overseen by the Safety Officer who is appointed by the President and approved by the Medical Staff and the Board of Trustees. The Safety Officer is a member of the Environment of Care Committee, which meets every other month. The Safety Officer receives reports

of and analyzes all accidents and recommends appropriate measures for corrective action and reports these recommendations to the President.

Rules and regulations concerning safety in this College Catalog will be enforced by the Director of the school, faculty, and staff.

B. Environment of Care

The Environment of Care Committee membership represents Administration, Clinical Services, and Support Services. The committee meets every other month to review and take appropriate action on all Environment of Care related issues. The committee receives reports that are established to cover all the plans of the Environment of Care as well as specific safety related aspects. The Environment of Care Manual contains safety guidelines that apply to all staff. Tell your instructor about unsafe conditions or procedures so that they may be reported to the committee.

C. Reporting Accidents

1. Make every effort to prevent any injury to yourself, patients, doctors, visitors, your fellow employees, and students.
2. If you are involved in an accident, however minor it may seem, you must report it immediately to your department director or supervisor.
3. If your injury requires medical attention, report to the Emergency Room. It is your responsibility to report any accident immediately and complete a Report of Employee Injury or Illness form. DON'T WAIT. If your injury requires immediate medical attention, report it to your department director/supervisor and go to the Emergency Room for treatment. You should complete the form after being released from the Emergency Room.
4. Your supervisor or department director will assist you in completing the "Report of Employee Injury or Illness".
5. Failure to report within seventy-two (72) hours may result in a refusal by the Graham Health System's insurance carrier to recognize the accident as a work-related injury.

Sex Discrimination and Sexual Misconduct Policy (Title IX)

Applicable Federal and State Law

Graham College of Nursing adheres to all federal and state civil rights laws and regulations prohibiting discrimination in institutions of higher education. These include Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act of 2013* ("VAWA"), the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), and the Illinois *Preventing Sexual Violence in Higher Education Act*. Title VII of the *Civil Rights Act of 1964* and the *Illinois Human Rights Act* are two other laws that also prohibit sex discrimination.

Title IX is a federal law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Under final Title IX regulations, effective August 14, 2020, discrimination on the basis of sex can include sexual harassment, including sexual assault, dating violence, domestic violence, and stalking.

Notice of Nondiscrimination

Graham College of Nursing does not discriminate on the basis of sex in its education program or activity, as required by Title IX. This requirement extends to employment and admission. Inquiries about the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator/Coordinator of Student Affairs, the United States Department of Education's Office for Civil Rights, or both (see below).

Title IX Coordinator/Coordinator of Student Affairs

Shelby Boster
Coordinator of Student Affairs
Graham College of Nursing, Room 486
210 W. Walnut St.
Canton IL 61520
(309) 647-5240 ext. 2347
sboster@grahamhospital.org
TitleIXCoordinator@grahamhospital.org

Any person, including third-party bystanders, may file a verbal or written report of sex discrimination or sexual harassment to the Title IX Coordinator at any time, including during non-business hours. She will respond within 12 hours of receipt of the report.

Office for Civil Rights, *Chicago Office*
U.S. Department of Education
Citigroup Center
500 W. Madison St. Ste. 1475
Chicago IL 60661-4544
(312) 730-1560
OCR.Chicago@ed.gov

Policy on Nondiscrimination

Graham College of Nursing ("College") strives to provide an educational and working environment that is free from all forms of sex-based discrimination, harassment, and retaliation for faculty, staff, and students. Students and employees are responsible for maintaining such an educational environment and complying with all policies.

Individuals found to have engaged in prohibited misconduct on the basis of sex will be subject to disciplinary action, up to and including termination and/or expulsion from the college.

Furthermore, it is Graham College of Nursing's policy not to discriminate, or tolerate discrimination on the basis of race, religion, color, sex, national origin, ancestry, disability, age, military service, marital status, sexual orientation, pregnancy or other factors as prohibited by law. We are committed to providing an environment that values diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. Discrimination and harassment in any form are contrary to these goals and fundamentally at odds with the core values of Graham College of Nursing.

Faculty, staff, and student employees are also subject to the Graham Hospital policy on harassment in the workplace (Title VII and *Illinois Human Rights Act*).

Scope

Graham College of Nursing's Sex Discrimination and Sexual Misconduct Policy ("Policy") and these implementing Procedures ("Procedures") apply to students, staff, administrators, and faculty members, regardless of sexual orientation or gender identity, whenever the misconduct occurs:

1. On College property or
2. Off College property if:
   a. The conduct was in connection with a college or college-recognized program or activity; or
   b. The conduct may have the effect of creating a hostile environment for a member of the college community.

Implementing Procedures

The College will establish, maintain, and publish Procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the college's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the college's Title IX Coordinator and Graham Hospital's Director of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment, or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct;
- The college's response to reports of alleged sex-based misconduct;
- The college's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to college students; and

- Training and education provided to the Title IX Coordinator, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment, or other misconduct, or involved in the referral or provision of services to survivors.

Definition of Sexual Harassment

The Title IX Final Rule defines sexual harassment as conduct on the basis of sex that satisfies one of more of the following, all of which jeopardize the equal access to education that Title IX is designed to protect: (1) An employee of Graham College of Nursing conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct ("Quid Pro Quo"); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's program or activity; or (3) "sexual assault" (as defined in the Clery Act), "dating violence," "domestic violence," or "stalking" as defined in the *Violence Against Women Act* (VAWA).

Sexual assault as defined in the Clery Act means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A sex offense is any sexual act directed against another person, without that person's consent, including acts in which

the person is incapable of giving consent, or in a familial relationship of a degree that would prohibit marriage. Examples include forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.

Dating violence means violence committed by a person— (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the 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 of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Reporting Sex Discrimination or Sexual Harassment

Any person, including third-party bystanders, may in good faith report sex discrimination, sexual harassment, or retaliation (whether or not the person reporting is the alleged victim), using one of the following options:

1. **File a complaint with, or give verbal notice to, the Title IX Coordinator**. Such a report may be made at any time (including during non-business hours) in person or by telephone, email, or mail, using the contact information listed above. The Coordinator will respond to the reporter within 12 hours.
2. **Use the electronic anonymous reporting form** posted at http://www.grahamschoolofnursing.org/current_students_and_faculty/title_ix.
3. **Report to a Responsible Employee**, who must report the alleged incident of sex-based misconduct, including names of all involved individuals, to the Title IX Coordinator. The following are the College's Responsible Employees: Director and Student Senate Advisor. A report to a Responsible Employee is not confidential.
4. **Call Graham Hospital Security** at (309) 647-5240 ext. 4444.
5. **Call 911 or the Canton Police Department** at (309) 647-5131 in an emergency.

Reporting carries no obligation to initiate a formal response. Individuals who feel they have experienced sexual assault, dating violence, domestic violence, or stalking have the option to pursue a Title IX complaint with Graham College of Nursing, to pursue a criminal complaint with the appropriate law enforcement agency, or to pursue both, either concurrently or consecutively. Likewise, they also have the right not to pursue any complaint either to the College or to a law enforcement agency.

The College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination or sexual harassment, any complainant, any individual reported to be the perpetrator of sexual misconduct, any respondent, and any witness, except as permitted by FERPA or as required by law, or if the College determines that the alleged perpetrator poses a serious and immediate threat to health and/or safety of the College community.

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination.

Non-Retaliation

It is a violation of this Policy to retaliate in any way against any person because they have, in good faith, opposed any practices forbidden under this Policy or have filed a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation or grievance process under this Policy and Procedure. This includes intimidating, threatening, coercing, harassing, or discriminating against that person.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Graham College of Nursing is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation and may pursue disciplinary action as appropriate for individuals engaged in retaliation.

Administration of Policy

Title IX Coordinator
Shelby Boster
Coordinator of Student Affairs
Graham Hospital School of Nursing, Room 486
210 W. Walnut St.
Canton IL 61520
(309) 647-5240 ext. 2347
TitleIXCoordinator@grahamhospital.org

Responsibilities of the Title IX Coordinator include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
    - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinator will partner with the Hospital's Director of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
    - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.

- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Director of Human Resources

Melanie Ewalt
Graham Health System
210 W. Walnut St.
Canton IL 61520
(309) 647-5240 ext. 2303
mewalt@grahamhospital.org

The Director of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a college employee as the complainant or as the respondent. For any such complaints that involve a college employee as the respondent and fall outside the scope of Title IX, the Director of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

Confidential Resources for Assistance

The following counselors and advocates can provide an immediate confidential response in a crisis situation, as well as ongoing assistance and support:

National Domestic Violence Hotline: (800) 799-SAFE (7233) www.thehotline.org

National Sexual Assault Hotline RAINN: (800) 656-HOPE (4673) www.rainn.org

Illinois Coalition Against Sexual Assault: (217) 753-4117 www.icasa.org

Illinois Sexual Harassment & Discrimination Helpline: (877) 236-7703 (M-F 8:30-5:00)

Fulton Mason Crisis Service: (309) 647-8311

Fulton County Sexual Assault Services: (309) 333-1934

Western Illinois Regional Council – Community Action Agency Victim Services:

Hotline: (309) 837-5555 http://wirpc.org/

Graham Hospital: Examination and treatment for sexual assault survivors to provide for the victim's medical, legal, and psychosocial needs. (309) 647-5240

College Response

Notice to the Title IX Coordinator, or other official with authority to take corrective measures, charges a college with **actual knowledge** of sex-based discrimination, sexual harassment, or other sex-based misconduct, or allegations of these in its education program or activity and triggers Graham College of Nursing's obligation to respond.

Graham College of Nursing will investigate every informal or formal notice or complaint of violation of its Sex Discrimination and Sexual Misconduct Policy that is received by the Title IX Coordinator in accordance with the Procedures set forth below.

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular law require the College not to address an act of misconduct falling within the scope of these Procedures.

1. Notice/Report

Within 12 hours of receipt of notice or a report of an alleged violation of the Policy to the Title IX Coordinator, the Coordinator will contact the alleged victim in confidence with at least one of three responses:

a. Offer supportive measures when the victim does not wish to proceed formally,
b. An informal resolution, and/or
c. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Graham College of Nursing will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

2. Report Processing

Within five (5) business days following receipt of notice or a complaint, the Title IX Coordinator will:

- Inform the alleged victim (hereinafter "complainant") of their right to request supportive measures, whether that person decides to file a formal complaint or not;
- Inform the complainant of their right to have an advisor;
- Explain that the complainant has an option to file a formal complaint, which can be filed by the complainant or signed by the Title IX Coordinator, except when the Coordinator is a party to the complaint;
- Explain that the complainant has a right to dismiss a formal complaint unless there is a compelling and immediate threat to physical health and/or safety;
- Notify the individual reported to be the perpetrator of sexual harassment (hereinafter, "respondent"), if a formal complaint is made, and inform them of their right to request supportive measures;
- Offer informal resolution of the complaint, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent, except when an employee is alleged to have sexually harassed a student;
- Initiate a formal investigation and grievance process, and provide a report to the Title IX Hearing Committee (Graham College of Nursing Non-Academic Grievance Committee); and
- Dismiss the allegations in a formal complaint if they do not meet the definition of sexual harassment or did not occur in the College's education program or activity.

3. Supportive Measures

Supportive measures (also referred to as "interim protective measures") are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus No Contact Orders; and
- Enforcement of an order of protection or No Contact Order entered by a state civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased education and prevention efforts or revisions to the College's policies and practices. The Title IX Coordinator is responsible for coordinating the College's implementation of supportive measures.

4. Emergency Removals and/or Administrative Leave

The Title IX Coordinator may determine that emergency removal of a respondent from its education program or activity is necessary if that person poses an immediate threat to physical health and/or safety of any student or other individual. In addition, the College may place an employee on administrative leave pending the Grievance Process in response to a formal complaint.

5. Timely Warnings

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

Formal Grievance Process Procedures

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging qualifying allegations of Title IX sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) that occur in an education program or activity controlled by Graham College of Nursing, involving a complainant and respondent participating or attempting to participate in the College's educational programs or activities, either as a student or an employee.

Absent a willing and able complainant, the Title IX Coordinator may determine that a formal complaint should be pursued due to a compelling threat to health and/or safety.

The Title IX Coordinator may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, the complainant notifies the Coordinator in writing that the complainant wishes to withdraw the formal complaint or allegations therein.
If the Title IX Coordinator determines that the complaint is outside the scope of Title IX, the complaint may be dismissed; however, the allegations may instead be addressed under Graham College of Nursing's Code of Conduct or other appropriate policies elaborated in the student, faculty, and employee handbooks. The Coordinator will refer the matter for resolution to the Graham College of Nursing Director and/or the appropriate College committee.

1. Notice of Allegations

Within ten (10) business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the known parties of the following:

a. This Grievance Process, including the informal resolution process, where applicable.
b. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence, or stalking, including sufficient details known at the time and with adequate time to prepare a response before any initial interview.
c. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made after the grievance process.
d. The parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
e. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source.
f. The provision in this Policy prohibits making false statements or submitting false information during the grievance process.

2. Informal Resolution

At any time after receiving the initial notice of allegations and before a determination regarding responsibility is reached, the complainant and respondent may request to participate in an informal resolution process such as mediation, restorative justice, etc. Informal resolution will only occur with both parties' voluntary, written consent. At any time before agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The Title IX Coordinator or designee (i.e., Graham College of Nursing Director, Director of Human Resources), with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College. Negotiated resolutions are not appealable.

The College does not permit informal resolution in cases involving alleged sexual harassment by a college employee toward a student.

3. Investigation of Formal Complaint

The Title IX Coordinator will undertake an investigation into a formal complaint, which may take 60 business days. Throughout the investigation, the parties will be afforded an equal opportunity to present

witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Coordinator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses. Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance, and/or advice, and to conducting cross-examination during the live hearing. A party's advisor may not speak on behalf of the party during any meeting, interview, or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses, or intimidates a party, witness, or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Title IX Coordinator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least five (5) business days prior to the interview or meeting.

At the conclusion of the investigation, and prior to the completion of her investigative report, the Title IX Coordinator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in hard copy. The parties will have ten (10) business days to submit a written response to the evidence, which the Coordinator will consider prior to completion of her investigative report. Upon completion of the report, the Coordinator will schedule a hearing. At least ten (10) business days prior to the hearing, the Coordinator will:

a. Provide both parties with written notice of the hearing date, time, location participants, and purpose of the hearing; and
b. Send to each party (and the party's advisor, if any) the investigative report in hard copy for their review and written response.

4. Live Hearings

A hearing will be conducted by a hearing officer/decision-maker (the Graham College of Nursing Director), except when the Director is a party to the complaint, and the Title IX Hearing Committee (the Graham College of Nursing's Non-Academic Grievance Committee).

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the hearing officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request such an arrangement must contact the Title IX Coordinator to request such an arrangement at least five (5) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then Graham College of Nursing will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this

right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing or will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the hearing officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

a. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
b. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording or transcript of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

5. Determination of Responsibility

Within ten (10) business days of the conclusion of the live hearing, the hearing officer will make a decision regarding responsibility. The hearing officer will apply a preponderance of the evidence standard when determining responsibility. The hearing officer will issue a written determination to both parties simultaneously. The written determination will include:

a. Identification of the allegations potentially constituting sexual harassment and/or sexual violence, domestic violence, dating violence, or stalking as defined above;
b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
c. Findings of fact supporting the determination;
d. Conclusions regarding the application of the Graham College of Nursing Code of Conduct or other conduct standards to the facts;
e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
f. The procedures and permissible bases for the complainant and respondent to appeal.

6. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Graham Hospital Vice President of Corporate Compliance or designee. An appeal must be based on one or more of the following grounds:

a. A procedural irregularity occurred;

b. New evidence or information exists that could affect the outcome of the matter;
c. The Title IX Coordinator or hearing officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
d. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within five (5) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within five (5) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Graham Hospital Vice President of Corporate Compliance or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Vice President or designee will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within ten (10) business days after the Vice President or designee has concluded his/her review of the appeal, the Vice President or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Vice President or designee's decision is final.

7. Sanctions

If a determination of responsibility is found, the decision-maker will implement one or more sanction or responsive action as soon as is feasible, either upon the outcome of any appear or the expiration of the window to submit an appeal.

Factors in the decision may include the seriousness of the offense, the respondent's disciplinary history, or previous allegations or allegations involving similar conduct.

Sanctions/responsive actions may include but are not limited to: verbal warning, written warning, required training or education, required counseling or therapy, performance improvement/management process, probation, removal from leadership position, campus access restrictions, disciplinary dismissal (suspension or expulsion/termination), and revocation of offer of admission or employment.

Prevention and Education for Students

Graham College of Nursing will review at least annually its sexual discrimination, harassment, and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment, and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

Training

The Title IX Coordinator and anyone else involved in the receipt of reports of, responding to, investigating, or adjudicating alleged incidents of sexual discrimination, harassment, or other

misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant Graham College of Nursing policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the School's education program or activity; the Title IX definition of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Formal Grievance Process outlined above. Decisionmakers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment. Training materials will be posted to the Title IX section of the Graham College of Nursing web site, grahamschoolofnursing.org.

Recordkeeping

Graham College of Nursing will create and maintain for a period of seven years records of each sex discrimination or sexual misconduct investigation, including any recordings or transcripts; any disciplinary sanctions imposed on the respondent or remedies provided to the complainant; any appeal and the results of the appeal; informal resolution, if any, and the results of the informal resolution; and the materials used to train the Title IX Coordinator, investigator, decision-makers, and facilitators of informal resolutions.

Substance Abuse and Mental Acuity

Commitment to a Drug and Alcohol-Free Workplace Graham Health System is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes Graham Health System's intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws), including marijuana, while on the job poses serious health and safety risks to employees and patients, which is not tolerated.

Practice Rules

Graham Health System expressly prohibits the following activities at any time that students are either (1) on duty or conducting Graham Health System business (either on or away from Graham Health System's premises), or (2) on Graham Health System's premises (whether or not the employee is working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia. • The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under state law for medicinal and recreational uses, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by Graham Health System's policy. Graham Health System does not discriminate against students solely on the basis of their

off-duty use of medical marijuana in compliance with Illinois' medical marijuana law. However, students may not consume or be under the influence of marijuana while on duty or at work, even if the student has a valid prescription for medical marijuana. Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair a student's job performance or safety or the safety of others. Students who take over-the- counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should inform Human Resources they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation **before** reporting to college while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to Graham Health System's Disability Accommodations Policy.

A violation of any of the above is subject to disciplinary action, up to and including immediate dismissal from the college.

Unsafe Act, Condition, Or Security Incident

An unsafe act or condition is: where the acts of the staff, students, visitors or the conditions of the equipment or facility could result in a personal injury or damage to the organization’s property or both.

A security incident is: any theft or vandalism or attack on an employee’s, visitor’s or student’s personal property or to health system property. The Clarity Portal can be used to document workplace violence. Security should be called.

An Unsafe Act/Condition Report or Security Incident Report should be filled out. The report should be filled out by the person(s) most directly involved or who observed the situation. College or hospital personnel can help you complete the report. The occurrence investigation should be initiated during the same shift and completed within 24 hours. The reports should be reviewed by the Director of the college.

Reports should be forwarded to the Safety Officer within 24 hours and acted upon in a timely manner.

Unsafe acts or conditions will be reviewed by the Environment of Care Committee.

Developed: 11/22/24

Simulation Confidentiality Guidelines

As a student using simulation, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.

I agree to adhere to the following guidelines:

- All CLIENT/PATIENT information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- Simulation is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students should take place outside the lab. A debriefing session is provided for experiences that occur in the Simulation Lab.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA and other state and federal laws.
- I may be video-recorded during participation in learning activities, and I understand this will be used for educational purposes only by the faculty as deemed appropriate. Faculty will assure the confidentiality of the assigned recordings. • **The simulation mannequins are to be used with respect and be treated as if they were live patients.**
  - No Betadine, no ink pens (near the mannequins), 22g IV or smaller for IV starts.
  - ***Please wash hands and wear gloves when working with all mannequins.***
- **<u>Minimum Expectations</u>** for all simulations include and are not limited to:
  - Follow pre-procedure guidelines.
  - ***Active*** participation in case scenarios/simulation debriefing.
  - Communicate with the patient, faculty, family, and other team members.

Developed: 11/22/24

Smart Device Policy

No smart devices (cell phones, smart watches, personal computers, tablets, etc.) are allowed in the classroom or on clinical without instructor approval.

No devices are to be used for recording or picture-taking without specific permission.

School computers are available for student use during class and clinical time.

Developed: 10/14/24

Standards For Written Work

STANDARDS FOR WRITTEN WORK define form and organization of written work including daily class assignments, term or research papers, nursing care plans, and other written assignments.

The faculty will utilize the following criteria for evaluation:

1. All assignments must show appropriate depth of understanding.

2. All written work must be neat and legible.

3. All work must be turned in by the assignment due date.

4. Clear concise ideas must be expressed in complete sentences with appropriate grammar, spelling, and punctuation.

5. Standard white paper, 8 ½ x 11 inches, must be used for formal written work unless otherwise specified by instructor. Informal assignments will be done on paper or forms according to instructor's directions.

6. Any ideas or thoughts must be accurate and properly documented if not the student's original idea or thought. Plagiarism will not be tolerated and may result in disciplinary action.

7. Assignments will be referenced and formatted according to the current APA format.

8. Written assignments with assigned points will be evaluated using a distributed (written/electronic) rubric/grading criteria.

Developed: 11/4/24

Student Code of Conduct

Graham College of Nursing is an academic professional environment where a certain etiquette or set of customary rules of courtesy apply. All students, instructors, and staff have a responsibility to maintain a positive environment conducive to teaching and learning. Professional conduct includes adherence to a set of standards and criteria of civility within the norms of the IACCT (Innovation, Accountability, Communication, Compassion, and Teamwork) of Graham Hospital. Graham College of Nursing requires professional conduct in all learning environments, e.g. on-site and off-site clinical settings and all classroom situations.

This policy is supported by the ANA in the published ANA Code of Ethics:

Provision 1: "The nurse practices with compassion and respect for the inherent dignity, worth, unique attributes, and human rights of every person" (2025, p. 1).

1.5: Principles of respect extend to all encounters, including colleagues. "This standard of conduct includes an affirmative duty to prevent harm. Disregard for the effects of one's actions on other's, bullying, harassment, intimidation, manipulation, threats, or violence are morally unacceptable behaviors" (p. 4).

3.3: "Nurse educators, whether in academics or direct care settings, must ensure that basic competence a nd commitment to professional standards exist prior to entry into practice" (p. 11).

Reference: American Nurses Association. *Code of ethics for nurses with interpretive statements.* (2025). https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for- nurses/

Classroom Expectations

- Arriving to class on time, prepared, with necessary course materials and resources.
- Presenting one's own work with proper citations of sources used.
- Using study materials and resources given appropriately and keeping them in the format they were given.
- Ensuring all course materials are put away during exams and quizzes. Only using approved accommodations.
- Being respectful to instructors, staff, classmates, and visitors.
- Using technology during the appropriate time and for course related uses only.
- Submitting work in a timely manner.
- Communicate with instructor in a professional and timely manner.

Clinical Expectations

- Arriving to clinical on time, prepared, and with proper materials.
- Properly documenting charts and written work, with sources as necessary.
- Being respectful towards others.
- Timely and accurate communication with patients and their families
- Unbiased treatment regardless of the patient's sex, age, culture, or financial situation
- Follow the instruction of the clinical instructor and/or clinical staff.
- Using only approved technology during clinical time.
- Taking safety precautions with one's self and others.
- Adhering to HIPPA and Confidentially Guidelines.
- Following the chain of command with concerns.

Professionalism Expectations

- Using respectful communication with others (i.e., instructors, staff, classmates, patients, etc.)
- Refraining from use of non-educational related activities during class and clinical time.
- Representing Graham College of Nursing in a positive manner.
- Holding one's self accountable for work and actions.
- Submitting work on time.
- Using appropriate language when representing Graham College of Nursing.
- Fostering a positive and welcoming environment for others.
- Actively participating and helping others.

Social Networking Expectations

- Being careful of how much and what kind of personally identifiable information is posted on sites.
- Respecting other's opinions and using respectful communication when interacting with others online and offline.
- Only sharing information that can be shared publicly.
- Setting boundaries between professional and personal lives.
- Understanding that students are connected to Graham College of Nursing and are representative of the student body.
- Creating a positive online presence.
- Using good judgment and accuracy in online posts.
- Ensuring that social networking profile is appropriate for all viewers.

Anyone who violates are subject to disciplinary action.

Developed: 9/26/25

Student Dress Code

The students of Graham College of Nursing contribute to the public image of the school through appropriate dress and appearance. The public's impression of GCON is largely formed from interaction with the students. The following dress code guidelines will assist the student in appearing professional in clinical and community agencies.

Clinical Attire

1. GCON clinical uniform consists of a navy scrub top with navy scrub pants, white socks and white shoes or navy skirt/dress with white hose and white shoes. White shoes must be made of impervious (incapable of being penetrated by moisture) material and in good condition. Shoestrings must be white and clean. If a student desires to wear a shirt under their scrub top, it must be a navy-colored shirt.
2. Students must be in full clinical attire during all theory lectures and clinical experiences, including skills lab and simulation labs.
3. Uniforms must be kept clean, neat, well-pressed, and in good condition at all times. Uniforms must fit properly. The hem of uniform pants should not touch the floor.
4. The uniform is not to be worn in public places unrelated to college activities unless granted special permission by the faculty. Students may wear the uniform to and from clinical and home.
5. Name badges are to be worn on the front upper left chest of the uniform.
6. Gum chewing is not allowed while in uniform.
7. False eyelashes shall not be worn during any clinical experiences, including skills and simulation labs.
8. Hair is to be neat and well-groomed at all times. Students' hair should be styled so that it does not extend below the top of the shoulder and is off the face. Hair style should be symmetrical. Hair must not interfere with the performance of duties or come in contact with patients or equipment. Hair color should be of a natural tone (blue, red, orange, pink, purple, etc. are not appropriate). Students may have well-trimmed mustaches, beards, and sideburns.
9. Fingernails are to be well manicured and no longer than 1/4 of an inch long or 0.6 cm. Artificial nails and nail polish shall not be worn because of the infection risk. Students are not allowed to wear scented products. Ask if you are in doubt.
10. Conservative makeup may be worn while in uniform.
11. The only jewelry that may be worn with the uniform is a wedding set and/or earrings. Clinical site specifics in regards to jewelry will be given by the instructor. Watches with a second hand are required to be worn during all clinical experiences.
12. The only visible piercings permitted are small earrings in the ears and/or nose piercings, in the style of small posts (1/8 of an inch). Up to two earrings are permitted per lobe/ear. Students will be asked to remove other visible piercings. Plastic pieces worn in place of jewelry and Band-Aids worn to cover facial piercings will not be acceptable. Tongue piercings must also be removed before reporting to clinical.
13. Tattoos are permitted to be visible with the exception of face and neck tattoos (need covered). Tattoos that are deemed to be potentially offensive to patients or peers must be covered. The Director will determine appropriateness if it is called into question. The Health System retains the right to request that a tattoo be covered while on clinical. The Health System is not responsible for supplying materials to cover student tattoos that are designated to be covered. All tattoos designated to be covered must be covered with skin tone bandages only.

College Functions

1. The following may not be worn to a school function: midriff tops, low-cut tops or blouses, and dresses more than 3" above the knee. Leggings may be worn as long as the top covers the skin with all movement.

Graduation Attire

The graduation attire will consist of a navy cap and gown purchased by the college.

Final discretion as to appropriate attire in all settings rests with the individual faculty member.

Developed: 10/22/24
Revised: 12/16/25, 4/24/26, 5/27/26

Student Nurse Health Policy

The student is expected to assume the cost and the responsibility for a preadmission physical examination. The student is responsible for all health care costs and is encouraged to have health insurance. The student is responsible for reporting any health-related problems affecting his/her progress in this school to the Coordinator of Student Affairs, the Director of the College of Nursing, and any faculty members or staff on a need-to-know basis. Disclosure to faculty is necessary so that the faculty member can be aware if any problems arise, as well as for safety in course and clinical planning. Disclosure of the health-related problem to fellow students or other individuals is at the student's own discretion.

Students may purchase prescription and non-prescription drugs for themselves at a cost from the Graham Hospital Pharmacy. Students will place pharmacy order in person and must show pharmacy personnel their I.D. cards. They may call later that day to inquire if their order is ready and what the charge is. The student must pay the cashier first then return to the pharmacy with the receipt in order to obtain the prescription/non-prescription order. Students can pay with cash for the exact amount only, debit/credit card, or check at the pharmacy.

Students using the Graham Hospital Emergency Room will have the emergency room bill sent initially to the student's own health insurance company. Students who do not have insurance will need to complete the Financial Assistance Application with the Business Office to apply for financial help on their bill. All health costs incurred are the student's responsibility including injury-related incidences in clinical and class.

Developed: 12/11/24
Revised: 5/27/25

STUDENT SENATE

Bylaws

ARTICLE I. – NAME

The name of this organization shall be the Student Senate of Graham College of Nursing.

ARTICLE II. – MISSION

Student Senate is the voice of the student body which provides an avenue of self-government that comes together with differences, yet is united and working toward common goals.

ARTICLE III. – PURPOSE

The purpose of this organization shall be to provide opportunities for self-government and the personal and professional growth of students.

ARTICLE IV. – FUNCTIONS

1. Plan, implement, and evaluate the program of self-government by the student body in accordance with the philosophy, goals, and objectives of the school.

2. Plan, promote, and evaluate opportunities for the professional growth of students.

3. Plan, promote, and evaluate opportunities for student involvement in community health service activities.

4. Provide information to students regarding area nursing education programs, job market, legislation, and other health-care related matters.

5. Give recognition to deserving students.

6. Plan, promote, and evaluate recreational activities for students.

ARTICLE V. – GENERAL RULES AND REGULATIONS

1. The Student Senate shall meet once a month.

2. Executive Committee will hold meetings twice a year or on an as-needed basis.

3. A special meeting of the Senate may be called by the Director of the college, the advisor, the President of the Senate, or on a written request of a majority of members.

4. The term of office shall be one year. The incoming juniors and seniors shall hold elections for Student Senate Officers annually in March from class nominations, with offices being taken in April.

5. An elected member may hold only one office.

6. A quorum of the Senate shall consist of students present at any scheduled Student Senate meeting.

7. The Student Senate Bylaws may be amended at any Student Senate meeting by two-thirds vote of the students provided the proposed amendment is accepted by faculty organization.

8. Deliberation of all meetings of this organization shall be governed by Robert's Rules of Order, revised.

ARTICLE VI. – MEMBERSHIP/OFFICERS

Section 1: The Student Senate shall consist of the entire student body.

Section 2: Officers elected by the student body:

A. President ---------- Senior
B. President ---------- Junior
C. Vice-President ---- Senior
D. Vice President ---- Junior
E. Secretary ---------- Junior or Senior
F. Alternate Secretary
G. Treasurer ---------- Junior or Senior
H. Senior Community Service/Events Coordinator
I. Junior Community Service/Events Coordinator

Section 3: Committee members selected by individual class:

A. Executive Committee

Section 4: Student Senate selects:

A. Library Committee Representatives - One student and one alternate selected by Student Senate (in August)
B. Technology Committee Representatives – One student and one alternate selected by Student Senate (in August)
C. Quality and Safety Representatives – one student and one alternate selected by Student Senate.

Section 5: The Senate Faculty Advisor, appointed by the director, acts as a non-voting member.

ARTICLE VII. – DUTIES

Section 1: Officers

A. The Senior President shall:
   1. preside at all regular and special meetings of the Student Senate.
   2. serve as the chairperson and voting member of the Executive Committee.
   3. serve as ex-officio member of the committees of the Senate.
   4. provide guidance, mentorship, and leadership development to the Junior President.
   5. collaborate with the Junior President in planning Senate meetings, activities, and initiatives.
   6. email tentative agenda of all Senate meetings 2-3 days prior to meeting.
   7. represent the Student Senate at official college, nursing program, and community functions when applicable.
   8. vote only in the occasion of a tie.

B. Junior President shall:
1. assist the Senior President in carrying out the duties and responsibilities of the office.
2. participate in planning and conducting Student Senate meetings and activities.
3. work under the guidance and mentorship of the Senior President to develop leadership skills and understanding of Senate operations.
4. assume the duties of the Senior President in the event of absence or inability to serve.
5. represent the interests and concerns of junior-level nursing students.
6. serve on committees as assigned by the Executive Committee.

C. The Senior Vice-President shall:
1. perform the duties of the president during his/her absence.
2. serve as a voting member of the Executive Committee.
3. mentor and provide guidance to the Junior Vice President.
4. assist with coordination of Student Senate activities, committees, and events.
5. serve as the Senate representative to the National Student Nurses' Association (NSNA) and other professional organizations as determined by the Senate.
6. promote student engagement and participation in Senate initiatives.

D. Junior Vice President shall:
1. Assist the Senior Vice President in all duties and responsibilities of the office.
2. Work under the mentorship of the Senor Vice President to develop leadership and organizational skills.
3. Assist with committee coordination, event planning, and student engagement activities.
4. Assume the duties of the Senior Vice President in the event of their absence.
5. Represent the interests and concerns of junior-level nursing students.
6. Perform other duties as assigned by the President, Vice President, or Executive Committee.

E. The Secretary shall:
1. keep minutes of each Student Senate and Executive Committee meeting.
2. submit a draft of the minutes to the Senate advisor for approval before distribution.
3. submit a copy of the minutes to the Senate President and advisor after each meeting, at least one week prior to the next meeting.
4. submit the original minutes to the nursing school office for permanent filing.
5. post minutes of each Senate meeting on bulletin board for student body.
6. attend to all correspondence of the Student Senate.
7. perform the treasurer's duties in the absence of the treasurer.
8. keep an accurate record of attendance at all meetings and file with the original minutes in the school office.

F. The Alternate Secretary shall:
See above duties in the secretary's absence

G. The Treasurer shall:
1. report to the Senate the financial status at each Student Senate meeting.
2. update the Student Senate Communication Board monthly.

H. Senior Community Service/Events Coordinator shall:
1. coordinate Student Senate community service projects, fundraising activities, and events.
2. serve as a voting member of the Executive Committee.

3. work with Senate officers, faculty, and community partners to organize activities.
4. mentor the Junior Community Service/Events Coordinator.
5. promote student participation in service projects and events.
6. provide event updates at Student Senate meetings.

I. Junior Community Service/Events Coordinator shall:
1. assist in planning and carrying out community service projects, fundraising activities, and events.
2. work under the mentorship of the Senior Community Service/Events Coordinator.
3. help recruit volunteers and encourage student participation.
4. Share event information with students.
5. Perform the duties of the Senior community Service/Events Coordinator when absent.
6. Perform other duties as assigned by the Executive Committee.

Section 2: Standing Committee Representatives

A. School Standing Committee Representatives shall:
1. attend meetings of respective committee
2. report discussion of standing committee meeting at Senate meetings.

B. Hospital Standing Committee Representatives shall:
1. attend meetings of respective committee
2. report discussion of standing committee meeting at Senate meetings.
3. if unable to attend meetings, obtain monthly report to share with Student Senate.

ARTICLE VIII. – STANDING COMMITTEES

Section 1: The Standing Committees shall be:

A. Executive

Section 2: Executive Committee

A. Purpose – direct the self-governing activities of the Student Senate.

B. Membership
1. Co-chair Student Senate Advisor
2. Co-chair Student Senate Presidents
3. Vice Presidents
4. Treasurer
5. Secretary/Alternate
6. The Community Service/Events Coordinators
7. Curriculum Committee Representative
8. Faculty Organization (FO) Committee Representative
9. Library Committee Representative
10. Technology Committee Representative
11. Quality and Safety Committee Representative
12. Infection Control Representative

C. Functions
1. Develop an annual budget for Senate approval
2. Promote participation in Senate activities
3. Survey the students annually to assess interests/needs and to evaluate Senate activities.
4. Review Student Senate Bylaws annually and submit recommendations for revisions to the Student Senate and Faculty Organization for approval.
5. Hold meetings twice a year and as necessary to complete the functions of the committee.

Section 3: Curriculum Committee Representative

A. Purpose
The purpose of the Curriculum Committee is to "develop, implement, and evaluate the total curriculum in accordance with the philosophy, mission, and end-of-program student learning outcomes of the school." Discussion dates and/or approval dates are noted with all entries.

B. Membership
1. One student and one alternate selected by the Student Senate.

C. Function
1. Attend Curriculum Committee
2. Report back at Student Senate Meetings

Section 4: Faculty Organization Committee Representative

A. Purpose
The purpose of the Faculty Organization is to plan, promote, implement, and evaluate the total program of GCON.

B. Membership
1. One student and one alternate

C. Function
1. Attend Faculty Organization Committee meetings
2. Report back at Student Senate meetings

Section 5: Library Committee Representative

A. Purpose – The purpose of the Library Committee is to provide for the effective operation of the library that meets the needs of the students and faculty.

B. Membership
1. One student and one alternate selected by the Student Senate

C. Function
1. Attend Library Committee Meetings
2. Take Student/School concerns to the committee
3. Report back at Student Senate meetings

Section 6: Technology Committee Representative

A. Purpose – The purpose of the GCON Technology Committee is to promote the appropriate integration of technology into areas of instruction, support services, and school administration.

B. Membership
   1. One student and one alternate selected by the Student Senate

C. Function
   1. Attend Technology Committee Meetings
   2. Take Student/School concerns to the committee
   3. Report back at Student Senate meetings

Section 7: Quality and Safety Committee Representative

A. Purpose: Keep the College of Nursing student body and faculty updated on Quality and Safety issues.

B. Membership
   1. one student
   2. one alternate

C. Function
   1. Attend the monthly Quality and Safety meetings
   2. Report back at Student Senate meetings

Section 8: Infection Control Representative

A. Purpose: Serve as a liaison between the Infection Control Committee and the Student Senate.

B. Membership
   1. One student representative

C. Function
   1. Attend Infection Control Committee meetings as assigned.
   2. Obtain committee reports and updates.
   3. Report committee activities and recommendations at Student Senate meetings.

Developed: 12/10/24
Revised: 5/22/25, 8/28/26

NSNA/SNAI Convention Guidelines

1. All nursing students will be eligible to attend the convention.

2. There will be no limit as to the number of students who may attend the convention.

3. Students must be in good academic standing ("C" or better) at GCON (at the time of application) in order to be eligible to attend the convention.

4. If a student would like to attend the convention, the student must apply for permission by completing the NSNA/SNAI Convention Permission form.

   A. The student will read and complete the form.
   B. The student will give the form to the GCON instructor to be completed and signed.
   C. The student will give the completed form to the Student Senate President within the designated timeframe for convention application.

5. Monies allocated by the Student Senate budget for the convention will be shared between all attendees and can be applied to the convention tuition, hotel, convention meals, and gas. Submit bills for payment to the Student Senate Advisor following attendance to the convention.

6. Expenses that are not covered by Student Senate funds are the student's responsibility.

7. A convention reservation is a commitment by the student. If a student is unable to attend the convention due to an emergency, the student should make every effort to find another student to go in his/her place so that tuition and hotel expenses will not be forfeited.

8. Reservations for hotel accommodations:
   a. A credit card is needed for reservations.
   b. Make early reservations for closer and better hotels.
   c. 2-3 female students per room (2 doubles).

9. As representatives of GCON, students attending either convention shall follow the NSNA Code of Conduct.

10. Students attending the convention are required to attend all sessions possible. (Sessions start early in the morning).

11. Students attending the convention will be required to give a brief oral report to the Student Senate about the convention upon their return.

12. The Senate Vice-President (or designee) will coordinate and oversee the convention trip with the students who will be attending:
    a. Make reservations for convention and hotel
    b. Send tuition and hotel checks early
    c. Act as a resource for the students

13. In the case of an emergency, accident, injury, or unusual happening, contact the Director of the college for further instructions.
    GCON - 309-647-5240, ext. 2757

Developed: 12/10/24

NSNA/SNAI Convention Permission Form

To be completed by the student.

I, _____, would like to attend the NSNA/SNAI Convention. I agree to read
(Student's name)

and abide by all of the NSNA/SNAI Convention Guidelines.

_____ _____
(Date) (Student Signature)

To be completed by the Instructor

As of _____, this student _is/is not_ currently in good academic standing ("C" or better) in
(Date) (Circle one)

NUR _____ at Graham College of Nursing.

_____ _____
(Date) (Faculty Signature)

Developed: 12/10/24

Request for Convention/Workshop Educational Promotion Funds

To be completed by the student:

I, _____, would like to request funds in the amount of $_____

so I may attend _____.

Whereas, I will behave in a professional manner at all times while representing my school.

_____ _____

(Date) (Student Signature)

*Attach a short paragraph stating the reasons for which you desire to go to this conference/workshop including what you hope to gain from this educational opportunity and support for the Student Senate guidelines located in the College Catalog.

To be completed by the instructor:

As of_____, this student is/ is not currently in good academic standing of a "C" or
(Date) (Circle One)

better in NUR _____ at Graham College of Nursing.

_____ _____

(Date) (Faculty Signature)

Developed: 12/10/24

Student of the Month/Year Guidelines

STUDENT-OF-THE-MONTH PARKING VOUCHER

1. One junior and one senior will be selected for a parking voucher.
2. Students will be selected randomly through a drawing at Student Senate meetings.
3. Announcement and presentation of the parking voucher will be done at Student Senate meetings.
4. Each student will receive a month's use of a designated parking place in the south lot.
5. Student must be present to win.

STUDENT-OF-THE-YEAR AWARD

1. The following will be taken into consideration:
   Honesty
   Loyalty to the college
   Professionalism
   Respect and Consideration of others
   College involvement – officer, committee member, volunteers, participates in events and community parade
   Community involvement- participates in community projects, organization, fund-raising
   Theory absences are not excessive
   Clinical absences are within guidelines
   Adheres to GCON Civility Policy
   Follows the ANA Code for Nurses
   Good academic standing

2. Student-of-the-Year is selected by the Faculty Organization Committee. One junior and one senior will receive a framed certificate with the student's name and the year on it. Each student will also receive a $200 award.

Developed: 12/10/24

Student Social Activities Alcohol Policy

From time to time, Graham College of Nursing may sponsor social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if students choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times.

Developed: 12/10/24
Revised: 8/15/25

SUBSTANCE ABUSE

Before Requesting Drug and/or Alcohol Testing

When a student's behavior in classroom or clinical performance suggests substance abuse:

a. The supervising instructor must identify specific behaviors that indicate there is reasonable cause to require questioning and/or testing.

b. The instructor should inform the Director of the college as soon as possible.

c. The instructor shall have the Director of the college or another instructor present during questioning to learn of the student's explanation of his/her condition and in so doing determine the need for testing. If the Director or another instructor is unavailable, the Hospital Administrator should be present.

d. If the student has a reasonable explanation for his/her condition and the instructor or Director determined, in their sole discretion, the explanation is reasonable and supported by facts, and further, the student is then fit for class or clinical, then in that event, the student should return to his/her previous setting.

Drug and/or Alcohol Testing and Suspension

1. If the student refuses to respond to questioning, the instructor shall request that the student meet privately with the Director of the college to provide an explanation of the refusal to respond. If the student refuses to respond to questioning AND refuses to meet with the Director of the college, the student will be informed that he/she is immediately dismissed from the program by the Director of the college.

2. If the student responds to questioning but refuses to comply with drug and/or alcohol testing as requested, the Director of the college will inform the student that he/she is immediately dismissed from the program.

3. If the student responds to questioning and agrees to drug and/or alcohol testing as requested, the Director of the college or instructor shall have the student sign the Consent Form for Alcohol and/or Drug Testing. The Director of the college or the instructor shall personally escort the student to the laboratory.

   a. The specimen(s) shall be treated with caution to preserve the "chain of evidence" as much as possible, according to the hospital procedure.
   b. The specimen(s) shall be processed by the lab in the same manner as random drug screens.
   c. Results will be reported to the Medical Review Officer. He/she will then communicate the significance of the results to the Director of the college.
   d. Pending determination of test results, the Director of the college will inform the student that he/she will be suspended from class and clinical and that, in the event of positive test results, he/she will be placed on probation.

4. Information concerning possible violations of the College of Nursing regulations concerning drug and/or alcohol use is to be restricted to those persons who are participating in reporting, questioning, observation, assessment, investigation, prosecution, or implementation of disciplinary action. Counsel for the hospital shall also be privy to the test results and any information relevant to or necessary for the investigation and prosecution of the incident.

5. Instructors and the Director of the college are not to attempt to use force in seeking compliance of the student with questioning or with testing. Security personnel should be called if the instructor or Director of the college determines that the student should not remain in the clinical or classroom setting, but the student refuses to leave.

6. Once the student has been suspended or determined to be unfit for college, arrangements for disposition must be made. The student will not be allowed to drive or go home alone. An adult family member or friend may be permitted to escort the student from the hospital or college premises.

7. A severely impaired student should be taken to the Emergency Department for appropriate evaluation and treatment.

8. The College of Nursing will refer illegal drug activities to law enforcement, licensing, financial aid, and/or credentialing agencies when appropriate.

Procedure For Implementation of the Substance Abuse Policy

Graham College of Nursing will require a blood and/or urine test to be obtained (1) for analysis on the student suspected of being under the influence of using drugs and/or alcohol or (2) for a student placed on probation. The college must have reasonable cause based on specific, objective facts to suspect substance abuse. These behaviors may include, but are not limited to, chronic absenteeism, tardiness, sleeping in class, erratic behavior, inattention to direction, alteration in usual behavior, appearing intoxicated, having the smell of alcohol on the breath, or other behavior that would suggest substance abuse. If the student has no reasonable, verifiable explanation for his/her behavior, the following procedure will be implemented.

Section I Observation Checklist for Student Suspected of Substance Abuse

Directions: Check all appropriate boxes in each category.

1.	Walking/Standing: { } normal	{ } Stumbling { } Swaying { } Unable	{ } Staggering { } Holding on { } Other	{ } Falling { } Unsteady			
2.	Speech: { } normal	{ } Shouting { } Slow { } Rambling/incoherent	{ } Whispering { } Slobbering { } Other	{ } Silent { } Other			
3.	Demeanor: { } normal	{ } Sleepy { } Talkative	{ } Crying { } Excited	{ } Silent { } Fighting	{ } Other		
4.	Actions: { } normal	{ } Sluggish { } Threatening { } Hyperactive { } Resisting communication	{ } Drowsy { } Hostile { } Profanity { } Other	{ } Fighting { } Erratic { } Bizarre { }			
5.	Eyes: { } normal	{ } Bloodshot { } Watery	{ } Droopy Lids { } Dilated pinpoint pupils	{ } Glassy { } Closed	{ } Other		
6.	Face: { } normal	{ } Flushed	{ } Pale	{ } Sweaty	{ } Other		
7.	Clothing: { } normal	{ } Bizarre { } Body excrements	{ } Dirty { } Partially dressed	{ } Stained { } Other			
8.	Breath: { } normal	{ } Alcohol odor	{ } Faint alcohol odor	{ } Other			
9.	Movements: { } normal	{ } Fumbling { } Slow	{ } Nervous { } Hyperactive	{ } Jerky { } Other			
10.	Eating/chewing: { } normal	{ } Gum { } Tobacco	{ } Candy { } Other:	{ } Mints			

Record any other specific observations:

_____

_____

_____

_____ _____

Instructor/Staff Member's Signature Witness' Signature

Section II Questionnaire for Student Suspected of Substance Abuse

Directions: Conduct interview with student in the presence of another faculty or staff member. Allow student to choose a peer to be present during the interview if desired. Use a private office or meeting room whenever possible. The staff member shall ask each question in order and will record student's answer.

If the student refuses to answer every question, he/she will be immediately suspended from the College of Nursing.

Student's Name: _____ Date:_____

Peer name (if present):

1. Are you feeling ill? { } Yes { } No
   If "yes", what are your symptoms?_____
   _____

2. Are you under a doctor's care? { } Yes { } No
   If "yes", what are you being treated for?_____
   _____

   If "yes", when did you last visit the doctor?_____
   What is your doctor's name? _____
   May we contact your doctor to verify this information? { } Yes { } No

3. Are you taking any medication (scheduled and PRN)? { } Yes { } No
   If "yes", what medications?
   _____
   If "yes", when did you take your last dosage(s)?_____
   Amount/dose(s) taken?_____

4. Do you have any medication in your possession? { } Yes { } No
   May we examine the medication(s)?
   { } Yes { } No
   Record any identifying information and take sample if permitted by student.

5. Do you have any medical problems? { } Yes { } No
   If "yes", please explain: _____
   Are you diabetic? { } Yes { } No
   Are you taking insulin? { } Yes { } No
   Do you have a seizure disorder or epilepsy? { } Yes { } No

   Record any comments: _____
   _____
   _____
   _____

6. Do you have a cold or flu? { } Yes { } No
   Are you taking any cold pills? { } Yes { } No
   Are you taking any cough medicine? { } Yes { } No
   Are you taking any antihistamines? { } Yes { } No

   Record any comments:_____

7. Did you use any type of drug? { } Yes { } No
   If "yes", what kind, when, where, with whom, and how much?_____
   _____
   _____

8. Did you drink alcohol or an alcoholic beverage today? { } Yes { } No
   If "yes", what kind, when, where, with whom, and how much?_____
   _____
   _____

9. Do you have any explanation for your present condition? { } Yes { } No
   Record any comments: _____
   _____
   _____
   _____

_____ _____
Instructor/Staff Member's Printed Name Signature/Date

_____ _____
Witness' Printed Name Signature/Date

Section III Assessment and Disposition of Student Suspected of Substance Abuse

Directions: Check the appropriate boxes in each item and write comments below.

Student Name: _____

1. Student appears to be under the influence of drugs and/or alcohol. { } Yes { } No { } uncertain
2. Student is fit for class or clinical. { } Yes { } No { } uncertain
3. Discussed Section I, II, and III with Director of the college. { } Yes { } No
4. Testing ordered by Director of the college. { } Yes { } No
5. Student suspended. { } Yes { } No
6. Student disposition:
   { } returned to class or clinical { } taken to ED for treatment
   { } sent home:{ } with family member
   { } with friend
   { } refused assistance and left premises
7. Police notified by Director of the college with the approval of President/CEO of Graham Hospital.

   { } Yes { } No { } not applicable

Record any additional comments or student's response:_____

_____

_____

_____

_____ _____

Instructor's Signature Witness' Signature

A. Submit original copies of I, II, and III to Director of the college.
B. After review by Director of the college, original copies will be placed in the student's file.

Substance Abuse Policy

Students have a responsibility to their clients to deliver care in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be able to work free from the effects of alcohol and other performance-impairing substances. The College of Nursing has instituted this policy to address the hospital's need to assure our employees, students, and patients can coexist in an environment free of substance abuse in the classroom and clinical setting.

1. Any student who:

   A. unlawfully manufactures, distributes, dispenses, possesses, or uses alcohol or a controlled substance (which has not been prescribed for use by the student) on Graham Hospital owned and controlled property and/or any site where students participate in clinical experiences and/or;
   B. reports for class, clinical, skills lab practice, graduation, or conferences sponsored by Graham Hospital or the College of Nursing under the influence of alcohol or a controlled substance and/or;
   C. becomes under the influence of a controlled substance while acting in the scope of student responsibilities as a result of the use of alcohol and/or drugs which have not been properly prescribed and used in accordance with the doctor's instructions and/or;
   D. is confirmed by faculty member or nursing supervisor to have alcohol on the breath while acting in the scope of student responsibilities while on Graham Hospital controlled property and/or any site where students participate in clinical experiences.

will be subject to the following discipline:

   A. SUSPENSION: Immediate temporary removal from the program while possible substance abuse violations are being investigated through an alcohol or drug test to be administered by Graham Hospital and until drug and/or alcohol test results are available. If test results are positive, suspension will be for a total of one week of class and clinical, recorded as college absences. Further disciplinary action will be instituted as below:
   B. PROBATION: For a first offense, the student whose drug and/or alcohol tests results are positive will, after the suspension period of one week, be placed on probation for the remainder of the student's nursing program. Probation requires the student not use or be under the influence of drugs or alcohol while on Graham Hospital owned and controlled property and/or any site where the student participates in clinical experiences. The student will also be subject to random testing for the remainder of their college curriculum. If the random testing shows the use of any alcohol or controlled substance which has not been properly prescribed and used, the student will be subject to discipline up to and including termination. Random testing will be done while the student is at college at times and dates determined by the instructor or college Director at their sole discretion. The student will also be required to obtain substance abuse counseling, at their own cost, and follow the recommendations of the counselor after evaluation and treatment. The student, as a condition of continued enrollment, agrees to authorize the release of the evaluation results and any recommendations of the counselor to Graham Hospital so that they can monitor the recommendations imposed upon the student by the counselor. Referral information for substance abuse counseling will be provided.

C. DISMISSAL: If a student on probation is confirmed to have violated the terms of Probation, the student will be immediately dismissed from the program.

Should the college later decide to readmit the student to the program, the student would be placed on probation for the remainder of the college program and be subject to random drug and/or alcohol testing which could be requested by the instructor or college Director at any time.

2. Whenever the instructor or staff has reason to suspect that a student is using illegal drugs, using legal drugs illegally, or using alcohol while on the Graham Hospital owned and controlled property and/or any site where the student participates in clinical experiences, the college reserves the right to require the student to submit to a breath, blood, and/or urine test. See "Procedure for Implementation of the Substance Abuse Policy" for guidelines.
3. The student undergoing medically prescribed treatment with a controlled substance which may limit the student's ability to perform on the job or in college must report that treatment and possible side effects to the instructor and college Director at the beginning of each course. The student may have their responsibilities changed to maintain a safe environment for the student and/or the patients the student is working with. Failure to report this information to the instructor shall be cause for appropriate disciplinary action. It is the student's responsibility to determine from his/her physician whether a prescribed drug may impair clinical or class performance. This information will be treated confidentially.
4. It shall be the responsibility of each student who observes or who has knowledge of another student in a condition which impairs his/her ability to perform in the clinical setting, who poses a hazard to the safety and welfare of others, or who is otherwise in violation of this policy to promptly report that fact to the clinical/course instructor or staff.
5. Students are required to notify the Director of the College of Nursing of any criminal drug conviction resulting from a violation occurring at the hospital no later than five days after conviction.
6. Graham College of Nursing will notify the appropriate federal agency from which the student receives federal funds within ten days after receiving notice of such a conviction from a student.
7. Within 3 days of receiving notice of a conviction, the college will institute appropriate disciplinary action as listed in #1 on the previous page.
8. For the purposes of this policy, the following definitions apply:
   A. A CONTROLLED SUBSTANCE or ILLEGAL DRUG is one which either:
      1) is not legally obtainable.
      2) is being used in a manner different from that prescribed. 3) is legally obtainable but has not been legally obtained.

   B. A CONVICTION is defined as finding of guilt (including a plea or no contest) or imposition of a sentence, or both, by any judicial body charged with responsibility of determining violations of the federal or state criminal drug statutes.

Developed: 11/22/24

Testing Policy

The purpose of the *Testing Policy* is to facilitate the provision of an environment conducive to fair and equitable testing in the college of nursing.

Testing Center

Hours of Operation:

By appointment only

See Testing Center Course in Canvas to schedule a test/quiz.

Please keep in mind that space is limited and preferred times, especially during mid-term and/or final exams, may not be available. Schedule exams early to avoid conflicts.

- All quizzes, mid-terms, and final exams must be scheduled by 2:00 p.m. the prior business day. Walk-ins are not allowed.
- All quizzes, mid-terms, and final exams must be cancelled 2 hours prior to the scheduled exam time.
- The student will receive a zero (0) for an uncanceled exam, no-show, and/or late arrival.
- Late Arrivals: If a student is not in the examination room and seated before the examination scheduled time, the student will be considered absent from the exam.
- The student must identify what exam is being scheduled or their time will be cancelled without notice.
- It is important to arrive for a scheduled examination ten (10) minutes early per the testing policy. Due to limited space/time, this allows for any technical issues and troubleshooting if necessary. This also keeps the daily testing schedule on time.
- A photo ID is required for each testing appointment. A Graham College of Nursing student badge or valid state driver's license are the only two acceptable forms of identification.
- Food and beverages are not allowed in the Testing Center.
- The proctor will provide white boards or scratch paper and calculators prior to the exam. Some electronic testing formats may include a built-in calculator.
- Personal belongings are not permitted in the Testing Center. If necessary, please place belongings in the designated lockers.

Academic Integrity:

- All students must adhere to the *Testing Policy* and all other applicable college of nursing policies including but not limited to all other terms of applicable software licensing agreements or copyright laws.
- Students must adhere to the instructions provided by the instructor or exam proctor.
- Failure to comply with these policies and instructions may be considered a violation of academic integrity and may result in disciplinary actions up to and including receiving no credit for the examination, dismissal from the exam, and/or other sanctions as designated by the instructor and/or the director.

Student Conduct:

- Students will not participate in any cheating incident, breach of security, misconduct, or any other behavior that could be considered a compromise of the integrity or confidentiality of any college of nursing exam.

Misconduct behaviors will include, but are not limited to:

a. Disseminating actual exam content by any means, including, but not limited to, web postings, formal or informal test preparation or discussion groups, reconstruction through memorization, study guides, or any other method.

b. Copying, publishing, selling, offering to sell, distributing in any way, or otherwise transferring, modifying, making derivative works of, reverse engineering, decompiling, disassembling, or translating any exam or any part thereof.

c. Seeking and/or obtaining unauthorized access to examination materials and/or any unauthorized publication of exam questions with or without answers.

- Students will not talk or cause a disturbance of any kind during an exam, including, but not limited to, pencil clicking, foot tapping, gum-chewing, or other bothersome noise-making behaviors.
- Students will not remove or attempt to remove any exam materials (in any format) from the testing area.
- Students will not tamper with the operation of the computer or attempt to use it for any function other than taking the assigned examination.
- Students may not insert any devices that can read and write data during an exam, e.g. compact disks, flash memory drives.
- Students may not unplug or disconnect college of nursing equipment to provide personal computers with power or network connectivity.
- Students should NOT attempt to access the internet or use common keystrokes, e.g. CTRL+C, CTRL+V, CTRL+ALT+DEL, CTRL+X, or Print Screen.
- Students will not give, receive, obtain, attempt, or ask for any unauthorized assistance during the exam.

- Students will not make notes of any kind while in the Testing Center, except on writing materials provided by the instructor/proctor to be handed in at the end of the exam.

- The instructor/proctor is authorized to dismiss a student from an exam session for violation of any school policy, misconduct, or cheating.

Restroom Breaks:

- Students should use the restroom before entering the testing room.

- Students may not leave an exam in progress except for emergencies.

Testing Setup:

- All computer tests are secured.

- The instructor sets up all exams with a time limit.

- Instructor's discretion will be used when setting up the exam, e.g. question look-back, test retake, feedback of exam and key, scores, rationales, and review of unanswered questions at the end of the test

- Any student requesting extra time or accommodation for exams, must provide appropriate documentation to the Coordinator of Student Affairs.

- No extra credit is allowed on any nursing exams.

- Students may not have any unauthorized textbooks or notebooks at any time during an exam.

- Upon completion of the exam, all materials provided to the student must be returned to the instructor/proctor before leaving the testing area.

Communication:

- All communication between students during the exam is strictly prohibited.

- The instructor/proctor will not answer any questions regarding exam content.

- All comprehensive final exams will be an individual assessment of the student's knowledge, therefore group testing is not allowed.

Technology Issues:

- In the event a student experiences a computer issue, the student should immediately raise his/her hand to inform the instructor/proctor.

- A substitute computer may be available to replace the failed computer. If a substitute computer is not available, the student will complete the exam via paper/pencil exam.

Test Review and Remediation

- If a student scores less than 77% on an exam before midterm, refer to the Guidelines for Administration of Test Assessments policy.

- Students will remediate for every exam failure (scoring less than 77%) per faculty directions.

Developed: 11/19/24
Revised: 5/20/25, 8/18/25, 1/14/26

Transfer of Credit Policy

At Graham College of Nursing, transfer credits will be reviewed and accepted at the discretion of the Admission, Retention, Promotion, and Graduation Committee on an individual basis. Grades of C or better are required for all accepted transfer credits.

Developed 9/26/25

Tutor General Standards and Expectations

Tutoring Standards

- Nursing tutoring is meant to provide the following:
  - Engaging and adaptive learning support
  - Safe and welcoming learning environments
  - Options to accommodate a wide range of education needs and learning styles
  - Strategies to foster independent learning and growth

Expectations

- Students must have already covered the material at least once, if not several times, with their instructor prior to scheduling any tutoring session.
- The nursing tutor will not teach or re-teach any theory material. It is important as a student to engage in class. If a student misses any class day, it is his/her responsibility to follow the class syllabus or guidelines to obtain any missed material.
- Students should bring all relevant class materials to each tutoring session (notes, books, handouts, assignments, etc.).
- Students are expected to submit topics, questions, or learning requests prior to the tutoring session. Students must come prepared to each tutoring session.
- The tutoring session may be ended by the nursing tutor at any time if the student is not prepared, focused, or ready to engage in his/her own learning process.
- The nursing tutor will not provide exam reviews. The nursing tutor will not have access to the test questions or materials prior to the exams. If the student would like specific help regarding a topic on the upcoming exam, this is acceptable, but again, the student must come prepared to the tutoring session.

Scheduling

- All tutoring will be scheduled through Canvas.
- All students will be invited to the Canvas Tutoring Classroom where they can sign up for tutoring time slots.
- Time slots can be scheduled for individuals or groups, but they are not time for group hangouts.
- Each time slot will be roughly one hour unless specified prior to the tutoring session.

Cancellations and Rescheduling

- Cancellations or rescheduling will be completed through Canvas or with the tutor directly. Please be courteous by emailing or calling ahead as opposed to just not showing up. This would be considered poor professionalism.
- If a student arrives more than 5 minutes late to a tutoring session, this will be classified as a “no-show” and documented accordingly.
- If a student needs to cancel a tutoring session, this will need to be done at least 12 hours prior to the session, 24 hours if possible. Any cancellation completed less than 12 hours prior to the scheduled session will be classified as a “no-show” and documented accordingly. This could result in loss of tutoring for the rest of the course and will be discussed on a case-by-case basis.

Nursing Tutor Notes for Students

- The tutor is here to help:
  - Guide
  - Counsel
  - Build independent learners
  - Provide assistance
- The tutor will not:
  - Complete assignments for the student(s)
  - Give test/quiz answers or even know what is on the test
  - Know everything (the tutor may direct the student back to the instructor for clarification)
- At the conclusion of each tutoring session, the nursing tutor will send the appropriate theory instructor(s) a session summary regarding the content covered along with any additional comments.

Print: _____ **Date:** _____

Signature: _____

Developed: 10/14/24

Tutoring Session and Feedback Form

Student	
Course	
Date/Time of Tutoring	
Session Summary	
Tutor Comments	

Name of Tutor: _____ Date: _____

Developed: 10/14/24

COURSE DESCRIPTIONS

NUR 305 Health Assessment. (4)

Health Assessment is designed to provide the student the opportunity to learn and practice interviewing, history taking, and physical examination skills on individuals of all ages, emphasizing adults. This course will examine the typical and common deviations from normal found in each body system. The student will use therapeutic communication skills, critical thinking skills and integrate health promotion strategies throughout the course. Data collection through comprehensive history taking and physical examination is emphasized. A clinical laboratory experience is incorporated into this course.

NUR 310 Principles of Pharmacology. (2)

Principles of Pharmacology introduces the pharmacotherapeutics, pharmacokinetics, and pharmacodynamics of agents used in client care and education. This course focuses on principles of medication administration utilizing the nursing process, encompassing herbal products and specialty supplements, proper documentation, client education, and safety.

NUR 320 Fundamentals of Nursing. (4)

Fundamentals of Nursing introduces the student to the nursing process as the foundation for providing professional, patient-centered, and competent care to meet basic human needs and promote wellness in the adult client based on therapeutic communication, compassion, and legal and ethical standards of care.

NUR 321 Fundamentals of Nursing Practicum. (2)

Fundamentals of Nursing Practicum gives the student opportunities to develop skills that correlate with the knowledge acquired in Fundamentals of Nursing and to apply them by performing daily care for adults in a variety of settings, using clinical judgement and evidence-based practice to promote safe and effective care.

NUR 330 Nursing Informatics. (2)

Nursing Informatics introduces the student to how information, data, facts, and figures are developed, used, and analyzed for quality client care. The course discusses how electronic health records, interdisciplinary referrals, documentation, and information collection inform nursing care decisions to provide continuity of care and communication in a confidential manner.

NUR 340 Maternal, Newborn, and Women's Health in Nursing. (2)

Maternal, Newborn, and Women's Health in Nursing focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, and developmental needs of the childbearing family. Theoretical content includes gynecological and reproductive health, physiological changes and responses to pregnancy and birth, birthing interventions and postpartum complications, and care of the newborn.

NUR 341 Maternal, Newborn, and Women's Health in Nursing Practicum. (2)

Maternal, Newborn, and Women's Health in Nursing practicum supports the student with application of critical thinking and the nursing process to provide care for the childbearing family. Selected practicum experiences will correlate with theoretical knowledge from NUR 340. Through clinical learning experiences, the student is prepared to support women and their families in gynecological and reproductive health, during preconception, antepartum, intrapartum, postpartum, and newborn periods.

NUR 350 Nursing Care of Infants, Children, and Adolescents. (2)

Nursing Care of Infants, Children, and Adolescents focuses on the study of pediatric nursing concepts and the care of children from infancy through adolescence. An emphasis on family-centered care is included as well as the concepts of healthy children and children with common, acute, or chronic illness.

NUR 351 Nursing Care of Infants, Children, and Adolescents Practicum. (2)

Nursing Care of Infants, Children and Adolescents practicum will give the student an opportunity to integrate best practices and theoretical knowledge from NUR 350. Selected clinical, simulation, and laboratory experiences provide opportunities to use assessment skills and the nursing process in providing care to infants, children, adolescents, and their families.

NUR 360 Medical Surgical Nursing I. (4)

Medical Surgical Nursing I allows students to theoretically learn the principles of provider of care for adult clients in times of illness with emphasis on health promotion and restoration. Building on the principles learned in NUR320, students will be able to identify and address key factors leading to the development of chronic and acute disease.

NUR 361 Medical Surgical Nursing I Practicum. (2)

Medical Surgical Nursing I Practicum gives students opportunities to apply the principles of health and wellness by providing direct patient care to the adult client in a variety of states along the wellness/illness continuum.

NUR 370 Issues and Trends for Professional Nursing. (3)

Issues and Trends for Professional Nursing is designed for the student to explore how common issues and trends in healthcare affect every day nursing practice. The student will research a variety of issues, trends, and potential interventions to foster knowledge of healthcare policy, legislative impacts, diversity, equity, inclusion, and social determinants of health in nursing practice.

NUR 410 Medical Surgical Nursing II. (7)

Medical Surgical Nursing II allows the student to continue learning theoretical principles of provider of care for adult clients in times of illness with emphasis on health promotion and restoration. Building on the principles learned in NUR 320 and 360, the student will continue to identify and address key factors leading to the development of chronic and acute disease.

NUR 411 Medical Surgical Nursing II Practicum. (4)

Medical Surgical Nursing II Practicum gives the student further opportunities to apply the principles of health and wellness by providing direct patient care to the adult client in a variety of states along the wellness/illness continuum.

NUR 420 Research for Nursing Practice. (2)

Research for Nursing Practice examines the concepts, processes, and applications of nursing research with a focus on the research role of the nurse in the delivery of quality patient care. The learner will compare and contrast types of research, recognize bias in nursing research, and appraise how research can impact nursing practice.

NUR 430 Mental Health Nursing**. (2)**

Mental Health Nursing emphasizes development of knowledge and skills needed to support the mental health client in attaining and maintaining optimal mental health and wellness. Theoretical content focuses on therapeutic communication, psychopathology, pharmacology, and appropriate treatments for clients experiencing mental health alterations.

NUR 431 Mental Health Nursing Practicum**. (2)**

Mental Health Nursing Practicum supports the student with application of the nursing process and critical thinking skills while utilizing evidence-based principles of nursing in caring for adult, child, and adolescent clients in a variety of mental health settings and milieus. Selected practicum experiences will correlate with theoretical knowledge from NUR 430.

NUR 440 Community and Public Health Nursing**. (2)**

Community and Public Health Nursing utilizes a population approach to educate students to the nursing care delivery in non-hospital settings. The student will use the nursing process to organize the care of individuals, families, and groups by connecting aspects of communication, teaching, and critical thinking skills in community and public health situations.

NUR 441 Community and Public Health Nursing Practicum. **(2)**

Community and Public Health Nursing Practicum will complement the theory aspect of NUR 440. The student assesses the health needs, problems, cultural, diverse, and ethical issues that influence the community and population care. The student practices skills such as communication, teaching, and critical thinking in nonhospital settings. The use of health prevention and promotion, health screenings, health assessment, and health evaluation activities facilitate student learning.

NUR 450 Medical Surgical Nursing III and Leadership Management**. (4)**

Medical Surgical Nursing III and Leadership Management introduces the student to critical care concepts and complex clients in a variety of settings. The student will learn to prioritize care, further develop and use clinical judgement, explore nursing competencies through an evidence-based approach, and identify various leadership and management concepts.

NUR 451 Medical Surgical Nursing III and Leadership Management Practicum**. (5)**

Medical Surgical Nursing III and Leadership Management Practicum gives the student opportunities to integrate all current and previously learned knowledge and skills within the clinical setting.

NUR 460 Transition to Professional Nursing Practice**. (1)**

Transition to Professional Nursing Practice is designed to assist the student in the transition from academics to competent practice by incorporating career planning and development as well as preparing for NCLEX success and licensure.

Developed: 12/11/23