

Research College of Nursing



***Guide to Student Life
2011-2012***

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Message from the Dean:

We welcome you into an exceptional environment of caring professionals concerned with your educational and personal well-being. You've chosen the pursuit of a career that challenges and stimulates the intellect, calls upon mental and physical stamina, and provides unique opportunities for expression of the helpful, responsible feelings students of health professions have for others.

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

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

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

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

Sincerely,
Nancy DeBasio, Ph.D., R.N.
President and Dean

Academic Calendar 2011-2012

Traditional B.S.N. and Graduate Program

Fall Semester 2011

August 22	Regular Registration (One day only. Late fee assessed after this date.)
August 24	Classes Begin
August 30	Last day for delayed entrance into classes (End of Drop/Add period)
September 5	Labor Day Holiday: No Classes
September 9	Research College Fall Convocation: All students attend
September 13	Mass of the Holy Spirit
September 26	Deadline for filing Rockhurst Degree Candidacy Applications
October 7	Graduate Student Orientation and Registration
October 12-16	Fall Break: No Classes
November 7	ROCKHURST CLASSES: Last day to withdraw from a class
November 23-27	Thanksgiving Holiday: No Classes
December 2	Last Day of Classes
December 5-9	Final Examinations
December 10	Research College of Nursing M.S.N. Hooding and Graduation Ceremony

Spring Semester 2012

January 17	Regular Registration (One day only. Late fee assessed after this date.)
January 18	Classes Begin
January 24	Last day for delayed entrance into classes (End of Drop/Add period)
March 5-11	Spring Break: No Classes
April 6-9	Easter Break: No Classes
April 27	Scholarship Day: All Students Attend
May 1	Last Day of Classes
May 3-9	Final Examinations
May 11	Baccalaureate Mass
May 12	Pinning Ceremony and Graduation

Academic Calendar 2011-2012

Accelerated B.S.N. Program

Term One	Fall 2011
August 11-12	Orientation: Mandatory for all Accelerated students
August 15	Classes Begin
September 5	Labor Day: No Classes
September 9	Research College Fall Convocation: All students attend
September 13	Mass of the Holy Spirit
September 26	Deadline for filing Rockhurst Degree Candidacy Application
Withdrawal Dates	RESEARCH CLASSES: See syllabi for course specific withdrawal dates
October 12-14	Fall Break: No Classes
November 7	ROCKHURST CLASSES: Last day to withdraw from a class
November 23-27	Thanksgiving Holiday: No Classes
December 15	Term One Classes End
Term Two	Spring 2012
January 2	Term 2A Classes Begin
Withdrawal Dates	RESEARCH CLASSES: See syllabi for course specific withdrawal dates
January 16	Martin Luther King Day: No Classes
March 2	Term 2A Classes End
March 5-11	Spring Break: No Classes
March 12	Term 2B Classes Begin
April 6-9	Easter Break: No Classes
April 27	Scholarship Day: All students attend
May 18	Term 2B Classes End
Term Three	Summer 2011
May 21	Term 3 Classes Begin
May 25-28	Memorial Day Break: No Classes
Withdrawal Dates	RESEARCH CLASSES: See syllabi for course specific withdrawal dates
July 4	Independence Day Holiday: No Classes
August 2	Classes End
August 4	Pinning Ceremony

People to Know at Research College of Nursing

Administration

President and Dean

Nancy DeBasio, Ph.D., R.N., has been with Research College of Nursing since 1988. She served as Associate Dean for Academic Affairs until 1992 when she was appointed President and Dean. Dr. DeBasio is responsible for the operation of the College, coordinates inter-college relations with Rockhurst University, works closely with Research Medical Center and delegates responsibilities to other administrators.

Associate Dean for Academic Programs

Vacant

Director of Financial Aid

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

Director of the Learning Resource Center

Tobey Stosberg, MSN, MAE, RN, joined the College in 2008 as the Director of the Learning Resource Center (LRC). She is responsible for the direction and coordination of all learning activities, services, supplies and equipment used in the LRC. Her responsibilities include coordinating faculty and student use of the LRC, including overseeing the tutoring program and supervising the LRC student staff. In addition to the LRC, she is the Course Coordinator for Foundations of Nursing Practice. Professor Stosberg serves on the Undergraduate Curriculum and Technology and Learning Committees.

Director of Student Affairs

Lori Vitale, Ed.S. joined the College in August 2005. She brings a wide range of experiences from her previous positions at University of Missouri-Kansas City. The Director develops and coordinates student affairs programs and activities, coordinates student organizations and manages college publications. She also oversees student housing and is liaison to the Research Nursing Alumni Association.

Director of Technological Resources & Data Management

Will Givens joined the College in 2011. He provides oversight of the College technology plan including purchase of hardware and software, management of information systems, web page and email accounts, and onsite technical support. The Director is the liaison to Research Medical Center and Rockhurst University for technology issues and serves on appropriate committees.

Director of Transfer & Graduate Recruitment

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

Director of Web Based Education

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

Accelerated B.S.N. Program Director

Sharon Snow, Ph.D., R.N. joined the faculty in 1980. As AO Director she is involved in the administrative, curricular and evaluative aspects of the AO program. Dr. Snow is responsible for managing the operations and providing leadership in execution of the accelerated undergraduate nursing program. She facilitates advising and monitors progression of accelerated B.S.N. students as well as collaborates with other program directors, the Associate Dean for Academic Programs, and the Dean in providing leadership within the College.

Graduate Program Director

Lynn Warmbrodt, Psy.D., R.N., joined the faculty in 1982 and became the Graduate Program Director in the Spring of 2001. Under her leadership the graduate program continues to evolve and develop into a program that is responsive to the health care arena and the needs of students. Dr. Warmbrodt is responsible for managing the operations and providing leadership in execution of the graduate nursing program. She facilitates advising and monitors progression of students in each track of the graduate program as well as collaborates with other program directors, the Associate Dean for Academic Programs, and the Dean in providing leadership within the College.

Traditional B.S.N. Program Director

Julie Nauser, Ph.D., R.N., has been with Research College of Nursing since 1993. In 2007, she assumed the role of Traditional B.S.N. Program Director. Dr. Nauser is responsible for managing the operations and providing leadership in execution of the traditional undergraduate nursing program. She facilitates advising and monitors progression of traditional BSN students as well as collaborates with other program directors, the Associate Dean for Academic Programs, and the Dean in providing leadership within the College.

Coordinator of Clinical and Faculty Resources

Connie Flowers, M.S.N., R.N. has served Research College of Nursing since 1999 and was appointed the coordinator in 2007. In addition to her faculty position she has responsibilities for facilitating acute care clinical experiences in the undergraduate program. Professor Flowers also works with the Associate Dean, Program Directors and Course Coordinators to arrange clinical sites and to mentor clinical adjunct faculty in the undergraduate program.

Support Staff**Administrative Assistant to the President and Dean**

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

Administrative Secretary for Academic Programs

Camelia Williams joined the staff during the Fall of 1998. She serves as an assistant in the area of academic programs and community partnerships. She assists students in their progression through the nursing program including keeping of all student records and transcripts, helping with enrolling students in classes and supporting the Associate Dean.

Administrative Secretary for Student Affairs and Transfer & Graduate Recruitment

Jo Hogleund has served as a secretary with the College since 1983. She fields inquiries about the program, maintains records on applicants to the Traditional B.S.N. program (transfer students), Accelerated B.S.N. program, graduate program and alumni association. She provides invaluable support to students planning activities and to the College for programs, social functions and ceremonies.

Faculty Secretary

Jennifer Cooper joined the College in 2000. Initially holding two half time positions, Jennifer is now devoted entirely to working with faculty. She supports all faculty through preparation of materials for class, arranges faculty committee meetings and aides faculty in preparation of multi-media presentations.

Financial Aid Assistants

Marcy Sackman joined the staff in January 1999, coming from the Rockhurst Financial Aid Office. She brings valuable knowledge and skills to the Financial Aid Office. She is responsible for working with previous students on loan repayments.

Carol Beverlin has been working at Research since 1976. Having served in several different capacities she has returned to working in the Financial Aid Office. She is responsible for handling current student accounts.

Communication with Students

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

To assist with effective communication the College publishes a College Directory each Fall and Spring that includes contact information for staff, faculty and all students. Student information published includes name, class, address, phone number, campus mailbox and email address. Students may request in writing at the start of each semester certain information to be withheld from publication. Requests may be submitted to the Student Affairs Office during registration and up to two weeks following registration.

General Information Distribution

The College utilizes the following methods for general information distribution: US Postal Service, campus mailboxes, email, classroom announcements and campus bulletin boards. WebCT will be used for information related to specific courses only.

US Postal Service

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

Email

All students are provided an email account for official College communication purposes. The account is accessible by remote login from any computer with internet access and from any work station on campus. Students are expected to check their College email account regularly (daily is recommended) to stay up to date, especially with time sensitive information. Notices sent to students via this account are considered delivered and therefore students are accountable for this information. Students' failure to set up, maintain or update email accounts, address, phone numbers or voice mail will not excuse them from being responsible for information and deadlines included in these communications from the College faculty and staff. While the temptation for some is to want to use personal email accounts instead of the official College account this is impractical given the number of College faculty and staff who regularly communicate with students via email. Another issue is many personal accounts like Yahoo and Hotmail have limited capacity, resulting in many students not receiving important information (e.g. attachments).

See the Student Information and Policies section for more details on the "Student Computer Policy."

Classroom Announcements

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

Campus Bulletin Boards

Campus bulletin boards are valuable sources of all types of information. General information and job postings can be found on these bulletin boards. Bulletin boards are located on the 3rd floor computer lab, the lower level near the mailboxes and the first floor near the Student Affairs Office. Items for posting must be submitted to the Student Affairs Office for approval.

WebCT Communication

WebCT is a web-based educational tool for the delivery of all nursing course material and learning experiences. Each course home page has a section for announcements. The faculty utilize this feature to provide timely information to students regarding specific courses and should be checked each time you log in to your courses.

Student Services at Research College of Nursing

Access Cards

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

Computer Labs

Students may use the computer lab located on the third floor of the College of Nursing. This lab contains 15 personal computers that provide word processing, learning programs that support the nursing curricula and other software applications. An access code is required to enter the lab as well as internet access. Computers are also located on the Lower Level near the mailboxes for student use.

Copy Machines

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

Counseling

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

Employment

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

Part-time or PRN (as needed) employment is available (when positions are open) to students. Research also offers patient care positions to qualified nursing students. Some students seek jobs in other areas of Research Medical Center such as the lab, gift shop, coffee shop, unit secretarial services, or the Child Development Center. For information call Human Resources at 276-4175.

Undergraduate and graduate nursing students may apply for Housing Work Grant or Tuition Grant funded positions at Research College of Nursing. For information on these programs see the Director of Student Affairs or the Director of Financial Aid.

Financial Aid

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

Fitness Center

An exercise facility is provided by Research Medical Center. Memberships for three, six and 12 month periods are available to nursing students at nominal fees. Weight machines, free weights, treadmills, stationary bikes and other exercise machines are available. Contact the Cardiac Rehab Department at Research Medical Center for more information.

Health Insurance

Contracts with clinical agencies require that all students provide evidence of health insurance coverage or a waiver. Traditional B.S.N. students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver. Insurance for Accelerated B.S.N. students is optional; however students may enroll in a health insurance plan through Rockhurst. Accelerated B.S.N. and graduate students who do not choose to carry health insurance must sign a waiver indicating that they assume responsibility for all costs of medical treatment due to illness or injury. All students must be aware that if illness or injury occurs during a clinical or classroom experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Proof of insurance or a waiver must be documented annually. (See Policy on Student Illness, Injury or Exposure During Clinical/Classroom Experiences).

Health Services

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

Housing

For on-campus housing information refer to the Residential Life section. Information about off campus housing is posted by the Student Affairs Office on bulletin boards in the College.

Identification Card

Undergraduate nursing students are issued a student ID card in addition to the card issued at Rockhurst University. This card is issued within the first week of classes during second semester of the sophomore year or at registration. Graduate students are issued a student ID through Research College. The card is used for identification purposes and allows you use of facilities and services throughout Research Medical Center.

Replacement I.D. cards are available for a fee through the Human Resource Office on B-level of Research Medical Center.

Learning Resource Center

The Learning Resource Center (LRC) is a centralized facility that provides coordinated educational services and learning activities to prepare the learner to enter the professional work place as a competent practitioner. The LRC has a variety of mechanisms available for the dissemination of information to a wide range of learners that best meets individual learning styles and needs. Computers, audio-visual equipment, learning models, and manikins are available for students to use in the LRC. The LRC offers a learning environment free from the traditional classroom setting. The supportive environment of the LRC allows students to become adult learners capable of independent, self-directed learning through a variety of methods. The LRC provides students with a comfortable meeting space. The LRC can be used by undergraduate and graduate students. Students are assisted in use of the LRC by the Director, LRC staff, and faculty.

Lobby

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

Lost and Found

Articles lost on B-Level are turned in to the Environmental Services Department. Articles lost at the College are turned in to the Student Affairs Office. Items not claimed within a reasonable time are turned over to the Environmental Services Department. Call 276-4173 for more information.

Notary Public

If you need the services of a notary the Administrative Secretary for Student Affairs and the Administrative Assistant to the Dean are Notary Publics. There is no charge for this service for students.

Professional Liability Insurance

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

Student Space

Designated student space is located on the lower level of the College. There is a kitchen, vending machines and several computer work stations in one area. Students also have access to a lounge and there is a separate room for students to meet, study or hang out.

Study Areas

The College has designated specific locations as quiet study areas. On B-level the classrooms not in use are available. There are designated quiet study areas on the lower level of the College as well as in Room 142 on the first floor. Also students can use the College lobby and other sitting areas and meeting rooms on each floor when available.

The Graduate Student Office is located in Room 139 and includes a computer and other resources for research activities for graduate students.

Travel between Rockhurst and Research

During the Orientation Program undergraduate students are encouraged to share information with each other to assist in finding transportation. This generally means the establishment of car pools. Carpooling is the recommended way to travel between campuses. It is convenient, economical and provides an opportunity for students to get to know one another. Another way to travel between campuses and around town is the Kansas City transit system known as "The Metro." The route maps and fares for "The Metro" are available by calling 221-0660 or online at <http://www.kcata.org>.

Tutoring

Research College of Nursing has an undergraduate tutoring program that includes informal help sessions in group settings or individual sessions. The tutors are all traditional option students who tutor specific subjects or who can help an individual student with several different courses. Tutors can also help students practice nursing skills. Hours for tutoring vary by semester and are posted in the LRC. Designated qualified faculty serve as tutors for the graduate students. Contact the Director of the Learning Resource Center at 816-276-4740 for help with nursing courses and the Rockhurst Learning Center for help with other courses.

Student Services at Research Medical Center

Campus Security

The Research Medical Center Safety and Security Department is located on B-level and offers protection and assistance to students. The staff aid in the enforcement of RMC policies for the entire campus, including the College of Nursing and the Student Village. Some of the services provided include assistance with low tires, jump starts, escorts for students and security patrols. Programs on security, crime prevention, campus safety, self defense and other topics of interest or need are scheduled throughout the year. Students who witness a crime on campus, see suspicious persons or behavior, or are victims of criminal activity should contact security immediately. Any problems regarding safety or security should also be reported to the department for the purpose of documenting events. These statistics help establish the need for resources to better serve you.

Child Development Center

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

Credit Union

Students are eligible for all services (checking, savings accounts, ATM, etc.) offered through the Healthcare Community Credit Union. Check at the Credit Union office, B-level, RMC for details.

Food Service & Cafeteria

Students may buy meals in the Research Medical Center cafeteria located on the first floor. To receive the employee discount students must show their student I.D.

Gift Shop

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

Library

The Carl R. Ferris, M.D. Medical Library, located along the hallway connecting RMC A-level and the first floor of the Research Tower building, provides library services and study areas to the College. Electronic and digital materials are provided to students and faculty through the use of OVID. A significant portion of the 8,500 books in the collection are devoted to nursing topics. Six of the most common indexes to nursing and health science literature are available. A cooperative courier service facilitates access to desired materials held in other health sciences libraries in metropolitan Kansas City. The library is part of regional and national lending networks. Librarians provide orientation to library services and additional assistance as necessary. The library is open Monday through Friday from 8-4:30 p.m. Students requiring access after hours may make arrangements with the library staff. Questions should be directed to the Library Director at 276-4309.

Parking

Refer to the Safety and Security section of this guide.

Pastoral Care Services

Pastoral Care services are available through Research Medical Center to help meet the spiritual needs of students. For assistance call 276-4120.

Student Activities, Organizations & Recognitions

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

Student Affairs Office

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

Student Activity Fee

Each undergraduate student enrolled in nursing courses pays an activity fee each semester that provides funding for organizations, projects, services, and social, educational and professional activities. Activities and programs are sponsored by student organizations, the Student Affairs Committee and the Student Affairs Office. Graduate students do not pay an activity fee. Opportunity to participate in some activities and programs is extended to graduate students as appropriate. The Student Affairs Committee is responsible for recommending policies related to the utilization and allocation of these funds. The Director of Student Affairs reviews and approves requests for activity fee funding. Requests may be submitted by student organizations, classes and committees. Specific guidelines are published in the Student Organization and Activity Handbook.

Class Composites

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

Organizations

Student Government Association (SGA)

The purpose of the Student Government Association is to provide an organization which is representative in nature and through which business that pertains to the undergraduate student body and to individual classes can be conducted. SGA initiates recommendations which are the result of student body thinking and submits them to college administration for consideration and approval. Finally, it stimulates interest and promotes cooperation and communication between the faculty and student body.

SGA consists of members elected by each class. Representatives are elected every spring. Freshman and AO representatives are elected by the end of the fall semester. Each representative is required to be in good standing with a grade point average of at least 2.25 (A=4.0). Officers are elected annually in the spring and they must be junior or senior students in good standing.

Past events have included picnics, holiday parties, ice skating parties and the annual semi-formal dance. Elected members are also encouraged to attend leadership development workshops and conferences annually. It is from SGA that students are selected for faculty committees. All students, including freshmen, are encouraged to participate in SGA as committee members and through activities. Involvement in student government provides unique opportunities for developing leadership and team building skills which add valuable dimensions to your education.

Research Student Nurses' Association (RSNA)

The Research Student Nurses' Association is a constituent of the Missouri Nursing Students' Association (MNSA) and the National Student Nurses' Association (NSNA).

Membership in RSNA is predicated on joining NSNA and MNSA. Dues for membership cover the state and national pre-professional organizations for student nurses. RSNA does not collect dues. Nursing students who do not wish to join NSNA and MNSA may still affiliate with RSNA but will not receive any of the benefits of full membership.

The purposes of RSNA are:

1. to assume responsibility for contributing to nursing education to provide the highest quality health care,
2. to provide programs representative of fundamental and current professional interests and concerns and,
3. to aid in the development of the individual's responsibility for health care of people in all walks of life.

RSNA members plan and participate in community projects. They also provide educational experiences and support for both MNSA and NSNA.

Student Nurse Christian Fellowship (SNCF)

The Student Nurse Christian Fellowship is open to all students. SNCF is a spiritual support group for students. It is the student branch of the international, national, state and local R.N. Nurse Christian Fellowship which strives to form a foundation of Christian values for nursing. The group meets regularly to discuss ethical issues and nurture values that impact the student as well as the nursing profession. It is assisted with planning and organizing by a faculty moderator. SNCF sponsors receptions each semester open to all interested persons.

College Recognitions, Awards and Honors

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

Barbara A. Clemence Award

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

Board of Directors Awards

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

Dean's Achievement Awards

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

Dean's Award

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

Dean's Award for Graduate Achievement

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

Distinguished Service Award

This award is presented to the graduating senior who has made significant contributions to Research College of Nursing through leadership and service.

Outstanding Graduating Student Nurse Award

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

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

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

William V. Longmoor Award

This award is given in honor and remembrance of Mr. William V. Longmoor, consistent friend and supporter of nursing education at Research, to the Traditional B.S.N. graduate selected by the faculty who best exemplifies the standards and aims of Research College of Nursing and Research Medical Center.

Sigma Theta Tau

The Research College of Nursing Honor Society was founded in 1985. Members of the Honor Society share a commitment to promoting excellence in academics, leadership and practice. In 2008 the Honor Society was inducted into Sigma Theta Tau, The International Honor Society of Nursing. It is now recognized as the Upsilon Tau Chapter.

In 1922 six nurses founded Sigma Theta Tau at the Indiana University Training School for Nurses, now the Indiana University School of Nursing, in Indianapolis, Indiana. The founders chose the name from the Greek words Storge, Tharsos and Time meaning love, courage and honor. The honor society became incorporated in 1985 as Sigma Theta Tau International, Inc., a not-for-profit organization with a 501 (c) (3) tax status in the United States.

The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to make a difference in health worldwide.

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

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. An Induction Ceremony is held in the spring semester.

Dean's Honor Roll

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

Class Honors

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

Graduation Honors

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

College Events

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

Fall Convocation

This event is a welcome back to school that is required for all students. Each year a different theme is explored through a keynote presentation and smaller breakout sessions. The goal is to unite the College as the school year begins. Past themes include respect and civility, social justice, dealing with stress and celebrating diversity. This event occurs every September on the Friday after Labor Day.

Research College of Nursing Phone-A-Thon

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

Sophomore Welcome Ceremony

This ceremony is a tradition introduced in January 2000 to welcome sophomore students to the nursing program and the College community. It features many speakers, including students who share personal testimonials, and a presentation of a special welcome pin to sophomore students. Juniors, seniors and Accelerated B.S.N. students are encouraged to participate in this ceremony. This occurs every January.

Bobbie Siler Scholarship Day

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

Festival of Student Achievement

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

Nightingale Gala

Every year the Student Government Association hosts the Nightingale Gala. The event includes dinner, faculty awards presentation, class slide shows and student awards. This is followed by a night of dancing. This event is typically held every May prior to graduation.

Graduation Activities

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

Several activities take place throughout the year, coinciding with scheduled degree completion dates. Students may purchase announcements to send to family and friends that include date, time and location information.

Hooding and Graduation Ceremony

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

Pinning Ceremony

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

Baccalaureate Mass

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

Commencement

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

Policies and Information

Access

In compliance with the Americans with Disabilities Act, Research College of Nursing provides a range of services to allow persons with disabilities to participate in educational programs. Contact the Dean's Office to request accommodations.

Accreditation and Affiliations

Research College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), The Higher Learning Commission of the North Central Association of Colleges and Schools and is approved by the Missouri State Board of Nursing. Research College of Nursing holds membership in the Collegiate Nurse Educators of Greater Kansas City, the National League for Nursing, the Missouri League for Nursing, the Jesuit Conference of Nursing Programs, the Missouri Association of Colleges of Nursing and the American Association of Colleges of Nursing.

Breach of Privacy

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

Cell Phone Usage Policy

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

Use during Classroom and Lab Activities:

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

Use during Clinical Experiences:

Students will follow the policy of the clinical agency at all times, even if it is more stringent than the RCN Cell Phone Policy.

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

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

Use of Cameras:

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

Use for Emergencies:

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

Use for Clinical Communication or Information:

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

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

This policy supports the Research College of Nursing's Respect Statement and the clinical objective (Objective #2) for students to "Demonstrate professional nursing knowledge, attitudes, and behaviors in the delivery of person-oriented care". Students violating the cell phone policy may be given "Needs Improvement" or "Unsatisfactory" evaluation by faculty. Clinical agency policy violations may result in expulsion from the clinical setting.

Clinical Agency Background Check Policy

As a pre-condition to participation in clinical experiences, students are required to participate in a comprehensive criminal background check. Depending upon the results of the background check, a student may not be able to progress into nursing coursework. The fee for the criminal background check is the responsibility of the student and is nonrefundable.

Cyberbullying

Cyberbullying is intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyberbullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student.

Disaster Plan

Listed below are the phases of the disaster drill, the meaning of each phase and the students' responsibility.

Emergency Stand-by - indicates Research Medical Center may receive casualties. Continue normal activities.

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

Emergency Phase II - Research Medical Center facilities are fully expanded for admission and treatment of casualties. Student responsibilities are the same as the previous phase.

Diversity Statement

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

Family Educational Rights and Privacy Act

In compliance with Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, Research College of Nursing defines directory information as student's name, address, telephone number, date of birth, place of birth, parent's names, address and telephone number, class, major, dates of attendance,

degrees and awards received, participation in officially recognized activities and sports and the previous educational institutions attended by the student. A student directory for internal college use is duplicated and distributed to faculty, administration and students. Students who wish to restrict the release of directory information must notify the Student Affairs Office of Research College of Nursing and the Registrar's Office of Rockhurst University in writing during the first week of each academic term. Upon receipt of such request their directory information will be designated confidential and will not be released outside the institution(s) except to individuals, institutions, agencies and organizations authorized in the Act.

Also in compliance with the Privacy Act, Research College of Nursing and Rockhurst University provide students access to their official educational records in the Registrar's Office and additional records in the Student Affairs Office by appointment and provide an opportunity to challenge such records on the grounds that they are inaccurate through the Registrar and the Dean, respectively. Students may file a complaint with the Office for Civil Rights in the Department of Education (OCR) to seek redress if the College fails to comply with the requirements of the Act. Educational records are maintained by the Office of Academic Programs and copies of records are provided to advisors. Official transcripts are maintained by the Registrar's Office at Rockhurst and are released upon the student's written request only. For the graduate program official transcripts are maintained by the Office of Academic Programs and are released upon the student's written request only.

Fire Alarm

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

Impaired Nursing Student Policy

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

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

Procedure for Drug/Alcohol Screening of Students

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

If the student is on the RMC campus during regular business hours (M-F 8:00 AM - 4:00 PM), the faculty member will notify the Dean's Administrative Assistant to have the Director of Student Affairs or the Associate Dean escort the student to the Concentra office at 6420 Prospect for testing. The Dean's Administrative Assistant will contact the Concentra office to notify them that a student is coming for testing. If not on the RMC campus, or if outside of regular business hours, the faculty member will contact the After Hours Emergency Drug and Alcohol Testing Services. A representative will come to conduct the BAT on site.

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

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

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

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

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

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

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

Inclement Weather Policy

The authority and responsibility to cancel all classes or clinical experiences for Research College of Nursing rests with the President/Dean. The President/Dean will contact the media and make the official announcement for broadcast on Kansas City television station KMBC9 and WDAF-TV Fox 4. Decisions to cancel daytime/early morning classes due to inclement weather are generally made by 5:30 AM. On the occasion that inclement weather begins during class or clinical, faculty will be notified by the President/Dean via a text message on their pagers if there is need to cancel class or clinical. The expectation is that students and faculty will use good judgment in determining whether they are able to safely travel to the College and/or their clinical site.

Interference with the Student Code of Conduct Process

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

Meningitis Vaccination Policy

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

- To protect others, always cover the nose and mouth when coughing or sneezing.
- Dispose of used tissues and other similar objects appropriately.
- Do not share glasses, eating utensils, etc. – those on athletic teams should not share water bottles, cups, etc.
- Do not share personal hygiene items such as toothbrushes, bathroom glasses etc.
- Wash hands frequently!

Rockhurst University requires all incoming freshmen living on campus to comply with the meningococcal vaccination requirement either by providing documentation of vaccination OR by completing a waiver. In addition, all students living in the Research Student Village must also comply with the above stated requirement. The Meningitis Vaccination Form is available in the Student Affairs Office.

Non-discriminatory Policy

Research College of Nursing admits qualified students of any race, religion, sex, age, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. Research College of Nursing does not discriminate on the basis of race, color, sex, disability, national or ethnic origin, or age in administration of its admission policies, educational programs, activities or employment policies. Inquiries regarding this policy may be directed to the President/Dean of the College.

Outside Vendor Policy

To ensure the educational integrity and prevent disruptions of the learning environment, students are prohibited from making arrangements with outside vendors and marketers to promote or sell their products at Research College of Nursing. No funding from Research College of Nursing, including student activity fees, will be used to promote any outside vendors or marketers.

Reasonable Academic Progress for Continued Receipt of Financial Aid

Students receiving financial aid must make reasonable academic progress toward graduation according to federal and state regulations in order to receive financial aid. Rockhurst University and Research College of Nursing also adhere to the same expectation for students receiving financial aid from institutional sources.

In order to receive financial aid for the next academic year all full-time (12 credits or more) undergraduate students must progress at a rate that would lead to graduation within five years. Students must therefore earn credits each year and demonstrate the cumulative grade point average listed below at the end of each academic year regardless of whether the student received financial aid during these periods. Entering transfer students are expected to earn at least 18 credits during their first year and achieve the grade point average for the class level at which they enter Rockhurst or Research (determined by the number of transfer credits applicable toward the student's degree program).

At End of Academic Year	Credits Earned	Cum. GPA
1	24	2.00
2	48	2.00
3	74	2.00
4	100	2.00
5	128	2.00

Academic progress is reviewed at the end of each semester. Students not meeting the requirements listed above will be placed in a “suspension” status during which period no financial aid from any federal, state or institutional source may be received. These students will be removed from “suspension” when they can demonstrate academic progress as listed above.

Part-time graduate students must progress at a rate that would lead to graduation within 12 semesters.

Students may appeal the withdrawal of financial aid to the Loan and Scholarship Committee. This written appeal must be submitted no more than one week after being informed of the withdrawal of financial aid and should explain any mitigating circumstances which apply to the particular situation.

The Loan and Scholarship Committee will review the appeal and respond to the student within two weeks from receipt of the appeal.

Refunds

Should a student withdraw from school or be dismissed from their program during the first week of the semester or term, the total amount of tuition and academic fees paid by the student will be refunded less a \$100.00 withdrawal fee.

Traditional Undergraduate and Graduate Student Refund Schedule

Students withdrawing or dismissed after the first week are eligible for refunds in accordance with the schedule as indicated on the Rockhurst University website ww.rockhurst.edu/registrar/tuition.asp.

Students receiving federal financial aid will also have a refund calculated based on Department of Education requirements.

Students receiving financial aid which exceeds the cost of tuition, fees, room and board will be required to repay the appropriate fund as stipulated in federal regulations.

Accelerated Program Refund Schedule

The Accelerated Nursing Program tuition refund schedule differs from the traditional semester refund schedule. For specific information refer to Tuition Refund Schedule for the Accelerated Nursing Program (distributed in orientation) regarding dates for refunds. These will be different for each term. This information is also available in the Research College of Nursing Office of Financial Aid.

NOTE: No refunds, either for withdrawal from single classes or for entire withdrawal from the College, are made unless the student has withdrawn properly in writing through the appropriate office. Notification of the individual faculty does not constitute an official withdrawal. Until the Academic Programs Office is informed by an official withdrawal notice the student is billed as though he/she is still attending classes.

Respect Statement

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

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

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

As members of our community, students are expected to:

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

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

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

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

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

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

Violations of the Respect Statement should be reported to the Director of Student Affairs. The Director of Student Affairs can initiate a conduct procedure. Informal resolution may involve either a meeting between the complainant, the accused and the Director of Student Affairs or separate meetings by the Director of Student Affairs with each party. Proposals for resolution are discussed by the Director of Student Affairs with each party, after which the Director of Student Affairs will decide what disciplinary or other action will

be taken. If a mutually satisfactory resolution of the complaint is achieved, a letter saying so, signed by both parties, will be secured by the Director of Student Affairs, with a copy to each party.

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

Review and Disposition of Formal Complaints

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

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

- a. Formal complaints of an academic nature are directed to the Associate Dean for Academic Programs and Community Partnerships
- b. Formal complaints of a nonacademic nature are to be directed to the Dean of the College.

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

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

Smoking and use of Tobacco Policy

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

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

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

Social Media Policy

All students, faculty and staff at Research College of Nursing must follow the HCA established policy regarding the use of social media. HCA and its affiliates respect the right of employees to participate in blogs and use social networking sites during non-working hours and does not discourage self-publishing or self-expression. All students, faculty and staff are expected to follow these guidelines and policies to provide a clear distinction between you as an individual and you as a representative of RCN and HCA.

- Personal Responsibility. You are personally responsible for your commentary on social media. You can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just RCN and HCA.
- Non-threatening. Employees should not use blogs or social networking sites to harass, threaten, discriminate or disparage employees or anyone associated with or doing business with RCN, HCA or its affiliates.
- Disclaimer. When you identify yourself as connected to RCN and HCA or an affiliate, some readers may view you as a spokesperson for RCN, HCA and/or that affiliate. Because of this possibility, you

must state that the views expressed by you through social media are your own and not those of the College, Company, nor of any person or organization affiliated or doing business with RCN, HCA and/or an affiliate.

- Privileged or Confidential Information. Students, faculty and staff cannot post on personal blogs or other sites the name, trademark or logo of RCN, HCA, its affiliates, or any business with a connection to HCA or its affiliates. Students, faculty and staff cannot post College or Company-privileged or confidential information, including copyrighted information, College or Company-issued documents, or patient protected health information.
- Workplace photographs. Students, faculty and staff must follow the College's policy regarding photos taken in the workplace.
- Patient Information. Do not use your personal social media account to discuss or communicate patient information with one of your patients, even if the patient initiated the contact or communication. Always use approved communication methods when communicating with patients about their health or treatment.

For the complete policy, please see the Student Affairs Office or Human Resources at RMC.

Standards for Dress and Appearance (Approved by FGA October 2010)

Students must recognize that they represent not only themselves but Research College of Nursing and the nursing profession as a whole. The College standards for dress and appearance are more conservative in order to be acceptable in all settings. Individual courses may vary slightly at the discretion of faculty. In all clinical settings, compliance with the host agency's policy on dress and appearance is required. This policy is intended to be consistent with the Research Medical Center policy titled "Dress Code Policy," policy number 100-900-2, revised in December of 2005.

1. Students should be neat and clean while on campus and when participating in college/academic activities. Clothes worn should be wrinkle free and be devoid of holes or tears. Lounge wear and pajamas may not be worn while attending class or events at Research College of Nursing or Research Medical Center. Students should not emanate offensive body odor and should not wear strong perfumes, colognes or body oils.
2. Student ID badges are to be worn at all times. Badges must be displayed in an upright and readable position in the upper chest area at all times. The picture may not be covered.
3. Outpatient, home health, clinic and assessment days, and community settings: Students will dress in accordance with agency policy. If an agency policy does not exist, students will wear professional attire suitable for the setting with their ID badge. On assessment days, students will wear appropriate dress and their white lab coat. No jeans, denim, shorts, mini-skirts or leggings.
4. Shoes must be clean, polished and in good repair. Students may wear nurse shoes or leather sport shoes. Shoes with open toes or other holes are not allowed. Crocs may be worn as long as they have no holes in them.
5. The uniform for clinical settings is navy blue scrubs. T-Shirts may be worn under scrubs as long as they are white, gray, black or light blue with no writing or pattern. T-shirts may have long or short sleeves.
6. Students participating in capstone may wear scrubs in a color of their choice. In the event there is an agency policy, students are required to follow agency policy
7. Artificial and Natural Fingernails. Artificial nails are substances or devices applied to natural nails to augment or enhance nails. Artificial nails shall not be worn by students when providing direct patient care. Natural nails shall be kept clean and nail polish should be in good repair. Natural nails shall be trimmed so they are no longer than ¼ inch past the tip of the finger. Students who do not comply will this policy will not be allowed on clinical units.
8. Hair must be kept from falling forward onto clients or bedside equipment. Male students must have neatly groomed facial hair (beards, mustaches and sideburns).
9. Body markings or brands such as tattoos that a reasonable person would consider offensive are prohibited unless they can be covered so they are not visible to coworkers and patients.

10. Engagement and wedding bands, watches, and stud earrings are the only jewelry permitted. Stud earrings should be simple, modest and not present a safety hazard to patients or employees. Jewelry may not be worn in any other parts of the body that is observable by coworkers and patients. For example earrings or studs in the nose, tongue, eyebrow, lip, etc.
11. Cosmetics are to be kept to a minimum. Perfumes and/or colognes are to be avoided. Smokers must be sensitive to excessive “smoker’s odor” on hair, clothing and breath.
12. Clothing must fit properly.
 - a. Shirts and tops should be long enough to cover the midriff at all times.
 - b. Stomachs, chests, backs and shoulders should be covered at all times.
 - c. Hemlines of skirts/dresses/shorts/bottoms should be no shorter than mid-thigh. Short shorts and booty shorts may not be worn while attending class or events at Research College of Nursing or Research Medical Center.
 - d. Undergarments should not be visible through or outside of clothing at any time.
13. Students who are in community settings represent Research College of Nursing. All students must follow the above standards and in addition:
 - a. Students must wear khaki, navy or black slacks.
 - b. Students are required to purchase a polo shirt with the College logo on it in their choice of colors. These shirts will be ordered through Research College of Nursing.
 - c. Shirts must look neat and professional and no cleavage, backs or abdomens should be exposed.
 - d. Nametags must be worn while representing Research College of Nursing in the community.

Student Computer Policy

General Statement:

IBM compatible computers are accessible to all students. The use of computers can be an excellent tool and asset while you’re attending Research College of Nursing. Using a personal computer allows students to complete all coursework and general curriculum requirements within their designated program at Research College of Nursing. Courses are either web-enhanced or completely web-based using an Internet tool called WebCT <http://webct.rockhurst.edu> (Note: There is no www prior to the URL). This website also addresses Internet browser requirements and tune-ups.

Responsibilities:

Students are responsible for knowing how to operate the computer system they choose and the software packages required. Students are responsible for all repairs, updates and configurations to their own computer. Students are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer system. Remember you always have the Computer Labs as an alternative.

Over the course of a student’s program computer upgrades may be necessary. Students are responsible for upgrades required for curriculum completion.

Individual coursework may require additional specialized software not already delineated. In this case, it is the faculty member’s responsibility to insure the software requirements are clearly delineated on the class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.

Access:

Options for access include, but are not limited to, home Cable, DSL, or Satellite High Speed Internet Access, the Learning Resource Center (LRC) and the computer labs at Research College of Nursing or Rockhurst University. The computer labs at Research College of Nursing and Rockhurst are equipped with computers robust enough to access the Internet, run web browsers, Windows XP, Office 2003 and WebCT. If the student chooses to purchase a computer, the computer should meet the recommended computer

requirements.

Minimum Requirements:

Minimum requirements include both hardware and software applications. Contact the Director of Technological Resources to receive a copy of the current minimum requirements.

Student Disability Policy

Research College of Nursing complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Research College of Nursing strives to help students with disabilities to participate equally in our educational programs and activities. A student is eligible for services if they are:

1. considered a person with a disability,
2. identify themselves to the College,
3. submit documented diagnosis of the disability and need for reasonable accommodations.

The student is expected to notify the College as soon as any disability is diagnosed that will require an accommodation. However, if a student does not report information about a known disability before the beginning of class, the College is not responsible to make retroactive changes in any grades or clinical evaluations associated in the course.

The Associate Dean will review the documentation and in consultation with the student and appropriate professionals develop recommendations for any needed accommodations. These recommendations will be provided to the appropriate faculty. Faculty are expected to maintain the same standards and course objectives as with any Research College student.

Examples of reasonable accommodations that Research College of Nursing will make are: large print copies of classroom handouts, special testing format such as untimed or verbal, flexible assignment deadlines and allowing the student to audio tape record lectures.

Any questions about this policy, requirements for documentation or accommodations should be directed to the Associate Dean.

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

Health Insurance

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

Student Injury during Academic Experiences

If an injury occurs during an academic experience (e.g. laboratory experiences in the Learning Resource Center, or clinical experiences at Research Medical Center or elsewhere) the clinical faculty or preceptor should be notified immediately. An incident report should be made out according to the agency policy (if applicable), and an RCN Student Injury/Exposure Report form should be completed and faxed as soon as possible to the RCN Office of Academic Programs. All faxes are handled confidentially. Information should be concise but complete relative to the injury or illness. Students will be referred to the Emergency

Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury this should be noted on the form.

Blood or Body Fluid Exposure during Clinical Experiences

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

Immediate treatment must be carried out.

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

Blood or Body Fluid Exposure at RMC or Brookside Campus

After the student has reported the exposure to the appropriate faculty/preceptor, the student will complete the Non-Employee Blood and Body Pathogen Exposure Packet. This packet can be obtained from Employee Health (Monday-Friday 8-4:30) or from the House Supervisor on nights and weekends. The Non-Employee Injury Report form in the packet must have "Research College of Nursing Student" noted at the top in order to track the occurrence. All completed information should be returned to Employee Health as soon as possible. Faculty should notify Employee Health via email or voicemail that the occurrence took place. An RCN Student Injury/Exposure Report form should also be completed and faxed to the RCN Office of Academic Programs. All material will be treated as confidential.

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

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

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

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

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

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

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

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

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

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

Temporary Conditions that may Affect Student Performance

Students must be mentally and physically able, with or without reasonable accommodation, to meet the classroom objectives and function safely in the clinical area. Students must notify their faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. Students may need to withdraw from nursing courses in order to give themselves time to receive treatment and improve their mental or physical health. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the students' health. Faculty are responsible to judge students' performance to provide safe patient care.

Students may be dismissed or temporarily suspended from the College of Nursing if they do not notify faculty of their health problems which may affect patient safety. Students may also be dismissed or suspended if, in the faculty member's judgment, they are not able to provide safe patient care.

No specific program policies exist concerning pregnancy in regard to admission, retention or return to class following delivery. Students are expected to meet the regular expectations for class and clinical attendance and for the completion of all requirements in course theory and clinical experiences. Research College of Nursing recommends that pregnant students inform their instructors of their pregnancy as soon as it is known as some clinical areas may be unsafe for the developing embryo or fetus.

Undergraduate Medication Administration Policy (revised 12/98)

1. The policy of each clinical site must be followed at all times when administering any medication.
2. Students are responsible for knowing classification, mechanism of action, route, dose, side effects and nursing implications of every medication administered.
3. Medications, EXCEPT IV DRUGS, will be administered and prepared at the discretion of the faculty or designated clinical resource person.
4. Preparation and administration of all intravenous medications/infusions must be done under the supervision of faculty. The faculty member may use discretion and designate a clinical resource person to supervise the preparation and administration of intravenous medications/infusions with a student(s).
5. Students may not give any medications:
 - a) in an emergency situation,
 - b) that are investigational drugs,
 - c) that are antineoplastic drugs,
 - d) during pregnancy and delivery except with faculty discretion.

Verbal / Telephone Orders Policy for Undergraduate Students

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

Students should be aware of the Read Back Verbal / Telephone Orders policy in each clinical agency. If requested to take a verbal or telephone order the student should:

- a. Identify himself/herself as a nursing student.
- b. Explain that he or she may not accept a verbal or telephone order.
- c. Direct the individual to the appropriate licensed person who may accept verbal or telephone orders.

College Standards and Student Conduct

This section contains major policies addressing college standards and student conduct. These policies are the Student Conduct Policy, the Policy Regarding Sex Offenses and the Respect Statement. The Residential Life section covers housing standards and policies that augment the Student Conduct Policy. The Missouri Nursing Practice Act and the Student Alcohol Policy also address matters related to this chapter and are contained in the Appendices of this Guide. Academic Standards of Conduct policy appears in the Academic Policy.

Student Conduct Policy

Purposes of College Standards

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

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

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

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

Standards of Conduct

Students enrolling at Research College of Nursing assume an obligation to conduct themselves in a manner consistent with the goals of the College as expressed in the College Standards of Conduct. Although it is not possible to articulate in detail all regulations and policies, the following provide examples of the kinds of conduct that are unacceptable. Therefore, student misconduct that interferes with the normal function of the College or a College-sponsored activity or event in any of the following areas constitutes grounds for initiating action:

1. Violation of local, state or federal laws or statutes. Action by civil authorities is not a prerequisite for action by College officials.
2. Any dishonesty such as knowingly furnishing false information, orally or written, to the College or representative thereof.
3. Forgery, alteration, destruction or misuse of college documents, records or identification.
4. Possession or consumption of alcoholic beverages on campus or at a College sponsored event by persons under 21 years of age and or by students of any age in areas other than student living quarters on campus. (for more information refer to the Student Alcohol Policy and the chapter on Public Laws.)

5. Vandalism, destruction or damage, theft, unauthorized possession or misuse of private, public, medical center or College property including keys, library materials and all computer related hardware and software.
 6. Disorderly or indecent conduct or expression. This would include, but not be limited to, any form of harassment, abuse, intimidation-physical or psychological- excessive noise or conduct which threatens or endangers the health, safety or welfare of self or others or infringes upon the rights of others.
 7. Harassment of a non-sexual nature. This includes conduct that is offensive or shows hostility toward another student or employee because of his/her race, color, religion, national origin, age, disability, gender/sex, sexual orientation or veteran's status or those of his/her relatives, friends or associates.
 8. Illegal, unauthorized or unprescribed use, possession or distribution of narcotics, drugs and/or chemicals.
 9. Failure to comply with directions of College officials acting in the performance of their duties. This includes failure to comply with conditions of sanctions resulting from College conduct actions.
 10. Conduct which adversely affects the student's suitability as a member of the academic community.
- References to on-campus apply to both the Rockhurst campus and the Research campus.

Sanctions

Sanctions refer to the step(s) taken to help a student who has violated a College standard understand the consequences of her/his actions and re-emphasize the expectations the College has of her/him as a member of the College community. Sanctions are intended to educate for better decision making on the part of the student. Sanctions can include warnings, probation, fines and dismissal. The sanction imposed will depend upon the facts and circumstances in each case and on the student's prior disciplinary history. In serious cases, dismissal may result even if there is no prior record of misconduct.

Warning

This is the least demanding sanction. It recognizes behavior that reflects poor judgment and/or a lack of responsibility. It implies no further consequences unless additional violations occur. This sanction is noted in writing and placed in the student's file.

Probation

This sanction recognizes a serious offense and/or a pattern of misconduct. A student on probation is considered to be in the category of "not in good standing."

In some cases conditions may be attached to the probation. Conditions may include, but are not limited to, restrictions of activity, fines, community service, restitution, etc. Duration of the probation will generally be for the equivalent of one semester and/or until the conditions of the probation are met. The student must submit written documentation after completion of the terms of the probation to be returned to good standing.

Fines

Fines may be imposed as a part of probation or separately. All fines collected will be deposited in the College Scholarship Endowment Fund unless the fine is restitution for specific damages.

Dismissal

Students may be dismissed when their conduct adversely affects their suitability to continue as a member of the academic community. Dismissal may be imposed in two forms; suspension or expulsion.

Suspension is generally for a stated period of time. If the student chooses to reapply after completion of the term of the suspension the case is referred to the Director of Student Affairs to review. This review and accompanying recommendation are included for consideration by the appropriate Admission Committee for readmittance.

Expulsion from the College means a student will not be readmitted to the College. Either suspension or expulsion may take place at any time during the year effective immediately.

A student's status is applicable to both Rockhurst University and Research College. Information regarding disciplinary actions is shared between the two.

Disciplinary Process

The disciplinary process is initiated by Research College of Nursing or Rockhurst University for alleged violations that occur within their respective jurisdictions.

In most cases where there is sufficient information a student has violated a College standard the student will be given a preliminary hearing by the Director of Student Affairs or his/her delegate. If the student agrees to a decision based on this hearing the matter is ended.

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

Ad hoc Committee Membership

For cases involving undergraduate students, membership on the ad hoc disciplinary committee shall be appointed by the Director of Student Affairs in consultation with the Rockhurst University Associate Vice President of Student Development or his/her delegate. Membership may be drawn from the Research and Rockhurst communities and shall consist of the Director of Student Affairs or his/her delegate as non-voting chairperson, one faculty member, one administrator and one undergraduate student.

For cases involving graduate students, membership on the ad hoc disciplinary committee shall be appointed by the Director of Student Affairs and shall consist of the Director of Student Affairs or his/her delegate as non-voting chairperson, one faculty member, one administrator and one graduate student.

The ad hoc disciplinary committee is generally appointed from the membership of the Student Affairs Committee and the Rockhurst Student Welfare Committee (for undergraduate cases only). In cases where scheduling prohibits or there is potential for conflict of interest membership may not be specifically from these committees. The Director of Student Affairs will review committee membership with the student in advance of the hearing to ensure an unbiased composition of the committee.

Committee Voting

A majority of votes is necessary to impose a sanction. The decision of the committee is final, subject only to the student's option to appeal the decision.

Notification

The student alleged to have violated a College standard will receive written notice of the particular offense, the specific charge(s) and instructions regarding the date, time and location of the hearing. Notice will be mailed to the students' current address on file with the College of Nursing and placed in the student's campus mailbox. In either case the notice will be deemed delivered.

Face to face meetings to resolve misconduct issues are the preferred method. However, meetings may be conducted using speakerphone or other electronic transmission methods for students who are unable to participate in a face to face meeting.

For preliminary hearings students will be given the option to schedule the hearing at their convenience within a week of the dated notification. Committee hearings will be scheduled around the student's academic schedule no less than 24 hours from the date of notification by the chairperson of the committee.

The student will be provided access to and/or copies of any relevant documents prior to any hearing. The student is advised that the hearing may include review of all or part of their official college records.

Hearing Procedures

The student is advised before any hearing that a member of the college faculty, administration or staff may be brought along as an advisor but that the student is expected to present her/his own case. A written record of each hearing shall be maintained by the Student Affairs Office.

The chairperson is responsible for the conduct of the committee hearing, explaining the process and procedures for presenting information and questioning.

Participants in a committee hearing include the committee members, the student accused of violation(s), a note taker and persons presenting information for or against the student. The student is present for all presentation of information and questioning. Questioning is the purview of the committee. Repetitious testimony (e.g. character witnesses) may be limited by the chairperson or committee to that which is necessary to establish credible information.

Following the hearing process the committee deliberates in private until it reaches a decision. The student is recalled and informed of the committee's decision and his/her right to appeal.

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

Appeal Process

A student who wishes to appeal a decision must submit a written "intent to appeal" statement with the Director of Student Affairs within 24 hours of learning the decision. The student will then be permitted up to 72 hours to prepare and present a written appeal. At the student's option, he/she may be present for review of the appeal. The student may be accompanied by the advisor present during the original hearing.

Appeals are heard as follows: in cases heard by the Director of Student Affairs the appeal may go to either an ad hoc disciplinary committee or the President/Dean of the College of Nursing; in cases heard by an ad hoc disciplinary committee in which the sanction is anything but dismissal the appeal is heard by the President/Dean of the College of Nursing; in cases heard by an ad hoc disciplinary committee in which the sanction is dismissal (suspension or expulsion) the appeal goes to the President/Dean of the College of Nursing and President of Rockhurst University for undergraduate students and to the President/Dean of Research College of Nursing for graduate students.

Pending the response to an appeal, the student's status will remain unaltered except in cases where there are concerns for the safety and welfare of the student, patients or other members of the College community or property.

Grounds for Appeal

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

1. The information was insufficient to warrant the action taken.
2. The decision was arbitrary and capricious.
3. The decision was inconsistent with existing College policy.

The decision following appeal, or the initial hearing if there is no appeal, is the final position of the College. The student will be notified in writing of the final decision within five (5) working days.

Policy Regarding Sex Offenses

Inclusion of this policy in this guide is one of several educational efforts to promote awareness of sex offenses. Programs offered by Rockhurst University, which are available to all undergraduate nursing students, include the "Party 101" performance during new student orientation and the programs dealing with the subject that are offered in each residence hall during the school year. Programs offered by Research are designed to further heighten awareness of the sex offenses addressed by this policy.

Policy

Sex offenses committed by any member of the Research community - student, faculty, administrator, staff or clinical partner - against any other member are prohibited. Sex offenses include behaviors ranging from sexual harassment to sexual assault, forcible or not forcible. Faculty members and others in positions of authority should be sensitive to questions of consent that may be raised by such behaviors, and to the conflict of interest inherent in intimate relationships where professional and educational relationships are also involved.

Definition

Sexual harassment means unwelcome, unsolicited, uninvited, offensive, or undesirable conduct of a sexual nature directed at or affecting another person of the same sex or of the opposite sex.

Sexual assault is divided into two categories:

Forcible sexual assault is any sexual act directed against another person forcibly and/or against that person's will and includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-forcible sexual assault is any sexual act directed against another person non-forcibly or against that person's will where the victim is incapable of giving consent and includes unlawful, non-forcible sexual intercourse, incest and statutory rape.

Depending on the circumstances, acquaintance rape could be in either category.

Confidentiality and Reporting

The College will take all reasonable steps to maintain the confidentiality of all parties involved in an alleged sex offense. Confidentiality, however, cannot be guaranteed. Parties involved will be informed if the College cannot ensure confidentiality.

Consequences

Students found in violation of the College's Sex Offense Policy will be subject to disciplinary action, up to and including expulsion from the College. Even if student offenders are not prosecuted by criminal justice authorities, the College can pursue disciplinary action. The College may suspend or remove from campus housing a student accused of a sex offense pending the outcome of an investigation or disciplinary hearing if, in judgment of the College, the student poses a potential threat to him or herself or others. Any student found to be harassing or intimidating others who have filed sex offense complaints face disciplinary charges as outlined in the Student Code of Conduct.

Procedures for Addressing Sex Offense Allegations

1. Students who are victims of a sex offense should report the offense to the Director of Student Affairs or a member of the housing staff. Students are also encouraged to report such offenses to the Research Safety and Security Department and the Kansas City police. Students should take into consideration the nature of the offense (severity) when deciding to whom the alleged offense should be reported and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault. Students may wish to request assistance in notifying campus security or local police.
2. When a student reports a sex offense, the Director of Student Affairs will meet with the complainant to discuss the range of resources and alternatives available to her/him.

3. If a student requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation.
4. If a student insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the College will inform the student that its ability to respond may be limited. The College will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.
5. The complainant will be asked to sign a written statement of the specific charges, giving the nature of the sex offenses alleged, the name of the accused, and the date and place of the offense. The Director of Student Affairs will then secure permission from the complainant to discuss the alleged offense with the accused and present the option of an informal resolution of the complaint.
6. The Director of Student Affairs will conduct a full investigation of the complaint. The investigation needs to be completed in a timely manner. Most investigation periods should not exceed 60 calendar days. This time frame can vary depending upon the complexity of the investigation and the severity and extent of the harassment.
7. In the informal procedure, the complainant writes a letter to the accused, giving the details in the above statement. This letter should also state that a copy is being given to the Director of Student Affairs. The Director of Student Affairs prepares written notification of the complaint received, alleged violation(s) of College policy and that an attempt at informal resolution is to be scheduled. The notice and letter are sent to the accused. The Director of Student Affairs will take all reasonable steps to ensure confidentiality for all parties throughout the process.
8. Informal resolution may involve separate meetings by the Director of Student Affairs with each party. Proposals for resolution are discussed by the Director of Student Affairs with each party, after which the Director of Student Affairs will decide what disciplinary or other action will be taken. If a mutually satisfactory resolution of the complaint is achieved, a letter saying so, signed by both parties, will be secured by the Director of Student Affairs, with a copy to each party.
9. If both parties do not agree to the informal process, or if the informal process does not lead to mutually satisfactory resolution of the complaint, then the formal process described in the "College Standards and Student Conduct" section of this guide will be followed.

Victims of sex offenses will be assisted to avail themselves of counseling resources. They may also change academic and/or living arrangements precipitated by the offense if they wish to do so and if these changes are reasonably available.

The disciplinary sanctions that may be imposed through either the informal or the formal process are described in this guide.

The policy prohibits retaliation against anyone who brings an accusation of sex offense, or who helps with the investigation or resolution of the alleged offense. Such retaliation is subject to discipline. Also subject to discipline is anyone who brings false allegations of a sex offense.

Safety and Security

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

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

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

Security Services

Safety and Security officers patrol the Research campus including the Medical Center, Student Village, Research College of Nursing, Child Development Center, Psychiatric Center, Medical Building and all parking and grounds belonging to Research Medical Center. These officers are available 24 hours a day, seven (7) days a week to assist you. If you have a security problem, a stalled vehicle on campus or if you see someone acting suspiciously it is important that you contact security immediately. You may notice a security patrol car driving around the campus and may observe security officers on the grounds of the Student Village and Research College of Nursing.

Security officers are available for escorts on campus. Students are encouraged to stay in groups on campus as much as possible and to request escorts, especially after dark. Call Security at 276-4411 for an escort.

Security Precautions and Guidelines

1. Always lock your doors and windows when you leave.
2. Don't leave valuables in your room, classroom or in lounge areas.
3. Notify Security and your R.A. of any stranger or unaccompanied guests in the Village or College of Nursing.
4. Do not prop open any outside doors to the College or Student Village buildings.
5. Report thefts or security threats to Security as soon as they occur.
6. Do not leave valuables visible in your car.

Parking Policy for Research Medical Center

1. Disabled parking spaces will be maintained in accordance with Kansas City, Mo. municipal ordinances and Americans with Disability Act (ADA) requirements. Anyone parking in a handicap space without the proper permit will be subject to the fines and penalties of the City of Kansas City, Mo. It is the responsibility of the employee, patient or visitor to work directly with the city of Kansas City, Mo. for resolution.
2. Patients and visitors shall be given highest priority and will be assigned the most convenient parking spaces. These areas include but are not limited to the following surface parking lots: B-Lot, E- Lot, F-Lot, G- Lot, Emergency Room Parking Lot and Blue Level of the parking garage.

3. Employees, students, and agency personnel, are allowed to park in A-Lot, the 4 rows of D-Lot that are closest to the student village and C-Lot. In the parking garage employees, students and agency personnel are allowed to park on the top deck, red level, north side of green level, and yellow level.
4. Employees are allowed to park in any yellow lined space in the medical building parking lots which are T-Lot and W-Lot.
5. Contractors are encouraged to park on the top deck of the parking garage.
6. Specific spaces have been designated for volunteers, chaplains, employee of the month, employee of the year and the Research Foundation.
7. It is every employee's responsibility to register their vehicle and obtain a Research Medical Center parking sticker for their vehicle from the Safety and Security Department.
8. Parking stickers are to be placed inside the back window on the lower left hand side.

Violations of the Policy / Corrective Action

- a. Research Medical Center Safety and Security officers will issue tickets for parking violations.
- b. Notification of the issuance will be sent to the employees Department Director. All corrective actions, as a result of the parking in the wrong space or failure to display a parking sticker will be carried out by the Department Director.
- c. Corrective and disciplinary actions will be cumulative and inclusive of all violations mentioned in this policy. Violations will be assessed on a rolling 12 month period.
- d. The first violation in a 12 month will result in an initial warning.
- e. The second occurrence in a 12 month period will result in a Written Warning
- f. The third violation in a 12 month period will result in a Final Written warning
- g. The fourth violation in a 12 month period will result in termination of employment.
- h. Notification of the violation and documentation of the corrective action is to be forwarded to the Human Resources Department to be placed in the employees file.
- i. Corrective action under this policy will be included in the "multiple violations" cause for disciplinary actions.
- j. The Vice President of Human Resources must approve all terminations of employment under this policy.
- k. A quarterly report of all violations will be sent to the Chief Operating Officer for review.

Students must have a current parking permit displayed on the lower left corner of the rear window. Permits must be clearly visible from the exterior of the vehicle. Parking permits are issued by the Research Medical Center Security Office. There is no cost for parking at Research College of Nursing or Research Medical Center.

Emergency Procedures

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

Fire Prevention

The practice of fire prevention is your responsibility. Strict adherence to common sense rules in the use of smoking materials and electrical equipment should reduce opportunity for fire hazards. Combustible materials, e.g. candles, fireworks, spray paint, organic solvents, are forbidden on the premises. Familiarize yourself with the location and usage of extinguishers and the location of exits. Residents on campus should also review the sections on "Fire Extinguishers and Smoke Detectors" and "Fire Safety in the Student Village" in the [Housing Policies and Guidelines](#) section of this guide.

Fire – What to Do

If you get caught in a fire situation on campus you should follow these general guidelines.

1. **Feel the door handle.** If the door handle is hot, don't open it. Go to a window and call for help. If the handle is not hot, open cautiously. Check for smoke or fire before going out.
2. **Get out of the building before phoning for help.** Don't take time to phone before leaving. Get out and find a phone and report the fire to the Research Medical Center operator (276-4000).
3. **Pull the fire alarm on your way out.**
4. **Don't look for other people or gather up your stuff.** Knock on doors as you leave. Yell "FIRE!" as you leave. Don't hesitate or stray from your path as you leave.
5. **Crawl low to the floor.** Thick smoke can make it impossible to see. Toxic chemicals from smoke can be deadly in minutes.
6. **Close all doors and windows behind you.** You may help keep the fire from spreading. You may protect your possessions from fire and smoke damage.
7. **Do not use elevators to exit.**
8. **If you can't get out, get someone's attention.** Yell and scream. Hang a sheet from the window. Stay low, there is less smoke and poisonous gasses close to the floor.
9. **Do not return to your class, office, townhouse or apartment until Security directs you to do so.**

Protect yourself by knowing where exits are located in the buildings. Take fire alarms seriously. Do not ignore them. Do not wait to see fire or smoke. Do not worry about collecting your belongings.

Tornado/Severe Weather

During tornado season (generally April - September) it is important to be aware of safety rules and weather terminology in order to know how to act appropriately.

1. Tornado Watch: There is a chance of dangerous weather developing. Be on the lookout for danger signs such as severe thunderstorms, hail, roaring noise, funnel formation.
2. Tornado Warning: A funnel has been sighted nearby. Civil Defense Sirens will sound for the occupants of the townhouses and apartments. If you know a tornado is coming, do not wait for an alarm signal, go immediately to the basement.

Residential Life: People to Assist You

Director of Student Affairs

The Director of Student Affairs manages the housing program, making all arrangements with prospective residents and oversees ongoing needs of current residents. The Director enforces all housing policies and terms of the agreement, establishes and implements housing policies and procedures, and coordinates maintenance needs with HCA Office Corporation. The Director collaborates with the Financial Aid Office on implementation of contractual and billing procedures, facilitates safety and security standards with the Security Department, supervises the Resident Director (RD) and Resident Assistants (RAs).

Director of Financial Aid

The Director of Financial Aid oversees billing for students residing in the Student Village. Residents pay housing fees, including deposits, to this office. Also, if a resident anticipates some housing costs to be covered by financial aid received from another source (e.g. through Rockhurst University) documentation is required before keys are issued. Information about billing, account balances and financial aid programs can be obtained directly from this office.

Resident Director (RD)

The Resident Director lives on campus and is the official representative of the Director of Student Affairs in her/his absence. Responsibilities include providing residents a resource for addressing problems or concerns during evening and weekend hours, supervision of RAs, facilitating after hours check-ins, enforcement of housing rules and regulations and answering questions from current residents.

Resident Assistants (RA)

RAs are current students who work for Student Affairs. An RA is assigned to each building in the Student Village. They are selected for their experience and abilities and offer assistance with needs related to housing. The RA reports any repairs or maintenance that units or buildings might need. Other job responsibilities of the RAs include assisting with check in/out procedures and working in the administrative offices of the College. The RAs are on duty during the academic year except during school holidays, term breaks or vacation periods.

HCA Office Corporation (HCAOFCO)

All maintenance services are provided through HCAOFCO. Maintenance staff respond to work orders generated from specific requests by residents. Residents who have problems with equipment or need repair in their townhouse or apartment should contact their RA or the Director of Student Affairs to complete a work order. Emergencies can be called in directly to HCAOFCO at any time. However, the service generally provided under these circumstances is only intended to get you through until such time as the problem can be properly addressed. A work order request should be submitted to the Director to ensure proper follow up by HCAOFCO.

Housekeeping Services

Housekeeping services are provided through HCAOFCO by Woodley Building Maintenance. WBM prepares empty units for occupancy by performing general cleaning and setup. Once a unit is occupied the residents are responsible for maintaining the cleanliness of the unit. WBM does not enter occupied units except in emergencies, e.g., unit floods and excess water extraction is needed. WBM takes care of common areas in the Student Village including foyers and basements. Residents are expected to be responsible in the use of these areas so as not to create extra work for WBM.

Security

See the Safety and Security section for complete information.

Housing Policies and Guidelines

This section addresses specific policies and guidelines with which you should become familiar. They expand on the terms of your agreement and offer guidance when problems arise.

Who Is Eligible

Research Medical Center provides housing to students affiliated with education programs sponsored by Research Medical Center. These include the College of Nursing, School of Radiologic Technology and School of Nuclear Medicine Technology. Short term housing is available to students from other institutions who have been assigned to Research Medical Center facilities for a clinical rotation or internship. In addition, if space is available, Rockhurst University non-nursing students who meet criteria set forth by Rockhurst may live in the Student Village. Traditional aged nursing students who are not commuting from home are expected to live on the Rockhurst campus through their sophomore year. Married and single parent students are afforded the same housing privileges and accommodations as all other students.

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

Meningitis Vaccination Policy

In compliance with Missouri state law, Research College of Nursing requires all residents to submit a Meningitis Vaccination Form documenting receipt of the vaccine or requesting a waiver. Refer to the chapter [Student Information and Policies](#) for additional information. Contact the Student Affairs Office for a copy of the form and with any questions.

Application

Students interested in on-campus housing must submit an application and a housing deposit. Assignments are made once these items are received. Students wishing to live together in one unit must list each roommate on the application and should submit their applications and deposits together. No assignment will be made until all applications and deposits are received.

Deposit

Each student pays a refundable housing deposit of \$200.00 when first applying for housing. The deposit reserves space until you move in and then functions as a damage deposit during residency. It is refunded when you move out if the unit is in good order. Any excessive or malicious damage (beyond normal wear and tear) is assessed against the deposit. Amounts exceeding the deposit are paid to the Financial Aid Office.

Housing Agreement

Students sign a housing agreement once an assignment is made. This agreement contains specific terms defining the contractual relationship between the student and RMC. Usually, the length of the agreement is for the academic year (late August to mid-May). Some students have need of shorter stays and, therefore, have a specific date of termination. At the expiration of the agreement students must vacate unless they apply for and are granted a new housing agreement.

Contract Periods

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

Holidays

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

Summer Contract Period

Residents who wish to continue living in housing during the summer must submit a new housing application according to the procedures published each spring. Residents must be enrolled in summer courses or be pre-registered for the fall term in order to live in the Student Village during the summer.

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

1. Students may terminate their agreement as of the end of the spring contract period and vacate according to the check out procedures (the housing deposit is retained to reserve a space for the fall), or
2. Students may reserve space for the fall by paying the \$200 reservation fee and turning in the key(s). Residents must notify the Director of Student Affairs of any dates they plan to be on campus during the summer contract period. This option is available at the Director's discretion depending upon housing space needs for the summer contract period.

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

Summer Storage

Prior arrangements for summer storage must be made with the Director of Student Affairs. Students not residing for the summer, but returning for the fall, may store items in their storage cage if they are returning to the same unit. Students assume all risk of loss or damage to personal property. There is a \$100 summer storage fee.

Checking In

New residents check in through the Student Affairs Office by following the procedure below (office hours are 8:30 - 4:30, Monday - Friday):

1. Sign a Housing Agreement.
2. Pay the housing charge in the Financial Aid Office, if not completed prior to arrival.
3. Receive a key(s) and a copy of the [Guide to Student Life](#).
4. Complete a Check In/Out Form. This form documents the condition of the unit. Any damage or problems not noted on the form will be your responsibility. Failure to turn in a completed form within one week of moving in will be noted and you will be held responsible for all problems or damages regardless of initial condition. It is in your best interest to complete and turn in this form on time.

Housing Payment Policy

Students registering at Research College of Nursing:

Full tuition and fees, including housing, are due at the time of registration less any financial aid awarded. Financial Aid refunds are provided after all financial obligations to Research College of Nursing and

Rockhurst University are fulfilled. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan the student must have no history of account delinquency.

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

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

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

Rockhurst University students and nursing students registering through Rockhurst University:

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

Other Students:

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

Account Balance Impact - All Residents

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

Deferred Payment Plan. A Deferred Payment Plan is available for an additional fee. For students requesting the Deferred Payment Plan, the tuition, fees and housing charges (if applicable) are reduced by the amount of financial aid awarded, if any, then one-third of the remaining balance plus the deferred payment fee is paid at the time of registration. The remaining two-thirds is divided into two equal payments due on October 1 and November 1 (first semester) and March 1 and April 1 (second semester). The Summer contract period is paid in two installments: half plus the deferred payment fee is due at the start of the contract period with the balance due July 1.

Any resident who does not pay the balance owed by the prescribed date(s) will be assessed the DPP fee even if you did not request the plan previously. Further, failure to pay the unpaid balance by the final installment date may result in dismissal from Research housing.

Tuition Management Services (TMS) Plan. A ten payment plan is offered by Research and administered by TMS to assist students in paying tuition, fees, room and board. An annual enrollment fee for use of this plan is paid directly to TMS. Information and forms are available in the Research College Financial Aid Office.

If you encounter financial difficulties communication with the College of Nursing is paramount. Monthly statements are mailed to each resident. If, for example, you believe your statement is incorrect or payment should have been received it is your responsibility to follow up at the source. Non-payment from another source will not release you from making the payments due. When in doubt, contact us.

Keys

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

Each resident is issued one key. All keys assigned to you must be turned in when checking out of a unit before a refund of the housing deposit will be issued. Failure to turn in the key issued may result in forfeiture of the entire deposit. If a key is lost or stolen you must file an Incident Report with the Security Department before a replacement will be issued. Replacement keys cost \$50.00 each and are available through the Student Affairs Office. If the original is subsequently found the duplicate key issued should be turned in to the Student Affairs Office and a refund will be issued.

Keys are not to be duplicated for any reason. You will not be given credit for unauthorized duplicate keys. However, if an unauthorized duplicate is all you have it should be turned in and an Incident Report filed on the missing key to avoid forfeiture of the deposit (instead you will be charged the \$50.00 replacement key cost).

Keys may not be given to anyone else.

Smoking

Smoking is prohibited in the Student Village in compliance with the Smoke-Free Campus Policy of Research Medical Center and Research College of Nursing.

Terminating Occupancy

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

Checking Out

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

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

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

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

Refunds

Residents who give appropriate notice and complete the check out procedure will receive refunds of rent paid and/or the housing deposit according to the terms of the agreement. (See [Appendix A Housing Contracts](#).)

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

Privacy

From time to time authorized representatives of RMC may need to enter a unit. This may be due to a work request by residents, general inspections or health and safety concerns.

Housing staff conduct general inspections at least three times a year. Resident Assistants will post notice of at least 24 hours prior to the date of inspection (when inspections are to be done, including day and time) so that residents may be present for these inspections. If safety or other violations of policies are encountered during these inspections, residents will be notified of appropriate corrective steps to take and consequences of failure to do so.

Housing staff will enter each unit once a month for the sole purpose of conducting fire extinguisher and smoke detector checks. These checks will be done the last week of every month. This is the only notice residents will receive of these checks. However, the housing staff will leave a note in each unit letting residents know they were in their unit.

Two times a year, HCAOFCO will enter the units in order to replace the smoke detector batteries. This is the only notice residents will receive of these entries. However, HCAOFCO engineers will leave a note in each unit letting residents know they were in their unit.

The right of search, except in extraordinary circumstances, is reserved to the Director of Student Affairs or security personnel. Whenever possible, a search is with the residents' knowledge and presence.

Roommates, Non-Student Residents & Guests

Rights and Responsibilities

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

If this occurs you are encouraged to contact your RA, the RD or Director for advice or mediation. Reasonable effort to resolve roommate conflicts is expected before a change of units will be approved. In cases where one or more residents have clearly infringed upon the rights of others disciplinary action may be taken. The following lists of rights and responsibilities are intended to assist you in establishing expectations of your roommates and determining your responsibilities for the operation and maintenance of your "home away from home."

Rights:

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

Responsibilities:

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

Expectations of the Housing Staff for each roommate:

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

Suggested steps to resolution of roommate conflicts:

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

Children of Residents

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

Overnight Guests

Overnight guests must be registered with the Student Affairs Office. Overnight guests are limited to no more than two consecutive nights and ten nights total for the current contract period. Arrangements for guests staying more than the 2/10 night limits should be made in advance with the Student Affairs Office.

A completed registration form must be submitted to a member of the Housing Staff by 4:00 p.m. the day the guest will be staying or by 4:00 p.m. the day before weekends or holidays.

Roommates have a right to prior knowledge of all guests. Hosts should discuss plans to have any guests with roommates in advance to avoid problems.

Changing Units

Residents desiring to change living arrangements must request the change through the Director of Student Affairs. Whenever possible, residents are moved to accommodate their wishes. Residents may also be moved to maximize the use of available space. Room changes will only be allowed with the full knowledge of all

persons affected by the change, especially as it affects room charges. All procedures for checking out and checking in must be properly followed and completed within a reasonable timeframe determined by the Director.

Maintaining Your Unit

Care and Use of Unit

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

Floors

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

Furnishings

RMC provides all basic furnishings (stove, refrigerator, dishwasher, living room furniture, dining table and chairs, desks, dressers and bedroom furniture). Residents may not remove any RMC property from any unit or transfer them to another unit. In addition, furnishings, especially beds, are not to be stored in the storage cages without permission. Due to potential for water leaks in the basements and resulting damage residents must take adequate precautions (e.g. placement on wood pallets, wrap in plastic) to protect RMC property. Residents are financially responsible for damage to RMC property whether it is in their unit or storage cage. Under no circumstances may residents store any RMC furnishings or personal property outside of storage cages in the basements.

While beds and mattresses are furnished, it is understood that you will provide a satisfactory mattress cover for the bed. Any stain, soil or damage to the mattress will be charged to you.

Window coverings are not to be removed from the windows or doors. RMC will be responsible for cleaning or replacement before you move in.

Some unfurnished or partially furnished units are available at reduced rates.

Maintenance & Repairs

Maintenance is provided by HCA Office Corporation (HCAOFCO). If you have maintenance problems you should notify your RA so a work order can be generated. A clear description of the problem, your name and phone number should be given to the RA. Also, describe the degree of urgency.

Most maintenance needs are routine and will be addressed within 48 hours. If the needed repairs have not been done within this time frame you should contact the RA and request a follow-up. Emergencies should be called in to the Director of Student Affairs. If the Director is not available you should call HCAOFCO office (weekdays 7:00 a.m. to 5:00 p.m.) or the HCAOFCO on call number (after 5:00 p.m. and weekends).

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

Regular and florescent light bulbs are available from the RA at no charge. If you provide your own bulbs you should not use bulbs above 60 watts as they may cause damage to the light fixtures. Halogen light bulbs are the responsibility of residents.

Fire Extinguishers and Smoke Detectors

Fire extinguishers are located in the basement of each building, one at each end and one near the washers and dryers. Anytime one is used it should be reported to the Resident Assistant so that it can be refilled.

One single use fire extinguisher is located in each unit under the kitchen counter. Residents are responsible for notifying their RA if a fire extinguisher has been discharged. Replacements will be provided.

One battery operated (9 volt) smoke detector is located in each apartment and two in each townhouse. Periodic testing should be done by residents to be sure alarm is working properly. A regular beep can be heard when the battery is low. Problems or low batteries should be reported to the RA.

Fire Safety in the Student Village

Residents should review the fire prevention and safety guidelines covered in the chapter on Safety and Security. These apply to the Student Village as well as other areas on campus.

In addition, residents should abide by the following guidelines:

1. Combustible materials, e.g. candles, fireworks, spray paint, organic solvents, live Christmas trees, etc. are forbidden on the premises.
2. Unplug electrical appliances when not in use. This is particularly relevant for blow dryers, curling irons, and other heat generating devices.
3. Keep counter areas, particularly where heat generating devices are used, clear of flammables and other clutter.
4. Inspect cords regularly on appliances and electronic equipment for fraying. Unplug and do not use if any fraying is detected.
5. Limit the number of electrical devices plugged into each wall outlet. The use of multi outlet adapters is strongly discouraged as these can cause excessive current being drawn through the circuit. Warm or hot electrical cords and/or frequent breakers tripping indicates too many devices are being used on any one circuit. (NOTE: Multiple outlets may be on one circuit breaker.)
6. Check the halogen light bowl periodically for dust, trash and other combustibles. Halogen bulbs generate intense heat and can ignite combustibles if not kept clean and clear.
7. Do not place halogen lights, space heaters or other small appliances that generate lots of heat near combustibles like curtains, bed linens, papers, etc.

Report any problems you detect immediately (e.g. unusual odors, breakers tripping) even if you are not sure of the cause.

Controlling Pest Problems

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

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

Pets

There are no pets permitted in the Student Village other than aquarium fish, including visiting pets. If the Resident Director or the Director of Student Affairs receives a report of a resident having a pet in their unit the resident will receive a first offense warning which is a letter to the resident and a copy placed in the resident's file with Research College of Nursing. A second offense warning carries a fine of \$300.00. A third offense will mean termination of the housing agreement.

Trash Disposal

Dumpsters are located southwest of the Student Village in parking lot C. Residents are responsible for taking their trash to the dumpsters.

Trash or garbage should not remain in your unit or elsewhere in the basement area, including your cage. To keep our community clean and prevent pest problems dispose of your trash frequently. Placing trash anywhere other than dumpsters (e.g. in the basements, foyers, patios, porches) will result in a \$25 fine per resident in the unit per offense.

Services & Utilities

Mail and Delivery Service

Mail is delivered directly to townhouses and apartments daily, except Sundays and holidays, by the U.S. Postal Service. Your mailing address is your townhouse or apartment number and should appear as follows:

Name
(unit #) East Meyer Boulevard
Kansas City, MO 64132

Other types of deliveries, e.g. U.P.S., Federal Express, are also delivered directly to units. If no one is home to accept delivery the package will be brought to the Student Affairs Office. A note is left by the delivery service indicating where the package was left. Packages not picked up in a reasonable time (2-3 days) will be returned to sender.

Laundry Facilities

Each building has laundry facilities located in the basement. Use of this equipment is limited to residents. Directions for use are posted in the laundry area. Please remove your laundry promptly out of consideration for other residents who need to use the facilities. It is expected that all residents will maintain the laundry area properly. If you experience a problem with the laundry facilities contact your RA to report the problem. If it is not rectified in a reasonable amount of time, usually no more than 72 hours, notify your RA.

Safety and Energy Conservation

Windows and doors should be kept closed and locked when residents are not present. Lights and appliances should be switched off when not in use. Safety and energy conservation are everyone's responsibility to help keep costs down and reduce losses.

Heating and Cooling

Follow the suggestions below for operating the heating and cooling equipment in your unit:

1. The thermostat is located on the wall in the kitchen of townhouses and in the hallway or dining area of apartments.
2. When operating heating or cooling the fan switch on the thermostat should be set to "auto."
3. For cooling the thermostat should not be set below 70 degrees. Setting the thermostat below 70 degrees for cooling may cause the air conditioning to freeze up and/or the breaker to trip.
4. For heating it should not be set above 80 degrees. In winter, opening the drapes will help prevent moisture from collecting on the windows.

To regulate the temperature in various rooms of the unit adjust the opening of the vents in different rooms, e.g. if the second floor bedrooms in a townhouse are hot and the downstairs rooms are cold close the downstairs vents partially to force more cool air to the second floor.

Telephones

Telephone service is not provided. To activate phone service you must call a service provider and request service. Telephone equipment and charges are the responsibility of the persons residing in a particular unit. Residents should notify the Director as soon as they request phone service and are assigned a number. This is necessary to ensure the connection is completed from the switch in the medical center through which all phone lines must pass. Failure to notify the Director may result in delays in receiving your service. Research Medical Center maintains inline service for all units. If you experience problems with your phone service you should first determine if the problem is your telephone. If your phone is working properly, notify your RA or submit a work order request.

Buildings and Grounds

Safety

In buildings, all stairways, hallways, landings and basements must be kept clear for the purpose of safe and unobstructed movement at all times. Areas outside buildings are to be kept free of additional fences, pens, and obstructions. Children's toys should be picked up daily. Mark all toys with child's name and unit number. During grass mowing season please be alert and keep children and toys out of the way of the mowers.

Storage Cages

Each unit has a corresponding storage cage in the basement of the building. Residents may store personal belongings in the cage. Open space in the basement or other vacant cages may not be used for storage. Items outside the cages are a violation of the fire code and present a possible hazard. Any items left outside the cage will be confiscated and disposed of accordingly.

Personal Property

RMC and RCN use all reasonable efforts to protect residents' property, but it is understood that neither RMC nor RCN are in any way liable for the loss, theft or damage to property belonging to any residents or guests. It is highly recommended that you do not leave valuables such as expensive jewelry and large sums of cash in your room. Some homeowners insurance policies cover residents' belongings while at college. You are encouraged to secure adequate personal property insurance coverage.

Grievance Procedure

Residents who have a problem or complaint related to their housing services or facilities should discuss the situation with their assigned RA. If the discussion with the RA does not satisfy the complaint, residents should contact the Resident Director and then the Director of Student Affairs. Residents are encouraged to address the problem in a timely manner.

Housing Standards and Sanctions

This section addresses the expectations of residents with regard to behavior and the consequences if individuals conduct themselves outside acceptable standards. The Housing Program of Research Medical Center strives to support the standards of the various programs in which residents are enrolled. In addition to the standards, rules and policies described in the section College Standards and Student Conduct and elsewhere in this publication, including the terms of the housing agreement, residents should familiarize themselves with the rules and regulations of their respective programs.

Housing Standards

The following is a list of standards which augment the standards described in the section College Standards and Student Conduct to which all residents, regardless of program affiliation, are bound to abide. Violation may result in action by the Director of Student Affairs.

1. Possession or use of firearms, weapons or explosives, including fireworks, is prohibited and subject to disciplinary action.
2. Residents must be fully clothed, including shoes, while in communal living spaces.
3. Consideration of roommates and adjoining living areas should be a primary concern of all residents. Excessive noise caused by voices, televisions, stereos, etc. should be kept at a reduced level and noise should not be heard outside of housing units.
4. Residents are responsible for the conduct of their guests and will be held liable for any problems, damages, etc. arising from their conduct.
5. Residents are expected to maintain their unit according to the standards of cleanliness and repair set forth in the previous section. In addition to charges for substandard conditions residents are subject to more severe sanctions, including dismissal.
6. Pets are not permitted in housing, including visiting pets. Residents who violate this policy are subject to disciplinary sanctions. Refer to Housing Sanctions for consequences.

Procedures

Violations of any standards, rules, policies or terms of the agreement will be referred to the Director of Student Affairs. Referral of violations may come from residents, the Housing Staff or from the Security Department. Residents who may be in violation will be notified of specific charges and instructions for hearing procedures. Following the hearing the Director of Student Affairs will communicate to the resident what, if any, action is to be taken. The Director of Student Affairs reserves the right to confer with or refer to the appropriate administrator of a resident's program any problem or violation deemed necessary.

Housing Sanctions

Housing sanctions refer to the actions taken to help a resident who has violated a standard or any part of the agreement understand the consequences of his/her actions and re-emphasize the expectation of Research College of Nursing for compliance with all standards and terms of agreement. Sanctions range from housing probation and restitution to dismissal. Sanctions are defined as follows:

Housing Probation

This sanction recognizes violation(s) of existing standards, rules or terms of the agreement. This action is non-punitive in nature. However, subsequent violations may lead to dismissal from housing according to the terms of the agreement.

Restitution

This action is usually taken when loss or damage to RMC property is deemed the responsibility of the resident. This action may take the form of a fine, specific charges or forfeiture of all or part of the housing deposit.

Dismissal

A serious violation(s) may result in termination of the agreement by Research Medical Center. The resident will be required to vacate the premises according to the terms of the agreement.

Note: Restitution may be imposed in conjunction with either housing probation or dismissal.

Pet Policy Disciplinary Action

Pets, including visiting pets, are not permitted in housing other than aquarium fish. Once an infraction has been reported to the Director of Student Affairs the resident will receive a first offense warning letter. The warning letter will also be placed in your file with Research College of Nursing. A second reported violation will result in a second letter and a fine of \$300.00. A third reported violation will mean termination of your housing agreement.

Appeal Process

A resident who wishes to appeal a decision must submit a written "intent to appeal" statement to the Director within 24 hours of learning of the decision. The resident will then be permitted up to 72 hours to prepare and present the appeal.

Appendix A

Student Alcohol Policy

Preface

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

Philosophical Statement

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

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

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

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

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

Students will take seriously the growing legal and social concerns (e.g. drinking and driving) in our society about the use of alcohol and act to minimize the liability of the institution, its student organizations and its individual members.

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

Guidelines Applicable to All Students

1. 2525 Building- Because this building houses administrative and faculty offices, alcoholic beverages are prohibited. This restriction includes communal areas, hallways, patios and other public areas. Exceptions may be granted by the Dean for special events.
2. Student Village - Students 21 years of age or older are allowed to drink alcoholic beverages in the privacy of their residence. This privilege does not extend to areas such as patios or balconies visible to the public or communal areas such as sidewalks, parking lots or open grounds surrounding the campus. Exceptions may be granted by the Dean for special events.
3. No student of age may drink alcoholic beverages within the campus confines with any underage student.
4. Large quantities of alcohol and kegs are not allowed on campus.
5. Students are not to purchase alcoholic beverages for and/or deliver them to any underage student on campus.

6. Transportation of alcoholic beverages must follow federal, state and local laws, i.e. no alcoholic beverage containers may be open while in transit to or from a resident's unit. Students are to transport alcoholic beverages in covered packages.

Sobriety Level at College-Sponsored Events

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

Responsible Consumption

Research College of Nursing recognizes the appropriate use of alcohol in moderation in today's society. The responsible consumption of alcohol is accepted as a learning process for students of legal drinking age who choose to drink. Drinking to excess is considered unacceptable conduct for students and may result in the imposition of corrective sanctions.

Regulations for Social Events and Use of Funds

The purpose of any social event sponsored by Research College of Nursing is to facilitate social development of those involved and to promote the acceptance of responsibility by students. Students are expected to accept responsibility for the preparation, presentation and control of student organization events.

The role of the College is threefold:

- 1) To serve as a resource for students
- 2) To support students in the case of problems the sponsoring students cannot handle, and
- 3) To correct situations where inappropriate plans or events are scheduled or taking place.

Regulations Regarding Alcohol at College - Sponsored Events

In this policy the phrase "college - sponsored events" refers to any event planned and presented for students by 1) the College, 2) students or, 3) student organizations.

1. On those occasions when, by administrative permission, alcohol is served at events attended by students, signs reading "21 and over please" will be prominently displayed in close proximity to where the alcohol is served. Appropriate measures should be taken by those who serve to insure that only those who are of legal age are served.
2. Non-alcoholic beverages should be available at any event in an equally attractive variety to the alcoholic beverages and must be displayed as equally prominent as the alcoholic beverages. At all events where alcohol is to be served, food items should be available in sufficient quantity for the number of persons attending the event.
3. No alcoholic beverages are to be taken off the property or out of the specific area in which the event is taking place by students or their guests.

Use of Student Activity Fee Funds

In view of the fact that a majority of students enrolled at Research College of Nursing are under 21 years of age at some point during their academic years, the College considers it inappropriate for alcohol to be purchased for student events from funds collected as mandatory fees by the College. Such funds (which include all money in the College accounts for the purpose of supporting student activities) may not be used for the purchase of alcoholic beverages.

Appendix B

Relevant Missouri State Statues

Research College of Nursing recognizes that substance abuse has a negative impact on the education/work environment. Policies have been adopted by the college regulating the use of alcohol on campus and prohibiting the “illegal, unauthorized or unprescribed use, possession or distribution of narcotics, drugs and/or chemicals.” Sanctions describing action to be taken should a violation occur have been established. These policies are contained in the Student Life section of this guide.

Students should further familiarize themselves with the provisions of the State of Missouri Nursing Practice Act, particularly section 335.066, “Denial, revocation or suspension of license, grounds for.” Appendix C.

Employees should refer to Research Medical Center policy number 040-020-35, “Illegal Drugs and Alcohol,” for applicable standards and procedures pertinent to their employment.

In addition to the above mentioned policies the following information is provided as required by Public Law 101-226, “The Drug Free Schools and Communities Act Amendments of 1989” to the “Higher Education Act of 1965:”

311.320 RSMo. Misrepresentation of age by minor to obtain liquor – use of altered driver’s license, passport or I.D. cards, penalties.

1. Any person of the age of seventeen years and under the age of twenty-one years who shall represent that he has attained the age of twenty-one years for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, except in cases authorized by law, shall upon conviction be deemed guilty of a misdemeanor. Any person under the age of seventeen years who shall represent that he has attained the age of twenty-one years for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, except in cases authorized by law, may be considered a delinquent child and may be dealt with in accordance with the provisions of chapter 211, RSMo.
2. In addition to any other penalties established in subsection 1 of this section and established in sections 577.500 to 577.530, RSMo, any person who is less than twenty-one years of age who uses a reproduced, modified or altered chauffeur’s license, motor vehicle operator’s license, identification card issued by any uniformed service of the United States, passport or identification card established in 302.181, RSMo, for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, shall be guilty of a misdemeanor and shall be subject to a fine of five hundred dollars for each separate offense.

311.325 RSMo. Purchase or possession by minor, a misdemeanor – container need not be opened and contents verified, when – burden of proof on violator to prove not intoxicating liquor.

Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in his possession, any intoxicating liquor as defined in section 311.020 is guilty of a misdemeanor. For purposes of prosecution under this section or any other provision of this chapter involving an alleged illegal sale or transfer of intoxicating liquor to a person under twenty-one, a manufacturer – sealed container describing that there is intoxicating liquor therein need not be opened or the contents therein tested to verify that there is intoxicating liquor in such container. The alleged violator may allege that there was not intoxicating liquor in such container, but the burden of proof of such allegation is on such person, as it shall be presumed that such a sealed container describing that there is intoxicating liquor therein contains intoxicating liquor.

577.010 Driving while intoxicated

1. A person commits the crime of “driving while intoxicated” if he operates a motor vehicle while in an intoxicated or drugged condition.

2. Driving while intoxicated is for the first offense, a class B misdemeanor. No person convicted of or pleading guilty to the offense of driving while intoxicated shall be granted a suspended imposition of sentence for such offense, unless such person shall be placed on probation for a minimum of two years.

577.012 Driving with excessive blood alcohol content

1. A person commits the crime of “driving with excessive blood alcohol content” if he operates a motor vehicle in this state with ten-hundredths of one percent or more by weight of alcohol in his blood.
2. As used in this section, percent by weight of alcohol in the blood shall be based upon grams of alcohol per one hundred milliliters of blood and may be shown by chemical analysis of the person’s blood, breath, saliva or urine. For the purposes of determining the alcoholic content of a person’s blood under this section, the test shall be conducted in accordance with the provisions of sections 577.020 to 577.041.
3. For the first offense, driving with excessive blood alcohol content is a class C misdemeanor.

577.017 Consumption of alcoholic beverages in moving vehicle, prohibited when—infraction—records, not to appear on

1. No person shall consume any alcoholic beverage while operating a moving motor vehicle upon the highways, as defined in section 301.010, RSMo.
2. Any person found guilty of violating the provisions of this section is guilty of an infraction.
3. Any infraction under this section shall not reflect on any records with the department of revenue.

Health Risks

The abuse of alcohol and/or drugs can lead to serious physical, psychological and/or social problems including but not limited to: addiction, loss of consciousness, hallucinations, memory lapses, impaired physical and/or mental functioning, organ damage, cardiac arrest, respiratory failure, brain hemorrhage, coma or death.

Information for Assistance

Information about assistance available in the greater Kansas City area and at the College is available in the Student Affairs Office. Counseling through the Rockhurst Counseling Center may be provided at no charge for undergraduates. Graduate students may access the Rockhurst Counseling Center for a fee.

Information regarding effects and consequences of alcohol and drug use are also integrated in nursing courses.

Undergraduates may refer to the Rockhurst University Student Handbook for more information and appropriate phone numbers.

Appendix C

State of Missouri Nursing Practice Act

Professional Nursing

The section of the State of Missouri Nursing Practice Act reprinted here has significant relevance to nursing students and their professional development. Students should understand that completion of the program does not guarantee eligibility to write the licensure examination. For a complete copy of the Act contact the Academic Affairs Office.

335.066 Denial, revocation, or suspension of license, grounds for.

- A. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the administrative hearing commission as provided by chapter 161, RSMo.
- B. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 161, RSMo, against any holder of any certificate of registration or authority, permit or license required by this chapter or any person who has failed to renew or has surrendered his certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - 1. Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by this chapter;
 - 2. The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated under this chapter, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - 3. Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;
 - 4. Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
 - 5. Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter;
 - 6. Violation of, or assisting or enabling any person to violate, any provision of this chapter, or of any lawful rule or regulation adopted pursuant to this chapter;
 - 7. Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
 - 8. Disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
 - 9. A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
 - 10. Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not registered and currently eligible to practice under this chapter;
 - 11. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - 12. Violation of any professional trust or confidence;
 - 13. Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

14. Violation of the drug laws or rules and regulations of this state, any other state or the federal government.
15. Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.

Advanced Practice Nursing

The 4CRS 200-4.100 section of the Missouri Nursing Practice Act specifies the criteria necessary for registered professional nurses to be recognized by the Missouri State Board of Nursing and therefore eligible to practice as advanced practice nurses and use certain advanced practice nurse titles.

The College of Nursing adheres to all portions of 4CRS 200-4.100 and refers the reader to:

Missouri State Board of Nursing

3605 Missouri Boulevard

P.O. Box 656

Jefferson City, MO 65102

573-751-0681

<http://www.ecodev.state.mo.us/pr/nursing>

Appendix D

Housing Contracts

Terms of Housing Agreement

Following is the text of the agreement to which you become obligated once you complete, sign and submit it:

1. **LICENSE NOT A LEASE:** This agreement is a license and not a lease. It creates no exclusive right on the part of the student to occupy any particular portion of RMC property. RMC may assign and reassign the student to specific student housing whenever, in the medical center's sole discretion, it deems such action necessary or desirable. As a licensee hereunder the student may not assign any rights or obligations created by this license agreement.
2. **ELIGIBILITY:** To be eligible a student must be enrolled or affiliated with a Research Medical Center sponsored program as defined in the Research College of Nursing [Guide to Student Life](#). Eligibility for families is limited to spouses and children for which the student is the legal parent or guardian. Evidence of familial relationship may be required at any time.
3. **TERM:** The term of this agreement is for the contract year or for the remainder of the contract year, if entered into subsequent to the beginning of the contract year. Any other term of agreement must be made by mutual written agreement between the student and Research Medical Center and specified on this agreement. The contract year consists of the fall, spring and summer contract periods as defined by Research College of Nursing.
4. **HOUSING FEES:** The student agrees to pay fees as established by Research Medical Center or its agent. RMC reserves the right to increase housing fees. Failure to pay fees according to the fee schedule may result in the total amount becoming due and payable immediately and legal action can be taken against all persons who have signed this agreement. The student will also be responsible for all legal and collection fees incurred by RMC.
All students hereby agree to waive demand, protest and notice of non-payment. Any payment received from any source other than the student will not release the student from making the payments due.
5. **PERSONAL PROPERTY:** The student hereby agrees that any and all of the student's personal property or property of third parties in student's custody or possession which may be present upon RMC premises shall be the sole responsibility of the student and the student does hereby waive any and all claims against RMC, its agents and employees of any nature whatsoever for loss, damage or destruction to said property due to any cause whatsoever. Students are advised to procure personal insurance against such eventualities. All personal property must be removed from the unit on the last day of occupancy under this agreement and the student hereby surrenders all claims to and abandons any property remaining on the premises after such date.
6. **HOUSING DEPOSIT:** A housing deposit is required to accompany the Housing Application for residency in the RMC Student Village. The deposit serves as a room reservation deposit prior to the student occupying a unit. Subsequent to occupying a unit the deposit serves as security against damages to the premises. The housing deposit will be retained by RMC so long as the student remains enrolled in an RMC educational program and/or continues residency. Unless the deposit is forfeited in accordance with any terms of this agreement, the deposit, less any assessment for damages, uncleanliness and/or unpaid balance on the student's account, will be refunded to the student following vacation of housing by the student and inspection of the premises by representatives of RMC. The student agrees to be responsible for defacement or damage to the unit, common areas and all RMC furnishings assigned to the student in accordance with this agreement and to reimburse RMC for the full cost of repairing or replacing any furnishings or property that are damaged or destroyed during the term hereof.
7. **CANCELLATION AND TERMINATION:** A request for cancellation of this agreement must be made in writing and submitted to the Student Affairs Office.

- a) **Prior to occupancy:** A request for cancellation of this agreement by the student that is received by RMC less than 30 days prior to the commencement of the agreement will be honored, but will result in forfeiture of the housing deposit by the student, unless an assignment has not been made or the reserved space is successfully assigned to someone else.
 - b) **Subsequent to occupancy:** Requests for cancellation will result in charges being prorated to 30 days from the date of written notification or to the end of the current contract period, whichever is shorter, but not less than 15 days.
 - c) **Termination by RMC:** The student hereby consents and agrees to obey and abide by all RMC policies and regulations governing occupants of RMC housing and recognizes the right of RMC to terminate this agreement for violation of any such RMC policies and regulations. In the event of termination of the agreement by RMC the student will be liable only for occupancy up to the time of termination of such occupancy. The housing deposit, less any deduction for damage, uncleanliness and/or unpaid balance on the student's account, will be refunded to the student. In the event of cancellation of this agreement the student hereby agrees to vacate RMC housing within 48 hours of notification of such cancellation or termination.
8. **PETS:** There are no pets permitted in RMC housing other than aquarium fish, including visiting pets.
 9. **OCCUPANCY:** Only the residents who are assigned to a unit may occupy the unit. Persons of the opposite sex may not share units designated for single students.
 10. **GUESTS:** Overnight guests must be registered with the Student Affairs Office. Overnight guests are limited to no more than two consecutive nights and ten nights total for the current contract period. Guests staying more than the 2/10 night limits must make arrangements with the Student Affairs Office.
 11. **UNIT ENTRY:** RMC reserves the right for authorized representatives to enter any unit at any reasonable time, with or without the student's permission or attendance, for housekeeping purposes, repair or maintenance, health, safety, general inspection or disciplinary reasons.

POLICIES AND REGULATIONS: Additional policies and regulations published in the Research College of Nursing Guide to Student Life and any other official publications of RMC are enforceable as if contained herein. RMC reserves the right to make changes in any and all such policies.