

2017 - 2018

# ResU

UNIVERSITY CATALOG

The 2017 - 2018 Resurrection University Catalog includes academic programs which will take effect for students on or after the Fall 2017 semester.

All policies and procedures are in effect for all members of the ResU community as of the beginning of the Fall 2017 semester. All information is subject to change.

**RESURRECTION UNIVERSITY**  
COLLEGE OF NURSING & COLLEGE OF ALLIED HEALTH

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## About the University

Resurrection University is an upper division Catholic University. An upper division University begins with the junior year courses of an undergraduate degree up through graduate level courses.

After 98 years in Oak Park, in 2013 Resurrection University moved to Presence Saint Elizabeth Hospital in the heart of Chicago's historic Wicker Park neighborhood. Our new, Leadership in Energy and Environmental Design Certified campus includes 44 offices, 10 classrooms and a state-of-the-art simulation learning center. It's 37,700 square feet of the most advanced healthcare education in Chicagoland. While our campus is new, our commitment remains unchanged: At Resurrection University, we provide the highest quality nursing, radiography and HIM education available.

Our faculty is experienced, accessible, and supportive of every student they instruct and our facilities feature the advanced technologies you would expect from a world-class university. We are part of Presence Health, a family of Catholic, not-for-profit, healthcare facilities providing advanced health care and exceptional service with compassion and hope.

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## Mission

Resurrection University educates students to become healthcare leaders by cultivating a diverse learning community based on the Catholic tradition of faith, hope and healing.

### Vision

To be a learning community that thinks critically and embraces change, inspiring the next generation of healthcare professionals and leaders.

### Educational Excellence

Resurrection University is committed to the highest standards of educational excellence. We emphasize quality teaching and compassionate service, and we value scholarly activity. We are dedicated to the development of individuals into knowledgeable, self-directed, responsive, and caring persons. For this reason, Resurrection University has also adopted self-principles compatible with the values of Presence Health. Those who choose to be a member of this community agree to:

- Develop and use intellectual capacities, skills, and talents in service to humanity.
- Exhibit the core values of Resurrection University:  
**Accountability, Compassion, Excellence, Respect, and Service.**
- Advocate for the pursuit of personal and academic integrity.
- Practice personal and academic integrity.

All members of this community must embody these values, hold each other accountable for them, and not tolerate behavior that disregards them.

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## Accreditation

### Resurrection University

- Accredited by the Higher Learning Commission, a member of North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; (312) 263-0456 <http://www.ncahigherlearningcommission.org>  
Affiliation Status: Candidate: 1984  
Accreditation: (1986- ) Present  
For more information visit: <http://www.resu.edu/why-ru/accreditationaqip/hlc>
- Approved by the Illinois Board of Higher Education for degree granting and operating authority.

### The College of Nursing

The baccalaureate (BSN) and master's (MSN) programs at Resurrection University are:

- Accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC 20001 Phone: (202) 887-6791 Fax: (202) 887-847.
- Approved by the Illinois Department of Financial and Professional Regulation, 320 West Washington Street, 3rd Floor, Springfield, IL 62786; [www.idfpr.state.il.us](http://www.idfpr.state.il.us), (217) 785-0800

### The College of Allied Health

The Bachelor of Science in Health Informatics and Information Management (BSHIIM) is accredited as a Health Information Management baccalaureate degree program under the current Health Information Management Standards of the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).

The Bachelors of Sciences, Imaging Technology (BSIT) is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606.

### The University is a member of the following organizations:

- American Association of Colleges of Nursing
- American Health Information Management Association
- American Registry of Radiologic Technologists
- American Society of Radiologic Technologists
- Association of Catholic Colleges and Universities
- Catholic Higher Education Research Cooperative
- Federation of Independent Illinois Colleges and Universities
- Health Information and Management Systems Society
- National Association of Independent Colleges and Universities
- National League for Nursing

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## Admission

Application reviews for acceptance into a program are based on the following deadline schedule:

Term	BSN	BSIT	BSN for RN RN – MSN	MSN	HIIM	DNP
Summer	February 1	N/A	N/A	N/A	N/A	N/A
Fall	April 1	July 15	July 15	July 15	July 15	N/A
Spring	September 1	N/A	November 15	November 15	October 1	November 15

The University accepts applications on an ongoing basis until all seats are filled; however, if seats are still available after the deadline seats will be filled until the capacity is reached.

All students are strongly encouraged to contact the Office of Enrollment Management at (773) 252-5389 for an appointment to meet with an admission counselor before submitting the application. Degree requirements for each program can be found in the curriculum section of this catalog.

Your admission to Resurrection University is contingent upon successful completion of all your admission requirements prior to the start of your term. These include, but are not limited to, completion and documentation (submit final official transcripts) of all pre-requisite class requirements, as well as completion of your health document requirement by the assigned due date.

## College of Allied Health

### Bachelor of Science Health Informatics and Information Management (BSHIIM)

#### Admission

Students who have completed the general education and BSHIIM program prerequisites from a regionally-accredited institution may apply for the bachelor degree in Health Informatics and Information Management (BSHIIM) degree program. An applicant will be considered for admission into the program if the following criteria are met:

#### Admissions Criteria:

1. Earned a minimum cumulative college grade point average (GPA) of at least 2.75 on a 4.00 scale
2. Earned a minimum cumulative grade point average (GPA) of at least 2.75 on a 4.00 scale in HIIM support course prerequisites
3. Held in good academic standing at all previous colleges and universities attended

#### Application Requirements:

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended
4. Submit a two page personal statement on your professional goals

Once accepted into the University, a student's file must be complete before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of a criminal background check
3. Satisfactory completion of a drug screen

4. Proof of Completion of all [required health documentation](#)
5. Complete HealthStream modules

### **St. Francis School of Radiography - Bachelor of Science Imaging Technology (BSIT) Admission (Pre-Licensure) Admission**

Students who have completed all general education and the BSIT program prerequisites from a regionally-accredited institution may apply for the bachelor degree in Imaging Technology (BSIT) degree program. An applicant will be considered for admission into the program as a transfer student if the following criteria are met:

#### **Admission Criteria:**

1. Earned a minimum cumulative college grade point average (GPA) of at least 2.00 on a 4.00 scale
2. Successfully complete the HESI Exam (minimum score of 70% required overall as well as in: Science, Math, English, and Reading Comprehension)
3. Held in good academic standing at all previous colleges and universities attended

#### **Application Requirements:**

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended
4. Submit a two page personal statement on your professional goals
5. Submit completed the HESI Exam score

Once accepted into the University, a student's file must be complete before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of a criminal background check
3. Satisfactory completion of a drug screen
4. Proof of Completion of all [required health documentation](#)
5. Complete HealthStream modules
6. Qualitative Mask Fit test

### **St. Francis School of Radiography - Bachelor of Science Imaging Technology (BSIT) Admission (Post-Licensure) Admission**

Students who have completed BSIT program prerequisites from a regionally-accredited institution and hold a current ARRT license may apply for the Bachelor of Imaging Technology (BSIT) degree program. An applicant will be considered for admission into the program as a transfer student if the following criteria are met:

#### **Admissions Criteria:**

1. Earned a minimum cumulative college grade point average (GPA) of at least 2.00 on a 4.00 scale
2. Hold a valid and unrestricted ARRT License
3. Held in good academic standing at all previous colleges and universities attended

#### **Application Requirements:**

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended

4. Submit a copy of applicant's current ARRT License
5. Submit a two page personal statement on your professional goals

Once accepted into the University, a student's file must be complete before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of a criminal background check
3. Satisfactory completion of a drug screen
4. Complete HealthStream modules

## **College of Nursing**

### **Undergraduate Nursing Admission**

#### **Undergraduate Nursing**

#### **Pre –Licensure Nursing Admissions (*BSN-Day, Evening/Weekend*)**

Students who have completed all general education requirements and nursing support courses may apply for the bachelor degree in Nursing. An applicant will be considered for admission into the pre-licensure nursing program if the following criteria are met:

#### **Admissions Criteria:**

1. Earned a minimum cumulative grade point average (GPA) of at least 2.75 on a 4.00 scale
2. Earned a minimum cumulative science grade point average (GPA) of 2.75 (in anatomy and physiology I and II, general chemistry and microbiology)
3. Successfully complete the ATI - Test of Essential Academic Skills (TEAS) exam with a score of 68% or better
4. Held in good academic standing at all previous colleges and universities attended

#### **Application Requirements:**

1. Submit a completed online application
2. Submit the required application fee
3. Submit ATI-TEAS score
4. Submit official transcripts from all colleges and universities attended
5. Submit a two page personal statement on your professional goals

Once accepted into the University, a student's file must be completed before the start of classes and includes the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Proof of Completion of all [required health documentation](#)
5. Complete HealthStream modules

#### **Post-Licensure Nursing Admissions (*BSN for RNs, RN to MSN*)**

#### **BSN for RN Admission**

The BSN for RN program is for licensed registered nurses who wish to earn a Bachelor of Science in Nursing degree. Both the BSN for RNs and the RN to MSN programs will lead to the BSN degree for the student. In the RN to MSN program, students will only be allowed to matriculate into the graduate courses if:

1. All undergraduate requirements, including general education courses and pre-nursing support courses, are completed

2. The Resurrection University undergraduate course work is completed with a minimum grade point average (GPA) of 3.00 or better

Applicants will be considered for admission if the following criteria are met:

**Admissions Criteria:**

1. Earned minimum cumulative grade point average (GPA) of at least 2.75 on a 4.00 scale
2. Earned minimum science cumulative college grade point average (GPA) of 2.75 (in anatomy and physiology I and II, general chemistry and microbiology)
3. Earned a minimum cumulative grade point average (GPA) of 2.75 on a 4.00 scale in previous undergraduate nursing course work
4. Must have graduated from an Associate Degree Nursing program or diploma school of nursing approved by the Illinois Department of Financial and Professional Regulation, and accredited by the National League for Nursing Accrediting Commission (NLNAC)
5. Must have a valid and unrestricted Illinois RN license
6. Held in good academic standing at all previous colleges and universities attended

**Application Requirements:**

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended
4. Submit a two page personal statement on your professional goals
5. Submit a valid and unrestricted Illinois RN license
6. Submit a copy of a resume or curriculum vitae

Once accepted into the University, a student's file must be completed before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Valid Basic Life Support (BLS) Certification for health care providers (CPR) from the American Heart Association
5. Proof of Completion of all [required health documentation](#)
6. Complete HealthStream modules

**Graduate Nursing Admission**

There are two avenues to earning a master's degree in nursing. These are based upon the applicant's knowledge at the point of applying to the program. The options are:

**Current Degree**

Associate Degree in Nursing  
Bachelor of Science in Nursing

**Advanced Degree Option**

RN to MSN  
MSN

An applicant will be considered for admission into the graduate nursing program if the following criteria are met:

**Admission Criteria:**

1. Earned minimum cumulative undergraduate grade point average (GPA) of at least 3.00 on a 4.00 scale
2. Earned a minimum cumulative grade point average (GPA) of 3.00 on a 4.00 scale in previous undergraduate nursing course work
3. Must have a valid and unrestricted RN license



4. Held in good academic standing at all previous colleges and universities attended

**Application Requirements:**

1. Submit a completed online application
2. Submit the required application fee
3. Submit official transcripts from all colleges and universities attended
4. Submit a two page personal statement on your professional goals
5. Submit a valid and unrestricted Illinois RN license
6. Submit a copy of a resume or curriculum vitae

Once accepted into the University, a student's file must be completed before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Valid Basic Life Support (BLS) Certification for health care providers (CPR) from the American Heart Association
5. Proof of Completion of all [required health documentation](#)
6. Complete HealthStream modules

**Doctoral Nursing Admissions****Admission Criteria:**

1. cumulative grade point average (GPA) of 3.25 in all graduate nursing coursework
2. A current and unencumbered Illinois RN license
3. Held in good academic standing at all previous colleges and universities attended

**Application Requirements:**

1. Submit an online application and fee (\$50 nonrefundable)
2. Submit official transcripts from all graduate level courses in nursing
3. Submit a two-page personal statement detailing the reasons you wish to pursue the degree and how you feel the degree will enhance your career
4. Submit a copy of your current Illinois Nursing License
5. Submit a current resume or curriculum vitae
6. Submit two letters of recommendation. It is suggested that at least one come from a nursing professor. The letters should detail the reasons the recommender feels the candidate would be successful in a DNP program.
7. The GRE is required for all candidates whose cumulative graduate GPA is under a 3.25
8. Once all of the above are submitted and reviewed, candidates will be contacted for a face to face interview with members of the academic faculty.

Once accepted into the University, a student's file must be completed before the start of classes and include the following:

1. Enrollment Fee
2. Satisfactory completion of criminal background check
3. Satisfactory completion of Drug Screening Test
4. Valid Basic Life Support (BLS) Certification for health care providers (CPR) from the American Heart Association
5. Proof of health immunizations
6. All required lab results
7. School physical form signed by a primary care provider
8. Complete Healthstream modules

**International Student Applicants**

We do not accept international students who require the issuance of a student visa.

## **Non-Degree Seeking Students**

Students who wish to enroll in courses, but will not seek a degree at the University, may apply as a non-degree seeking student. Students may apply as a non-degree seeking student if they:

- Have not been denied admission to a degree seeking program at the University
- Have met the prerequisites for the class or classes in which he or she intends to enroll
- Will transfer the course to another institution; or
- Are taking a course or courses for personal or professional development

Students wishing to apply as a non-degree seeking student may apply online, and must submit the required application fee and official transcripts from all institutions previously attended.

Those admitted as non-degree seeking students may not earn more than 12 hours of credit. Non-degree seeking students wishing to change to degree seeking status must reapply to the program and meet degree requirements.

## **New Student Orientation**

At New Student Orientation and registration, students receive general information about the University and academic life. Students will also have their picture taken for their student identification (ID) card, receive a computer login ID, email account information, class schedule and a parking permit.

## **Readmission**

### **Self-Withdrawal**

Students who have withdrawn from the University and have not been enrolled at the University for the previous academic year must apply for readmission if they wish to resume their studies. Admission of re-entry students is dependent upon available space.

Students qualify to apply for readmission if they:

- Were in good academic standing at the time of withdrawal from the University;
- Have met all financial obligations to the University at the time of withdrawal; or
- Were in good academic standing at all institutions subsequently attended.

Students who have enrolled in another college or university subsequent to leaving the University must submit official transcripts from that school or schools to the Office of Enrollment Management.

Students who have not been enrolled in clinical courses for at least one semester will be required to repeat selected clinical courses and/or demonstrate clinical/practicum skill proficiency prior to returning to the program.

### **Academic or Disciplinary Dismissal**

Students who were suspended or dismissed from the University for an academic or disciplinary reason are not eligible for readmission.

## **Transfer Credits**

Resurrection University offers educational programs beginning at the upper division course level. As a result, students must complete the general education, pre-requisite and discipline specific support courses at another institution. These courses are transferred into the degree program of choice.

### **Undergraduate Programs**

The Office of Admissions conducts a transfer credit evaluation on all transcripts in a candidate's file during the undergraduate application review process. Applicants and potential student may access their transcript

evaluation through their ResU personal URL (PURL). Courses considered for credit in lower division requirements must:

- Be comparable in breadth and depth to those in the Illinois Articulation Initiative descriptions or the course offered on campus. Comparability is determined by the Office of the Registrar in collaboration with deans and program directors.
- Have been successfully completed at a regionally accredited college or university with a grade of C or better at the undergraduate level
- For BSN pre-licensure applicants, science courses factored into the science GPA admission criterion (i.e., General Chemistry, Microbiology, Anatomy & Physiology I and II) must have been completed within the previous seven years at the undergraduate level. The Introduction to Computers course must have been completed within the previous five years at the undergraduate level.

Courses from other institutions considered for credit to fulfill upper-division or program requirements must:

- Have been completed within the previous five years at the undergraduate level or two years at the graduate level at the time of enrollment
- Have clear relevance to the degree requirements.
- Be reviewed by the Dean and/or program directors of the respective program through an analysis of the syllabus and other related documentation of the transferred course.
- If an approval is granted, an official transcript and a completed Transfer Credit Approval Form by the end of the student's first add/drop period. Courses not submitted by that time will not be awarded transfer credit.

Candidates may receive a limited number of course credits in transfer. Transfer credit can be achieved through:

1. Coursework taken at other colleges and universities
  2. Successful achievement of a score of 3 or higher on the AP examinations
  3. Successful achievement of a score of 5 or higher on the International Baccalaureate examinations
  4. Successful achievement of the ACE recommended passing score on the CLEP examination
  5. Successful achievement of the ACE recommended score on the DANTES examination
- AP, CLEP and International Baccalaureate scores must be sent directly from the agency to Resurrection University. All CLEP, DANTES/DSST, AP and IB tests should be taken a minimum of 6 weeks prior to matriculation to ensure official scores are received.
  - Policies that determine the amount of transfer credit awarded vary among programs. Candidates interested in transfer credit should contact the Office of Admissions about details with their program of interest.
  - Transfer credit for professional coursework is very limited and is awarded on a case-by-case basis through special petition to the dean or program director in which the program is offered. All petitions must be processed through the Office of Admissions and initiated before the student matriculates in courses.
  - A maximum of 12 semester hours for undergraduate programs may be transferred if approved through the special petition through the Dean or Program Director.

**Graduate Programs**

Transfer credit at the graduate level of study are very limited and awarded on a case-by-case basis. A petition with the relevant documentation must be submitted to the Dean or Program Director before the student matriculates in courses. A maximum of 6 semester hours may be transferred from regionally accredited colleges or universities.

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## **Student Affairs**

The goal of Student Affairs is to provide students with an exceptional Resurrection University experience. The Student Affairs staff provides services, programs, and experiences that will support student's success at the University. From tutoring and counseling to extracurricular activities and library resources, Student Affairs wants to ensure that students' academic and personal development needs are met.

## **Student Life**

Student life at the University is rich in experiences, challenges, and friendships. Many opportunities exist for social activity, personal growth, and development of new interests and skills. Student Life is designed to address students' needs and facilitate student involvement in University life.

Students are encouraged to become involved in associations and organizations, take the opportunity to be involved on campus among peers, and, use the support and resources that are available. The University experience should be well rounded, as learning goes beyond the classroom, regardless of where it takes place – whether online, in clinical or lab, in a study group on campus, or at an association meeting.

## **Academic Center for Excellence (ACE)**

The University has an Academic Center for Excellence which provides academic tutoring and services in the areas of math, science, reading, writing and test taking skills. Individual and group tutoring is available free of charge to all students. Tutoring is available via email and phone for students enrolled in online courses.

### **Math & Science Specialist**

Individual and group tutoring sessions are available for students in the fundamental academic skills of science and math. Tutoring will occur in person or via email and phone for students in online courses, with individuals or small groups. At times, the Specialist will conduct in-class presentations or hold course review sessions.

### **Reading & Writing Specialist**

Individual sessions and group workshops to assist students with writing papers and improving study skills are available to all students. Students enrolled in online courses may utilize this service via email or phone. Students learn how to improve writing and language usage, how to cite reference sources, and how to compose papers according to course requirements and APA style guidelines. Study skills topics covered include how to improve note-taking, listening, reading comprehension, and time management. Additional academic topics may be covered by this specialist.

### **Peer Tutors**

Individual sessions with an advanced level peer tutor are available for BSN and BSIT students to increase knowledge and understanding of the nursing courses. Peer tutors are hired based on academic excellence. Peer tutors have the opportunity to develop and enhance their own leadership and teaching skills through peer tutoring.

## **Student Development**

### **Career Services**

Career services are available to students and alumni seeking assistance in establishing career goals, developing career management skills, and finding meaningful employment. These services include:

- Career counseling and advisement
- Résumé and cover letter assistance
- Interviewing skills training
- Job opportunities and listings
- Career development workshops

Career Services informs students of employment opportunities and career events via the CareerLink career services management tool, email, LinkedIn, and postings on Student Affairs bulletin boards. Career Services also gathers data on graduate employment. Students and alumni are encouraged to notify Career Services when they obtain employment in their field..

## **Counseling & Wellness Services**

Counseling & Wellness Services (CWS) is dedicated to supporting the mental health and wellness of Resurrection University students.

Students may seek counseling for a variety of reasons including, but not limited to, assistance with personal growth, stressors, depression, anxiety, self-esteem, relationship issues, grief, self-care, and life transitions. Services offered include:

- Short-term individual counseling
- Distance counseling (in state)
- Crisis intervention
- Consultation
- Referrals to community resources and other providers (in and out of state)
- Workshops and presentations
- Growth and support groups

Services are provided to students at no charge. Sessions are typically 50 minutes or less in length and appointments are recommended.

All information is kept strictly confidential in accordance with state and federal laws and professional ethical standards. Exceptions to confidentiality might occur when there is a threat of harm to self or others, an indication of child or elder abuse/neglect, or a signed judge's subpoena for information.

Counseling is provided with respect for any sex, gender, sexual orientation, race, ethnicity, religion, spirituality, age, or disability. For more information please visit: [www.resu.edu/student-services/counseling](http://www.resu.edu/student-services/counseling)

## **Testing & Disability Services**

In accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the principles of the Americans with Disabilities Act of 1990, as amended, ResU provides reasonable accommodations for students who have submitted the appropriate documentation and have been approved to receive accommodations. The ResU community must comply with these requirements and must maintain confidentiality regarding all information pertaining to students who receive accommodations.

In partnership with the Office of Enrollment Management, Student Affairs facilitates and proctors all program entrance examinations. In partnership with Academic Affairs, Student Affairs also facilitates and proctors ADA and miscellaneous exams as necessary and requested by program directors and assistant deans

## **Resurrection University Alumni Association**

The Resurrection University Alumni Association exists to benefit alumni by developing a strong organization able to facilitate career goals, increase visibility, improve communication with graduates, provide continuing education and other services, and foster philanthropic support to help meet the University's programmatic and financial needs.

Membership in RUAA includes all alumni and former students of Resurrection University or its predecessors, the West Suburban Hospital College of Nursing, Concordia/West Suburban, Wheaton College/West Suburban and the Saint Francis School of Radiography.

RUAA members represent the University and the Alumni Association, and have a responsibility to conduct themselves in such a manner as to give a positive impression of Resurrection University to the public, students, and fellow graduates.

For more information about RUAA, please contact the Director of Development and Alumni Relations.

## **Spiritual Needs**

All members of the University community may use the Chapel, located on the 11<sup>th</sup> floor of the Presence St. Elizabeth Hospital, for private spiritual reflection. A member of the Mission and Ministry Team is also available to assist students with spiritual needs.

## **Student Feedback**

An online suggestion box is located on the ResU webpage, located at the following address:

<http://www.resu.edu/suggestions/>

The online suggestion box allows students to submit feedback to University administration anonymously

## **Student Organizations**

The University is supportive of student organizations formed on campus to strengthen student interests. The current student organizations on campus include the Student Government Organization (SGO), and the ResU Student Nurse Association (RUSNA) and the United Nations Association (UNA). The Director of Student Life serves as the liaison to the Student Government Organization. Faculty advisors are appointed to serve with the RUSNA and UNA.

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## University Campus Facilities

Resurrection University Campus – 1431 N. Claremont Avenue, Chicago, IL 60622

Resurrection University currently occupies floors 6, 7, and 8 exclusively while sharing space with Presence St. Elizabeth Hospital on floors 1, 4, 10 and 11.

The 6<sup>th</sup> floor houses administrative, faculty and staff offices. The 7<sup>th</sup> floor includes the Academic Center for Excellence and the computer lab along with other faculty offices. The Dean of the College of Nursing, the Director of the St. Francis School of Radiography and the Director of the Health Informatics and Information Management program are located on the 7<sup>th</sup> floor. The 4<sup>th</sup> floor is home to the Simulation Center.

Classrooms are housed on each of the 1<sup>st</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> floors, with additional classroom space on the 10<sup>th</sup> floor.

The cafeteria, Library, IT Office and Student Lounge are all located on the 1<sup>st</sup> floor. The Enrollment Management Office which houses the Admissions Office is also located on the 1<sup>st</sup> floor.

The Student Lounge includes study areas for student use. Students are responsible for keeping the lounge clean and free of food items or other debris.

Selected University classrooms may be reserved for student meetings and functions. Rooms are reserved through the Director of Student Life.

Requests for use of Student Lounge equipment (tables, table coverings, etc.) must also be made in advance. Facility use, set up, clean up, and care of equipment are the responsibility of the students utilizing the area. Food may be catered from outside vendors. All requests require the approval of the program administrator responsible for the event and the Executive Vice President.

### Bookstore

Students may purchase their books from the book seller of their choice.

On the [resu.edu](http://resu.edu) website there is a link for book information. This link provides the listing of courses and the required books with corresponding ISBNs. Students may also choose to utilize the University's Virtual Bookstore. The bookstore can be accessed by visiting the following link: [bookstore.mbsdirect.net/con.htm](http://bookstore.mbsdirect.net/con.htm)

### Cafeteria

On the Resurrection University Campus, students may purchase meals or snacks in the Presence St. Elizabeth Hospital cafeteria located on the first 1<sup>st</sup> floor. The cafeteria seating area is available for student use 24 hours a day, 7 days a week.

### Computer Lab

The computer lab's purpose is to provide basic, functional computer services for users who may not have access to such technology at home or elsewhere. The computer lab provides an environment where users may get support and assistance with computer-related issues.

The computer lab houses personal computers and a printer for student use. The computers and computer lab have been established and are maintained by the University IT Department. They are intended for use by University faculty, staff, and students in support of their work.



The Resurrection University computer lab should be thought of as both a closed and open learning center. It is a closed learning center when it is needed for instruction or testing. Students should use the lab to complete assignments, augment their learning, or for other academic activities.

Please note that University Faculty and Administration may reserve the room when necessary for classroom, workshop, and testing purposes. A monthly weekly calendar will be posted outside the computer lab indicating what days and times the lab has been reserved.

Under the supervision of an instructor, drinks and snack items can be brought into the computer lab while the lab is being used as a closed learning center. Any drinks brought into the computer lab must have a lid/screw off top. Students are responsible for cleaning up their workspace when leaving the computer lab, including removal of any food and drink remains, wrappers, etc.

### ***Student Use of Computer Lab***

Downloading programs/software to any lab computer from the internet or uploading (personal) software to any lap top computer is prohibited.

Food/beverage is not allowed in the computer lab at any time when the lab is in use as an open learning center (when it is not being used for instruction or testing).

If any computer equipment malfunctions, users should not attempt to repair it. Please notify a member of the ResU IT Staff at ext. 5387 immediately.

All electronic transmissions by email should be regarded as public. All policies regarding confidentiality of Resurrection University are strictly observed.

Use of computers and the Internet is expected to adhere to all existing state, federal, local laws and ordinances, and to all established Resurrection University policies regarding student and employee conduct. Users are not to engage in illegal or unethical activity and users assume all responsibility for their conduct.

All users are required to sign in using their own username and password. If this information is lost or not working, notify a member of the ResU IT Staff at ext. 5387.

Users are responsible for their own possessions and belongings. Resurrection University is not responsible for personal items that are lost or stolen while in the lab.

The computer lab is a quiet area. Cell phones should be silenced while in the lab. No group meetings or phone conversations should take place in the lab, as they are a distraction to fellow users. If deemed necessary, ResU IT Staff may ask disruptive students or employees to leave the lab.

All computers in the lab are for academic, instructional, and research purposes only. Using the University-related equipment for commercial gain is strictly prohibited and may be subject to disciplinary action.

Users will be given assistance, guidance, and basic troubleshooting help with technical problems related to their assignments and academic tasks.

All computer lab users must show respect for the lab facility and other users when printing. Printing is limited to what is deemed necessary for class assignments.

It is the responsibility of every user to ensure that the computer lab equipment is not being abused, damaged, or used in a manner other than what it is intended for. All abuse should be immediately reported to the ResU IT Staff at ext. 5387.

## Housing

The University offers no campus housing. Housing is available in local communities.

## Library

The Resurrection University Main Campus Library is a professional health science library that supports the students of the University in locating and obtaining information to further their education. Covered beverages are permitted in the library. The Library promotes group work and active learning by allowing collaboration and study groups within the main room. Adjacent to the main Library is the Quiet Room where students are asked to be conscious of disruptions to others. While the Library is open in the evenings and on weekends, the Library hours are subject to change and can be verified by visiting <http://www.resu.edu/current-students/library>

## Circulation

Circulating library books may be checked out for a period of three weeks. On the item's due date, the patron may request a renewal for an additional three weeks, if no one else has requested the item.

Students are not allowed to check out books labeled "Required" or "Reserved".

The Director of Library Services will notify the patron of an overdue item through an automated email.

## Late Books

Students will be responsible for paying fines on late, damaged, or lost materials. The library will enforce a \$5.00 fine for each late book that is not returned at the end of each term per student. If each late book is not returned after two weeks starting the new term, each material will be marked "LOST" and the entire cost of purchasing a replacement will be charged, in addition to the \$5.00 late fee, to the student's account through the bursar.

Until all fines are paid in full, students are unable to register for courses and transcripts, or diploma may not be released.

## Missing Books

In the event that a student claims to have returned a book, but the material was never checked in, the following steps should be executed:

1. A one week extension for the missing book will be granted to the student, in hopes that he/she will locate the book at their place of residence.
2. The catalog card should be found. If the card is not found, it is likely the book was returned, but not scanned in. If the card is found, it is likely the book was not returned.
3. The librarian will have student workers scan all collections for the missing book.
4. If student workers cannot locate the book, the librarian will search a final time for the missing book.
5. If a week has gone by and neither the library staff nor the student can locate the missing book, it will be marked LOST. The student will not be charged.
6. If the same student has another missing book in the future, the previous steps will be repeated. If the next book cannot be located, it will be marked LOST and the student will be charged the entire cost of purchasing a replacement will be charged to the student's account through the bursar.

## Damaged Books

In the event that a book is returned damaged and unable to be fixed or circulated for future students, the student who returned the book has two options. She/he will either be charged the entire cost of purchasing a replacement will be charged to the student's account through the bursar or the student has the option to purchase a replacement through a third party and give the new book to the library no later than two weeks after the book has been deemed damaged. The following criteria are used to determine damaged books:

1. Water damage: Pages are wavy and/or stuck together
2. Wet or moldy books
3. Missing pages and/or cover
4. Obvious animal bite marks
5. Stains that obscure writing within pages
6. Damaged by food stains, oily or sticky residue
7. Containing marking by pencil, ink or highlight marker
8. Showing tears, cuts, graffiti or other unusual damage

Damaged books students will not be charged for:

1. Normal wear and tear

### **Library Services Available**

1. Research Instruction - The Director of Library Services and Librarian instruct students to examine and analyze health science literature using online and print resources. Research assistance is available to individuals or groups by appointment only. Contact the librarians Services at [library@resu.edu](mailto:library@resu.edu) for questions.
2. Interlibrary Loans - Items not available on-site can be ordered via Interlibrary Loan at [library@resu.edu](mailto:library@resu.edu). Requests are processed by the university librarians and retrieval of materials may take up to 3 business days. Students should plan accordingly as arrival time can vary, depending on the lender.
3. Online access to eBooks, videos, and databases - Resurrection University Library offers a wide variety of nursing, medical, and allied health databases for all ResU personnel to access on and off campus. The databases contain thousands of full-text journals, videos, eBooks, patient education information, and more. Access to the databases is provided through the Resurrection University Library webpage, eCollege Resources tab, and applicable course LibGuides.

### **Copyrighted Material**

Materials may be print, electronic, or another format. The U.S. Copyright Act applies to books, articles, drama, verse, movies, videos, audio, games, and other content.

The Act has four factors to assist with determining if a particular use is fair use:

1. The purpose and character of the use
2. The nature of the copyrighted work
3. The amount and substantiality of the portion of the original work
4. The effect of the use on the market for the original work

A provision for fair use is found in the Copyright Act (Section 108). Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair use if it is for personal use in: teaching, scholarship, research, criticism, and news reporting, but is not limited to these areas.

The act also extends to include unpublished works. For detailed information about Section 108, visit: [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html).

Students, faculty, and staff using photocopied or electronic copies of articles, selected books sections, or other content are expected to comply with the U.S. Copyright Act.

The Library provides copies of articles, selected sections of books, or other content upon request, as long as the following criteria are met:

- The Library makes one reproduction of an article from a periodical or a small part of any other work
- The reproduction becomes the property of the recipient
- The Library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship, or research

More information about copyright reproduction rights granted to libraries and archives can be located at: <http://www.copyright.gov/fedreg/2006/71fr70434.html>.

A copyright notice will accompany any copies of copyrighted material provided to patron requests that are sent in-house or interlibrary loans. The wording of the notice is:

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

No further reproduction or distribution of this copy is permitted by electronic transmission or by any other means. Section 108 of the U.S. Copyright law (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research " If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Fair use also applies to the photocopying (or reproduction) of articles, book sections, and other library materials when the copy is made by students, faculty, and staff.

Notices are visibly posted by library photocopier and printers, reminding users of the need for compliance with the U.S. Copyright Act.

For more information regarding Copyright laws and regulations, Resurrection University personnel may visit: <http://libguides.resu.edu/copyright>

Please contact the Director of Library Services if you have questions.

## **Parking**

Student parking on campus is available at the Presence St. Elizabeth Hospital in the parking garage. Parking stickers are distributed during New Student Orientation, and garage access is granted with an active student ID badge. Please seek assistance from Student Services or the University Administration office on the 6<sup>th</sup> floor with questions about parking or garage access.

## **Foglia Family Foundation IPE Simulation Learning Center**

Simulation is utilized to provide a safe environment for students to learn the skills associated with the profession. This is also done to foster clinical competence and, therefore, safe clinical experiences. The Simulation Center is heavily utilized for lab classes and clinical simulation. All requests must be done through the Simulation Center Coordinator. Students will be able to use the Simulation Center with the presence of their instructor or the nursing discipline specialist. Due to the volume and types of equipment located in the Simulation Center, it is important that the area remain secure, neat, clean, and organized. To that end, faculty and students have specific responsibilities which are outlined below.

### Student Responsibilities

- Students are responsible for respectful use of the Simulation Center and all equipment within it.
- **No food or drink** may be brought into or consumed when in the Center.
- Students are not permitted to use the Simulation Center without faculty or staff supervision.
- During scheduled learning periods, only students enrolled in that class section are allowed in the Simulation Center. Students may contact the instructor of the lab class if they would like additional practice time during another scheduled lab class. This request must be made prior to class time.
- Students may request independent or group practice time in the Simulation Center by contacting the Simulation Center Coordinator at least one week prior to the desired practice time.
- For clinical hours being completed in the Simulation Center, pre-licensure nursing students are required to come dressed in uniform.
- Students are responsible for cleaning their learning station and facilitating the return of equipment used during the session.
- Students will assist in restoring order to the room before exiting. All equipment must be cleaned and returned to its proper place.

Equipment may be signed out by students for individual practice. The student is responsible for assuring that the equipment is returned in good working order to the Simulation Center Coordinator.

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# Student Financial Services

## Tuition Rates/Fees

For updated tuition rates and fees, please visit <http://www.resu.edu/costs-financial-aid/tuition-and-fees/>

## Billing

The Bursar invoices approximately four weeks prior to the semester start date. Resurrection University is an e-billing institution which means that students will not receive a paper invoice at home. It is imperative that students view their invoice through the Student Portal,

## Tuition and Fee Payment Options

Students can pay using cash, check, MasterCard, Discover, VISA, and American Express. Payments can be made:

- Online through the Student Portal(credit cards only)
- In person at the Bursar's Office on the 6th floor room 6S10
- Over the phone during business hours (8:00am to 4:30pm)

Contact the Financial Aid Office to determine if you are eligible for grants, scholarships or loan funds.

Enroll in the tuition payment plan through Fast Automated Cash Transfer System (FACTS). This payment plan is designed to give students flexibility in meeting their financial obligation. Information about FACTS enrollment is available online at [www.resu.edu](http://www.resu.edu) by clicking on the e-Cashier logo in the student portal.

## Tuition and Fee Deadlines

Student account balance, not covered by financial aid or scholarships, are expected to be paid in full one week before the first day of the semester. Students who have enrolled in the FACTS payment plan, described above, will not be considered delinquent. A financial hold will be placed on any delinquent student account. This hold will prevent registration, release of transcripts, release of information and forms needed for licensure exams, and will also prevent the release of a diploma.

## Credit Balances & Refunds

With the exception of Federal Work-Study, all other fund sources will be applied to the student's account as they are received. Students with credit balances after their funds have been applied and school charges have been deducted will have a refund issued. Students will receive this refund in the form of a check 14 days after the surplus funds have been posted to their account. Students can monitor the receipt of funds on the Student Portal under *My Finances > Account Information*.

## Refund Policy

Tuition refunds, when approved, will be granted according to the following schedule:

Refunds for any 7 week course are as follows:

Prior to second week of class	100%
During second week	50%
After second week	0%

Refund for any 15 week course is as follows:

Prior to second week of class	100%
During second week	75%
During third week	50%
After third week	0%

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## Financial Aid

The Financial Aid Office administers a variety of federal, state and institutional programs. Students who are in need of financial assistance are highly encouraged to complete the necessary paperwork by the appropriate deadlines.

Students interested in financial aid should complete the Free Application for Federal Student Aid (FAFSA), listing Resurrection University (school code 022141) as the institution to receive the information. The FAFSA can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is now available October 1<sup>st</sup> of each year.

### Book Vouchers

Book vouchers are usually available two weeks before classes start for eligible students. Students who have at least \$100.00 remaining in their financial aid funds after the deduction of school charges and have completed an authorization release for a book voucher are considered an eligible student. **Books for the entire semester, not the session, should be ordered when using the voucher.** Book voucher purchases can only be made from the MBS Bookstore, online at [bookstore.mbsdirect.net/con.htm](http://bookstore.mbsdirect.net/con.htm) or through (800) 325-3252. The amount spent will be deducted from the student's financial aid awards.

### Summer Aid

Students enrolling for the summer semester should complete a Free Application for Federal Student Aid (FAFSA) for the current award year (if they have not done so) and the subsequent award year. The school's summer Financial Aid Application may also have to be completed. The summer Financial Aid Application is emailed to current students. Financial aid during any summer semester is limited. Financial aid assistance for the summer usually consists of the Pell Grant, Scholarships, Stafford loans and private student loans. Any remaining funds eligibility for the current award year will be considered first. If none remains, the summer will be packaged using funds from the new award year. Summer financial aid awards may affect the student's following fall and/or spring financial aid awards.

### Student Budget Calculation

The Cost of Attendance (COA) reflects a student's anticipated allowable educational expenses for a nine month academic year. The COA is basically a budget which includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses. The Office of Financial Aid uses the COA when calculating a student's eligibility for financial aid. The student's total amount of financial aid (grants, loans, scholarships, and outside assistance) cannot exceed their COA.

To view Student Budget Calculation by program, please visit: <http://www.resu.edu/costs-financial-aid/>

## Federal Financial Aid Sources

### Federal Pell Grant:

Eligibility for this grant is determined by the U.S. Department of Education which includes demonstration of "great" financial need, enrollment as an undergraduate student, and seeking an initial baccalaureate degree or its equivalent. The funds received under this program are grant funds and do not have to be repaid. The award amounts range from \$297.50 to \$2,865.00 per semester and are based on the student's Expected Family Contribution (EFC) and enrollment hours. An eligible student has to be registered for at least three credit hours per semester to receive the Pell Grant.

As of July 1, 2011 year-round Pell Grant has been discontinued. A student cannot exceed their annual Pell Grant award. A new federal law has limited the lifetime funding of Pell Grant a student can receive while attending school to the equivalent of six years or 600%. Once this limit is reached the student is no longer eligible to receive the Pell Grant.

### **Federal Supplemental Educational Opportunity Grant:**

Students eligible for this grant are undergraduate students demonstrating great financial need as determined by the U.S. Department of Education who have not earned a bachelor's degree or its equivalent. The funds received under this program are grant funds and do not have to be repaid. The amount of the awards per semester ranges from \$100.00 to \$750.00.

### **Federal Work-Study Program:**

This program allows eligible students to work for a maximum of 20 hours each week. Students must be enrolled at least half time (6 credit hours) per semester to participate in this program. The funds earned from this program do not have to be repaid.

### **Federal Direct Loan Program:**

**Subsidized Direct Loan:** This loan program is available to undergraduate students. Because this is a loan, it will have to be repaid. Repayment begins six months after ceasing at least 6 credit hours (three credit hours for graduate students) of enrollment. While enrolled at least as a half time student, the interest on this loan is paid by the federal government. There is a limit on what a student can receive per semester. First – time borrowers on or after July 1, 2013 are limited to the period of time they can receive the Direct subsidized loan. The maximum period of time is 150% of the published length of their program. This will include subsidized loans first borrowed at other colleges or universities on or after July 1, 2013.

**Unsubsidized Direct Loan:** This loan program is designed for undergraduate and graduate students. This is a loan and will have to be repaid. Interest begins accruing from the date of disbursement. Students have a choice of paying the interest while attending school or deferring the interest payments until the loan enters into repayment status after six months of ceasing at least 6 credit hours (three credit hours for graduate students) of enrollment. There is a limit on what a student can receive per semester.

### **Parent Loan for Undergraduate Students (PLUS):**

Parents of undergraduate dependent students can borrow loan funds to assist in the payment of their dependent child's school expenses. The interest and principal payments begin 60 days after the loan funds are disbursed to the University. Parents have the option of deferring repayment of the loan if the student is enrolled at least 6 credit hours per semester.

### **Graduate PLUS Loan for graduate Students (GRAD PLUS):**

Graduate students can borrow loan funds to assist in the payment of their school expenses. The interest and principal payments are deferred until six months after graduation, or after the student's enrollment is less than half-time, whichever comes first.

### **Nurse Faculty Loan Program:**

The Nurse Faculty Loan Program offers graduate nursing students enrolled in MSN Nurse Educator or MSN Nurse Practitioner program, interested in becoming full-time faculty members at an accredited school of nursing, the opportunity for loan funding. The program provides for up to 85% loan forgiveness over the course of a four year period of service after graduation from the program. The remaining 15% of the loan balance is to be repaid after the forgiveness period. The program is funded through the Health Resources and Services Administration (HRSA). Please contact the Financial Aid Office for more information.

## **State of Illinois Financial Aid Sources**

### **Monetary Award Program (MAP) Grant:**

Undergraduate students, with great financial need as determined by the State of Illinois may be eligible for the funds. The grant amount is determined by the State and can only be applied to tuition. The student or their parent (if parent information was required on the FAFSA) must be a resident of Illinois as defined by the State. The student must be enrolled at least 15 credit hours to receive the maximum MAP award per semester. The grant will cover a maximum of 75 credit hours for freshman and sophomore level students,



junior and senior students are eligible for a maximum of 135 credit hours. The MAP award is only available for the Fall and spring semesters.

Effective July 1, 2012, a student will not receive a MAP payment for any repeated course which was paid previously by the MAP grant.

## **University Grants**

### **The RESU Need Award**

The ResU Need Award is given to eligible students with a financial need based on the results of filing a FAFSA. The amount varies per semester. Grant money is limited. It is awarded to eligible students with a complete file until the funds are exhausted for the academic year. The amount the student is awarded for the academic year depends on their financial need minus any other accepted need-based aid, not to exceed the maximum amount for the semester.

## **Scholarships**

### **University Scholarships**

Most of the University scholarships require a completed application each year. Recipients of the following scholarships are selected by the school's Scholarship Committee. The University's scholarship application, information concerning the scholarship and the deadline date are distributed to all students through the campus email system.

#### **President's Scholarships:**

All newly admitted and continuing undergraduate students with the exception of BSN for RN and post-licensure BSIT students are considered each year for a President's Scholarship, awarded on the basis of a cumulative grade point average of 3.75 or higher and their enrollment status. The scholarships are awarded per academic year and are applied to tuition and fees. The amount of the scholarship varies.

#### **President's Community Scholarship:**

The President's Community Scholarship is available to local area residents who have attended on the City Colleges of Chicago and are interested in pursuing an undergraduate bachelor's degree program at Resurrection University's Main Campus. Two scholarships are awarded annually. The amount of the scholarship varies depending on transfer cumulative GPA from City Colleges of Chicago and RESU program.

#### **Foglia Foundation Scholarship:**

The Foglia Foundation scholarship is available to students with a bachelor's degree and enrolled in an undergraduate program. The scholarship is based on financial need. The number of awards and the award amount of the scholarship varies.

## **College of Nursing Scholarships**

### **Undergraduate Nursing**

#### **Ralph Jepsen Scholarship:**

This scholarship is awarded to an undergraduate nursing student on the basis of merit and financial need. One scholarship is awarded annually.

#### **Ethel Fearing Brown Memorial Scholarship:**

This scholarship is awarded to an undergraduate nursing student on the basis of financial need, scholarship and involvement in co-curricular activities. One scholarship is awarded annually.

**The Muehrcke Family Nursing Education Fund:**

This scholarship is awarded to an undergraduate nursing student on the basis of the student's cumulative GPA. One scholarship is available annually.

**Hermitage Scholarship:**

The Hermitage scholarship is available to students enrolled in an undergraduate nursing program. The scholarship is based on merit and financial need. The recipients must have a cumulative GPA of 2.50 or higher. The scholarship can be used to offset the recipient's educational related expenses. There are 10 scholarships awarded annually.

**Kurtz Mesenbrink Nursing Scholarship:**

The Kurtz Mesenbrink Nursing scholarship is available to students enrolled in an undergraduate or graduate nursing program. The scholarship is based on merit and financial need. There are 2 scholarships of awarded annually.

**Bud and Lupie McClevey Nursing Scholarship:**

This scholarship is awarded to an undergraduate nursing student on the basis of financial need, and academic performance. One scholarship is awarded annually.

**Ruth H. Replogle Scholarship:**

One scholarship is awarded annually. This scholarship is based on financial need and character.

**Distinguished Nursing Alumni Scholarship:**

This scholarship is available to junior and senior nursing students who are enrolled full-time. It is awarded on the basis of superior academic achievement, clinical qualities, scholarship, professionalism and leadership. A faculty letter of endorsement and an essay are required for eligibility. One scholarship is awarded annually.

**Distinguished Nursing Scholar Scholarship:**

This scholarship is available to junior and senior nursing students who are enrolled full-time. It is awarded on the basis of superior academic achievement, clinical qualities, scholarship, professionalism and leadership. A faculty letter of endorsement, an interview with the University Scholarship Committee and an essay are required for eligibility. One scholarship is awarded annually.

**Proviso Township Undergraduate Nursing Scholarship:**

Twelve scholarships of \$5,000 are awarded annually. This scholarship is available to BSN students residing in Proviso Township and demonstrating financial need. Proviso Township includes the following fourteen villages: Bellwood, Broadview, Berkeley, Brookfield, Forest Park, Hillside, LaGrange Park, Maywood, Melrose Park, North Riverside, Northlake, Stone Park, Western Springs and Westchester. This scholarship is renewable, not to exceed \$10,000 (two academic years) lifetime maximum.

**Graduate Nursing Scholarships****Nurse Educator Scholarship:**

Two scholarships are awarded annually. The scholarship is available to MSN students enrolled in the MSN Nurse Educator program. The scholarship is renewable, not to exceed \$15,000 (three academic years) lifetime maximum.

**Kurtz Mesenbrink Nursing Scholarship:**

The Kurtz Mesenbrink Nursing scholarship is available to students enrolled in an undergraduate or graduate nursing program. The scholarship is based on merit and financial need. There are 2 scholarships awarded annually.

## Undergraduate College of Allied Health Scholarships

### Don H. LaCour Memorial Scholarship

The Don H LaCour Memorial Scholarship is available to students enrolled in the School of Radiography. Scholarship awards and amounts vary.

## Return of Title IV Federal Financial Aid Funds

This policy governs all federal grant and loan programs (Pell, SEOG, Stafford loans, PLUS loans) but does not include Federal Work Study programs. For any student who receives Title IV federal funds from these programs and withdraws completely from a semester, the University must calculate the portion of scheduled Title IV financial assistance that the student has earned and is therefore entitled to retain, until the time the student withdrew. **If a student is registered for a second term within the semester, they will have to withdraw from that term before their last day of attendance in the first term otherwise that period may also be included in the calculation.**

The withdrawal date is the date the student began the official withdrawal process by notifying the Office of the Registrar, in writing, of his or her intent to withdraw. For an unofficial withdrawal (student failing to inform the school they are withdrawing) it is the midpoint of the semester.

If a student receives more financial assistance than he or she earns the unearned funds must be returned to the Department of Education within 45 days of the determined date of the student's withdrawal, in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Parent PLUS Direct Loan
4. Federal GRAD PLUS Direct Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)

If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. If it is determined a student is eligible for a post-withdrawal disbursement of grant or loan funds, the funds will be added to the student's account within 30 days of the date the school determined the student's withdrawal. The student (or parent for PLUS loan) will be sent an acceptance letter notifying them of the amount available. The letter will have to be returned within 14 days indicating whether they wish to receive the available funds and the amount.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he or she withdrew. For example, if the student completes 30 percent of the semester, he or she earns 30 percent of the approved federal aid that was originally scheduled for disbursement in the semester. This means that 70 percent of the student's schedule of disbursed aid remains unearned and must be returned to the federal programs. Adjustments will not be made subsequent to the point at which a student has completed 60 percent of the semester in accordance with federal regulations.

This policy does not affect the student's tuition and fee charges. The University's refund policy will be used to determine the reduction in the student's tuition and fee charges.

## Veteran's Educational Benefits

Resurrection University is an approved University for the use of GI Bill benefits. For more information please contact the Office of the Registrar.

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## **Policies & Procedures**

### **Academic Appeal Procedures**

The academic appeal procedures of Resurrection University provide a forum for the resolution of academic disputes for individual students. An academic dispute occurs when students receive a final course grade that they believe is the result of the faculty member who graded arbitrarily, graded capriciously, or graded in a discriminatory manner.

Academic policies provide fair and ethical treatment of students including the right to appeal final course grades earned.

Educational programs are held to high standards because of their legal and ethical commitment to educate students. Grades reflect a student's alignment with course standards and achievement of expected outcomes. The professional judgment of faculty members cannot be challenged and petitions to that effect will not be honored.

If a grade on an assignment or exam is believed to be the result of an accidental calculation or clerical error, the student should discuss the issue with the faculty member who assigned the grade as soon as possible. A clerical error is not subject to the Academic Appeal procedure, though grades may still be appealed if the faculty member does not agree that a clerical error was made and the student can provide evidence of arbitrary, capricious, or discriminatory grading by the faculty member. The burden of proof is on the student to show the grade should be changed.

The Academic Appeal process is time limited and begins with official notification of the course grade via the Learning Management System. The process of academic appeal should be initiated and resolved as quickly as possible. There are two procedures that may be employed. The informal process must be employed before a student begins the formal appeal process.

#### **Informal Dispute Procedure**

In all cases, the student must attempt to resolve the course grade dispute by scheduling a conference with the faculty member involved. The conference should occur within three (3) working days following notification of the grade. The student and faculty should maintain independent documentation of the conference.

#### **Formal Academic Appeal Procedure**

If the academic dispute is not resolved through the informal process, the student may file a formal written petition.

##### **1. PETITION FOR A HEARING**

The Academic Appeal Petition form is available on the Resurrection University website. It is recommended that students consult with their academic advisor (or another faculty member in the case of a conflict of interest) during the appeal process. The academic advisor or faculty member serving as a resource are neutral parties who are available to provide logistical guidance about the appeal process.

The student must complete the Academic Appeal Petition form which states the facts associated with the appeal and a statement of the basis for the appeal. Appropriate supporting documents may be submitted at the student's discretion. The petition must be officially submitted to the Dean/Program Director within five (5) working days following the official notification of the course grade. The appeal process is considered waived if the student fails to submit the petition within the 5 working days timeline.

The Dean/Program Director will review the petition. If the petition meets the stated Academic Appeal

Petition criteria, an Academic Appeal Committee will be constituted. If a student has filed the petition within the required timeframe but information is unclear or missing, the Dean/Program Director may allow the student to add or amend the formal petition in advance of the initial distribution of the petition. If the criteria are not fulfilled, the petition will be dismissed and the student will be notified.

## 2. FACULTY RESPONSE

The faculty member will be notified by the Dean/Program Director of the Academic Appeal. A copy of the Academic Petition and associated documents will be available for the involved faculty member to review. The faculty member will complete and submit the Academic Appeal Faculty Response to the Dean/Program Director at least 24 hours before the hearing date. A copy of the Faculty Response will be distributed to the student and Academic Appeal Committee.

## 3. ACADEMIC APPEAL COMMITTEE

The Academic Appeal Committee consists of three faculty members appointed by the Dean/Program Director to hear a specific dispute. Committee membership will be determined upon receipt of the academic appeal petition. Faculty involved in the course, the academic advisor, and the faculty member serving as a resource to the student may not serve on the Committee. Faculty members known to have a negative relationship or potential conflict of interest with the student or situation may not serve on the committee.

The Chairperson of the Committee will be appointed by the constituted Committee prior to initiating the hearing. The Chairperson shall lead the hearing, ensure that the Committee's decision is based on available information and is defensible, and ensure that the committee report is sufficiently clear in articulating the decision and rationale for the decision which was made.

## 4. ACADEMIC APPEAL MEETING

The Dean/Program Director will schedule a meeting with the Academic Appeal Committee within 10 working days of receipt of the student's Academic Appeal unless it was determined that the complaint is not disputable with this process. The faculty and student involved in the appeal must be available to the committee at the time of the hearing. It is up to the discretion of the Committee as to whether the student and/or faculty member will be invited to speak at the hearing. If either party is invited to speak to the Committee, the other party will also be invited to speak to the Committee. Neither the student nor faculty have the right to legal counsel during the campus academic appeal meeting.

Academic Appeal meetings are private and can only be attended by ResU employees. The affected student and faculty member may be included only when invited. Guests of the student will be asked to wait in the lobby.

- The Academic Appeal Committee investigates and analyzes all available information. At a minimum, the committee should have immediate access to the Academic Appeal Petition and supporting documents, the Faculty Response and the course syllabus. The course textbook, assignments and grading rubrics, tests and test analysis data, and other pertinent student performance documents should also be available as appropriate.

The Committee is charged with reviewing the evidence provided by the student and with responsibility for the elements that follow:

- Answer the following questions:
  1. In awarding the grade under appeal, was the faculty arbitrary (the grade was awarded on preference or whim; not for an academic reason)?
  2. In awarding the grade under appeal, was the faculty capricious (the grade was awarded on some

basis other than student performance, the grade was awarded using a more exacting standard than other students are held to, or the grade awarded represents a substantial departure from the instructor's standards announced during the first part of the term)?

3. In awarding the grade under appeal, was the faculty discriminatory (the grade awarded reflects differential treatment of the student based on race, religion, color, age, gender, sexual orientation, disability or national origin)?

• Assure the following understandings were adhered to:

1. It is the student's responsibility to provide the evidence that the faculty was arbitrary, capricious, or discriminatory.
2. The professional judgment of the instructor is not a matter that can be challenged or appealed in an appeal process.
3. The committee shall deliberate and arrive at a decision to uphold or deny the appeal by a simple majority vote.
4. The Chairperson of the Academic Appeal Committee completes the Academic Appeal Committee Report. The report must address each of the student's claims and provide information that addresses why the claim was valid or invalid. At the conclusion of the meeting the report is submitted by the Chairperson of the Academic Appeal Committee to the Dean/Program Director. All materials used in the process will be returned to the Dean/Program Director.

The Dean/Program Director confirms that the Committee report is in alignment with the Committee's responsibilities of the items above. If not, the Dean/Program Director returns the report to the committee for revision.

The Dean/Program Director distributes a copy of the Academic Appeal Committee Report to the involved faculty and the student. The materials associated with the appeal and outcome will be placed within the student's official file. Extra copies will be destroyed through the process for secured disposal of student materials.

### **Post Appeal Procedure**

A request for appeal of the decision of the Academic Appeal Committee must be submitted to the Vice President of Academic /President in writing within three (3) working days the Academic Appeal Committee's decision. The Vice President of Academic Affairs/President must render a decision within five (5) working days.

### **Academic Credit**

The University operates on the semester system. The academic year is divided into semesters equivalent to the standard 15 weeks of instruction which includes time for final examinations. Courses are offered with a term or semester duration.

The unit of credit is the semester hour. Resurrection University defines a semester hour according to federal guidelines, along with generally accepted practices in higher education. One semester hour of credit is awarded for an amount of work that reasonably approximates one hour of classroom or direct faculty instruction and two hours of out-of-class student work for the fifteen week semester. Academic activities may include laboratory work, internships, practice hours, clinical work, or other academic work. Baccalaureate level clinical courses receive one semester hour of credit for three clock hours of clinical/internship time over 15 weeks. Baccalaureate level lab courses receive one semester hour of credit for two clock hours of lab time over 15 weeks.

Residency courses at the graduate level receive one semester hour of credit for four clock hours of clinical and lab time over the 15 week semester.

The normal credit load for undergraduate students is 9 to 18 semester hours per semester and 6 to 9 semester hours for graduate students. Students wishing to enroll in more than a full load per semester must be held in good academic standing, have a cumulative GPA of 3.0 on a 4.0 scale and have the permission of the Dean/Program Director. Students must also complete and submit the [Credit Overload form](#) found on the Registrar section of the main website

### **Academic Development Referral Program**

The academic development/referral (ADR) program is initiated by faculty members who recognize academic and other characteristics demonstrated by students at risk of academic failure. The ADR process is intended to promptly notify students that they are at risk for failure and increase the awareness of available student support services.

The Academic Development and Referral Notice (ADRN) is to be initiated by faculty at the first indication in a course that a student needs additional academic support. It is also used to convey that the student is in jeopardy of not meeting the standards of academic performance. Examples of reasons to create the form include:

- Performance with observable deficits.
- Performance on exams or major assignments below 80% at baccalaureate level or 87% at the graduate level.
- Unprofessional conduct in class or clinical.
- Inappropriate behavior.

When completing the ADRN the reason for the notice must be clearly stated. The faculty member should also identify academic resources which the student may utilize to achieve success in the course. Copies of the notice should be forwarded to the Dean/Program Director and student's advisor. When Academic Center for Excellence (ACE) support is recommended, the notice should also be sent to Student Services.

### **Academic Freedom**

Academic freedom guides behavior and decision making, consistent with the ResU Mission Statement and Core Values, per the following:

- Faculty, staff, and students are citizens and members of the educational community. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their position in the community imposes special obligations.
- Citizens and members of the educational community should remember that the public might judge their educational community by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- Faculty, staff, and students are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the administration of the institution.
- Faculty and students are entitled to freedom in the classroom in discussing their subject, but they should be careful to not introduce controversial matter which has no relation to class content.

### **Add/Drop**

A student may add or drop a course without penalty during the first five days of each term of classes. The add/drop form is available for download on the Registrar's section of the Resurrection University website. The student is responsible for completing the form, obtaining the appropriate signatures, and submitting the add/drop form to the Office of the Registrar.

### **Class Attendance**

Regular, punctual class attendance is required. Absences or tardiness from class or clinical experiences

may result in a reduced or failing grade for the course.

## **Classification of Academic Standing or Class**

### **1. Admission Academic Standing**

At the time of acceptance, each student is classified as degree-seeking or non-degree seeking. The application materials including the transcript must show sufficient and satisfactory lower division preparation to be eligible for admission. Candidates who have met all requirements for admission to the degree program are admitted as degree-seeking students.

The University may, at its discretion, admit candidates into a degree program on a trial basis as non-degree seeking students to ascertain their ability to do the required academic work. Non-degree seeking students are those who have not fully met the minimum admission criteria. Non-degree seeking students must adhere to regulations established by the University and be working toward a degree. In order to achieve regular status, the student must complete the equivalent of two academic terms achieving the overall grade point average (GPA) for the specific program admission standards. The change from non-degree seeking to regular status must be approved by the Dean or Program Director of the program in which the student is enrolled.

### **2. Student Status**

Academic credits include those accepted from the school(s) from which the student transferred, are used to determine academic standing. Student status is defined below.

For all undergraduate degree programs, students are classified as undergraduates. Full time status is defined as a minimum of 12 hours per semester. The designation of "Junior" is used when the student has successfully completed at least 60 and less than 90 semester hours. The designation of "Senior" is used when the student has successfully completed 90 or more semester hours.

Students seeking a degree above the baccalaureate level are classified as graduate students. Full time status for graduate students is a minimum of 6 semester hours.

Students enrolled in a course of study that does not culminate in a degree are classified as certificate program students.

### **3. Good Academic Standing**

To be in good academic standing, a student's cumulative and professional GPA must meet the minimums required by the degree program in which the student is enrolled. A student is considered to be in good academic standing if the cumulative GPA is 2.0 or higher for undergraduate students and 3.0 or higher for graduate students.

Students who fail to meet the minimum standards for academic progression are considered on probation. Any student whose cumulative or professional GPA falls below the minimum after an academic semester is considered on probation. Students who have failed a course in the degree program will be considered on probation. Students will remain on probation until they retake and pass the failed course and have earned a cumulative GPA of 2.0 at the undergraduate level or 3.0 at the graduate level.

Students will not be permitted to graduate while on probation. Failure to achieve the required GPA, after retaking their courses, may result in dismissal from the program

## **Course Registration**

Registration for continuing students is typically within the month of November for Spring classes, within the month of April for Summer classes, and within the month of July for Fall classes. Continuing students are encouraged to meet with their faculty advisor for academic planning prior to the registration period. Students will receive notification of the registration procedures from the Office of the Registrar. Fulfillment of registration requirements is the individual student's responsibility and must be completed in accordance with procedures established by the Office of the Registrar.



By confirming registration, the student accepts the responsibility of subscribing to all Resurrection University policies and financial obligations related to enrollment. Tuition is due in full one week prior to the start of each semester. Failure to make financial arrangements may lead to withdrawal from the institution.

### **Course Sequence Change**

Students who do not maintain the normal sequence of courses for any reason will be permitted to enroll in subsequent courses if space is available and pre-requisites are met.

### **Course Withdrawal**

Course withdrawals are handled through the Office of the Registrar. Failure to attend class does not constitute withdrawal. Unauthorized withdrawal will result in a grade of F. In order to withdraw from a course, students must submit the Course Withdrawal form to the Registrar with the required signatures. These forms will only be accepted during the published withdrawal periods listed in the University Calendar.

### **Dean's List and Dean's Commendation**

The University encourages excellence in scholarship and gives recognition to undergraduate students whose work is superior by publishing the Dean's List and Dean's Commendation at the end of each semester. To qualify for either recognition, baccalaureate students must be in good academic standing, have earned no grade lower than a C, and have no incomplete grades in the semester.

To qualify for the Dean's list, students must have earned a semester grade point average of 3.5 or higher while completing a minimum of 12 semester hours in the semester. To qualify for the Dean's Commendation, students must be designated as a part time student, complete a minimum of 6 semester hours in the semester and have earned a grade point average of 3.5 or higher. The Dean's List and Dean's Commendation is noted on the student's transcript in the semester in which the academic achievement was earned.

### **Drug Testing/Fingerprint**

Clinical agencies may impose special drug testing and/or fingerprint requirements for students practicing at that clinical/internship site; such requirements are completed at the expense of the student. The University does not control special requirements made by clinical/internship agencies.

### **Enrollment Status**

Undergraduate students registered for 12 or more semester hours per academic semester are considered full-time. Three quarter time students are registered for 9 to 11 semester hours. Students registered for 6 to 8 semester hours per semester are considered half-time, and students registered for 5 semester hours or less are considered less than half time.

Graduate students registered for 6 or more semester hours of credit per semester are considered full-time, registrations for 3 to 5 semester hours are considered half-time students, and students registered for 2 or fewer semester hours are considered less than half time.

### **Grading**

Each teaching team or faculty member teaching alone shall establish the grading policy for the assigned course. Information pertaining to the grading policy is published in detail in each course syllabus and will be utilized in determining and assigning the course grade.

All grades are to be posted in the Student Information System.

In order to progress in the baccalaureate curriculum, the student must:

1. Earn a "P" (pass) in laboratory and clinical components of courses with laboratory and clinical experiences.
2. Earn a C or better in all nursing courses.

In order to progress in the graduate curriculum, the student must:

1. Earn a "P" (pass) in laboratory and clinical components of courses with laboratory and clinical

experiences.

2. Earn a B or better in all nursing courses.

For courses with a clinical or lab component, should the student fail to meet any of the above criteria the student will be required to repeat the class, clinical, or laboratory class and the corresponding class or clinical co-requisite. (e.g. failure to achieve a passing grade in Adult Health I class necessitates a failure in the Adult Health I clinical component).

### **Audit**

Students may audit up to three courses during their academic program. To audit a course, the student needs to contact the Office of the Registrar to register. Audited course enrollment must be approved by the Program Director or Dean. Audited courses do not apply towards degree completion. Students may only be allowed to audit a course when space in the course is available, and credit students will not be displaced by an audit student. Students are financially responsible for the tuition expense of auditing a course.

### **Incomplete**

An incomplete grade of "I" is awarded when the student needs additional time to complete a course. The incomplete time length will be determined by the instructor, not to exceed one semester in length. If additional time is needed, the student must request an extension which can be reviewed and decided by the Program Director, Dean or Vice President of Academic Affairs.

### **Withdrawal**

A withdrawal grade of W is assigned when a student withdraws from a course after the add/drop period for the semester and prior to the published last date to withdraw.

## **St Francis School of Radiography**

### **Classroom - Course Grades**

The Course Grades are calculated using the following percentages.

Tests are 85% of final grade (see specific course syllabus)

Quizzes and homework are 15% of final grade (see specific course syllabus)

### **Clinical - Course Grade**

The student's clinical grade will be composed of the following:

Competency Tests	20%
Clinical Instructor Evaluation	40%
Online Learning Component	20%
Lab Testing	20%

### **Graduation**

The University awards the Bachelor of Science in Nursing (BSN) degree, Bachelor of Science in Health Informatics and Information Management (BSHIIM) degree, Bachelor of Science in Imaging Technology degree (BSIT), Master of Science in Nursing (MSN) degree, and Doctor of Nursing Practice (DNP).

Degrees are conferred four weeks after the end of the semester that requirements are completed. Diplomas are awarded as published in the academic calendar.

Degree candidates are subject to those degree requirements in effect at the time of their initial registration following admission. Degree candidates who were readmitted to the program will be subject to the requirements of the catalog in effect at the time they resume classes. Degree candidates who have been readmitted following self-withdrawal are subject to degree requirement changes. Degrees cannot be conferred until all University pre-requisites and general education course work has been met. All degree requirements are subject to change at any time. The University reserves the right to make changes based upon corporate, national and state professional association guidelines.

## **Graduation Requirements**

### **Undergraduate**

In order to graduate, the student must meet the following requirements:

1. File the Intent to Graduate Form by the designated deadline.
2. Have official final transcripts of any previous colleges attended on file in the Office of the Registrar
3. Complete the credit hours designated in the curriculum as relevant to the individual's program.
4. Complete the institutional residency requirements, a minimum of 40 semester hours for the baccalaureate student (21 hours for the BSN for RN student, 22 hours for CHIM students, 21 hours for the BSIT completion students).
5. Attain a minimum cumulative grade point average of 2.0.
6. All pre-licensure nursing students must satisfactorily complete the ATI-RN Comprehensive Predictor Exam at or above the accepted level set by the University in the final semester of baccalaureate studies. Students that do not achieve a passing score must successfully complete the Virtual ATI program.
7. All pre-licensure radiography students must satisfactorily complete the St. Catherine's Exam at or above the accepted level set by the University by the end of the final semester of baccalaureate studies.
8. Complete the preparatory pre-licensure/certification requirements.
9. Complete payment of all fees and tuition owed to the University and return all library items.

### **Graduate**

In order to graduate, the graduate student must meet the following requirements:

1. File the Intent to Graduate Form by the designated deadline.
2. Have official transcripts of any previous colleges attended on file in the Office of the Registrar.
3. Complete the credit hours designated in the curriculum as relevant to the individual's program and major.
4. Complete the institutional residency requirements, a minimum of 30 hours for the graduate student
5. Complete the required didactic and residency hours dependent on specific program track.
6. Complete the graduate assessments and testing at Resurrection University.
7. Attain a minimum cumulative grade point average of 3.0.
8. Complete payment of all fees and tuition owed to the University and return all library items.

### **Application for Graduation**

Students planning to graduate must submit the Intent to Graduate form no later than the date indicated by the Registrar's Office of the semester in which they plan to graduate. This form is available on the Resurrection University website, under the "Registrar" section. The submission of the Intent to Graduate form initiates the final degree audit and the diploma order. Failure to submit the form by this deadline will prevent the student from being considered for graduation.

### **Honors**

To graduate with honors from an undergraduate program at the University, a student must have completed the institutional residency requirements at Resurrection University while demonstrating a high level of academic achievement reflected in the GPA. The cumulative grade point average calculated for the honors distinction will include all work completed at the Resurrection University. Students receiving honors are eligible to wear honor cords at graduation. The honors distinction levels are:

3.500–3.699 GPA Cum laude

3.700–3.899 GPA Magna cum laude  
3.900–4.000 GPA Summa cum laude

### **Licensure and Certification Eligibility**

Graduates that have earned a BSN are eligible to take the NCLEX-RN (examination for licensure as a registered professional nurse). Graduates who have earned the Bachelor of Science in Health Informatics and Information Management or the Health Informatics and Information Management Certificate of the Degree are eligible to take the Registered Health Information Administrator (RHIA) certification examination. Graduates who have earned the Bachelor of Science in Imaging Technology will be prepared to and should take the American Registry of Radiologic Technologists (ARRT) examination.

Graduates that have earned an MSN will be eligible to take the appropriate certification examination for professional recognition as follows:

- Clinical Nurse Specialist in Adult Gerontology Health (CNS) with the American Nurses Credentialing Center (ANCC).
- Nurse Executive or Nurse Executive Advanced (depending on the level of leadership with the organization) with the American Nurses Credentialing Center (ANCC)
- Nurse Manager (Certified Nurse Manager and Leader CNML) sponsored by the American Organization of Nurse Executives and American Association of Critical Care Nurses.
- Nurse Executive (Certified in Executive Nursing Practice CENP) sponsored by the American Organization of Nurse Executives.
- Certified Nurse Educator (CNE) with the National League of Nursing (NLN).
- Nurse Practitioner (FNP or AGNP depending on the concentration selected) with the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).

### **The Clinical Rule**

Clinical experiences foster the integration and application of knowledge and skills of the discipline. The course indicates the expected standards of performance as articulated in the syllabus, clinical evaluation tool, and verbally in clinical orientation. Students must be given the opportunity to learn, receive feedback, and remediate before a summative evaluation occurs. As a result, every clinical experience should be evaluated and feedback should be given either formally or informally.

When students fail to achieve the minimal expected performance level, all available resources should be made available to the student. This process begins with oral feedback and moves rapidly to the use of the Academic Development and Referral Notice (ADRN) and referrals as appropriate. Repeat the process as needed for the duration of the clinical experience.

If the student is still not able to consistently perform at the minimal competence level, the student will fail clinical. For the College of Nursing, the clinical failure invokes a course failure which is recorded as a course grade of “F” regardless of the numeric score earned for the didactic portion of the course.

### **The ATI Rule – Undergraduate Pre-Licensure Nursing**

Resurrection University College of Nursing has adopted the use of the Assessment Technology Incorporated (ATI) Complete Assessment/Remediation Package (CARP) program. This ATI CARP program is incorporated into the pre-licensure, baccalaureate nursing program. This series of on-line materials are used as a supplement to content learned in the classrooms. Faculty members are responsible for authentic inclusion of ATI materials in appropriate courses.

In any course that has a standardized program assessment test (ATI), the score on the exam will count toward 10% of the course grade. The Dean of Nursing will determine each year the points associated with

the raw score achieved on the ATI exams. The corresponding points will be utilized in determining the points included in the course grade.

- ATI Examinations for these courses may only be taken one time.
- Students will continue to receive the detailed report from ATI Nursing Education which indicates the areas needing future attention.

### **ATI Comprehensive Predictor Exam – Undergraduate Pre-Licensure Nursing**

Students must take the Comprehensive Predictor Exam during their last semester with the College. This exam will be taken during NUR 4642, Professional Role Transition:

- The level earned on the ATI Comprehensive Predictor will **not** be utilized as part of the student's grade,
- Students must achieve a 90% probability of passing the NCLEX on the first attempt of the Comprehensive Predictor exam.
- Students who do not earn a 90% score will be provided the opportunity for a second attempt of the exam.
- If a 90% score is not achieved on the second attempt, the student must enroll in Virtual ATI. Proof of enrollment, completion and achievement of "Green Light Status" in the Virtual ATI Program will be required in order for the student to receive their form to register for the NCLEX-RN exam.

### **"Rounding" of Grades**

1. Components of the course grade are entered unrounded to the tenth. (e.g. 85.3)
2. The final, cumulative grade is rounded up or down according to the following:
  - 0.5 or above is rounded up (e.g., 85.5 = 86)
  - 0.4 or below is rounded down (e.g., 85.3 = 85)
3. The grade assigned is aligned with the University Grading Scale.

### **University Grading Scale**

The official grading scale for Resurrection University is employed in all grade calculations. The scale is as follows:

<b>Grade</b>	<b>Definition</b>	<b>University Scale</b>	<b>SFSOR Scale</b>	<b>Grade Points</b>
A	Excellent	100-92	100-94	4
B	Good	91-84	93-87	3
C	Average	83-75	86-80	2
D	Poor, Not Passing	74-67	79-75	1
F	Failure	Below 67	Below 75	0
AU	Audit			
I	Incomplete			
W	Withdrawal			

### **Quality Points and Grading Scale**

Quality points are computed as follows: Each semester hour of a grade is worth the designated number of quality points as indicated below:

<b><u>Grade</u></b>	<b><u>Definition</u></b>	<b><u>Quality Credit Points</u></b>
A	Excellent	4.0 per semester hour
B	Good	3.0 per semester hour
C	Average	2.0 per semester hour
D	Poor not passing	1.0 per semester hour
F	Failure	0 per semester hour
I	Incomplete	0 per semester hour
W	Withdrawal	0 per semester hour

The grade point average (GPA) is calculated by dividing the total number of quality points by the number of semester hours attempted in a semester. The cumulative GPA is calculated by dividing the total number of quality points earned in all classes taken at Resurrection University by the total number of university credit hours attempted.

**For example**, a student has taken six courses at the University and earned the following grades:

<b>Course</b>	<b>Course Value</b>	<b>Grade</b>	<b>QP Value</b>
NUR 3125	4 semester hours	A	16 quality points
NUR 3131	1.5 semester hours	B	4.5 quality points
NUR 3132	1.5 semester hours	A	6 quality points
NUR 3140	3 semester hours	B	9 quality points
NUR 3150	3 semester hours	A	12 quality points
NUR 3160	4 semester hours	C	8 quality points
	17 semester hours		55.5 quality points

This student has attempted 17 semester hours and earned a total of 55.5 quality points. Using the calculation above, the student's GPA= 3.26.

By the end of the semester previous to the one in which graduation is expected, the undergraduate student must have a GPA of 2.0. The graduate student must have a GPA of 3.0.

The grade earned in each course will be recorded on the official transcript. Grades of W are also recorded in the term in which it was attempted.. When a course is repeated, only the grade and credit hours from the second attempt will be used in computing quality points and GPA. However, both attempts and grades will be recorded and remain on the official transcript.

### **Leave of Absence**

A leave of absence (LOA) option is available for students currently enrolled in the program who are in good academic standing. This option is used when a student needs to halt their academic progress for one or two terms. Students may then be eligible to resume their program.

To be considered for LOA, the student must complete the LOA application form and obtain approval and signatures of their academic advisor, the Dean/Program Director and the Registrar.

Students may be placed on LOA during a semester in which they are currently enrolled. Courses in progress are awarded W grades and must be completed upon returning to school. The LOA period may not exceed 180 days, or one full semester. Students who do not return from LOA within 180 days will be withdrawn from the University.

The records of students on LOA will be maintained by the Office of the Registrar. Students on LOA do not need to apply for readmission to the program but must report to the Office of the Registrar before resuming their studies. Students in this category are eligible for financial aid only during their actual semesters in attendance; likewise, verification of enrollment can only be done for the actual semester in attendance.

### **Probation and Dismissal**

A student is placed on probation status any time a grade below a C is earned for undergraduate students and a grade below a B is earned for graduate students or when students do not maintain satisfactory academic progress.

Students will remain on probation until they retake and pass the failed course and have earned a cumulative GPA of 2.0 for undergraduate or 3.0 for graduate studies or have not remediated their satisfactory academic progress standards in the timeframe required.

Students who have two unsuccessful attempts of a course or who are unsuccessful in in two separate courses in the program of study will be dismissed from the program. Being unsuccessful is described as earning a grade below a C in undergraduate courses, a grade below a B in graduate courses=. Students will also be dismissed if they are not meeting one or more satisfactory academic progress criterion after the

probation period.

Unsafe clinical practice, unprofessional behavior, or violation of the Student Code of Conduct may also result in dismissal from the program. A student who engages in unsafe practice in the clinical/practicum area may not be permitted to continue in the clinical/practicum component of the course and may receive a failing grade for the course. The student who engages in unsafe clinical/residency practice or unprofessional behavior may also be prevented from repeating the course and/or be dismissed from the program.

### **Program Withdrawal**

A student who desires to withdraw from a program is required to consult with their Faculty Advisor, the Dean/Program Director, and the Registrar. Completion of the Institutional Withdrawal form is required.

### **Recording of Class Sessions**

Resurrection University allows the use of video, audio, or other recording device to record any class. The University does not encourage recording of class sessions as a regular substitute for class attendance. Students must make their own arrangements for recording; the University's media equipment will not be available to record specific class sessions for individual students. Students who record a class session may not reproduce the recording for commercial or non-commercial use. Recordings are approved for personal use and may not be distributed to anyone else or posted through social media. Student violations of this policy will be subject to the Student Code of Conduct policy.

### **Satisfactory Academic Progress**

All students at Resurrection University are expected to maintain satisfactory academic progress whether they are receiving financial aid or not for each semester of attendance. Satisfactory academic progress criteria contained in this policy are applied each term to all students and are evaluated at the intervals specified for each criterion below.

The Summer semester is treated the same as Fall and Spring semesters.

If a student pursues a second degree, credits and grades not related to the second degree will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met for the second degree program.

If a student changes majors or degrees, credits and grades not related to the new major/degree will not be included in determining their satisfactory progress. All other satisfactory academic requirements will have to be met in the new major or degree program.

Satisfactory academic progress has four components: quantitative, qualitative, degree completion and academic progression. Students must satisfy all components.

1. Quantitative: Students must complete at least 67% of the courses attempted.
2. Qualitative: Undergraduate students must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale. Graduate Students must have a cumulative GPA of 3.0 on a 4.0 scale.
3. Degree Completion: Students must complete a bachelor's degree in no more than 150% of the stated number of credit hours for an academic program. As an example, undergraduate students must complete the 120 hours for their baccalaureate degree with less than 180 attempted hours.
4. University Academic Progression Policy: Students must meet the standards of the University Academic Progression policy.

This policy applies to undergraduate and graduate students who are enrolled in full-time or part-time programs.

### **1. Quantitative Requirements (Quantity of Academic Work Completed)**

1. A student must successfully complete at least 67% of the cumulative hours attempted each semester.
2. "Attempted hours" are defined as any course in which the student is enrolled after the University's add/drop period expires.
3. "Successfully completed hours" are defined as the number of hours in which an undergraduate student received a grade of A, B, or C, and a graduate student received a grade of A or B.
4. Withdrawals, D and F grades, and repeated courses are handled as follows:
5. Withdrawals are counted as hours attempted if they occur after the add/drop period has ended.
6. D and F grades are included as hours attempted, but not completed.
7. Initial and repeated enrollments in the same course count as hours attempted each time the course is taken.
  1. Incompletes and missing grades, are counted as attempted, but not completed.
  2. The cumulative 67% completion rate is monitored at the end of each semester.
  3. The completion rate applies to all semesters.
  4. All transfer courses that count toward the student's current program from prior institutions are used in the calculation of the 67% completion rate.

### **2. Qualitative Requirements (Quality of Academic Work Completed)**

1. Students' cumulative grade point average (GPA) will be evaluated at the end of each semester.
2. Undergraduate students must have a minimum GPA of 2.0 (A=4.0). Graduate students must have a minimum GPA for 3.0 (A=4.0).
3. Transfer GPAs are not used in calculation of the GPA at ResU.

### **3. Degree Completion Requirements**

- The maximum timeframe for which a student is allowed to complete their program of study may not exceed 150% of the published length of the program measured in credit hours.
  - For instance, if the published length of an academic program is 120 credit hours, the maximum timeframe during which a student will be eligible for financial assistance must not exceed 180 total attempted credit hours (including accepted transfer hours).
  - The maximum timeframe will be evaluated at the end of each semester.
  - Whether a student has withdrawn from a course they are passing or failing, it is counted toward the maximum timeframe.

### **4. University Academic Progression Policy**

1. Students must maintain all requirements outlined in the Academic Progressions policy.
2. Academic progression will be evaluated at the end of each term.

#### **Probation and Dismissal**

Probation: Students who do not meet one or more criterion for the specified time interval will be placed on probation. Probation is a warning status and notification that will be emailed to students indicating the criterion they are not meeting. Students are on probation for one more interval for the respective criterion.

- Student Action Required: It is recommended the student meets with their academic advisor to discuss how to rectify the probation criteria.

Dismissal: If a student is not meeting one or more of the criterion after the probation period, the student will be dismissed from the University. All future enrolled courses will be automatically dropped.

- Student Action Required: Students can submit an appeal, if there are extenuating circumstances that have impacted their academic success. The appeal process is listed below.
- Staff Action Required: The Office of the Registrar will remove the student from all future enrolled courses and follow the Institutional Withdrawal procedure.



## **Appeal Procedures**

Students who wish to appeal their dismissal from the University due to a failure to meet one or more of the satisfactory academic progress policy criteria must complete the following steps within 21 calendar days from the date of notification of their dismissal sent by the Office of the Registrar. This appeal process is to assist students who had experienced life altering events, such as, but not limited to, death in the family, illness or natural catastrophe. If you wish to appeal your dismissal because of academic/grading reasons, please refer to the Academic Appeals process.

### **In order to appeal, a student must submit:**

1. A complete Satisfactory Academic Progress Appeal form.
2. A typed letter to the Appeal Committee explaining the specific reasons or circumstances that did not allow you to meet the minimum satisfactory academic progress (SAP) requirements. Specific dates of the events (in cases of illness, accidents, etc.) should be included. If the reasons for the lack of meeting the academic requirements developed over the course of several terms, semesters or academic years, you should explain all circumstances that have contributed to not meeting the minimum requirements.
3. Include all supporting, non-returnable, documentation of your reasons and circumstances.
4. Meet with your Academic Advisor/Faculty Mentor for completion of the Academic Plan of this appeal section of the form.
5. Submit the form and documentation to the Office of the Registrar.

### **Appeal Committee:**

The Satisfactory Academic Appeal Committee will consist of a minimum of three members of the University community, with one member being a faculty member, one member from the Financial Aid Office, and one member from the Office of the Registrar. Members of the Committee will be selected by the Registrar. The Registrar will designate the Chair of the Committee.

## **University Assessment Program**

Evaluation ensures quality for the benefit of students, health profession, and society. Resurrection University reserves the right to elicit student participation in the evaluation process of curriculum and student service offerings. In addition, students are required to take standardized achievement tests as determined by the University. Work that students submit to meet course requirements may be utilized to demonstrate achievement of program outcomes to accrediting agencies. Students are also requested to release licensure examination and certification scores to the University for purposes of curriculum evaluation. Fees for licensure and certification examinations are the student's responsibility.

## **University Residency Requirement**

Undergraduate HIIM and pre-licensure nursing students must earn a minimum of 40 semester hours at the University in order to fulfill the University residency requirement. BSN for RNs students must complete a minimum of 21 semester hours at Resurrection University. BSIT post-licensure students must complete a minimum of 21 semester hours at Resurrection University. Graduate students must earn a minimum of 30 semester hours at the University to fulfill the University residency requirement:

## **Campus Safety**

The University is required to comply with the Illinois Campus Security Act of 2008. University policies and procedures that address the evaluation and prevention of threats of violence are subject to change in accordance with this law.

## **Concealed Carry**

The 2013 Illinois Firearm Concealed Carry Act prohibits the carrying of firearms on or into university or hospital buildings and property, among other locations.

Pursuant to the Act (*and committed to providing a safe and secure environment for our community*), Resurrection University has established restrictions on the ability of any student, employee, and visitors to

carry firearms, weapons, or any other device designed or typically used to inflict harm.

These restrictions pertain not only to the campus within the St. Elizabeth Medical Center facility and Saint Francis hospital, but to any vehicle, building, classroom, laboratory, or entertainment venue utilized by the University for programs or other sponsored events. The restrictions also pertain to the parking areas, sidewalks and common areas in and around the main campus.

Properly licensed weapons or firearms may be transported into the parking area only if the weapon or firearm, and its ammunition, remain locked in a case out of plain view within the parked vehicle. The weapon or firearm may be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle and only after having first been unloaded.

If such storage is not practical, the weapon or firearm may also be stored within the Sts. Mary & Elizabeth Medical Center Security Department. Advanced arrangements must be made with the Security Department for such storage.

Any student found to have violated the University's Firearms, Weapons, and Concealed Carry policy and/or the 2013 Illinois Firearm Concealed Carry Act may be subject to discipline up to and including, but not limited to, expulsion from Resurrection University.

The full policy can be obtained from the Office of Student Services.

### **Dangerous & Disruptive Student Conduct**

When a student's conduct is disruptive or dangerous to campus life, or in the University's opinion, a student's continued presence on campus or participation in an educational program/activity of the University presents a direct threat to the health/safety of the student or others, the University may intervene.

It is within the sole discretion of University officials to determine whether a student's continued presence on campus or participation in an educational program/activity of the University presents a threat to the health/safety of the student or others. A student found to be dangerous or disruptive under this policy may be subject to discipline up to and including expulsion. Students, whose conduct is deemed acceptable to continue enrollment, or reenrollment, may be required to comply with a behavioral contract as a condition of continued enrollment or reenrollment.

If, in the judgment of a University administrator, staff, or faculty member, a student's behavior is disruptive or obstructive, the administrator, staff, or faculty member may dismiss the student from any educational program or activity, including but not limited to instructional, classroom, or campus activities.

Whenever a student is dismissed from a class or activity by the instructor, the instructor should report the incident to the Dean or Program Director as soon as possible and no later than one (1) business day following the incident. If warranted, the student may be permanently dismissed from the course.

In the event that the disruptive conduct happens outside of the classroom environment, the student may be found in violation of the Student Code of Conduct policy. Appeal under the Dangerous and Disruptive student policy is to the Dean, Program Director, or Vice President of Student & Employee Affairs, as appropriate. As appropriate under the circumstances, the University may require the student, or the student may request, the option of an assessment by a licensed mental health professional.

The results of the assessment will not be accessible to University administration without the signed authorization of the student. However, access to such assessment may be required, as permissible by law, as a condition of continued participation in college programs or activities. The University will use assessment information in consultation with the student and the mental health professional to determine whether the student is fit to participate in University educational programs and activities with or without reasonable conditions and accommodations.

If a student chooses not to obtain an assessment, the University may ask the student to leave the University

and may initiate the dismissal process or restrict the student's access to educational programs and activities, services, and campuses.

The student may be offered an assessment and treatment at no charge through ResU Counseling & Wellness Services. If it is determined either by the student or Counseling & Wellness Services that outside treatment is preferred, the student will be responsible to pay the costs of treatment, including those associated with the initial assessment. The student must sign appropriate releases authorizing his or her mental health counselor to discuss and share appropriate information about the assessment with University officials. The information provided to the University under this policy will be treated as confidential.

Failure to adhere to the treatment plan or any condition, further endangerment to the health or safety of others within the University community, further disruption of the campus environment, or other violation of the Student Code of Conduct may result in sanctions, up to and including the student being dismissed from Resurrection University.

A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student's continued participation in educational programs and activities.

Failure to comply with all restrictions may result in the student being dismissed from the University. For information on disruptive or dangerous conduct affiliated or associated with substance abuse, please see the Substance Abuse policy.

Students whose behavior indicates a threat of harm to self may be subject to supportive conditions for continued enrollment or reenrollment. The University will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the University will take the steps necessary, which may include removal of the student from the University to an appropriate setting.

Unless there is clear and convincing evidence that the student is no longer a risk to himself or herself and there is strong evidence that the student's continuation at the University is not in the student's best interest, it is the policy of the University to administratively withdraw a student who has threatened or attempted suicide or who exhibits life-threatening behavior. Decisions will be based on evaluation of mental health recommendations reviewed by the Vice President of Student & Employee Affairs or designee, in consultation with Counseling & Wellness Services (CWS)

The following are guidelines for the implementation of this policy. It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in these circumstances.

1. Upon learning that a student has threatened or attempted suicide, the Vice President of Student & Employee Affairs should be contacted.
2. The Vice President of Student & Employee Affairs will notify:
  - a. Medical emergency personnel (as needed)
  - b. University Counseling & Wellness Services (during office hours) or Presence Behavioral Health (other times)
3. Arrangements will be made to transport the student to an emergency room for medical evaluation and mental health assessment.
4. The Vice President of Student & Employee Affairs will contact the family of the student who threatened or attempted suicide, when appropriate, and will render support to family members and significant others as needed.
5. A student who has attempted suicide will be required to return home for a period of stability, prior to returning to the rigors of social and academic life. The student will be asked to leave the University immediately. While at home the student will be required to have a psychological assessment and any other medical care and be willing to follow treatment recommendations. Documentation of these interventions must be received by the Vice President of Student & Employee Affairs and reviewed by the University Counselor prior to the student's return to campus.

6. If it is decided that the student should not be allowed to return to campus, the Vice President of Student & Employee Affairs will recommend withdrawal from the University.
7. Students who threaten or attempt suicide will be required to meet with a University Counselor, and to adhere to any recommendations made in consultation with qualified health care professionals regarding ongoing treatment and support. If necessary, students will be referred to local mental health professionals for ongoing treatment services. Failure to comply with mandated treatment recommendations may result in involuntary suspension.
8. For students experiencing suicidal thoughts, ResU Counseling & Wellness Services is available during regular business hours to assist with initial and ongoing support services, including individual counseling and referral resources. For emergency assistance, Presence Behavioral Health provides 24-hour crisis services by calling 708-681-HELP (4357).

## **Campus Violence Prevention**

The safety and security of the Resurrection University campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the University community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone's responsibility.

### **Violence Not Tolerated**

Resurrection University is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Resurrection University and will not be tolerated.

Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University. (Please consult Student Code of Conduct and Dangerous and Disruptive Students policy for more information.)

### **Responsibility – Who to Contact**

The University has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees, and visitors to be alert to the possibility of violence on campus. As part of the University community, all students, employees, and visitors are responsible for reporting violence or threat of violence they experience or witness. In case of an emergency on campus, please call Security at Extension 8888.

### **Confidentiality**

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the University may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

### **Non-Retaliation and False Claims**

The University prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The University also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.

### **Compliance with Illinois Campus Security Enhancement Act**

As part of our efforts to promote safety and security, the University has a Campus Violence Prevention Plan (CVPP) and complies with additional recommendations outlined in the Illinois Campus Security

Enhancement Act of 2008, as follows:

- Pursuant to the Act, each higher education institution is required to develop and implement a Campus Violence Prevention Committee (CVPC) that implements the CVPP. The committee is comprised of ResU faculty and staff responsible for education and prevention of violence on campus.
- Pursuant to the Act, each higher education institution is required to develop and implement a Campus Threat Assessment Team (TAT). The team conducts threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services. It is comprised of select staff, faculty, law enforcement, human resources, legal counsel, and mental health professionals.

### **University Mass Notification System**

The University maintains a mass notification system, ResU Alerts, operated on an “opt-in” basis. The system is utilized to communicate critical, time sensitive information such as school closing, immediate scheduling changes, or emergency events. Students are encouraged to sign up for these notifications and can do so at <https://www.e2campus.net/my/resu/>

### **Notification and Preparedness**

Resurrection University, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report at [resu.edu](http://resu.edu). Notifications of the plan and testing will occur annually.

### **Cell Phones**

Use of cell phones is prohibited in the classroom. Cell phones must be turned off during class time. The use of wireless communication devices is not permitted in patient care areas.

### **Communication and Technology**

Microsoft Outlook is the email system currently used by all faculty, staff, and students. Students receive an email account upon entry into the University. The official means of communication between the University and students is via students' Resurrection University email address. **Students are responsible for checking their University email on a regular basis.**

- **Campus Portal** is used to view official grades, students' academic history (degree audit), and class schedules.
- **Brightspace D2L** is used to access courses, course assignments, and the course syllabus.
- **Wireless internet access** is available throughout the Main University Campus Please see IT department staff for access codes.

### **Electronic Mail Usage**

The e-mail system is the property of Resurrection University and is provided for classwork and scholarly purposes. E-mail may not be used for personal reasons, and the messages transmitted must be legal, ethical and follow Resurrection University standards.

Email accounts are assigned to individuals and may not be shared.

All e-mail messages sent via the Resurrection University email system reflect upon and contain Resurrection University's name. Each user must take care in creating appropriate and professional messages that appropriately reflect Resurrection University and its mission and values.

Access to e-mail is a privilege, not a right. Access to e-mail may be denied or discontinued at the discretion of Resurrection University.

All users must actively assume responsibility to delete messages, file attachments and appointments to prevent unnecessary use of system resources and to minimize storage requirements. The e-mail system is not a document storage system. All e-mail users will be responsible for maintaining their personal in-box,

sent-items, deleted-items and file-folders.

- Once an e-mail account reaches capacity, new messages will not be received
- All e-mail will be automatically deleted from the "In Box" after 365 days and the "Sent Box" after 180 days.
- All items that are deleted (moved to the deleted folder) will be discarded from the users email at the time of email sign-off.
- E-mail messages may be moved to topical file folders and can be saved for up to 3 years. After 3 years, e-mail is purged from the users email account (however, emails subject to Legal Hold are not purged from the Archive until released).

Any inappropriate message (e.g. chain letters, offensive, hostile, obscene, intimidating, harassing, or otherwise unlawful or unethical e-mail messages, etc.) should be deleted upon receipt. If the messages persist, or as appropriate, a report should be made to RESUITStaff@ResU.edu for further action.

Users should not respond to any messages from a person or entity with which they are not familiar. A major source of viruses is downloaded items or attachments from e-mail. Users should only accept e-mail, especially ones with attachments, from trusted sources.

### **Confidentiality**

The confidentiality of e-mail messages cannot be assured, and can be compromised by accidental redistribution or because of the inadequacy of current technologies to protect against unauthorized access. Users must assume that e-mail is not fully secure or confidential.

Resurrection University has the right to view e-mails sent or delivered from the network.

Users should be aware that others might view the contents of an e-mail message during the performance of their duties. Therefore, users should be cautious when communicating confidential or sensitive matters.

Communications via e-mail to external sites is not secure. Messages may be intercepted or misdirected. E-mail messages that contain information concerning Resurrection University's business practices, strategies, agreements or any other information that is confidential and proprietary to Resurrection University should be limited.

Inappropriate utilization of the e-mail system, such as communications that are not consistent with Resurrection University mission and values, may subject the user to disciplinary action, up to and including expulsion from Resurrection University.

### **Privacy and Monitoring**

No user has personal privacy rights in any message created, received or sent via e-mail. E-mail may constitute, in some respects, a community bulletin board to be viewed by others. Resurrection University reserves the right to monitor e-mail messages to assure it is being used for official business and to ensure users are not violating policies.

Unauthorized access (i.e., logging-on as another user or looking at another user's messages), other than authorized through delegation, is a violation of Resurrection University policy and grounds for disciplinary action or dismissal from the institution.

### **Security**

Resurrection University's email system requires entry of a USER ID and password to associate the user with their mailbox. User ID's and Passwords must conform to the requirements defined in the User Authentication Policy. Passwords must also be changed periodically, consistent with the Password Expiration requirements defined in the User Authentication policy.

The Internet is not a secure environment. Care should be taken in sending/transmitting information over the Internet to prevent computer viruses and unlawful or offensive materials from being placed on to the Resurrection University network from the Internet.

E-mail messages should be considered an official document. The content of messages should be similar to that which could also be put in writing for general distribution. Once an e-mail message leaves the Resurrection University network, no controls can be placed on its distribution or content. Many e-mail systems including Resurrection University's, automatically archive copies of emails, and these copies can be easily searched.

### **Harassment**

Sending offensive, hostile, obscene, intimidating, harassing, or otherwise unlawful e-mail messages is strictly prohibited and will result in grounds for disciplinary action up to and including dismissal from Resurrection University.

### **Other Restrictions That May Subject Users to Disciplinary Action**

Use of e-mail for personal gain, gambling, sending chain letters or soliciting money for political or other causes is strictly prohibited.

E-mail users shall not use a false identity, or give the impression they are representing, giving opinions, or otherwise making statements on behalf of Resurrection University or any of its affiliates, officers, directors, or employees, unless appropriately authorized to do so.

E-mail may not be used to participate in chat lines or bulletin boards, unless there is a legitimate scholastic reason. Participants in chat lines or bulletin boards must follow appropriate protocols and display professionalism in all communications.

Users may not use e-mail to receive, send or store privately owned software programs.

Please be advised that The RESU Technology Services Dept. will never solicit the reset of a network or email password via an email communication. Forwarding any communication that contains a phishing attempt will trigger the security protocol that has been put in place which ensures that your network/email account is immediately disabled to prevent a system-wide cyberattack that can introduce a virus and/or open a gateway for theft of information that should be kept private. If you do receive an email that solicits or warns of a necessary password change you are encouraged to call the Technology Services Dept. at 773-252-5387 to report that you have received a SPAM/Phishing Email.”

### **Guests on Campus**

ResU students must seek approval from a member of ResU administration, such as a Director, Assistant Director, Dean, Vice President, or President, before bringing a guest on campus. If approved, the guest must be accompanied by the employee or student while on campus, and the employee or ResU administrator must provide the guest with the required ID and electronic access.

ResU students who are on campus for unique purposes, such as to drop off paperwork, meet with faculty or campus resources, such as a counselor or financial aid officer, may be accompanied by minor children who are in the student's care. Children must remain with the student *at all times* while on the ResU campus. Students with children who are disruptive or present a safety risk to themselves or the campus may be asked to leave.

In emergency situations, such as last-minute child care demands, a reasonable attempt should be made to provide notification to and/or approval from a ResU employee or administrator of the need to bring a guest on campus. Guests on campus as a result of an emergency situation are granted access only on a short-term basis until alternative arrangements can be made and must be accompanied at all times.

Anyone who brings a child on campus should be advised that every member of the ResU community is a mandated reporter of child abuse under the Illinois Abused and Neglected Child Reporting Act.

Members of the ResU community are responsible for enforcement of this policy. ResU students who witness unauthorized guests on campus should report this to a ResU employee. ResU employees who witness ResU students with unauthorized guests on campus may advise the student of our policy and ask the guest to leave (unless the guest is a minor child in the student's care), or report the situation to a ResU administrator.

This policy excludes sanctioned ResU events, such as Open House and other events that are open to the public or exist for the purpose of hosting family and friends on the ResU campus.

### **Identification Badges**

A University laminated picture ID is required for all students. The University ID Badge must be worn at all times while in the university and at clinical sites. A properly functioning ID badge is necessary to access the University floors 6, 7, and 8 as well as stairwells, the library, computer lab student lounge, and the St. Elizabeth Hospital parking garage.

Identification cards are issued at new student orientation and at other times during the year through University Administration on the 6<sup>th</sup> floor of the Main Campus ID Badges are the property of the University and must be returned to the University upon graduation or withdrawal from the institution. Please note: There is a \$10 charge for a replacement badge.

### **Leaflets and Petitions**

All student initiated leaflets and petitions must be cleared and initialed by the Director of Student Life before being distributed. Only an authorized student group may set up a table to distribute material. A recognized group may distribute items originating from an outside organization after written permission is obtained from the Director of Student Life. Literature and material from an outside group may not be distributed on campus.

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## **Non-Discrimination Policies**

### **Equal Employment Opportunity**

Resurrection University provides equal employment opportunities for all applicants and employees without regard to race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification, in accordance with applicable law. Resurrection University is also committed to providing a professional, respectful and safe work environment that is free from harassment or discrimination on the basis of race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification, in accordance with applicable law.

### **Anti-Harassment, Anti-Bullying, Anti-Hazing and Discrimination**

Resurrection University prohibits any form of unlawful harassment, bullying, and hazing, and will not tolerate discrimination against any employee or student by anyone, including co-workers, supervisors, students, patients/residents, vendors, visitors, contractors or any other third party. Resurrection University's policies are in alignment with the Mission, Vision and Values and the Catholic Ministry.

#### **Definitions**

- A. **Harassment**: Unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification. Resurrection University will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work/academic performance, or that creates an intimidating, hostile or offensive working/learning environment.
- B. **Sexual Misconduct and Violence**



Please see the University's Title IX policy for definitions of sexual harassment, assault and sexual abuse, domestic violence, dating violence, and stalking.

- C. Bullying: Unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, sex, religion, national origin, ancestry, age, disability, order of protection status, marital status, parental status, military status, sexual orientation, or any other legally protected classification. Presence Health will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
1. **Physical Abuse.** Bullying may involve acts of physical abuse, including, but not limited to:
    - Hitting;
    - Pushing;
    - Tripping;
    - Kicking;
    - Blocking or restraining another person's movement;
    - Sexual misconduct;
    - Causing damage to another person's clothing or possessions; or
    - Taking another person's belongings.
  2. **Verbal Abuse.** The actions that constitute bullying do not require physical contact and may be based solely on verbal, such as:
    - Name calling;
    - Threatening;
    - Sexual misconduct;
    - Taunting; or
    - Malicious teasing.
  3. **Psychological Abuse.** Bullying may occur even when the victim is not directly subjected to physical or verbal abuse, which is sometime referred to as "psychological bullying". Incidents may involve:
    - Spreading harmful or inappropriate rumors regarding another;
    - Drawing inappropriate pictures or writing inappropriate statements regarding another; or
    - Intentionally excluding another from groups or similar activities.
- D. Hazing: subjecting a person to bodily or physical harm or a likelihood of bodily danger or physical harm, or requiring, encouraging, authorizing or permitting that the person be subjected to any of the following:
- Total or substantial nudity on the part of the person;
  - Compelled ingestion of any substance by the person;
  - Wearing or carrying of any obscene or physically burdensome article by the person;
  - Physical assaults upon or offensive physical contact with the person;
  - Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; and abandonment of the person;
  - Transportation and abandonment of the person
  - Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
  - Sleep deprivation; or
  - Assignment of pranks to be performed by the person.

## **I. PROCEDURE**

A. Resurrection University Employee and Student Responsibilities. All Resurrection University

employees and students must act at all times in accordance with the letter and the spirit of Resurrection University's Equal Employment Opportunity and Anti-Harassment and Discrimination Statement. Resurrection University employees and students are responsible for helping to ensure that the work and learning environment is free from all forms of prohibited discrimination and harassment. (Students should refer to the University's Title IX policy for procedures related to sexual misconduct.)

**B. Resurrection University Employee and Student Notification Process.** All Resurrection University employees and students are responsible to help ensure that Resurrection University avoids harassment. If a Resurrection University employee or student feels that he/she has experienced or witnessed discrimination or harassment, he/she must promptly notify one of the following persons:

- i. The employee's direct supervisor or department head;
- ii. The student's instructor or advisor;
- iii. Any member of the University's leadership team;
- iv. The Vice President of Student & Employee Affairs.

**C. Retaliation/Threats of Retaliation.** Resurrection University prohibits retaliation or threats of retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. Any retaliation or threat of retaliation shall be treated as a separate incident, which shall be handled in the same manner and be subject to the same procedures as the complaint itself.

**D. Investigating Complaints.** Resurrection University will investigate all discrimination or harassment complaints promptly, consistent with Resurrection University Investigation policies. To the fullest extent practicable, Resurrection University will keep complaints and the terms of their resolution confidential.

- i. If an investigation confirms that a Resurrection University employee or student has violated this policy, Resurrection University will take corrective action – including demotion, and/or disciplinary action, up to and including immediate termination or expulsion, as appropriate.
- ii. All complaints of harassment involving a non-employee/student will be investigated promptly. If appropriate, the employer of the non-Resurrection University individual may be notified. If it is not appropriate to notify the individual's employer (for example, if the individual is a visitor/patient), Security may be notified. If an investigation confirms that a violation of this policy has occurred, Resurrection University will take appropriate action, based on the specific circumstances of the case.

**E. Education.** All Resurrection University employees will be required to participate in equal employment opportunity and anti-harassment and discrimination education

## **Professional Appearance Standards**

The appearance of each student, faculty, or staff member influences the impression of others toward Resurrection University. Therefore, it is essential that students, faculty and staff maintain a professional image and appearance at all times.

### **ID Badges**

A Resurrection University identification badge must be worn with the name visible to others at all times while on the premises of the University or as appropriate for off-site clinical settings. Students with direct patient contact must wear identification badges above the waist. No unapproved pins, buttons, stickers, badges, etc., may be affixed to the badge itself or to the badge clip.

### **Campus Dress**

Instructors and the Dean/Program Director are responsible for the appearance of students in their areas; therefore, they have the authority to set expectations for any additional dress code rules, consistent with

any applicable administrative or facility policies.

Daily attention to hair, nails, oral hygiene, and bathing is expected. All clothing should be appropriate for the student's environment. Professional attire and modesty are expected relative to length, style, fit, and transparency of clothing.

Inappropriate attire includes, but is not limited to, halter tops, blouses with deep cleavage, and shirts that reveal the belly button.

If at any time apparel is worn that might be considered/perceived as an indication of gang affiliation, Security will be contacted. Such apparel is forbidden in Resurrection University. Instructors and the Dean/Program Director are responsible for the appearance of students in their areas; therefore, they have the authority to set expectations for any additional dress code rules, consistent with any applicable administrative or facility policies.

## **College of Nursing**

### **Clinical Dress for BSN Pre-Licensure Students**

The nursing student uniform serves as a means of identifying the student with the University, promoting the image of professional nursing, enhancing self-confidence and promoting patient confidence and trust. Uniforms and/or lab coats are to be worn when students are in patient care areas. Strict adherence to the uniform dress code is required. Students who are out of compliance with the standards will be prohibited from participating in the clinical experiences. Clinical time missed as a result of noncompliance is considered an absence and thus, may jeopardize successful completion of a course.

The University pre-licensure nursing student uniform consists of the Resurrection University authorized identification badge, burgundy scrubs with the University name embroidered on the left chest and a white lab coat with the University seal embroidered on the sleeve and the name on the left chest. A plain white long sleeve t-shirt may be worn under the uniform scrub shirt if desired for warmth during the winter months. White leather oxfords or all white leather athletic shoes with white ankle high socks are required. Canvas shoes, sandals, flip flops, "Crocs," and shoes with ventilation holes larger than a pencil point are not acceptable. In addition, students must have a watch with a sweep second hand or the ability to measure seconds.

Nursing students are expected to look professional when in uniform. Special care is to be taken to ensure that undergarments cannot be seen through the uniform. One's hair is to be conservative in color, neatly pulled away from the face and restrained off the collar. Facial hair in the form of a neatly trimmed beard and/or mustache is permitted. One simple earring post per ear and a simple wedding band may be worn. Nails should be clean, unpolished and trimmed short (less than ¼ inch). Artificial nails, tips, and acrylic overlays are prohibited.

### **BSN for RN and MSN Students**

BSN for RN and graduate nursing students are not required to purchase a uniform. Students are expected to wear their student identification badge at all times. When working in the clinical setting, students are to adhere to the business attire requirements of the clinical site or agency where the student is placed. A clean, white uniform lab coat with the University patch sewn to the left sleeve approximately 2 inches below the seam is to be worn while negotiating for and/or engaging in residency experiences.

### **Uniforms for Specialized Settings**

Clinical attire may vary for specialized or community settings and be different from the required University uniform. The Course Coordinator or Clinical Instructor will clarify any modifications applicable to the course setting.

### **Uniform Purchases**

Student uniforms for clinicals may be purchased at:

- Working Class Uniforms, 9525 S Cicero, Oak Lawn, IL 60453 Phone: (708)424-4747
- Scrubs Etc., 100 East Roosevelt Road, Suite 32, Villa Park 630-953-0731 (BSN Only)

## College of Allied Health

### Clinical Dress for HIIM Students

When working in a clinical setting, HIIM students will adhere to the business attire requirements of the location in which students are placed.

### Clinical Dress for Imaging Technology Students

Imaging technology students must wear a uniform scrub shirt and pants. The color of the uniform is **Bahama**. The student may also wear a plain white turtleneck or fitted t-shirt underneath the uniform top. Any other visible shirt is unacceptable. Short T-shirt sleeves may not hang lower than scrub sleeves. (The student must also wear a long white uniform lab coat outside of the Radiology Department. While completing clinical education in the Surgical Suite, **full-length white lab coats are required**. While working in the Radiology Department, the jacket may be removed. **Scrub tops MUST be embroidered with the School of Radiography in white lettering. Lab coats must have contrasting blue lettering**. Two uniform sets are suggested. Students may never arrive to or leave clinical settings in **hospital – issued** surgery scrubs.

Professional shoes are recommended although athletic shoes are acceptable providing they are not high top. All shoes must be **white leather** without colored trim or laces (90% white). Clogs, “Crocs”, and shoes with ventilation holes larger than a pencil point are not acceptable.

All students need a full-length white lab coat.

Students must wear RESU ID badges and optically stimulated luminescence (OSL) badge at all times in the clinical setting. OSL badges must be removed when leaving premises. If, in the clinical setting, a student is found in noncompliance with not having their OSL or ID Badge, the student will be sent home immediately. Time missed must be made up.

### Publicity

All signs, notices, and publicity pieces must be authorized by the Director of Marketing and Communications prior to posting or distribution. At no time may items be posted without approval or posted on walls, windows, in elevators, etc. In addition, the following policy pertains to publicity in the Medical Center and must be adhered to:

“No signs or posters may be posted in public places in the Medical Center. Notices of events may be listed on the permanent display board in the main lobby with the approval of the Communications Department.”

### Smoke-free Environment

Smoking is strictly prohibited throughout the entire University and Medical Center campus.

### Social Media Use for Students

#### A. General Guidelines for Using Social Media

This policy applies students using social media during work time and/or use of social media on work computers, servicers or other Resurrection University resources. It also applies to the use of social media while a student is away from work, when the student’s Resurrection University affiliation is identified, known or presumed, or when Resurrection University information, or that of Resurrection University’s Protected Individuals, is implicated.

- B. To the extent permitted by law, the following are guidelines for the use of social media:
- a. Obey the Law and Resurrection University Policies. Students are expected to follow all compliance and legal requirements, as well as Resurrection University policies when using or participating in social media. Policies that apply to other Resurrection University communications apply to social media as well.

- b. Protect Confidential Information about Protected Individuals. Students may not use or disclose any patient/resident information (including information regarding the patients'/residents' family members) of any kind on any social media without the approval of their Director/designee and the express written permission of the patient/resident. Even if an individual is not identifiable by name within the information used or disclosed, if there is a reasonable basis to believe that the individual could be identified from the information provided, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA) and Resurrection University policy.
- c. Protect Resurrection University Confidential Information. Students must protect Resurrection University's proprietary and trade secret information. Such information includes, but is not limited to, financial, marketing, growth or development strategies, performance and other business-related information that is not generally available to the public. If an individual is unsure whether it is appropriate to post certain information, he/she should consult with his/her supervisor/leader or Human Resources.
- d. Respect Copyright and Fair Use Laws. Students should comply with all laws governing copyright and fair use of copyrighted material owned by others, including Resurrection University and other companies' trademarks, logos, marks, graphics, software and other intellectual property.
- e. Respect Colleagues. Students may not use social media to post or display comments that are defamatory, libelous, vulgar, obscene, threatening, intimidating, harassing, or a violation of Resurrection University workplace or academic policies against discrimination or harassment based on age, race, color, religion, sex, sexual orientation, ethnicity, national origin, ancestry, disability, marital status, order of protection status, military status or other protected class, status or characteristic.
- f. Limited Use. Resurrection University's electronic systems are intended for educational use. Unless a student is directed or allowed to utilize social media as part of his/her education with Resurrection University, social media use must be limited to non-instructional time and should not be done using Resurrection University equipment.
- g. Professional Recommendations. Resurrection University generally provides neutral references. To remain consistent with our practice, Resurrection University students should not post recommendations of or information concerning current or previous employees or student's work or performance on any social media.
- h. Comments on Behalf of Resurrection University. Resurrection University's Marketing department, designated leaders and/or Human Resources departments are the only individuals authorized to post on social media sites on behalf of Resurrection University. Similarly, Resurrection University's Marketing staff is the only entity that may respond or coordinate a response to media inquiries and/or make statements on behalf of Resurrection University.
- i. Posting on Resurrection University Sites. Resurrection University maintains public websites and pages on social media sites for viewing content and posting comments about Resurrection University. Employees and students are accountable for the content they post. No student may establish a Resurrection University-hosted site without prior written approval from the Marketing department. Students may not post fake blogs or create false identities when posting on a Resurrection University maintained website. Resurrection University has the right to remove any posting at any time in its sole discretion. By posting on a Resurrection University site, individuals grant Resurrection University the right to reproduce and distribute such content.

- j. Be Transparent. Students who have identified themselves as an employee or student of Resurrection University should clearly disclose that their statements are their own and not those of Resurrection University.
- k. Prohibition against Solicitation and Distribution. Students cannot utilize Resurrection University systems (by uploading, posting, email or otherwise) to solicit other employees or students for any commercial purpose.
- l. Protect Confidential Colleague Information. Students should not use social media to communicate any private or confidential information regarding their colleagues without the colleague's consent, such as social security numbers, addresses, phone numbers, health information and other information a colleague provided in confidence.
- m. Removal of Content. If a student posts information prohibited by this or any other Resurrection University policy, the employee or student may be asked to temporarily and/or permanently remove the prohibited information.
- n. No Expectation of Privacy
- o. Resources and Communication Systems. All contents of Resurrection University's Information Systems resources and communications systems are the property of Resurrection University. Students are reminded that they have no expectation of privacy with respect to using Resurrection University's computers, software, email, phones, pagers, servers, internet/intranet or any other service or system Resurrection University provides, including approved access to social media.
- p. Authorized Resurrection University Representatives. Authorized Resurrection University representatives may monitor, review, disclose, and/or use the contents of any Internet usage or sites accessed on work time or on Resurrection University equipment. Resurrection University may use and/or disclose information it obtains to ensure compliance with Resurrection University policies, improve customer service, detect viruses, protect network security, cooperate with internal or external legal investigations, and/or for any other business purpose it deems appropriate.
- q. Monitor or Screen Material. Resurrection University may use automated tools to monitor or screen material created, stored, sent, received or deleted on or from Resurrection University equipment. Such monitoring tools can include how employees and students use the Internet and may examine addresses of websites visited, types of files transferred, search engines used and searches performed, Internet protocols used, and/or email addresses to which messages are sent.

### **Disciplinary Action for Violations**

Violation of any University policy is inappropriate and may result in disciplinary actions. Refer to the Student Code of Conduct Policy for additional details on implementation of disciplinary actions. Any violation of this policy should be immediately reported to the Vice President of Student & Employee Affairs for review under the Student Code of Conduct.

### **Solicitation of Goods or Services on Campus**

All fund-raising activities (including monetary and/or in-kind donations) initiated by faculty, staff or students whether internal or external must be approved by the Director of Development & Alumni Relations, when appropriate, also the Vice President of Student & Employee Affairs and/or the Dean of the College and/or the University President.

As a general rule, fund-raising activities conducted within Resurrection University must directly benefit Resurrection University programs and/or the overall mission and values of the university.

All solicitation and fundraising activities (internally and/or externally) must be approved by the Director of Development & Alumni Relations, and when appropriate, Vice President of Academic Affairs, and/or the President of the University.

Vendors or local merchants should not be solicited more than once per year if possible and show by coordinated through the Director of Development & Alumni Relations.

Students may not solicit grants from corporate, family or private foundations.

Students may not solicit donations exceeding \$1000 from each recipient (business or individual.)

Faculty, staff and students may not offer logos or links to sponsor's website in exchange for a sponsorship and/or an in-kind gift without prior approval from the Director of Development & Alumni Relations. Faculty, staff and students should work with the Director of Development & Alumni Relations on building a proposal of benefits before making a request.

Each potential funding source (or targeted donor) must be approved by the Director of Development & Alumni Relations, and when appropriate, the President of the University.

All fund-raising activities are conducted under the Director of Development, in coordination with the different Colleges within the University, who will manage all solicitations of cash and in-kind contributions.

All contributions, including bequests and gifts in-kind, to the different Colleges will be coordinated between the different colleges and the Director of Development & Alumni Relations at Resurrection University.

Persons authorized to accept donations of any kind on behalf of Resurrection University are limited to the President of the University, Vice President of Academic Affairs, the Executive Vice President and the Director of Development & Alumni Relations.

All gifts will be documented and acknowledged according to procedures established by the Director of Development & Alumni Relations

## **Student Code of Conduct**

### **INTRODUCTION**

Persons enrolling in Resurrection University ("Resurrection") are expected to conduct themselves in a manner consistent with the educational purpose of instruction. Pursuit of a college education is a voluntary association with a community of scholars that provides an opportunity for exploration of new ideas, experimentation, self-examination, formation of new friendships, and development of ideals and direction. A University environment is a place where the free exchange of ideas and concepts can take place among faculty and students in an atmosphere that allows for civil debate and dialogue on contemporary issues.

Resurrection University considers freedom of expression and inquiry essential to a student's educational development. Thus, the institution recognizes the right of all members of the University community to engage in discussion, exchange opinions, and to speak, or print freely on any subject in accordance with the guarantees of Federal or State constitutions. This broad principle is the cornerstone of education in a democracy.

To protect these privileges and opportunities the student assumes the personal responsibility to uphold the standards reasonably imposed by Resurrection University through its Mission and Vision statements. Foundational principles of academic integrity, personal honesty, tolerance, respect for diversity, civility, freedom from violence, and pursuit of lifestyles free of alcohol and drug abuse are examples of these

standards.

The University views the student conduct process as a learning experience which can result in growth, behavioral changes, and personal understanding of one's responsibilities and privileges within the college environment. To this end, the Student Code of Conduct attempts to balance an understanding and knowledge of students and their needs and rights with the needs and expectations of Resurrection University and the larger community.

Students are treated with care, fairness, tolerance and respect with decisions made relative to the needs and circumstances of all concerned. The needs of the respondent, the person(s) who report being the victim of another student's actions, and the community at large are judged to be equally important. Students at Resurrection University may take advantage of the various resources of the College to further their development.

## **DEFINITIONS**

### **General Terms**

The terms *Resurrection* or *institution* mean Resurrection University, which include all facilities, hospitals, campuses, and any and all locations students are in class, lab, clinical, practicum University-sponsored activities, or service learning trips.

The term *student* includes all persons taking courses at Resurrection University, either full-time or part-time, pursuing undergraduate, professional, or continuing education; those students who withdraw after allegedly violating the Student Code of Conduct; those who are not officially enrolled for a particular term but who have a continuing relationship with Resurrection University; and those who have been notified of their acceptance for admission are considered *students*.

The term *faculty member* means any person hired by Resurrection University to conduct teaching activities or who is otherwise considered by the institution to be a member of its faculty.

The term *Resurrection University premises* includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, operated, controlled, or supervised by Resurrection University or Presence Health (including adjacent streets and sidewalks).

The term *Hearing Officer* means a Resurrection University employee official authorized on a case-by-case basis to determine whether a student has violated the Student Code of Conduct and to impose sanctions when a rules violation has been committed.

The term *Resurrection University Discipline Panel* refers to the pool of faculty and students authorized to hear appeals of student discipline cases determined by a Hearing Officer.

The term *Appeals Committee* refers to the individual members selected from the Discipline Panel to consider the appeal of a particular case.

The term *policy* means the written rules and regulations of Resurrection University as found in but not limited to, the Student Code of Conduct; Student Handbook; undergraduate and professional catalogs; faculty manual; and Resurrection University web pages. These include policies related to computer use, solicitation, sexual harassment and other anti-discrimination policies, athletic events, use of facilities, travel, and participation in student organizations.

The term *academic misconduct* includes but is not limited to: 1) *Cheating* by using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member in the course syllabus or class presentation; 2) *Plagiarism* includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgement; the failure to cite sources properly; sources must always be appropriately referenced, whether the source is printed, electronic, or spoken; 3) *Unauthorized Possession or Disposition of Academic Materials* includes the unauthorized selling or



purchasing of examinations, term papers, or other academic work; stealing another student's work; using information from or possessing exams that a faculty member did not authorize for release to students; 4) *Falsification* encompasses any untruth, either verbal or written, in one's academic work; 5) *Facilitation* of any act of academic misconduct includes knowingly assisting another to commit an act of misconduct.

The term *Complainant* means any person who submits a charge/report alleging that a student violated this Student Code of Conduct. When a student believes that she/he has been the victim of another student's misconduct the student will have the same rights under this student code as are provided to the respondent student even if another member of the Resurrection community submitted the charge/report.

The term *Respondent* means any student accused of violating this Student Code.

### **AUTHORITY**

The Director of Student Development will administer the Student Code of Conduct. The responsibilities of these individuals or entities are briefly defined as follows:

The Director of Student Development will represent Resurrection University in student disciplinary matters and act as hearing officer for students in their respective programs.

The responsibilities of the Director of Student Development include preparing notices of violation, collecting information, conducting administrative discipline hearings, making decisions related to disciplinary outcomes, and performing other functions as required in the discipline process.

*Resurrection University Discipline Panel* hears appeals of disciplinary decisions rendered by the Hearing Officers. The appeal can be initiated by the Respondent(s) or the Complainant(s). The Panel shall consist of three (3) faculty members and one administrator. The Panel is chaired by the administrative member who is appointed by the Vice President of Student & Employee Affairs.

### **PROHIBITED CONDUCT**

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanction.

1. Academic misconduct, including but not limited to: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of misconduct. Plagiarism includes the copying of language, structure, images, ideas, or thoughts of others and is related only to work submitted for credit.
2. Knowingly furnishing false information to any Resurrection University official, faculty member, office, organization or on any Resurrection University applications. Intentionally initiating or causing to be initiated any false report; any warning or threat of fire, explosion, or any other emergency.
3. Forgery, alteration, misuse, mutilation, or unauthorized removal of any Resurrection document, record, identification, educational material, or property.
4. Disruption or obstruction of teaching, classroom or other educational interactions, research, administration or disciplinary proceedings, residential communities, or participation in an activity that disrupts normal college activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to college facilities or freedom of movement of any person on campus.
5. Engaging in behavior or activities that obstruct the right of free speech or expression of any person on campus.
6. Abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual or a group of individuals. Abusive conduct includes bullying, cyberbullying, and hazing as defined in ResU's equal opportunity and non-discrimination policy.

7. Harassment, meaning verbal or physical harassment on the basis of gender, race, sexual orientation, age, religion, or physical disability. (Refer to ResU's equal opportunity and non-discrimination policy for more information.)
8. Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual sexual contact; engaging in coercion or constraint; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent. (Refer to the University's Title IX policy for more information.)
9. Failure to comply with the verbal or written directions of any Resurrection University officials, employees, or campus security personnel acting in the performance of their duties and in the scope of their employment, or resisting police officers while acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.
10. Attempted or actual theft of, damage to, use of, or possession of other persons' or Resurrection University's property or identity or unauthorized use of such; unauthorized entry, use, or occupation of other persons' or Resurrection University's facilities, property, or vehicles.
11. Illegal use or possession on Resurrection University property, SMEMC, Saint Francis Hospital, or other sites where ResU programs, activities, and classes are held of firearms or simulated weapons; other weapons such as blades larger than pocket knives; ammunition or explosives; dangerous chemicals, substances, or materials; or bombs, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
12. Behavior that infringes upon the rights of others, endangers their well-being or safety, or results in personal injury to others and violation of the Conceal Carry policy.
13. Disturbing the peace on college premises.
14. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by law or Resurrection policy. Alcoholic beverages may not be used by, possessed by, or distributed to any person under twenty one (21) years of age.
15. Use, possession, manufacturing, or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances are prohibited. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose are prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs are prohibited.
16. 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 and restrooms. The posting and/or distribution of such unauthorized recording is also prohibited.
17. Abuse of computer facilities or technological resources including but not limited to: unauthorized entry to, or use of computers, access codes, telephones and identifications belonging to Resurrection; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any Resurrection member; sending abusive or obscene messages or images; disrupting the normal operation of Resurrection computing systems;

violating copyright laws; or any other violation of Resurrection's computer use policy.

18. Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Code of 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 disturbing or interfering with the orderly process of conducting a proceeding.
19. Intentional disregard of board policies, University policies, or procedures applicable to students.
20. Assisting, conspiring, or inciting others to commit any act of misconduct set forth in 1 through 19 above.

### **JURISDICTION**

The Resurrection University Student Code of Conduct shall apply to conduct that occurs on Resurrection University premises, Resurrection University-sponsored programs or activities, and to off-campus conduct that adversely affects the Resurrection University community, poses a threat to safety of persons or property, or damages the institution's reputation or relationship with the greater community. The Director of Student Development shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus on a case-by-case basis.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The disciplinary process may proceed even if the student withdraws from school while a disciplinary matter is pending.

Student Organizations may be disciplined/sanctioned via the Student Code of Conduct procedures while represented by an officer or member who has been chosen by the membership but who was not directly involved in the incident in question as determined by the Director of Student Development.

### **VIOLATION OF LAW AND/OR RESURRECTION UNIVERSITY STUDENT CODE OF CONDUCT**

Resurrection University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal and civil law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Director of Student Development Affairs. Determinations made or sanctions imposed under this Student Code of Conduct shall not be assumed subject to change because criminal charges arising out of the same set of facts were dismissed, reduced, or resolved in favor of or against the criminal or civil defendant.

### **Interim Suspensions**

In certain limited circumstances, the Dean of Nursing, the Program Director, or the President, may make an administrative determination that the continued presence of the student could constitute a threat or danger to the Resurrection community, and such person may be temporarily suspended from Resurrection University pending the disposition of criminal or Resurrection University charges.

Interim Suspension may be imposed in the following cases:

1. To ensure the safety and well-being of members of Resurrection;
2. To ensure the preservation of Resurrection property;
3. To ensure the student's own physical or emotional safety and well-being;
4. If the student poses an ongoing threat of disruption or interference with the normal operations of Resurrection.

### **Criminal or Civil Charges**

Upon the filing of charges in the criminal or civil courts involving an offense of a serious nature, and an administrative determination is made that the charges meet one or more of the conditions listed above, ***the President or designee may determine that*** the student may be temporarily suspended from Resurrection University pending the disposition of the criminal/civil charges. In these cases, the University may not have access to investigative reports or be in the best position to independently determine the factual nature of the charges without a finding through the courts.

During the Interim Suspension, a student may be denied access to the campus and/or all other University activities or privileges for which the student might be otherwise eligible.

The student will be notified, in writing, of the terms of the Interim Suspension and the reasons for this action. The notice will allow for the student to request a hearing to show cause why his or her continued presence on the campus does not constitute a threat and the Interim Suspension should not be imposed.

### **Disciplinary Procedures**

#### **Charges**

1. The discipline process can be initiated by police reports or a report from any faculty, administrative staff, student, or other member of the Resurrection University community, or other person/entity from outside of the University community. This process is initiated through the submission of a written account of the incident to the Director of Student Development.
2. Upon the receipt of a written report, the Director of Student Development may determine that there is sufficient reason to charge the student with a violation of the Student Code of Conduct and a disciplinary hearing is warranted. The Director of Student Development may also seek or conduct an additional investigation.

#### **Letter of Notice**

1. All charges shall be presented to the student in written form. This letter of notice will provide the student a notice of the alleged violation(s) and set a time for the hearing.
2. The letter of notice may contain specific requirements or restrictions, pending the resolution of the matter through the hearing process as needed to protect the interests of involved students or Resurrection University. The notice letter will be sent to the student's current address listed on Resurrection University's database.

#### **Options for Resolution of Disciplinary Charges**

After review of the information contained with the letter of notice, the student has the following options:

1. Accept responsibility for the charges When the student substantially agrees with the contents of the complaint and accepts responsibility for the infraction, the Vice President of Student & Employee Affairs may determine the appropriate level of discipline and other sanctions or restorative resolution outcomes.
2. Dispute the charges In the event that the student does not accept responsibility for the charges or substantially disagrees with information contained within the report, a discipline hearing will be conducted.

The student must notify the Director of Student Development Affairs by the date indicated in the letter of notice of his/her intent to accept or dispute the charges. Since cases involving disputed charges may require additional investigation or preparation time, either the student or the Vice President of Student & Employee Affairs may ask for limited additional time to prepare for the hearing and an appropriate hearing date and time may be re-scheduled.

## **Decisions**

1. After the hearing concludes, the Director of Student Development will review all pertinent information and make a determination related to each of the charges specified from the Student Code of Conduct. The determination is based on the preponderance of evidence standard-whether it is more likely than not that the Respondent violated the Student Code of Conduct.
2. The Director of Student Development has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition to the sanctions listed below, the Director of Student Development may place limits or conditions, restitution, community service, and/or specify participation in educational programs and interventions including but not limited to those related to alcohol or drug use, ethical decision making, personal counseling, community issues, and restorative justice.
3. Written notice of the Director of Student Development Affairs decision will be sent to the student within fifteen (15) business days of the hearing. The notification shall consist of the determination of responsibility, level of discipline imposed, and a complete description of any sanctions or requirements.
4. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges.

## **Sanctions**

The following sanctions may be applied when appropriate to individual students.

### **No Action**

The Director of Student Development finds that the charges are unsubstantiated or exonerates the student. The decision letter specifies that the charges are cleared and no disciplinary action is taken.

### **Warning or Written Reprimand**

A student may be given a warning or written reprimand for minor infractions.

### **General Disciplinary Probation**

Probation is for a designated period of time during which the student is required to show appropriate changes in attitude and behavior. Specific sanctions or restrictions may be imposed as a part of this discipline but do not result in loss of good standing with Resurrection University.

### **Discretionary Sanctions**

Educational programs or assignments, mediation, community service, individual assessment, counseling, substance abuse education, intervention or treatment, or other related discretionary sanctions may be offered or required.

### **Restitution**

Compensation for loss, damages, or injury. This may take the form of appropriate service or monetary or material replacement.

### **Disciplinary Suspension**

Suspension for a distinct period of time and/or the specification that a student must fulfill certain requirements before re-admission or re-instatement will be considered.

### **Deferred Suspension**

A suspension may be deferred under special conditions in which the student participates in a designated program as a condition to remain in school under a strict probationary status.

### **Disciplinary Expulsion**

Recommend expulsion to the President. Expulsion is permanent removal from Resurrection University with no opportunity to return. All students placed on expulsion will have a notation placed on their transcript. Expulsion notation cannot be appealed for removal from transcript. Expulsion may only be exercised with

the approval of the President and the President will issue the notice of expulsion.

### **Withholding Degree**

Recommend to the President that Resurrection University withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of sanctions imposed. Withholding of the degree or certificate may only be done with the approval of the President and the President will issue notice of withholding of the degree or certificate.

### **Further Discipline**

Any other discipline deemed necessary by the Vice President of Student & Employee Affairs under the circumstances.

### **Hearings**

Disciplinary Hearings shall be conducted by the Vice President of Student & Employee Affairs according to the following guidelines:

1. Disciplinary hearings and administrative meetings are considered private educational interactions between the student(s) and Resurrection. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Vice President of Student & Employee Affairs. Any advisors allowed may not participate in the disciplinary hearing, act as a representative, or speak on the student's behalf, nor be a witness. These provisions also apply to attorneys. Resurrection University may choose to have counsel present at a hearing in an advisory capacity.
2. Pertinent records, exhibits, and written statements, including student impact statements, may be accepted as information for consideration.
3. The student will have the opportunity to present his/her own version of the incident or events by personal statements, as well as through written statements and witnesses.
4. If a student, with notice, does not appear for the hearing, a decision may be reached taking into consideration the totality of the information related to the charges available at the time of the hearing.
5. Formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to this process.

If the outcome is not satisfactory, the student may proceed to the next person in the organizational chain, and finally to the University President to seek resolution.

### **RECORD OF DISCIPLINE**

1. Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments and the guidelines for implementation.
2. Notations of disciplinary action on the student's transcript will be made only by the Director of Student Development. Disciplinary expulsion will be permanently noted on the academic transcript and cannot be removed. Disciplinary suspension is noted on the transcript during the period of suspension and/or until the conditions for re-admission have been met. In the case of suspension, when the conditions for re-admission have been met, the student may petition for admissions clearance and/or removal of the notation whether or not the student intends to return to Resurrection University.

## **Student Complaints**

Students have the right to inquire about and propose improvements in policies, regulations, and procedures affecting the welfare of students. Students also have the right to privately confer with personnel concerning a personal grievance.

### **PURPOSE**

This policy outlines the process for students to share their concerns, complaints, and proposals that contribute to an academic environment conducive to learning.

### **PROCESS**

1. Students have the right to put into writing complaints or proposals regarding any aspect of the University. The complaint or proposal should be addressed to the Director, Dean, or Program Director of the department to which the complaint or proposal applies. If the complaint or proposal is related to violations of the Student Code of Conduct or concerns with Student Affairs, the complaint or proposal should be addressed to the Director of Student Development. Complaints related to an officer of the University, Dean, or Program Director should be addressed through the Vice President of Student & Employee Affairs.
2. The affected Dean or Director is responsible for investigating the allegations/complaint/proposal and determining a course of action. The investigation may include interviewing witnesses and other involved parties, and reviewing other evidence submitted in support of the allegation/complaint.
3. In all cases, the accused party will be informed of the allegation/complaint and will have the opportunity to respond or explain.
4. The affected Dean or Director is responsible for determining a course of action. The investigation and course of action may lead to the following:
  - a. The allegation/complaint or proposal has no merit and is subsequently dropped.
  - b. The allegation/complaint or proposal has merit and is such that it is administratively handled by the Dean or Director.
  - c. The allegation has merit and is such that it is referred to President's Cabinet for a formal review and action.
5. If the outcome is not satisfactory, the student may proceed to the next person in the organizational chain, and finally to the University President to seek resolution.
6. Information from formal complaints is used, as appropriate to foster ongoing program improvement. Formal complaints, as defined by the University and their resolution are filed in the University Formal Complaints file upon resolution of the complaint.

### **Retaliation/Threats of Retaliation**

Resurrection University prohibits retaliation or threats of retaliation against anyone for filing a complaint. Any retaliation or threat of retaliation shall be treated as a separate incident, which shall be handled in the same manner and be subject to the same procedures as the complaint itself.

## **Student Health Requirements**

### **Injuries Sustained During a Clinical Experience**

A student who sustains an injury, e.g., a needle stick, while participating in class or clinical experiences should notify the course instructor immediately. As soon as possible, an injury report must be completed and filed with the Dean/Program Director with a copy to the University Director of Compliance. A student who sustains an injury while participating in a clinical/internship experience should follow the protocol of the affiliating institution. The initial visit following the injury must be done at the institution where the incident occurred or the closest location. As soon as possible following the initial visit, an appointment should be made to see the student's personal physician. All expenses associated with the injury are the student's responsibility. Follow-up treatment, regardless of where the incident occurred, will be the fiscal responsibility of the student.

### **Medical Restriction**

Students who have been medically restricted from performing tasks, must submit a written statement from their primary care provider (Physician or Nurse Practitioner) verifying the medical restriction to the Program Director/Dean. It will be placed in the student's file. If it is determined by the Program Director/Dean that the student will not be able to safely fulfill clinical requirements, a leave of absence from the course and clinical will be required. Once the restriction is ended, the primary care provider must document that the student may return to class and clinical without restrictions and this must be submitted to the Program Director/Dean.

### **Pregnancy**

If a student is engaged in clinical, professional practice or residency and has been confirmed as being pregnant, the student must submit documentation from their primary care provider (Physician or Nurse Practitioner) or obstetrician verifying that the student may engage in clinical practice without medical restriction. This document must be submitted to the Program Director/Dean and it will be placed in the student's file. If it is determined by the Program Director/Dean that the student will not be able to safely fulfill clinical requirements, a leave of absence from the course and clinical will be required. Following the delivery or cessation of pregnancy, the primary care provider or obstetrician must document that they student may return to class and clinical without restrictions. This document must be submitted to the Program Director/Dean.

### **For the Saint Francis School of Radiography, additional requirements:**

All students will review the Nuclear Regulatory Commissions (NRC) Regulatory Guide 8.13 , which outlines prenatal radiation exposure and risks. Written disclosure of a pregnancy is voluntary. The student also has the option for written withdrawal of declaration at any time. Once declared, the student will meet with the Radiation Safety officer and the Clinical Coordinator to help clarify questions and guidelines when selecting a specific option as to continue in the Program or taking a full or partial leave.

### **Required Student Health and Safety Records**

All students must submit a Student Health and Safety Record that has been signed by a physician or a nurse practitioner, as well as proof of health insurance, satisfactory completion of Occupational Safety and Health Administration (OSHA) instruction requirements, and Health Insurance Portability and Accountability Act of 1996 (HIPAA) instruction requirements.

Students are required to submit proof of immunization for tetanus/diphtheria, annual seasonal flu, as well as immunization and titers for mumps, rubella, varicella and hepatitis B by the required deadlines. Thereafter, to enroll in any course with a clinical component, students must maintain current records for all health requirements, including annual PPD skin testing, CPR certification, continuous health insurance, OSHA instruction, and other hospital requirements. Failure to maintain current records will result in immediate withdrawal from clinical. Registered Nurses (RNs) must file a copy of the unrestricted current Illinois registered professional nurse license. For further detail, see the student health record requirements listed below.



Expenses related to health records are the responsibility of the student. Failure to comply with the required health and safety documents will result in suspension from class and clinical/professional practice or residency experiences. Class and clinical/residency time missed as a result of noncompliance is considered absence and thus jeopardizes successful completion of a course. A late fee will also be imposed for late submissions.

Distance Education students are not subject to the Illinois Health Care Worker Background Check, 225 ILCS 46/1 et seq.

Distance Education students will complete required clinical site Health and Safety Requirements on a case-by-case basis as required by individual clinical sites. Distance Education students must provide proof of health insurance and satisfactory completion of Health Insurance Portability and Accountability Act of 1996 (HIPAA) instruction requirements.

### **The student health record must include the following:**

#### **Complete History & Physical Examination**

Physical exam must be completed on the Resurrection University school form. Form is available to download from your "To Do List" in your Castle Branch medical document tracker. Healthcare provider must check whether student is eligible to participate in clinical experience.

#### **Flu**

Documentation of an annual vaccination is mandatory (must be current). Documentation must include the manufacturer, lot number, expiration date and site location of the vaccine.

#### **Hepatitis B**

Documentation showing proof of Hep B surface antibody titer results. If results are negative, you may opt for the Hep B booster shot or declination form (found in your Castle Branch "To Do List") provided you can show proof of the original series

#### **Hep B Vaccine Declination**

You may submit the Hep B Vaccine Declination form **if and only if** you can provide the following:

1. Proof of the original series of three vaccines
2. Negative titer results
3. Hep B Vaccine Declination form signed by student and ResU faculty or staff
4. A note from your healthcare provider stating you have been counseled on the risks of working in a health care environment while not showing immunity
5. Documentation from my healthcare provider stating severe allergic reactions or a history of severe allergic reactions to the Hep B vaccine.

If you cannot provide proof of the original series, you will need to submit to a repeat Hep B series of 3 vaccines with a follow up titer.

#### **Mumps**

Documentation showing proof of IGg titer results. Subsequent requirement added if results are negative.

#### **Rubella**

Documentation showing proof of IGg titer results. Subsequent requirement added if results are negative.

#### **Rubella (Measles)**

Documentation showing proof of IGg titer results. Subsequent requirement added if results are negative.

#### **Varicella (Chicken Pox)**

Documentation showing proof of IGg titer results. Subsequent requirement added if results are negative.

### **Tdap (Tetanus, Diphtheria & Pertussis)**

Documentation showing proof of the Tdap vaccine within the past 10 years. We only accept the Tdap vaccine.

### **Tuberculin Skin Testing (TST)**

Documentation showing proof of a **Tuberculin Skin Test (PPD)** a two-step PPD test one to three weeks a part must be documented prior to initial enrollment to the University or a negative Quantiferon TB Gold Test is acceptable in lieu of the two-step or annual PPD. Thereafter documentation of a negative PPD is required annually. Students that participate in annual PPD screening must provide the prior two consecutive years of negative PPD tests.

#### **Students with a positive PPD test must provide the following:**

1. Medical letter stating date of positive PPD and result in mm
2. Clear chest x ray report dated after the positive PPD and within 5 years
3. TB signs and symptoms form completed by healthcare provider annually **or** negative Quantiferon TB Gold Test and then redrawn annually.

### **CPR Certification**

Undergraduate and Graduate Nursing students and BSIT pre-licensure students are required to submit evidence of current certification in cardiopulmonary resuscitation (CPR) course. We only accept the American Heart Association BLS (Basic Life Support) for healthcare provider course. Card must be signed. Recertification of the CPR course is the responsibility of the student should it expire while attending Resurrection University.

### **Criminal Background Check/Drug Testing**

All students who receive an offer of acceptance into Resurrection University programs must complete and pass a criminal background check and a drug test prior to admission.

In the event that any student refuses to complete a criminal background check and/or drug test, the offer of acceptance will be withdrawn and the student will be unable to continue with the program.

If a prospective student's drug test reveals a positive test for illegal drugs, the offer of acceptance will be withdrawn and the student will be unable to continue in his or her program.

If a prospective student's criminal background check is unsatisfactory the offer of acceptance will be withdrawn and the student will be unable to continue in his or her program. Policy will be applied on a program by program basis.

Individuals that who have been convicted of crimes under the Act or that who are impaired by illegal drug use may be excluded from clinical rotations. For certain programs, the inability to participate in necessary clinical rotations would prevent a student from receiving a degree from Resurrection University.

When appropriate, even after admission, the drug test and criminal background check may be imposed at a later point in the student's studies based on the individual clinical site requirements on a case-by-case basis.

Criminal background check and drug test information will be used only for purposes of making admission decisions and/or clinical rotations at affiliated agencies.

The University will make reasonable efforts to ensure that the results of the criminal background check and drug test are kept as confidential as possible.

The drug test and criminal background check must be initiated through a University-authorized agency (i.e. Castlebranch.com).

If a student is required to submit to additional background checks and/or drug tests, the student is responsible for any additional costs related to these tests.

The University will make reasonable efforts to keep prospective students informed of any changes to this policy. However, Resurrection University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time.

### **Criminal Background Check**

After admission, if a criminal background check for a student shows a conviction for any crime identified in the Act, the student will be ineligible for clinical rotations. For certain programs the inability to participate in necessary rotations would prevent a student from receiving a degree from Resurrection University.

If the prospective student's criminal background check reveals a conviction for a crime that prohibits employment of an individual under the Act or any other crime that would prevent the prospective student from working in a clinical setting, and the student does not secure a waiver from the Illinois Department of Public Health ("IDPH"), the offer of admission will be withdrawn and the student will be unable to continue in his or her program.

A student whose criminal background check indicates a conviction for a disqualifying offense may challenge the accuracy and completeness of the report through procedures for access and review established by the Department of State Police.

If after the initial criminal background check is completed a student is charged and/or convicted of a crime that prohibits employment of an individual under the Act (see 225 ILCS 46/25 for a listing of those offenses) or any other crime that would prevent the prospective student from working in a clinical setting, the student shall promptly notify the Program Director or Dean and Vice President of Student & Employee Affairs. Failure to do so may result in removal from the program.

It is the responsibility of the Dean or Program Director to review documentation submitted by the student in order to initiate dismissal proceedings if appropriate.

### **Drug Testing**

After admission, if a student's drug test shows positive findings for illegal drugs, the student will be ineligible for clinical rotations, if applicable. For those programs requiring clinical rotations, the inability to participate in necessary rotations would prevent a student from receiving a degree from Resurrection University.

### **Health Insurance**

Students must carry their own personal health insurance. All students are required to have and maintain health insurance while they are enrolled at the University. **Documentation of health insurance coverage must be provided annually.** Student Services can provide assistance with health insurance options.

### **Professional Liability Insurance**

Students are insured for professional liability by the Resurrection University Insurance Program only while participating in clinical, practicum, or residency experiences as part of their University courses. Students are also insured during participation in any other University-sponsored events requiring a clinical experience.

### **Student Responsibility for Ongoing Compliance**

Students are responsible for tracking and completing these requirements prior to enrollment and prior to any documentation expiration. Please keep copies of these documents for your own records. Students are also responsible for checking the Castle Branch Medical Document Manager for their due dates. Failure to comply with this requirement will result in suspension from clinical and/or class until documentation is

received. Class and clinical time missed as a result of noncompliance is considered an absence, and thus, may jeopardize successful completion of the course.

### **Alcohol and Substance Use and Abuse**

This policy describes alcohol and substance use/abuse and the University's role in maintaining an atmosphere which promotes a high quality learning environment.

1. The University expects compliance with all local, state, and federal laws governing alcohol, illegal drugs, prescribed medications, and non-prescribed drugs and substances which can carry severe penalties, including but not limited to, imprisonment and substantial fines.
2. It is the responsibility of all faculty, staff, and students to identify students' behavior that leads to the suspicion of alcohol and/or drug use and to implement the procedures associated with the suspicion.
3. None of the following symptoms and signs listed is in itself indicative of alcohol or drug abuse. However, when any of these are persistent or frequently recurrent, and in conjunction with failing attendance and/or performance, in an academic setting the instructor should partner with the Program Director or Dean or in a University setting, a ResU employee should refer the student to an Emergency Department for a fitness evaluation, as outlined in Paragraphs 13-15 below:
  - iv. Slurred speech
  - v. Dullness, drowsiness
  - vi. Difficulty in concentrating or making decisions, confusion
  - vii. Redness of eyes, nose
  - viii. Tremulousness
  - ix. Frequent and prolonged trips to rest room (with a change in symptoms)
  - x. Aggressive behavior, loud talking, giggling, silliness
  - xi. Hallucinations (seeing or hearing things that are not there)
  - xii. Feelings that everyone is talking about him/her or are trying to hurt him/her
  - xiii. Rapid speech, extreme elation, laughing
  - xiv. Slow depressed speech, extreme sadness, crying
  - xv. Alternations between the last two symptoms within the same day, or within a few days
  - xvi. Odor resembling alcohol on breath at any time during class or clinical hours, especially prior to class time or after lunch
  - xvii. Recurrent 1 or 2 day "sickness" (especially "stomach" or "flu"), requests for "funeral" or "court" time
4. Under-age students with alcohol on their breath or other signs of intoxication will be considered in violation of the law.
5. The University reserves the right to notify the parent(s) of underage students who violate this policy and/or refer violations of the law to civil authorities for prosecution.
6. The University encourages students who believe that alcohol and/or a substance is having an unfavorable effect on their life, who believe they have an abuse problem, or who believe a fellow student has an abuse problem, to seek assistance through Counseling & Wellness Services.
7. The University may refer students with alcohol and/or substance abuse problems beyond its means to outside rehabilitative or counseling services.
8. The University provides annual training to its students, faculty, and staff concerning alcohol and substance abuse in accordance with the Drug Free Schools and Communities Act.

9. Progressive disciplinary action, as outlined in the Student Code of Conduct, up to and including dismissal from the program and referral for prosecution will be taken against anyone involved in the purchase, use, sale, distribution, or possession of unlawful substances or abuse and/or misuse of alcohol.
10. Students who are suspected of being under the influence while on campus and/or at a clinical agency will be asked to turn over their car keys voluntarily. If the student is not willing to do so, then Security or 911 will be called.
11. Students who are suspected of being under the influence while on campus or at a clinical agency will be asked to consent to transport to the nearest Emergency Department.
12. If a student refuses to visit the Emergency Department and becomes agitated, hostile, threatening, and/or violent, then the ResU employee should call Security or dial 911.
13. It is the responsibility of the nearest Emergency Department to assess, test, and render a medical impression regarding a student suspected of alcohol intoxication or drug use. The Emergency Department primary care provider conducts a physical assessment of the student, including any and all tests deemed necessary by the primary care provider.
14. It is the responsibility of the student to execute the required forms, including HIPAA authorization forms and forwarding information, to ensure that the University receives alcohol/drug-related results from the Emergency Department primary care provider in a timely manner.
15. A student who refuses any part of the assessment or tests as ordered for diagnosis by the primary care provider, or refuses to execute the required forms, will be suspended immediately and may be dismissed from the University.
16. It is the responsibility of the Dean or Program Director to review documentation submitted by the Emergency Department primary care provider, faculty, and staff in order to initiate disciplinary proceedings if appropriate.
17. Information shared by students with University professionals is considered privileged and subject to the standards of confidentiality and privacy established by applicable professional codes of ethics.

### **Alcohol**

18. Students must recognize the potential harmful effects of consuming alcohol, including but not limited to liver disease, anemia, increased risk for certain types of cancer, increased risk of heart attack and/or stroke, dementia, depression, seizures, gout, high blood pressure, nerve damage, and suppressed immune system.
19. Resurrection University prohibits the purchase, use, sale, distribution, or possession of alcohol on University premises, including all locations used for programs and educational experiences, or at off-campus social events sponsored by the University where currently enrolled students will be in attendance, regardless of funding for the event.
  - Limited exception: The only exception to this provision applies to moderate consumption and/or possession of alcohol on University premises or at approved functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines, as well as federal, state, and local law.
    - iv. University guidelines:
      - a. Alcoholic beverages may not be served on University premises or at functions without prior, written approval from the President.

- b. At any event where alcoholic beverages are served:
    - a. There may be no reference to the availability of alcohol in event publicity;
    - b. Only beer or wine may be served;
    - c. Consumption of alcoholic beverages beyond the physical boundaries of the designated event space is prohibited;
    - d. Anyone, including staff, who is selling or serving alcohol must have Beverage Alcohol Sellers and Servers Education and Training (BASSET) for all staff selling or serving alcohol;
    - e. For events at which If individuals under 21 may be present, anyone serving alcohol must check photo identification, and appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcohol;
    - f. Portions of alcoholic beverages served shall be moderate;
    - g. Sufficient amounts of non-alcoholic beverages and non-salty food must be available.
- 20. Serving, purchasing, selling, or in any way providing alcoholic beverages to or for anyone who is under the age of 21 is a misdemeanor violation.
- 21. Advertising that states or suggests that alcohol will be available at an event is prohibited for student organization-sponsored events.
- 22. The University prohibits alcohol purchases with student activity fee funds.

### **Substance Abuse**

- 23. Students must recognize the potential harmful effects of consuming illicit drugs and/or prescribed medications inappropriately. Any drug a person takes illegally poses some level of risk. The risks of using any drug illegally are determined by many different factors and range in level of severity, up to and including death. There are many potential harmful effects of consuming illicit drugs, including but not limited to the following: increased or irregular heart rate, increased blood pressure, increased risk of stroke and/or heart attack, convulsions, anorexia, difficulty breathing, confusion, anxiety, mental disturbance, changes in personality, learning problems, and loss of memory.
- 24. The University considers the use, possession, cultivation, production, sale, distribution, transfer, manufacture, and purchase of any illegal or controlled substance to be unacceptable behavior.
- 25. The use of prescribed medications by persons for whom the medications were not prescribed or not in conformity with the prescription, distribution or transfer of prescription medication to others, the misuse or abuse of prescribed or over-the-counter medications, and the misuse or abuse of inhalants are violations of this policy.
- 26. Students must notify their instructor, Program Director, or Dean at the time of admission and during their program, when health alteration occurs while taking prescribed medication that could adversely affect their performance.
  - a. If the student informs their instructor, then the instructor is to notify the Dean or Program Director.
- 27. Clinical agencies may impose special drug testing requirements for students practicing at that clinical/internship site; such requirements are completed at the expense of the student. If the Dean or Program Director determines that the student does not pose a threat to his/her own safety or the safety of others, and that the student's performance is not significantly affected by the use of the specific declared medication, the student may be placed in a different clinical agency, when possible.

28. If the student does not notify the Dean or Program Director of the use of a licit drug, and the drug testing returns a positive result, the student will be referred to the Dean or Program Director who will have discretion and may take the following actions:
- i. Withdrawal of the offer of enrollment
  - ii. Request medical records to verify the need for the medication
  - iii. Referral to an outside treatment agency
  - iv. Referral to inpatient or outpatient treatment
  - v. Referral for involvement with Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, or Alateen
  - vi. Dismissal from the program
29. All expenses incurred for the alcohol and/or substance abuse test will be paid by the student directly to the University-authorized agency.

### **Illinois Sanctions For Violation of Alcohol Control Statutes**

235 Illinois Compiled Statutes 5/6-21

- A. It is a Class B Misdemeanor to possess or sell alcohol if you are under 21.\*
- B. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum \$500 fine).
- C. It is a Class B Misdemeanor to use or possess a false ID if you are under 21.\*
- D. It is a Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$1,000 and up to 1 year in the county jail.

Class B Misdemeanors are punishable with a fine of \$1 to \$500 and up to six months in the county jail.

- These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.

### **Illinois Sanctions For Driving Under The Influence**

625 Illinois Compiled Statutes 5/11-501

- A. If you are convicted of drunk driving or driving while under the influence of drugs, it is a Class A Misdemeanor. Your driver's license may be suspended or revoked and you will undergo a mandatory counseling program, as well as pay a fine up to \$1,000 and serve up to one year in the county jail.

For your second offense, you will serve a mandatory jail sentence of 48 hours, or spend 10 days in community service, in addition to the above penalties. Your driver's license will be suspended indefinitely.

For your third offense, or in a situation where great bodily harm or injury has resulted from your conduct, you are guilty of a Class 4 Felony, which could result in a term in the state prison for 1 to 3 years, as well as revocation of your license.

- B. If you are convicted of illegal transportation of alcohol in a motor vehicle, you are guilty of a petty offense and will be fined up to \$500 and suspension of driver's license for 3 months.

### Illinois Penalties For Drinking and Driving Under Age 21

Violation Type	Zero Tolerance (BAC of .01 or Greater)	DUI Conviction (BAC of .08 or Greater)
Loss of Driving Privileges (1 <sup>st</sup> Violation)	3 Months	2 years minimum
Loss of Driving Privileges Test Refusal (1 <sup>st</sup> Violation)	6 months	2 years minimum
Loss of Driving Privileges (2 <sup>nd</sup> Violation)	1 year	Until age 21 or 3 years minimum
Loss of Driving Privileges Test Refusal (2 <sup>nd</sup> Violation)	2 years	Until age 21 or 3 years minimum

#### Effect on Driving Record

Except during suspension period, violation is not on public driving record as long as there is no subsequent suspension permanently on public driving record.

### State of Illinois Statutory Provisions For Illegal Drugs Manufacture or Delivery

Illegal Drugs	Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)				Possession (720 ILCS 570/402)	
	Class X Felony	Class 1 Felony	Class 2 Felony	Class 3 Felony	Class 1 Felony	Class 4 Felony
	6 to 30 years not more than \$500,000 fine	4 to 15 years not more than \$250,000 fine	3 to 7 years not more than \$200,000 fine	2 to 5 years not more than \$150,000 fine	4 to 15 years not more than \$20,000 fine	1 to 4 years not more than \$15,000 fine
Heroin	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Cocaine	15 grams or more	1-14 grams	1 gram or less		15 grams or more	less than 15 grams
Morphine	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Peyote	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Barbiturates	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Amphetamines	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Lysergic Acid (LSD)	15 grams or more	5 to 14 grams or hits		5 grams or less	15 grams or more	less than 15 grams
Petazocine	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Methaqualone	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Phencyclidine	30 grams or more	10 to 29 grams		30 grams or less	30 grams or more	less than 30 grams
Ketamine	30 grams or more	11 to 30 grams		less than 10 grams	30 grams or more	less than 30 grams
GHB	200 grams or more	50 to 200 grams		less than 50 grams	200 grams or more	less than 200 grams
Ecstasy	200 grams or more	50 to 199 grams		50 grams or less	200 grams or more	less than 200 grams



Note: Second Offense, double jail sentence and fine. This chart gives examples of the penalties which may be imposed on individuals convicted of drug possession, manufacturing, or delivery. The circumstances of the case and other factors affect whether or not these are the actual penalties imposed.

### **Marijuana Sale or Delivery (720 Illinois Compiled Statutes 550/5)**

Class B Misdemeanor: 2.5 grams or less, \$500 fine and/or six months in jail

Class A Misdemeanor: 2.5-10 grams or less, \$1,000 fine and/or one year in jail

Class 4 Felony: between 10-30 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: between 30-500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Class 2 Felony: 500 or more grams, 3-7 years in jail and/or fine not to exceed \$100,000

### **Possession (720 Illinois compiled Statutes 550/4)**

Class C Misdemeanor: 2.5 grams or less, \$500 fine and/or thirty days in jail

Class B Misdemeanor: between 2.5-10 grams, \$500 fine and/or six months in jail

Class A Misdemeanor: between 10-30 grams, \$1,000 fine and/or one year in jail

Class 4 Felony: between 30-500 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: over 500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

### **Federal Drug Laws**

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

#### **Denial of Federal Aid (20 USC 1091)**

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

#### **Forfeiture of Personal Property and Real Estate (21 USC 853)**

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

#### **Federal Drug Trafficking Penalties (21 USC 841)**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

<b>Drug/Substance</b>	<b>Amount</b>	<b>Penalty - 1st Conviction</b>
Barbiturates	Any amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years.

		Fine up to \$2 million
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

**Federal Drug Possession Penalties (21 USC 844)**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

## **Student Optional Disclosure of Private Mental Health Act**

In accordance with Illinois law, Resurrection University gives students the option of designating a contact person in the event of a mental health emergency. The Illinois Student Optional Disclosure of Private Mental Health Act states an institution of higher learning may disclose a student's mental health information if a physician, clinical psychologist, or qualified examiner who is employed by the institution of higher learning makes a determination that the student poses a clear and present danger to himself, herself, or others. In a mental health emergency, the physician, clinical psychologist, or qualified examiner will as soon as practicable, but in no more than 24 hours, attempt to contact and notify the student's designated person.

Upon enrollment in their academic program, all incoming Resurrection University students will be notified of their rights under this law and given the opportunity to elect a mental health emergency contact person or decline this option. Students are not required to designate a contact, but if they wish to do so, it can be any adult over the age of 18 years (parent, friend, sibling, etc.). Students may also choose to modify their designation entry at any time.

Please note: Under certain circumstances as permitted or required by law, the University may without a student's express written consent contact an emergency contact person in order to protect the student's life or the lives of others

## **Student Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- **Inspect and Review**

The right to inspect and review the student's education records within 45 days of the day the Resurrection University (the "University") receives a request for access. Students should submit to the Director of Enrollment Management or the Office of the Registrar a written request that identifies the record(s) they wish to inspect. The University Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **Amendment**

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the University Official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy.

- **Hearing**

The right to a hearing regarding the request for an amendment of the student's education records. If the University decides not to amend the record as requested by the student, the University must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **Disclosure of Information**

The right to prevent the University's disclosure of the student's personally identifiable information from the student's education records in most circumstances. The University must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA contains the following exceptions allowing a University to disclose a student's personally identifiable information:

- Disclosure to school officials with legitimate educational interests is permitted without a student's written consent. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the University would otherwise use employees to perform; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
- Disclosures to parents are permitted in three situations. First, disclosure of a student's personally identifiable information to parents is permitted absent a student's written consent in the event of a health or safety emergency. The University may disclose education records in an emergency if the University determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the

Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 21 and has violated a law or University rule or policy governing alcohol or controlled substance consumption.

- **Opt out of Disclosure**

The right to opt out of the disclosure of directory information. Pursuant to FERPA, the University has classified certain personally identifiable information as directory information. The University defines directory information as the student's name, major field of study, degrees and awards received and class (year in school). Students who wish to restrict the release of directory information must submit the appropriate form to the Office of the Registrar during the first week of each academic term. This form can be found on the University's website or at the Office of the Registrar. Upon receipt of such request the Office of the Registrar will designate that the student's directory information is confidential and not to be released outside the University except to individuals, institutions, agencies and organizations authorized in the Act. The University will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the University assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

- **Complaint**

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Resurrection University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **FERPA Violations and Investigations Procedure**

In the event of an actual or suspected violation of student privacy rights under FERPA, the University will take the following steps to investigate and prevent such violations. Students are encouraged to report any suspected FERPA violations to the Office of the Registrar. Such complaints may be made anonymously and will be fully investigated.

- **Investigation**

The University will fully investigate any alleged or suspected violation of FERPA, including reviewing relevant documents and interviewing any and all potential witnesses, including any complaining party and any potential subject of the investigation. Upon completion of the investigation, the University officer conducting the investigation will compile a written report laying out investigatory findings, including whether student privacy rights under FERPA have been violated.

- **Remedial Action**

When the University's investigation reveals a violation of FERPA, the University will take all necessary action to remedy any actual or potential harm to student privacy rights. Such action could include discipline of responsible employees or students, where appropriate. Furthermore, in the event of the release of information to a third party, the University will take all necessary and available steps to prevent further dissemination of private information.

- **Training and Education**

When necessary and appropriate to prevent future FERPA violations, the University will retrain all appropriate personnel with respect to FERPA rights and procedures. This will include both training and retraining of University personnel tasked with the protection of student information protected under FERPA and education of students regarding their rights under FERPA.

## **Student with Disabilities**

Resurrection University complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the principles of the Americans with Disabilities Act of 1990, as amended. It is our policy to provide individuals with disabilities full and equal enjoyment of the services, facilities, and privileges of Resurrection University. Resurrection University does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on one's disability. Resurrection University promotes an environment of respect and support for individuals with disabilities.

An individual with a disability is one who has (a) a physical or mental impairment that substantially limits one or more major life activities (such as walking, standing, seeing, speaking, hearing, sitting, breathing, reading, learning, thinking, performing manual tasks, taking care of oneself, or the operation of a major bodily function); (b) a record of such impairment; or (c) is regarded as having such an impairment.

Resurrection University will make reasonable accommodations for individuals with disabilities. Reasonable accommodations include reasonable modifications to the University's policies, practices and procedures where necessary for individuals with disabilities, unless doing so would fundamentally alter the nature of our program. Resurrection University will also provide necessary auxiliary aids and services for individuals with disabilities, unless doing so would fundamentally alter the nature of our program, or would result in an undue burden. Further, Resurrection University will remove barriers for individuals with disabilities when such removal is readily achievable and, when not readily achievable, will provide services, facilities and privileges through alternative methods where such methods are readily achievable.

Examples of some of the reasonable accommodations Resurrection University makes available include: Academic/Program Modifications; Access to Facilities; Classroom Access; Communication Access; Exam Accommodations; Information Referral; Priority Registration; and Parking.

## **Disability Services**

Disability Services is an office within the Student Development department. It provides access for students through consultation with faculty, staff, and other campus departments.

## **Applicants to the University**

Applicants who need reasonable accommodations for the application process should immediately inform the Student Development Coordinator. For applicants requiring accommodations for an entrance exam, documentation of the requested accommodation is to be submitted to the Student Development Coordinator. The applicant will need to present qualified documentation pertinent to their requested accommodation. The documentation does not need to meet the three year requirement; this will be waived for applicants. The Student Development Coordinator will review the documentation and determine if the accommodation can be granted. The applicant will receive a determination of whether the accommodation can be granted. If the accommodation is granted, the applicant will be notified the accommodation is for the entrance exam only and, if admitted, he/she would need to contact the Student Development Coordinator to request accommodations as a ResU student.

## **Admitted or Currently Enrolled Students**

Students who have been admitted to and/or are currently enrolled at the University are encouraged to contact Disability Services if they will need reasonable accommodations under the ADA Section 504. A confidential interview will be scheduled with the student and the Student Development Coordinator. Students who seek accommodations will be asked to complete a form that details their request and provides information about the required documentation for accommodations.

To obtain accommodations prior to the start of a term, students should meet with the Student Development Coordinator as soon as possible, preferably at least six (6) weeks before the first day of classes. Such notice will allow the Student Development Coordinator a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate, and effective, and to implement the resources for any necessary accommodations in a timely manner.

Students seeking accommodations will need to present qualified documentation pertinent to the disability that is dated within the last three years. The Student Development Coordinator will determine the validity of all documentation and may require additional documentation or referral to outside resources, such as the Department of Occupational Health. Please see "Documentation Criteria" for more information on the documentation required by Resurrection University.

Individuals seeking admission and progression to clinical courses, and graduation from the University must be able to meet the physical and emotional requirements of the academic program. Individuals who pose a direct threat to the safety and welfare of others or to that of themselves may be denied admission, progression, or graduation. The University's individualized assessment of an applicant's or a student's threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk, and the probability that injury will occur.

Eligibility for accommodations at the University requires registering with Disability Services and compliance with established procedures. The Student Development Coordinator may seek information from appropriate University personnel regarding essential standards for courses, programs, services, and activities, or status of facilities prior to deciding on an accommodation plan. Reasonable accommodations are determined through the collaboration of the Student Development Coordinator, with the student, faculty, individual departments, and outside professionals as warranted.

If a student discloses a disability to a ResU faculty or staff member, or requests an academic or clinical accommodation, the faculty or staff member is required to refer the student to the Student Development Coordinator. If a faculty or staff member suspects the student has a disability, he/she will refer the student to the Student Development Coordinator and provide Disability Services with documentation of the referral. Reasonable accommodations are determined only through the Disability Services; ResU faculty and staff members are not authorized to make independent ADA accommodation determinations.

Reasonable accommodations are identified by examining information submitted by the student and:

- The interaction between functional limitations and the campus environment;
- Potential modifications or adjustments to be made;
- Access to the course, program, service, activity or facility;
- Essential components of the course, program, service, activity or facility.

When reasonable accommodations have been recommended by the Student Development Coordinator, the Disability Services Coordinator will write an individualized Letter of Documentation (LOD) which certifies that the student has a disability, cites the circumstances for which accommodations are needed, and describes the reasonable accommodations recommended by Disability Services. The LOD will be distributed to the Dean or Program Director and the student's academic advisor. Each term, the Student Development Coordinator will contact the student's faculty to inform them of the student's required accommodations. The Student Development Coordinator will also handle the logistics related to exam accommodations, including communication with the student and faculty, and scheduling and proctoring exams.

Faculty are expected to collaborate with the Student Development Coordinator for the provision of accommodations when reasonable and necessary. Faculty members are not expected to compromise essential elements of the course or evaluation standards. If agreed-upon reasonable accommodations are not implemented in an effective or timely manner, the student is encouraged to contact the Director of Student Development immediately. The student may also use the grievance procedure set forth in the University's Nondiscrimination Policy.

### **Documentation Criteria**

Disability Services relies on students to self-report impairments, conditions, and disabilities as well as documentation from qualified professionals in order to determine accommodations. Disability documentation submitted to Disability Services should conform to the following criteria:



- Documentation must be from a professional who has undergone appropriate and comprehensive training, has relevant experience and licensure appropriate to profession.
- Reports must be on letterhead and signed by the documenting professional, including titles and license descriptors as appropriate. Disability Services reserves the right to request additional documentation.
- Diagnostic statements identifying each condition. These statements must be ICD or DSM codes as appropriate, date/copy of most recent full evaluation, and dates/copies of additional evaluations.
- Current impact of the condition(s) described in a clinical narrative and through the provision of specific results from diagnostic procedures. As appropriate to the condition(s), include impact on major bodily functions (including but not limited to the functions of the immune system, cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions), and functional impact on physical (mobility, dexterity and endurance), perceptual, cognitive (attention, distractibility, communication), and behavioral abilities. Descriptions should provide sense of severity, information on variability over time or circumstances, expected duration of impact, and potential triggers. Descriptions should also include any significant side effects of treatment that may impact physical, perceptual, behavioral or cognitive performance.

### **Service Animals**

Student Development Coordinator in partnership with the President's Cabinet will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether a service animal is a reasonable accommodation. In doing so, ResU must balance the needs of the individual with the impact of animals on the campus community and the safety of the healthcare and clinical environment.

The Student Development Coordinator may require additional documentation (beyond the documentation criteria listed below) stating the need for a service animal for the purpose of determining:

- that that the student has a disability for which the animal is needed;
- how the animal assists the student, including whether the animal has undergone
- any training;
- the nexus between the student's disability and the assistance that the animal provides.

For students seeking reasonable accommodations that include a service animal, an accommodation review process will be undertaken, and may involve additional conversations between the Disability Services and the requesting student.

### **Recommended accommodations, modifications, and services**

Recommendations should be logically related to the functional impact of each condition, to ensure equal access and opportunity at the University. When connections are not obvious, they should be explained. Recommendations will be deferred to whenever possible, but additional documentation, referral or evaluation may be necessary to finalize an accommodation plan.

### **Student Standards**

The University expects students to assume responsibility for their behavior and conduct themselves in a manner compatible with the University guidelines as described in the University Catalog. Students are given access to a University Catalog, and each student is responsible for becoming familiar with its content. Updates are communicated via email and will be available on the University website.

### **Technology Requirements**

ResU aspires to remain a leader in all components of its mission, teaching and learning, community outreach and community service. In conjunction with the University's goal of preparing students who are well-equipped to assume meaningful positions in an ever-changing society, we are committed to incorporating technological advances into the academic program, its operations, and providing means through which students can acquire basic competence in the use of computers and related information technology. The Department of Information Technology and its support units are recognized as key contributors to advancing the Resurrection University mission. As such, we provide faculty, staff and

students with the skills, tools, access, and information necessary to succeed in their assigned tasks and responsibilities.

### **Student Laptop Computers**

As part of the Resurrection University mission to integrate technology into all academic programs, all students are required to maintain a personal technology device. Students in all programs at the University are required to have laptop computers. Students should contact the ResU IT Department for PC and Apple Macintosh Standards and Laptop Minimum Specifications.

Students will use their laptops for:

- All courses use an online Learning Management System (LMS) called Brightspace for the instructor to share course documents, communicate, and administer assessments and assignments.
- Student access academic information online through a system called Campus Portal
- Primary communication is done using a ResU email system
- ATI testing and exams are completed using students' personal laptop

The ResU IT Department recommends that you have an extra charged battery for your laptop, preferably one with 9 or 12 cells. Facilities for connecting your laptop to AC power for charging are not available in all areas. Students are responsible for saving and backing up data on their personal laptops.

Discounts on Dell and HP computers, and Microsoft are available to students. To find out more please go to:

<https://rhchome.reshealthcare.org/SysServices/hr/Pages/EmployeeDiscountPrograms.aspx>

### **Contact Us:**

Email: [resuts@resu.edu](mailto:resuts@resu.edu)

IT Help Desk: <http://www.resu.edu/helpdest/Login.aspx>

Phone: 773.252.5387

### **Hours:**

Monday – Thursday 7:30am – 10:00pm

Friday 7:30am – 4:30pm

### **Undergraduate**

Students accepted into the undergraduate nursing and HIIM program are required to have completed a computer literacy course for college credit (3 credit hours) or pass the a CLEP or DANTES exam covering computer literacy. (Please contact the Enrollment Management Office for Information on the CLEP or DANTES exams.) Proficiency in Microsoft Word, PowerPoint, email, and the internet are also expected. All computer courses must have been completed no more than five years prior to the intended semester of enrollment.

### **Graduate**

Graduate students should be proficient in Microsoft Word, Power Point, email and use of the internet.

### **General Requirements**

Use of the computers and the internet is expected to adhere to all existing state, federal, local laws and ordinances, and to all established Presence Health policies regarding employee conduct. Users are not to engage in illegal or unethical activity and users assume all responsibility for their conduct.

Displaying, downloading, or printing pornographic or other offensive materials falls under Presence Health's sexual harassment and hostile workplace policy and is subject to disciplinary action up to and including termination or expulsion. University staff reserves the right to terminate lab access to users who violate these guidelines.

## Title IX

Resurrection University (hereinafter referred to as “Resurrection University” or “the University”) values civility, dignity, diversity, education, equality, freedom, honesty, and safety and is firmly committed to maintaining an educational environment free from sex discrimination, which includes sexual misconduct, sexual discrimination, sexual harassment, hostile environment sexual harassment, and sexual violence.

Sex discrimination jeopardizes the mental, physical, and emotional welfare of Resurrection University’s students, staff, and faculty and the safety of our University community. Sexual harassment of any sort lessens students’ individual dignities and impedes their access to educational, social, and employment opportunities. It can and may cause lasting psychological and physical harm to the survivor, the reporter, or any witnesses. Sex discrimination violates our philosophy of education and our values; its presence in the University community presents a barrier to fulfilling Resurrection University’s scholarly, educational, patient care, and service missions. Sex discrimination will not be tolerated at Resurrection University and is expressly prohibited.

This policy gives information regarding the University’s prevention and training efforts related to sex discrimination by students, other program participants, staff, faculty, academic appointees, and anyone on whom the University has formally conferred a title, regardless of employment status. For these individuals, the University provides education and prevention resources, offers numerous support services, and referrals for anyone who has experienced one of these crimes, encourages and facilitates reporting and prosecution, and is committed to disciplining anyone who violates this policy. This policy also explains how the University will proceed once it is made aware of alleged student sex discrimination in order to meet our legal obligations under Title IX and other applicable law.

### I. Definitions

For purposes of clarity and this policy, Resurrection University defines the following terms. Please note that some of these terms may also be used in other contexts, such as in connection with legal proceedings, and that they may have different meanings in those contexts. Further, Resurrection University’s definition of sexual assault encompasses, but is not limited to, the State of Illinois Criminal Code’s current terminology and definitions of both sexual assault (commonly referred to as rape) and sexual abuse. The University incorporates the State of Illinois’ definitions of several other important terms, including, but not limited to domestic violence, dating violence, and stalking, and recognizes that sexual assault, domestic violence, dating violence, and stalking are not gender-specific terms.

**A. *Accused/ Respondent (Terms are interchangeable)***

An individual accused of conduct prohibited by this policy and does not imply pre-judgment.

**B. *Complainant/Victim (Terms are interchangeable)***

An individual who reportedly experienced sexual harassment in any of its forms, regardless of whether that individual participates in the disclosure or review of that report by Resurrection University at any point. This term does not imply prejudgment.

**C. *Consent***

Clear, unambiguous, and freely given agreement, expressed in mutually understandable words or actions, to the act of sexual conduct in question. The lack of explicit consent does not imply consent. The lack of verbal or physical resistance or the submission by the victim resulting from the use of force or threat of force by the accused does not constitute consent. There is no consent when there is force, express or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Consent can be withdrawn by either party at any point.. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who impaired or incapacitated due to alcohol or drug consumption, who is asleep, who is unconscious, who has a mental illness or cognitive disability, and who is under the age of consent in the State of Illinois. For purposes of this policy, the issue is whether the Respondent/Accused knew or should have known that the activity in question was not consensual. Whether an individual has taken advantage of a position of influence

over an alleged victim may be a factor in determining consent.

D. ***Incapacitated***

Incapacitated is defined as lacking the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol or drugs, experiencing blackouts or flashbacks, or suffers from a cognitive or mental illness which would render the person unable to consent to sexual conduct. People under the age of 17 years are unable to consent to sexual conduct.

E. ***Investigator***

An Investigator is an appropriately trained individual, who may be a University employee, who reviews and investigates reports of sexual misconduct under this policy.

F. ***Reporter***

A Reporter is an individual who reports to the University Title IX Coordinator a concern regarding possible sexual misconduct or sexual discrimination. A Reporter need not be a Complainant. All University employees have the responsibility to report to the University incidents of sexual misconduct. However, mental health counselors, pastoral counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, exempt from reporting any information, with the student's consent, incidents of sexual violence to the University in a way that identifies the student. The protection of counselor-client relationship and a counselor's ethical obligation of confidentiality is of utmost importance.

G. ***Retaliation***

Retaliation is action taken by an Accused/Respondent or by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempted to stop sex discrimination in any of its forms. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation is expressly prohibited under this policy.

H. ***Sex Discrimination***

Sex Discrimination represents an umbrella term encompassing multiple types of actions involving the unfavorable treatment of an individual or group of identifiable individuals based on sex. Sex discrimination can come in multiple forms, including, but not limited to, the following:

a. ***Sexual Harassment***

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including sexual assault. Sexual harassment can involve persons of the same sex or opposite sex.

Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined by Illinois State Law and this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (spying on others who are in intimate or sexual situations).

Conduct reported as sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single instance of sexual assault can constitute sexual harassment.

b. **Hostile Environment Sexual Harassment**

Hostile Environment Sexual Harassment occurs when one or more instances of sexual harassment are severe or pervasive enough to affect an individual's ability to participate in or benefit in an educational program or activity. It is prohibited by this policy. It exists when the sex harassment is: (a) sufficiently serious (i.e. severe, pervasive, or persistent) and objectively offensive as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities; or (b) when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

c. **Sexual Violence**

Sexual Violence is a severe form of Sexual Harassment that represents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's incapacity. The crimes listed below are manifestations of Sexual Violence and are prohibited under this policy.

i. **Sexual Assault**

Sexual Assault is (a) an act of sexual conduct by the use of force or threat of force, including threatening or endangering the life of the victim or any other person; or (b) an act of sexual conduct where the Accused/Respondent knew that the Victim/Complainant was unable to understand the nature of the act or was unable to give knowing consent; or (c) an act of sexual conduct with a victim who was under age 17 when the act was committed, or with a victim who was under the age of 18 when the act was committed and the Accused/Respondent was age 17 or more and held a position of trust, authority, or supervision in relation to the Victim/Complainant; or (d) an act of sexual conduct in which the Accused/Respondent delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, and for than medical purposes, any controlled substance; or (e) intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast); or (f) any sexual intercourse without consent, including acts commonly referred to "rape."

ii. **Inducing Incapacitation for Sexual Purposes**

Inducing Incapacitation for Sexual Purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined by this policy) to sexual contact.

iii. **Dating/ Relationship Violence**

"Dating violence" means violence committed by a person:

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship.

iv. **Domestic Violence**

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

- v. **Stalking**  
 “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a. fear for his or her safety or the safety of others; or
  - b. suffer substantial emotional distress.
- vi. **Sexual Exploitation**  
 Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding Sexual Violence, Sexual Misconduct, Sexual Harassment, or Hostile Environment Sexual Harassment offenses.

**I. Sexual Misconduct**

Sexual Misconduct includes all forms of Sex Discrimination as listed in Definition II(k) and its subsections above. Also an umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct which results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation for a Complainant’s or Reporter’s allegations under this policy.

**J. Support Person**

A Support Person is an individual(s) chosen by a Complainant/Victim, Respondent/Accused, Reporter, or witness to provide support during the review of a report of possible sexual misconduct under this policy. The person(s) chosen may not already be directly involved in the investigation process (for example, as a Complainant/Victim, Respondent/Accused, witness, or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to provide assistance or advice to the individual(s) they are supporting.

**K. Title IX**

Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 *et seq.*; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including Sexual Harassment and Sexual Assault, in education programs that receive federal financial assistance

**L. Title IX Coordinator**

The Title IX Coordinator is the University official charged with ensuring the University’s overall compliance with Title IX and related University policy.

**M. University Program**

A University Program is a University-sponsored activity that primarily includes elementary, secondary, or post-secondary student participants.

**II. Policy Coverage**

For purposes of this policy, Sexual Misconduct encompasses a range of behaviors that can create a hostile educational environment, including Sexual Assault and Sexual Harassment. (See Definitions- Section II above.)

This policy applies to Sexual Misconduct that is committed by a University student, staff member, faculty member, member of the administration, or by a participant in a University Program whenever that Sexual Misconduct occurs:

- On campus (as defined by the Clery Act), which includes all hospitals where clinical/residency hours are performed; or

- Off Campus if:
  - i. In connection with a University or University-recognized program or activity; or
  - ii. In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for any member(s) of the University community.

This policy also prohibits Retaliation in connection with any reports of possible Sexual Misconduct that are made under this policy. This policy and related processes may also, at the University’s discretion, apply to an Accused/Respondent’s reported violations of other University policies, if, in the University’s judgment, those other allegations are directly related to the reported Sexual Misconduct.

Sexual Misconduct reportedly committed by faculty, staff, or administration, including by student-employees in the context of their employment, or otherwise not covered by this policy, will continue to be addressed in accordance with Resurrection University’s Sexual Harassment Policy.

### III. Reporting Sexual Misconduct

Resurrection University strongly encourages the prompt reporting of Sexual Misconduct. The report may be made by:

1. A person who believes he or she experienced Sexual Misconduct (“Complainant/Victim”); or
2. A person who has information that Sexual Misconduct may have been committed by a University student or participant in a University Program (“Reporter”).

If the Complainant/Victim or Reporter chooses not to participate in the University’s review of the report, the University may, as described below, pursue the report without the person’s participation.

#### A. **Non-Confidential Reports**

Reports should be made to Resurrection University’s Title IX Coordinator. Reports or disclosures made to any other non-confidential University employee will be directed to the Title IX Coordinator for further review.

#### **Resurrection University Title IX Coordinator contact information:**

Brian Bollenbacher  
 6<sup>th</sup> floor, 6S23  
 773-252-5309  
[brian.bollenbacher@resu.edu](mailto:brian.bollenbacher@resu.edu)

#### B. **Confidential Support**

Complainants/Victims and Reporters may speak with a counselor through Counseling & Wellness Services for confidential assistance or resources or to explore reporting options without initiating further action from the University.

#### C. **Timeliness**

To promote timely and effective review, the University strongly encourages Reporters and Complainants/Victims to make reports of possible Sexual Misconduct as soon as possible following the last occurrence of the conduct giving rise to the matter. Although the Title IX Coordinator may pursue a report at any time, any significant lapse of time may make it more difficult to gather relevant and reliable information.

#### D. **Reports to Law Enforcement**

Resurrection University also encourages anyone who believes he or she experienced a Sexual Assault (or any other crime) to make a report to local law enforcement. Designated University staff will, upon request, assist an individual in making a report to law enforcement. If the assault occurred on hospital property, Hospital Security can assist in making a report to local law enforcement. (Prompt reporting and collection and

preservation of evidence relating to an assault is essential for law enforcement investigations. Please see information below about the preservation of evidence.) Although reports to law enforcement are encouraged, it is the victim's right to decline such notification.

**E. *Complaints of Sex Discrimination***

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by:

1. Visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)
2. Calling 1-800-421-3481

The complaint must be in writing and should include the (1) date and time of incident(s); (2) names of all person involved, including potential witnesses; (3) all details outlining what happened; and (4) contact information for appropriate follow-up.

**F. *Preservation of Evidence***

If you are the victim of sexual violence, domestic violence, or dating violence, the University recommends that you immediately to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

Victims of these crimes should do everything possible to preserve evidence by ensuring that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of these crimes should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary a rape examination is completed. Do not change clothes prior to going to the hospital. It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence or more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact or violence.

**IV. Resurrection University's Response Procedure**

Upon receipt of a report, Resurrection University will generally proceed as described below.

**A. *Notification of Rights***

Upon receipt of a complaint, the University will provide the complainant with written notification of his or her rights and options related to the complaint.

**B. *Services***

Once the University is put on notice of possible Sexual Misconduct, the Complainant/Victim will be offered appropriate confidential support and other resources and notified of applicable institutional policies. The University will take appropriate steps to prevent and/or address retaliatory conduct following a report.

The Accused/Respondent will also be offered appropriate confidential support and other resources and notified of applicable institutional policies.

If requested, other participants in the process (such as Reporters or witnesses) may also be offered appropriate support services and information.

If needed, the Title IX Coordinator and the Vice President of Student & Employee Affairs will help to coordinate the services provided for students.

**C. *Interim Interventions***

The University may also implement interim interventions, as may be appropriate for the individuals involved and for the larger University community. Interim interventions may include separation of the Complainant/Victim's and Respondent/Accused's academic and clinical/residency situations or other interventions outlined in Section VIII- Sanctions below.



These interim interventions may be kept in place until the end of any review or appeal process. Pending final outcome of an investigation, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

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

**D. *Investigation***

The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported Sexual Misconduct. In all cases, the University will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, the University will strive to complete its review within sixty (60) calendar days.

In most cases, this review will involve conducting a thorough fact-finding investigation, which includes meeting separately with the Complainant/Victim (if participating), the Reporter (if applicable), the Respondent/Accused, and pertinent witnesses, and reviewing other relevant information. Occasionally, a different or less formal response to the report may be warranted.

At any time during the course of an investigation, the Complainant/Victim, Respondent/Accused, or any witnesses may provide a written statement, or other supporting materials, or identify other potential witnesses, regarding the matter under review.

Throughout the process, any person participating in the process may have a Support Person present at any meeting related to the review of the reported Sexual Misconduct.

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

**E. *Standard of Proof***

The Investigator's findings will be made using the Preponderance of the Evidence Standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in Sexual Misconduct unless a preponderance of the evidence supports a finding that Sexual Misconduct occurred.

**F. *Investigation Findings and Outcome Notifications***

The Investigator will prepare a written report at the conclusion of an investigation.

The Investigator's final report will generally contain, at a minimum:

- (1) A summary of the investigation;
- (2) The Investigator's findings; and
- (3) A summary of the Investigator's rationale in support of the findings.

The Investigator's report and findings must be reviewed and approved by the Title IX Coordinator. Resurrection University's written determination will then be provided simultaneously to the participating Complainant and Respondent.

## **V. Sanctioning**

If the Respondent is found responsible for Sexual Misconduct, Resurrection University will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the University community or so deleterious to the educational process that it may require more serious sanctions or interventions, such as removal from specific courses or activities, suspension from the University, or expulsion.

### **A. Process**

Whether resolved by agreement or decision, the University will strive to complete the sanctioning process within fifteen (15) calendar days after the University's findings are shared with the participating Complainant and Respondent.

### **B. Potential Sanctions or Interventions**

Sanctions or interventions may include, but are not limited to, one or more of the following:

- Formal Reprimand: A formal notice that the student has violated Resurrection University policy and that future violations may be dealt with more severely.
- Disciplinary Probation: A designated period of time during which the student is not in good standing with Resurrection University. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- Restitution: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.
- Restriction from Employment at Resurrection University: Prohibition or limitation on University employment.
- Class/ Workshop/Training/Program Attendance: Enrollment and completion of a class, workshop, training, or program focusing on Sexual Misconduct, its effects, and its prevention that could help the University community or student.
- Educational Project: Completion of a project specifically designed to help the student understand why certain behavior was inappropriate and to prevent its recurrence.
- Professional Assessment: Completion of a professional assessment that could help the student or the University ascertain the student's ongoing supervision or support needs to successfully participate in the University community.
- Removal from Specific Courses, Clinical/Residency Placements, or Activities: Suspension or transfer from courses or activities at Resurrection University or Clinical/Residency sites for a specified period of time.
- No Contact: Restriction from entering specific University areas and/or from all forms of contact with certain persons.
- Suspension: Separation from the University for a specified period of time or until certain conditions are met.
- Expulsion: Permanent separation from the University

In addition to the sanctions/interventions applied to students found responsible for Sexual Misconduct, Resurrection University may find it helpful or necessary to request or require others to undertake specific steps designed to eliminate the misconduct, prevent its recurrence, or remedy its effects. Examples include, but are not limited to:

- Requesting or requiring a University entity to conduct training for its staff, faculty, or members.
- Making involved parties aware of academic support services available.
- Making involved parties aware of counseling or medical services available;
- Arranging, where possible, for a party to re-take or withdraw from a course without penalty; and
- Revising University policies, practices, or services.

## **VI. Review of the Decision**

Either party may appeal the outcome of the matter. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. A material deviation from the procedures affected the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
3. The sanctions/interventions are inappropriate or disproportionate to the determined violation(s); or
4. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

To request a review, a party must submit a written appeal to the University President within ten (10) calendar days of the date of the notification of the decision regarding any sanctions or interventions. If the investigation concluded that no violation occurred, a party may seek review of that decision based on any of the above grounds for review within ten (10) calendar days of the date of the notification of the Investigator's decision.

The President will strive to complete review of an appeal within fifteen (15) days of its receipt and will review the matter based on the issues identified in the request for appeal. The President may conclude that there are no relevant issues of concern and therefore affirm the final decision and any sanctions/interventions. If the President identifies issues of concern, he/she will recommend one of the following actions and any additional instructions or recommendations he/she deems appropriate under the circumstances:

1. If there was a material deviation from procedure, remand the matter to the Title IX Coordinator and/or a new investigator with corrective instructions.
2. If new information appears relevant, refer the matter to the Title IX Coordinator to determine whether any modifications may need to be made to the original investigative report.
3. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly.
4. If the evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to an alternative investigator or designee to review, in consultation with the Title IX Coordinator, and make any necessary modifications to the report.

After necessary consideration and consultation with others, as appropriate, including the Title IX Coordinator, the President's final and unreviewable decision will be made available to the participating parties simultaneously in writing.

## **VII. Informal Resolution**

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal methods, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

## **VIII. Student Expectations and Rights**

All students are afforded the rights outlined in the Student Handbook. Certain additional student protections and expectations pertain to the process for resolving student Sexual Misconduct allegations. Respondents and Complainants participating in this process may also expect *protection from retaliation, assurance of fair treatment, and timeliness of process*.

The University will also take appropriate steps to ensure that Accused/Respondents accuse of Sexual Misconduct or retaliation are treated fairly throughout the University's review. Upon receipt of a report, Resurrection University will strive to complete its review of such report within sixty (60) calendar days, its sanction or intervention process within fifteen (15) calendar days after the University's findings are shared with the participating Victim/Complainant and Accused/Respondent, and its appellate process within fifteen (15) days of the Appeals Board's receipt of the appeal. There are, however, many factors that may affect the length of time needed to complete various portions of the resolution process fairly and equitably. As such, some matters will be resolved before the time frames designated within this policy and some may be resolved after the time frames designated within this policy.

### **A. Coordination with Concurrent Legal Proceedings**

Students may engage criminal prosecution procedures and/or civil litigation in connection with the same behavior that forms the basis of a Sexual Misconduct report under this policy. In such cases, Resurrection University is committed to appropriate coordination with University Security and local law enforcement and may, if requested and appropriate, share information with these agencies. The University will fulfill its legal and ethical obligations to take immediate and appropriate action to investigate possible Sexual Misconduct, even if there are other external processes or procedures pending in connection with that same Sexual Misconduct report. Similarly, if Resurrection University finds Sexual Misconduct has occurred, the University will take effective steps to end it, prevent its recurrence, and address its effects, regardless of what external proceedings may also be pending.

Standards for criminal investigations are different than the standards for a violation of this and/or actions. Accordingly, Resurrection University will not normally wait for the conclusion of a criminal investigation or other proceedings before implementing its review of reported Sexual Misconduct under this policy.

### **B. Respect for Medical Amnesty Provisions**

Resurrection University strongly encourages students to report instances of Sex Discrimination, Sexual Harassment, and Sexual Misconduct involving Students. Therefore, students who report information about Sex Discrimination, Sexual Harassment, and Sexual Misconduct involving students will not be disciplined by the University for any violations of the University's drug or alcohol possession or consumption policies in which they might have engaged in connection with the incident.

### **C. Respect for Privacy**

Information regarding Sexual Misconduct reports, and any investigation or review of thereof, including any sanctioning determinations, will be shared among University employees with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted under University policy and applicable law.

#### **D. Information and Choice on Participation**

Complainants, Respondents, or students acting as Reporters or witnesses may choose to participate or decline to participate in the investigation process. However, even if a Complainant or Respondent declines to participate, as described in this policy, the University may continue to investigate the matter and issue findings based on available information. See also, Section IV b. of this document.

### **IX. Resources for Students**

#### *General University Resources*

Counseling & Wellness Services

Susan Siokos, LPC — Personal Counselor

11<sup>th</sup> floor, 11S06

[susan.siokos@resu.edu](mailto:susan.siokos@resu.edu); 773-252-5120

Nicole Wuerl, LPC — Personal Counselor

11<sup>th</sup> floor, 11S06

[nicole.wuerl@resu.edu](mailto:nicole.wuerl@resu.edu), 773-252-5395

Presence Behavioral Health

24-hour crisis line: 708-681-HELP (4357)

Title IX Coordinator — Brian Bollenbacher

6<sup>th</sup> floor, 6S23

[brian.bollenbacher@resu.edu](mailto:brian.bollenbacher@resu.edu); 773-252-5309

#### *Community Resources*

#### **Sexual Assault Resources: Wicker Park and Surrounding Areas**

##### 24/7 Hotline/Crisis Lines

Chicago Rape Crisis Hotline

(888) 293-2080

National Sexual Assault Hotline

(800) 656-HOPE (4673)

[Live Online Chat](#)

[www.rainn.org](http://www.rainn.org)

##### Additional Crisis Lines

Center on AHalstead

3656 N Halsted St

Chicago, IL 60613

Main: (773) 472-6469

Violence Resource Line: (773) 871-CARE (2273) (Monday – Friday, 9am – 5pm)

Violence Resource Email: [avp@centeronhalsted.org](mailto:avp@centeronhalsted.org)

<http://www.centeronhalsted.org/behavioralhealth.html>

Chicago Children's Advocacy Center

1240 S Damen Ave

Chicago, IL 60608

(312) 492-3700

[www.chicagocac.org](http://www.chicagocac.org)

Community Counseling Centers of Chicago

Multiple locations

Main Office: 4740 N Clark St

Chicago, IL 60640  
(773) 769-0205 (scheduling and crisis line; English and en Español)  
[www.c4chicago.org](http://www.c4chicago.org)

Community Crisis Center  
37 S Geneva St  
Elgin, IL 60120  
(847) 742-4088  
En Español: (847) 697-9740  
24-hour Crisis Line: (847) 697-2380  
<http://www.crisiscenter.org/template.php?page=SexualAssault>

Life Span  
70 E Lake St, Ste 700  
Chicago, IL 60601  
(312) 408-1210  
24-hour Crisis Line: (847) 532-9549  
Email: [life-span@life-span.org](mailto:life-span@life-span.org)  
[www.life-span.org](http://www.life-span.org)

Mujeres Latinas En Accion  
2124 W 21<sup>st</sup> Pl  
Chicago, IL 60608  
(773) 890-7676  
24-hour Crisis Line: (312) 738-5358  
[www.mujereslatinassenaccion.org](http://www.mujereslatinassenaccion.org)

## **X. Related Information**

### **A. *Advocacy***

Investigators do not function as advocates for Complainants or Respondents. Investigators can however, identify support resources for Complainants and Respondents may coordinate services for students upon request.

### **B. *Anonymous Complaints***

The University may not be able to fully address reports received from anonymous sources unless sufficient information is furnished to enable the University to conduct a meaningful and fair investigation. The University will, however, take whatever steps it deems appropriate in the best interests of the overall University community, consistent with the information available.

### **C. *Non-Confidential Reporting Locations***

Other than Counseling & Wellness Services, students should assume that any other University office to which a report is made will share that report with the Title IX Coordinator for review and handling in accordance with this policy. As noted above, the Title IX Coordinator may also share that report with local law enforcement if it involves a sexual assault or other crime.

### **D. *Student Employees***

Student-employees who are reported to have engaged in sexual misconduct in their employment capacity will continue to be subject to review under the University's Sexual Harassment Policy rather than under this policy. If a student-employee is found to have engaged in sexual misconduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes.

### **E. *Survivor-Centered Practices***

Resurrection University is committed to supporting survivor-centered practices, balanced appropriately with due process rights of the Respondent. Survivor-centered practices strive to affirm the agency and strength of all people who experience Sexual Misconduct. The term “survivor” refers to individuals who allege being subjected to Sexual Misconduct and is intentionally used by University staff whose role it is to support and advocate for students who have reported experiencing sexual misconduct. Those in non-advocacy roles refer to this individual as the Complainant.

### **F. *Documentation***

All grievances filed by students alleging sexual harassment or violence will be documented by the University. Proceedings will be documented, which may include written findings of facts, transcripts, or audio recordings. The University will also comply with any required regulatory review of reports of sex discrimination and the University’s responses to such reports.

Regulations may also require the University to provide documentation of sexual harassment, sexual assault, and retaliation allegations reported to the University’s Title IX Coordinator during the preceding school year and information about the individual(s) who received and processed the initial complaints, the outcome of the Title IX investigations, as well as the outcome of any Student Code of Conduct matters related to the allegations reported to the Title IX Coordinator

## **XI. Reporting Requirements and the Clery Act**

The University complies with the Clery Act, which requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault.

The Violence against Women Reauthorization Act (VAWA) was signed into law in March 2013 and includes new requirements for colleges and universities under the Campus Sexual Violence Act (SAVE Act) provision, section 304. Effective March 7, 2014, VAWA’s SAVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a ResU employee (with the exception of a licensed counselor who is required to maintain confidentiality), campus security authority, or local a police agency, must be reported under Clery.

ResU is in compliance with this provision, which means that we are required to do the following:

- Report forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates (note that this applies to incidents that are reported involving ResU students both off-campus and on-campus) Adopt notification procedures, such as for notifying purported victims of their rights; and
- Adopt institutional policies to address and prevent campus sexual violence, including specialized training and ongoing prevention and awareness campaigns.

### **Transcript Orders**

Requests should be sent to the Office of the Registrar at the University. The University will process requests for transcripts at a cost of \$10 per transcript order. Requests must be made in writing, or via the on-line request form, with a hand-written signature by the person who received the credit appearing on the request. Transcripts will normally be processed within five business days of the request. All financial obligations to Resurrection University must be fulfilled before any transcripts will be issued.

### **Transportation and Clinical Parking**

Students are responsible for providing their own transportation to class and clinical settings. Any parking fees involved are the responsibility of the student. Additional requirements will be communicated by the faculty prior to student attendance at the clinical site.

## **University Closures**

In the event of the school closing due to weather, power outage, etc., students, faculty, and staff who registered for the Resurrection University alert system (<https://www.e2campus.net/my/resu/>) will receive a text message. All members of the University will receive an email message alerting them to this closure. Messages will also be posted to the University website and via automate message at the University's main # 773-252-6464.



## Academic Programs and Curriculum

### General Education Requirements

ResU has established its general education requirements to ensure students have a strong educational foundation, grounded in the liberal arts, that supports student success. Specific units in communications, mathematics, physical and life sciences, humanities and fine arts, behavioral and social sciences, and general electives serve the purpose of ensuring students develop strong communication abilities in a diverse society, build critical thinking and problem solving skills, achieve a solid foundation for the science-based professional healthcare programs at ResU, and embrace lifelong learning.

### University Outcomes

Upon completion of the program of choice, all graduates of the University will:

- Demonstrate effective verbal and non-verbal communication skills.
- Formulate and compose accurate, clear, and professional written communication.
- Demonstrate critical thinking by clarifying, integrating and evaluating knowledge.
- Engage in collaborative practices with other health-care providers; patients, families, and communities.
- Use evidence based practice from within the profession and other disciplines to guide practice and professional activities.
- Demonstrate professional behaviors within practice settings and to the public at large that reflect the standards of the profession.
- Demonstrate attributes and qualities of professional leadership.
- Provide culturally competent, effective, and patient-centered professional healthcare services to individuals, families and communities across the lifespan.

## Undergraduate Programs and Curriculum

### College of Allied Health

#### Baccalaureate Health Informatics and Information Management

##### **Purpose of the Program**

The Health Informatics and Information Management (HIIM) program is designed to prepare students as professionals in health information management who have the competencies to work with cutting edge information technologies and manage people, processes, technology, data and information support the quality, integrity, availability, privacy, security, and preservation of healthcare data in a variety of healthcare and healthcare-related settings.

##### **Baccalaureate Health Informatics and Information Management Program Outcomes**

Upon completion of this program of study, students will be able to:

- Demonstrate effective verbal and non-verbal communication skills including the use of a variety of electronic and non-electronic tools.
- Demonstrate effective written communication strategies with a wide variety of healthcare organization stakeholders.
- Apply critical thinking skills that are in alignment with CAHIM competency sets for best professional practices for HIIM professionals.
- Engage in collaborative practices with stakeholders across the healthcare industry.
- Evaluate, apply and participate in HIIM related research as appropriate to advance the HIIM profession.
- Demonstrate professional behaviors that adhere to professional standards, practice settings, and ethical decision making in the workplace
- Demonstrate personal attributes and qualities critical to HIIM professional leadership.
- Provide culturally competent, effective, and patient centered professional health care services to individuals, families, and communities across the lifespan.

## Health Informatics and Information Management Support and General Education Requirements

Course	Credits
<i>General Education</i>	
English Composition I	3
English Composition II	3
Speech Communication	3
Life Science*	3-4
Physical Science*	3-4
Social Science Electives	9
Humanities	9
General Electives	6
<b>Total Hours 39-41</b>	

\*A lab is required for either the life science or the physical science for a minimum 4 credit hour course.

### HIIM Support Courses

Introduction to Computers – Windows, M.S. Office	3
Human Anatomy and Physiology I (no lab required)	3-4
Human Anatomy and Physiology II (no lab required)	3-4
Medical Terminology	3
Pathophysiology	3
Pharmacology	2-3
Statistics	3
<b>Total Hours 20-23</b>	

\*\*Pathopharmacology may be taken at ResU in place of individual Pharmacology and Pathophysiology courses.

## Bachelor of Science Degree in Health Informatics and Information Management

Students pursuing the Bachelor of Science (B.S.) in Health Informatics and Information Management (HIIM) must complete the support and general education requirement courses before starting the program or gain the Program Director's approval for exceptions. In addition, graduates of a CAHIIM accredited program in Health Information who are admitted to the University may be awarded credit for specific HIIM courses taken in the associate degree program. 120 total hours required to earn BSHIIM degree

Required Courses	Credits
HIM 3100 Introduction to HIIM and Lab	4
HIM 3110 Health Information Systems	3
HIM 3120 Leadership and Management Development for Healthcare	3
HIM 3140 Project Management	3
HIIM 3210 Professional Communication	2
HIM 3220 Introduction to Classification Systems & Lab	4
HIM 3230 Applied Legal and Ethical Aspects of HIIM	4-3
HIM 3320 Healthcare Reimbursement	3
HIM 3340 Health Information Management in Non-Acute Care Settings	3
HIM 3350 Health Information Systems Database and Data Administration Principles	3
HIM 3400 Quality Improvement in Healthcare	3
HIM 3450 Directed Experience	2
HIM 4120 Medical Coding and Billing for Physician and Outpatient Services	3
HIM 4130 Development and Implementation of Health Information Systems	3
HIM 4200 Budget and Finance for the Healthcare Setting	3
HIM 4420 HIIM Statistics and Research	3
HIM 4600 Leadership in HIIM	2
HIM 4650 Professional Practice Experience	4

**Electives**

**Total Credits 60**

**Baccalaureate Imaging Technology**

**Programs of Study**

There are two programs leading to the Bachelor of Science in Imaging Technology (BSIT) degree. The Pre-licensure BSIT Program is designed for the student who has not completed a formal radiography program previously. The Post Licensure Program is designed for a registered radiographer (RT) R. who is seeking a baccalaureate degree.

**Baccalaureate Imaging Technology Program Outcomes**

- Students will demonstrate effective communication skills.
- Students will demonstrate effective communication skills on the clinical floor.
- Students will demonstrate effective written communication in the classroom setting
- Students will be able to verbally evaluate radiographs
- Students will develop critical thinking skills for application in the clinical setting.
- Students will adapt standard protocols for non-routine examinations.
- Students will critique images for diagnostic quality and devise necessary factors for quality improvement.
- Students of the program will be clinically competent.
- Students will demonstrate accuracy in positioning skills.
- Students will select appropriate technical factors.
- Students will demonstrate proper radiation protection practices.
- Students will model professionalism.
- Students will demonstrate high ethical standards.
- Students will summarize their professional development career plan.

**Imaging Technology Program Plan**

**SEMESTER 1**

Course	Credits
IMT 311 Introduction to Radiography	0
IMT 312 Principles of Radiation Protection	3
IMT 313 Ethical, Legal& Phys. Methods of Pat. Care	3
IMT 315 Radiographic Procedures I	4.5
AH 310 Anatomy and Physiology - Skeletal	3
IMT 316 Clinical Education I	3

**SEMESTER 2**

Course	Credits
IMT 321 Principles of Exposure I	3
IMT 322 Radiographic Image Processing	3
IMT 324 Cross Sectional Anatomy	3
IMT 325 Radiographic Procedures II	4.5
IMT 326 Clinical Education 2	3

**SEMESTER 3**

Course	Credits
<u>IMT 335 Radiographic Procedures III</u>	<u>3</u>
<u>IMT 331 Exposure II and [Math]</u>	<u>3</u>
<u>IMT 414 Radiographic Physics</u>	<u>3</u>
<u>IMT 412 Radiographic Imaging</u>	<u>2</u>
<u>IMT 336 Clinical Education 3</u>	<u>4</u>

#### SEMESTER 4

Course	Credits
<u>IMT 415 Radiographic Procedures IV</u>	<u>3</u>
<u>IMT 422 Introduction to Quality Assurance</u>	<u>2</u>
<u>IMT 424 Radiation Biology</u>	<u>2.5</u>
<u>IMT 423 Image Presentation &amp; Evaluation</u>	<u>2</u>
<u>IMT 421 Computer Application in Radiography</u>	<u>2</u>
<u>IMT 416 Clinical Education 4</u>	<u>4</u>

#### SEMESTER 5

Course	Credits
<u>IMT 425 Radiographic Procedure V</u>	<u>3</u>
<u>IMT 426 Clinical Education 5</u>	<u>4</u>
<u>IMT 438 Registry Review</u>	<u>0</u>

Total Program Hours    70.5

### **Bachelor's of Science in Imaging Technology for Post Licensure Students**

This program is designed for licensed radiography technologists who desire a Bachelor of Science in Imaging Technology (BSIT) degree. Students pursuing the BSIT post licensure option must complete the imaging technology support and general education requirements before or simultaneously with courses in this program. The following 53 semester hours of imaging technology credit will be awarded to students pending successful completion of the first course taken in the program.

#### **Licensed Radiography Technologist Transfer Course Credits**

<u>IMT 315 Radiographic Procedures I</u>	<u>4.5 SH</u>
<u>IMT 321 Principles of Exposure I</u>	<u>3 SH</u>
<u>IMT 324 Cross Sectional Anatomy</u>	<u>3 SH</u>
<u>IMT 325 Radiographic Procedures II</u>	<u>4.5 SH</u>
<u>IMT 322 Radiographic Image Processing</u>	<u>3 SH</u>
<u>IMT 331 Principles of Exposure II</u>	<u>3 SH</u>
<u>IMT 335 Radiographic Procedures III</u>	<u>3 SH</u>
<u>IMT 412 Radiographic Imaging</u>	<u>2 SH</u>
<u>IMT 414 Radiographic Physics</u>	<u>3 SH</u>
<u>IMT 415 Radiographic Procedures IV</u>	<u>3 SH</u>
<u>IMT 421 Computer Applications in Radiography</u>	<u>2 SH</u>
<u>IMT 422 Introduction to Quality Assurance</u>	<u>2 SH</u>
<u>IMT 423 Image Presentation II</u>	<u>2 SH</u>
<u>IMT 424 Radiation Biology</u>	<u>2.5 SH</u>
<u>IMT 425 Radiographic Procedures V</u>	<u>3 SH</u>
<u>AH 310 Anatomy and Physiology: Skeletal</u>	<u>3 SH</u>
<u>IMT 331PL Introduction to Radiography</u>	<u>0.5 SH</u>
<u>IMT 312 Principles of Radiation</u>	<u>3 SH</u>
<u>IMT 313 Ethical, Legal &amp; Phys Methods</u>	<u>3 SH</u>

Total Awarded Credit 53 SH

### **Imaging General Education and Support Requirements\***

#### **General Education Courses\***

<u>English Composition I</u>	3 SH
<u>English Composition II</u>	3 SH
<u>Speech/Interpersonal Communications</u>	3 SH
<u>Humanities or Fine Arts</u>	9 SH
<u>† Physical Science</u>	3 or 4 SH
<u>† Life Science</u>	3 or 4 SH
<u>General Electives</u>	9 SH
Total Hours	33.5 SH

† Only one lab is required between the Physical Science and Life Science requirements.

#### **Imaging Support Courses**

<u>Human Anatomy and Physiology I (with lab)</u>	4 SH
<u>†College Algebra (or higher)</u>	3 SH
<u>Medical Terminology</u>	3 SH
<u>†Introduction to Computers</u>	3 SH
<u>Developmental Psychology: Lifespan</u>	3 SH
Total Hours	16 SH

†Please note that the college algebra/math course and the computer course must have been completed no more than five years prior to your intended semester of enrollment.

\*Electives that may fulfill general education and support courses are listed in the course descriptions section of the academic catalog. Elective options include: IMT 305 Health Care Law and Ethics, IMT 308 Advanced Medical Imaging Concepts, IMT 301 Health Information Management Systems, IMT 409 Advanced Medical Imaging, HSC 3001 Health Care Systems, HSC 3003 Healthcare Law, Regulation & Policy, HSC 3006 Human Resources in Health Care Organizations, HSC 4110 Current Events in Healthcare, HSC Interdisciplinary Roles in Healthcare, HSC 4180 Budget and Financial Stability of Healthcare Organizations, HSC 4701 Practical Statistics for Healthcare Professionals, HSC 4702 Lifespan Developmental Psychology, and HSC 4709 Introduction to Computers and Information Systems in Healthcare.

**BSIT Post Licensure students must complete the following courses:**

#### **BSIT Major Core Courses\***

<u>IMT 304 Strategic Communication</u>	4 SH
<u>IMT 307 Global Impact of Radiant Energy</u>	5 SH
<u>IMT 420 Teamwork Collaboration in Healthcare</u>	4 SH
<u>IMT 430 Strategic Leadership (Capstone Project)</u>	6 SH
Total BSIT Major Core Credits	19 SH

Additional Elective Courses to fulfill Graduation Requirements:

†IMT Elective Course	<u>2 - 4 SH</u>
Total BSIT Major Credits	21-23 SH

\*Note: All 21 hours of imaging technology credit must be taken at Resurrection University. IMT 430 Strategic Leadership (Capstone Project) must be completed as the final course of the program.

†BSIT-Post Licensure Electives include IMT 305 Health Care Law and Ethics, IMT 308 Advanced Medical Imaging Concepts, IMT 301 Health Information Management Systems, IMT 409 Advanced Medical Imaging

**Total Credits for the Degree**

Imaging Licensure Awarded Credit	<u>53 SH</u>
Imaging Technology Gen Education Courses	<u>33.5 SH</u>
Imaging Technology Support Course Courses	<u>16 SH</u>
Required Imaging Technology Courses	<u>21 SH</u>
Total Program Hours	123.5 SH

Additional Elective Courses to fulfill Graduation Requirements:

Course	Credits
<u>IMT 301 Health Care Systems</u>	<u>4</u>
<u>IMT 302 Health Care Delivery</u>	<u>4</u>
<u>IMT 303 Health Care Law, Regulation &amp; Policy</u>	<u>4</u>
<u>IMT 305 Health Care Law and Ethics</u>	<u>4</u>
<u>IMT 306 Human Resources in Health Care Organizations</u>	<u>4</u>
<u>IMT 308 Advanced Medical Imaging Concepts</u>	<u>4</u>
<u>IMT 409 Advanced Medical Imaging</u>	<u>4</u>
<u>IMT 411 Currents Events in Health Care</u>	<u>4</u>
<u>IMT 413 Interdisciplinary Roles in Health Care</u>	<u>4</u>
<u>IMT 418 Budget and Fincancial Stability of Healthcare Organizations</u>	<u>4</u>

Total Graduation Requirements Needed 123.5

## College of Nursing

### Purpose of the Undergraduate Nursing Program

The baccalaureate nursing program is designed to prepare students as professional registered nurses who function within a healthcare team. Graduates of this program will be prepared to engage in health promotion, health maintenance, provision of direct and indirect care, and other professional activities.

### Baccalaureate Nursing Program Outcomes

Upon completion of this program of study, graduates will:

- Use effective modes of communication with patients, and healthcare providers in order to provide quality healthcare.
- Compose effective sentences, paragraphs, and theoretic papers to express ideas, information, and opinions.
- Integrate critical thinking processes in professional nursing practice in an effort to make logical decisions.
- Engage in collaborative practices with patients, families, communities, and other health care providers to improve health care delivery.
- Evaluate and apply evidence based data as a basis for effective nursing practice and professional activities.
- Model professional behaviors that adhere to standards, practice and ethical codes.
- Apply personal attitudes and skills critical to leadership in professional nursing.
- Provide culturally competent, effective and patient centered professional nursing care to individuals, families, and communities across the life span.
- Articulate the role of the nurse in relation to healthcare policy.

### Programs of Study

There are two programs leading to the Bachelor of Science in Nursing (BSN) degree. The pre-licensure BSN Program is designed for the student who has not completed a formal nursing program previously. The BSN for RN is a program designed for a registered nurse (RN) who is seeking a baccalaureate degree. The programs are described below.

#### **PRE-LICENSURE BSN NURSING**

This program is designed for students enrolling in an initial nursing program. Students will complete the following courses:

#### **Nursing General Education and Support Requirements:**

A minimum of 61 credit hours are needed to transfer to the University for the BSN program.

##### *General Education Courses*

English Composition I	3
English Composition II	3
Speech/Interpersonal Communications	3
Math	3
Humanities or Fine Arts	9
General Electives	9
<b>Total Hours</b>	<b>30</b>

†Please note that the science and computer courses must have been completed no more than five years prior to your intended semester of enrollment.

<b>Course</b>	<b>Credits</b>
<i>Nursing Support Courses</i>	
†Human Anatomy and Physiology I	4
†Human Anatomy and Physiology II	4
†Microbiology	4
†General Chemistry	4
Developmental Psychology: Lifespan	3
Statistics	3
Introduction to Psychology	3
Introduction to Sociology	3
†Introduction to Computers	3
<b>Total Hours</b>	<b>31</b>

### **Total Credits for Degree**

Support and General Studies Courses 61

Nursing Credit 60

**Total Credits 121**

<b>Nursing Major</b>	<b>Credits</b>
NUR 3233 Health Assessment	3
NUR 3140 Pathophysiologic Mechanisms	3
NUR 3141 Foundations of Nursing Practice	4
NUR 3240 Pharmacotherapeutics in Nursing	3
NUR 3241 Adult Health Nursing I	5
NUR 4545 Women & Newborn Health Nursing	5
NUR 4242 Ethics in Nursing	2
NUR 4225 Pediatric Health Nursing	5
NUR 4440 Research in Nursing	2
NUR 4445 Mental Health Nursing	5
NUR 4540 Gerontological Health Nursing	2
NUR 4145 Community and Population Focused Health	5
NUR 4640 Leadership and Management in Nursing	3
NUR 4641 Adult Health Nursing II	5
NUR 4642 Professional Role Transition	5
NUR 4910 Nursing Electives or Service Learning	2
<b>Total Credits</b>	<b>60</b>

## **Sample Four Semester Day Program Plan**

### **Semester 1 Courses**

	<b>Credits</b>
NUR 3233 Health Assessment	3 SH
NUR 3140 Pathophysiologic Mechanisms	3 SH
NUR 3141 Foundations of Nursing Practice	4 SH
NUR 3240 Pharmacotherapeutics in Nursing	3 SH
NUR 3241 Adult Health Nursing I	5 SH
<b>Total</b>	<b>19 SH</b>



## **Semester 2 Courses**

	<b>Credits</b>
NUR 4440 Research in Nursing	2 SH
NUR 4545 Women & Newborn Health Nursing	5 SH
NUR 4242 Ethics in Nursing	2 SH
NUR 4225 Pediatric Health Nursing	5 SH
NUR 4910 Nursing Elective (or Semester 3)	2 SH
<b>Total 14 -16 SH</b>	

## **Semester 3 Courses**

	<b>Credits</b>
NUR 4445 Mental Health Nursing	5 SH
NUR 4540 Gerontological Health Nursing	2 SH
NUR 4145 Community and Population Focused Health	5 SH
NUR 4910 Nursing Elective (or Semester 2)	2 SH
<b>Total 12 - 14 SH</b>	

## **Semester 4 Courses**

	<b>Credits</b>
NUR 4640 Leadership and Management in Nursing	3 SH
NUR 4641 Adult Health Nursing II	5 SH
NUR 4642 Professional Role Transition	5 SH
<b>Total 13 SH</b>	

## **Sample Five Semester Plan Program**

### **Semester 1 Courses**

	<b>Credits</b>
NUR 3233 Health Assessment	3 SH
NUR 3140 Pathophysiologic Mechanisms	3 SH
NUR 3240 Pharmacotherapeutics in Nursing	3 SH
<b>Total 9 SH</b>	

### **Semester 2 Courses**

	<b>Credits</b>
NUR 3141 Foundations of Nursing Practice	4 SH
NUR 3241 Adult Health Nursing I	5 SH
NUR 4910 Nursing Elective	2 SH
<b>Total 11 SH</b>	

### **Semester 3 Courses**

	<b>Credits</b>
NUR 4440 Research in Nursing	2 SH
NUR 4545 Women & Newborn Health Nursing	5 SH
NUR 4242 Ethics in Nursing	2 SH
NUR 4225 Pediatric Health Nursing	5 SH
<b>Total 14 SH</b>	

### **Semester 4 Courses**

	<b>Credits</b>
NUR 4445 Mental Health Nursing	5 SH
NUR 4540 Gerontological Health Nursing	2 SH
NUR 4145 Community and Population Focused Health	5 SH
<b>Total</b>	<b>12 SH</b>

### **Semester 5 Courses**

	<b>Credits</b>
NUR 4640 Leadership and Management in Nursing	3 SH
NUR 4641 Adult Health Nursing II	5 SH
NUR 4642 Professional Role Transition	5 SH
<b>Total</b>	<b>13 SH</b>

### **BSN for RN**

This program is designed for licensed registered nurses who desire a Bachelor of Science in Nursing (BSN) degree. Students pursuing the BSN for RN option must complete the nursing support and general education requirements before or simultaneous to courses in this program. The following 38 semester hours of nursing credit are “banked” and will be awarded to students pending successful completion of the first course taken in the program:

#### **Nursing General Education and Support Requirements:**

A minimum of 61 credit hours are needed to transfer to the University for the BSN for RN program.

#### *General Education Courses*

English Composition I	3
English Composition II	3
Speech/Interpersonal Communications	3
Math	3
Humanities or Fine Arts	9
General Electives	9
<b>Total Hours</b>	<b>30</b>

Course	Credits
<i>Nursing Support Courses</i>	
†Human Anatomy and Physiology I	4
†Human Anatomy and Physiology II	4
†Microbiology	4
†General Chemistry	4
Developmental Psychology: Lifespan	3
Statistics	3
Introduction to Psychology	3
Introduction to Sociology	3
†Introduction to Computers	3
<b>Total Hours</b>	<b>31</b>

#### **Total Credits for the Degree**

Nursing Support and General Education courses	61
Nursing Credits	
Banked courses	38
BSN for RNs courses	21
<b>Total for Degree</b>	<b>120 SH</b>

<b>Banked Courses</b>	<b>Credits</b>
NUR 3140 Pathophysiologic Mechanisms	3 SH
NUR 3240 Pharmacotherapeutics in Nursing	3 SH
NUR 3241 Adult Health Nursing I	5 SH
NUR 4545 Women & Newborn Health Nursing	5 SH
NUR 4225 Pediatric Health Nursing	5 SH
NUR 4445 Mental Health Nursing	5 SH
NUR 4540 Gerontological Health Nursing	2 SH
NUR 4641 Adult Health Nursing II	5 SH
NUR 4642 Professional Role Transition	5 SH
<b>Total Credits</b>	<b>38 SH</b>

BSN for RN students must complete the following courses:

<b>Nursing Major*</b>	<b>Credits</b>
NUR 4710 Health Promotion and Disease Prevention	3 SH
NUR 4720 Professional Values	3 SH
NUR 4730 Health Information Management Systems	3 SH
NUR 4740 Evidence Based Practice	3 SH
NUR 4750 Organizational Systems Leadership	3 SH
NUR 4760 Health Care Policy, Finance, & Regulatory Environments	3 SH
NUR 4770 RN Capstone	3 SH
<b>Total Credits</b>	<b>21 SH</b>

\*Note: All 21 hours of nursing credit must be taken at Resurrection University.

NUR 4770 RN Capstone must be completed as the final course of the program.

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## Graduate Curriculum

### Purpose of the Graduate Nursing Program

Graduate students are prepared as advanced generalists or specialists who will care for patients throughout the full spectrum of healthcare delivery settings and across various stages of health and wellness.

### Graduate Nursing Program Outcomes

Upon completion of this program of study, graduates will:

- Apply effective modes of communication in the provision of care to patients and aggregates.
- Meet professional writing standards for usage, structure, format, content, stylistic criteria, and audience.
- Synthesize critical thinking processes used to make logical decisions in advanced nursing practice.
- Participate in and lead, when appropriate, collaborative teams to improve healthcare delivery and outcomes.
- Demonstrate inclusion of evidence based and translational science practices in efforts to guide professional activities and improve patient and institutional practices.
- Demonstrate professional behavior within practice settings and to the public that is consistent with standards, regulatory and ethical codes in the profession and community.
- Demonstrate leadership roles within the profession and community.
- Design, implement and evaluate innovative individual or population-based programs of care/administration/education to achieve quality outcomes.
- Participate in the development, implementation of, and advocate for policies that improve the profession of nursing and health of the public.

Resurrection University offers the following graduate nursing majors:

- **Health Systems Leadership (HSL).** The HSL graduate acquires a depth of knowledge and skill to transform the delivery of nursing and healthcare in leadership, management, and systems administration positions
- **Nurse Practitioner (NP).** As a primary care provider, the NP is responsible for health assessment, health promotion, risk reduction, and management of health and common health alterations addressed in a primary care setting. There are two concentrations within this major: Family Nurse Practitioner (FNP) and Adult-Gerontology Primary Care Nurse Practitioner (AGNP).
- **Nurse Educator (NE).** The NE contributes to the education of the patient, community, staff nurses, and nursing student in an academic setting.

Graduates will be prepared to take the appropriate certification exam offered through national certifying bodies.

### Academic Progression Requirements for the Graduate Nursing Program

The normal full-time graduate student credit load is six to nine semester hours per semester. A student who carries less than six hours per semester is considered a part-time student.

Students in all graduate majors must maintain a cumulative GPA of 3.0 in graduate course work to remain in good academic standing. A full-time student whose cumulative GPA falls below 3.0 may enroll for one semester as a probationary student to attempt to raise the cumulative GPA. A part-time student may enroll for two semesters as a probationary student.

A student at risk of earning a grade below B will receive an academic development and referral (ADRN) notice from the course instructor. Students are dismissed from the University upon failing to achieve satisfactory academic standing in the required period of time or if their GPA falls below a 3.0 a second time.

When a course is repeated, only the grade and credit hours for the last attempt will be used in computing GPA, quality points, and credit. However, both attempts will be recorded and remain on the official transcript.

The graduate program consists of a series of courses known as the MSN Core, MSN Business or APN Clinical Core, and the Specialty courses. The program outcomes, curriculum, and program of study for each major are projected below.

Students must complete all degree requirements for the MSN program within four years of beginning the program.

### **Health Systems Leadership Major Outcomes & Curriculum Plan**

- Synthesize and apply theories, conceptual models, principles from nursing and other related disciplines to facilitate clinical and administrative decision making.
- Integrate the use of communication skills, information systems, and technology in relation to nursing administration.
- Develop collaborative relationships and partnerships that are interdisciplinary to improve the environment in which healthcare is delivered.
- Interpret and apply evidenced-based data to assess cohort risk, implement interventional strategies, and evaluate outcomes as part of an interdisciplinary administration team.
- Develop strategies to achieve quality outcomes in care delivery with respect to patients, fiscal and human resources.
- Pursue continuous quality improvement through the nurse administrator role.
- Provide leadership in conceptualization, design, implementation, and evaluation of healthcare delivery systems across the healthcare continuum.
- Create a capstone project for oral and written presentation on a nursing administration topic.

#### **MSN Core Courses**

#### **11 Semester Hours (SH)**

NRG 5000	Theoretical Foundations of Nursing Practice	3 SH
NRG 5002	Health Care Delivery	3 SH
NRG 5005	Evidence Based Practice for the Adv Nrsg Role	3 SH
NRG 5006	Applied Leadership for the Advanced Nursing Role	2 SH

#### **MSN Business Core**

#### **12 SH**

NRG 5201	Informatics	(3 SH)
NRG 5202	Advanced Leadership and Management	(3 SH)
NRG 5203	Business Communication	(3 SH)
NRG 5204	Economics and Finance	(3 SH)

#### **Health Systems Leadership Specialty Courses**

#### **14 SH**

NRG 5501	Human Resources Management	(3 SH)
NRG 5502	Strategic Planning & Operational Management	(3 SH)
NRG 5503	Quality, Utilization & Outcomes Management	(3 SH)
NRG 5505	HSL Residency (90 hours)	(1.5 SH)
NRG 5506	HSL Residency (90 hours)	(1.5 SH)
NRG 5507	Intensive HSL Residency (120 hours + seminar)	(2 SH)

**Total Credits:**

**37 SH  
(300 residency hours)**

**Program of Study: HSL**

Year	Fall	Spring	Summer
1	Theoretical Foundation (A Term) Informatics (B Term)	Health Care Delivery (C Term) Adv. Leadership & Mgmt. (D Term)	
2	Evidence Based Practice (A Term) Business Communication (B Term)	Qty., Util. & Out. Mgmt. (C Term) Applied Leadership (C term) HR Management (D Term) 5505 Residency (D Term; 90 hrs.)	
3	Strategic Plan. & Op. Mgmt. (A Term) Economics & Finance (B Term) 5506 Residency (15 wks.; 90 hrs.)	5507 Residency (15 wks.; 120 hrs. )	

**Nurse Practitioner Major Outcomes & Curriculum Plan**

1. Synthesize and apply theories and conceptual models from nursing and other related disciplines to facilitate clinical practice decision making.
2. Integrate the use of communication skills, information systems and standardized languages in relation to clinical outcomes and continuous performance measures.
3. Develop collaborative, interdisciplinary relationships that improve the delivery of healthcare to selected populations.
4. Interpret and apply evidenced-based data to assess cohort risk, implement interventional strategies and evaluate outcomes as part of an interdisciplinary healthcare team.
5. Design, implement and evaluate innovative individual or population-based programs of care to achieve quality outcomes.
6. Pursue continuous quality improvement through the NP role.
7. Serve as a primary care provider and critical member of an interdisciplinary team managing the health of the selected population.

The College of Nursing offers two concentrations: **Adult-Gerontology Primary Care Nurse Practitioner** and **Family Nurse Practitioner**. The majority of courses in the concentration are identical, which allows for rich discussions. Each concentration also has population specific foci.

**Adult-Gerontology Nurse Practitioner Concentration****MSN Core Courses**

NRG 5000	Theoretical Foundations of Nursing Practice	(3 SH)
NRG 5002	Health Care Delivery	(3 SH)
NRG 5005	Evidence Based Practice for the Advanced Nursing Role	(3 SH)
NRG 5006	Applied Leadership for the Advanced Nursing Role	(2 SH)

**11 Semester Hours (SH)****APN Clinical Core Courses**

NRG 5101	Advanced Health & Physical Assessment	(3 SH)
NRG 5105	Adv. Health & Physical Assessment Lab with APN Skills	(2 SH)
NRG 5102	Advanced Pathophysiology	(3 SH)
NRG 5103	Advanced Pharmacology	(3 SH)

**11SH**

<b><u>NP Specialty Courses</u></b>	<b>26 SH</b>
NRG 5701 APN Management of Adult Health I	(3 SH)
NRG 5701R APN Management of Adult Health I Residency (120 hrs)	(2 SH)
NRG 5702 APN Management of Adult Health II	(3 SH)
NRG 5702R APN Management of Adult Health II Residency (120 hrs.)	(2 SH)
NRG 5706 APN Management of the Geriatric Population	(3 SH)
NRG 5706R APN Management of the Geriatric Population Residency (120 hrs.)	(2 SH)
NRG 5704 APN Management of Women's Health	(3 SH)
NRG 5704R APN Management of Women's Health Residency (120 hrs.)	(2 SH)
NRG 5710 APN Role Transition	(3 SH)
NRG 5720R Intensive APN Residency (190 hrs.)	(3 SH)

**Total Credits 48 SH**  
**(670 residency hours)**

**Program of Study: AGNP**

Year	Fall	Spring	Summer
1	Theoretical Foundation (A Term) Adv. Pathophysiology (15 weeks)	Health Care Delivery (C Term) Adv. Pharmacology (15 weeks)	Adv. Assessment (15 weeks) Adv. Assessment Lab with APN Skills (15 weeks)
2	EB Practice (A Term) Adult Health I (15 weeks) AH I Residency (120 hours)	Adult Health II (15 weeks) AH II Residency (120 hours) Applied Leadership (C Term)	Geriatric Population (15 weeks) Geriatric Residency (120 hours)
3	Women's Health (15 weeks) WH Residency (120 hours)	APN Role Transition (15 weeks) Intensive APN Residency (190 hours)	

**Family Nurse Practitioner Concentration**

<b><u>MSN Core Courses</u></b>	<b>11 SH</b>
NRG 5000 Theoretical Foundations of Nursing Practice	(3 SH)
NRG 5002 Health Care Delivery	(3 SH)
NRG 5005 Evidence Based Practice for the Advanced Nursing Role	(3 SH)
NRG 5006 Applied Leadership for the Advanced Nursing Role	(2 SH)

<b><u>APN Clinical Core Courses</u></b>	<b>11 SH</b>
NRG 5101 Advanced Health & Physical Assessment	(3 SH)
NRG 5105 Adv. Health & Physical Assessment Lab with APN Skills	(2 SH)
NRG 5102 Advanced Pathophysiology	(3 SH)
NRG 5103 Advanced Pharmacology	(3 SH)

<b><u>NP Specialty Courses</u></b>	<b>26 SH</b>
NRG 5701 APN Management of Adult Health I	(3 SH)
NRG 5701R APN Management of Adult Health I Residency (120 hrs.)	(2 SH)
NRG 5702 APN Management of Adult Health II	(3 SH)
NRG 5702R APN Management of Adult Health II Residency (120 hrs.)	(2 SH)
NRG 5704 APN Management of Women's Health	(3 SH)

NRG 5704R	APN Management of Women's Health Residency (120 hrs.)	(2 SH)
NRG 5705	APN Management of Pediatric & Adolescent Health	(3 SH)
NRG 5705R	APN Management of Ped. & Adol. Health Residency (120 hrs.)	(2 SH)
NRG 5710	APN Role Transition	(3 SH)
NRG 5720R	Intensive APN Residency (190 hrs.)	(3 SH)

**Total Credits**                      **48 SH**  
**(670 residency hours)**

**Program of Study: FNP**

Year	Fall	Spring	Summer
1	Theoretical Foundations (A Term) Adv. Pathophysiology (15 weeks)	Health Care Delivery (C Term) Adv. Pharmacology (15 weeks)	Adv. Assessment (15 weeks) Adv. Assessment Lab with APN Skills (15 weeks)
2	EB Practice (A Term) Adult Health I (15 weeks) AH I Residency (120 hours)	Adult Health II (15 weeks) AH II Residency (120 hours) Applied Leadership (C Term)	Ped./Adol. Health (15 weeks) Ped./Adol. Health Residency (120 hours)
3	Women's Health (15 weeks) WH Residency (120 hours)	APN Role Transition (15 weeks) Intensive APN Residency (190 hours)	

**Nurse Educator Major Outcomes & Curriculum Plan**

1. Synthesize and apply theories, conceptual models and principles from nursing and other related disciplines to facilitate decision making related to nursing education.
2. Integrate the use of communication skills, information systems, and technology in relation to nursing education.
3. Develop and maintain collaborative relationships required in the delivery of effective nursing education programs.
4. Interpret & apply evidenced-based data to assess cohort risk, implement interventional strategies, & evaluate outcomes part of an educational team.
5. Design, implement and evaluate innovative teaching, learning and evaluation strategies used in educational programs to achieve quality outcomes.
6. Pursue continuous quality improvement through the nurse educator role.
7. Serve as a leader, consultant, mentor or change agent to advance nursing education and facilitate learner development and socialization.



8. Participate in innovative curriculum design and evaluation of program outcomes.
9. Create a capstone project for oral and written presentation on a nursing education topic.

**Nurse Educator Concentration**

**MSN Core Courses**

**11 Semester Hours (SH)**

NRG 5000	Theoretical Foundations of Nursing Practice	(3 SH)
NRG 5002	Health Care Delivery	(3 SH)
NRG 5005	Evidence Based Practice for the Adv Practice Role	(3 SH)
NRG 5006	Applied Leadership for the Advanced Nursing Role	(2 SH)

**APN Clinical Core Courses**

**11 SH**

NRG 5101	Advanced Health & Physical Assessment *	(3 SH)
NRG 5105	Adv. Health & Physical Assessment Lab with APN Skills	(2 SH)
NRG 5102	Advanced Pathophysiology	(3 SH)
NRG 5103	Advanced Pharmacology	(3 SH)

**Nurse Educator Specialty Courses**

**18 SH**

NRG 5601	Clinical Management for Nurse Educators	(3 SH)
NRG 5601R	Clinical Mgmt. Residency (60 hours)	(1 SH)
NRG 5602	Teaching/Learning in Nursing Education	(3 SH)
NRG 5602R	T/L Residency (30 hours)	(0.5 SH)
NRG 5604	Evaluation & Testing in Nursing Education	(3 SH)
NRG 5603	Curriculum Development in Nursing Education	(3 SH)
NRG 5606	Legal and Ethical Issues in Nursing Education	(1 SH)
NRG 5607R	Nurse Educator Residency (60 hours)	(1 SH)
NRG 5608R	Nurse Educator Residency (60 hours)	(1 SH)
NRG 5609R	Nurse Educator Residency (90 hours + seminar)	(1.5 SH)

**Total Credits 40 SH  
(300 Residency hours)**

**Program of Study: Nurse Educator**

Year	Fall	Spring	Summer
1	Theoretical Foundation (A Term) Adv. Pathophysiology (15 weeks)	Health Care Delivery (C Term) Adv. Pharmacology (15 weeks)	Adv. Assessment (15 weeks) Adv. Assessment Lab with APN Skills (15 weeks)
2	EB Practice (A Term) Clinical Mgmt. for NE (B term) 5601R Clinical Mngmt. Residency (B term; 60 hrs.)	Teaching/Learning (C Term) Evaluation & Testing (D Term) 5602R NE Residency (D Term; 30 hrs.) Applied Leadership (C term)	Legal/Ethical Issues (2 wks in E Term) 5607R NE Residency (E/F Term; 60 hrs.)
3	Curriculum Dev (A Term) 5608R NE Residency 5608R (15 weeks; 60 hrs.)		

## **RN-MSN Program**

Nurses who have previously graduated from a nursing diploma program or earned an associate degree in nursing are eligible to pursue advanced study leading to an MSN degree. In order to be eligible for the program, the student must have graduated from a regionally accredited institution with a state approved and NLNAC accredited nursing program.

This program is designed to build upon the initial nursing education and foster growth and development in the profession. In recognition of the basic nursing program and work experience, 38 semester hours of academic credit are banked and awarded upon successful completion of the first BSN for RN Bridge course at Resurrection University (see Program Details below).

Students pursuing the RN-MSN program option must complete all admission requirements listed for the undergraduate BSN program before initiating the RN-MSN program of study. Students must complete the BSN to RN Bridge Courses with a grade of B or greater in order to matriculate into the graduate level courses. In addition, students must hold an unrestricted Illinois registered professional nursing license.

The MSN program consists of three groups of courses: MSN Core Courses, Business or APN Clinical Core Courses, and Specialty Courses. All students complete the MSN Core Courses. The remainder of the program is determined by the selected major. Specific details of the degree program may be found below and through discussions with the Graduate Program Admissions Advisor.

### **Program Details**

Nursing Pre-requisite and General Education Courses 61 SH

#### Banked Courses

NUR 3140 Pathophysiologic Mechanisms	3 SH
NUR 3240 Pharmacotherapeutics in Nursing	3 SH
NUR 3241 Adult Health Nursing I	5 SH
NUR 4141 Women & Newborn Health Nursing	4 SH
NUR 4225 Pediatric Health Nursing	4 SH
NUR 4445 Mental Health Nursing	4 SH
NUR 4540 Gerontological Health Nursing	2 SH
NUR 4641 Adult Health Nursing II	5 SH
NUR 4642 Professional Role Transition	5 SH

**Total for component 35 SH**

#### **Program specific courses:**

##### BSN to RN Bridge Courses

NUR 4710 Health Promotion and Disease Prevention	3 SH
NUR 4720 Professional Values	3 SH
NUR 4730 Health Information Management Systems	3 SH
NUR 4740 Evidence Based Practice	3 SH
NUR 4750 Organizational Systems Leadership	3 SH
NUR 4760 Health Care Policy, Finance & Regulatory Environments	3 SH

**Total for component 18 SH**

##### MSN Core Courses

NRG 5000 Theoretical Foundations of Nursing Practice	3 SH
NRG 5002 Health Care Delivery	3 SH
NRG 5005 Evidence Based Practice	3 SH
NRG 5006 Applied Leadership for the Advanced Nursing Role	2 SH

**Total for component 11 SH**

Major of choice

MSN Business *or* APN Clinical Core  
Specialty Courses

9-12 SH  
14-24.5 SH  
**23-36.5 SH**  
**7-62 SH**

**Total for component**

**Total for courses taken at Resurrection University 5**

### **Post Master's Certificate Programs**

A student must already have an MSN degree and meet the admissions requirements for the MSN program to enroll in the post-master's certificate program. Meeting the post-master's course requirements for the chosen major will prepare a student to take the certification examination for that major. Depending on a student's prior coursework, additional courses may be necessary to meet the requirements by a certifying body. The Dean will review the transcript of prior coursework and determine any deficiencies for the major desired certificate program.

Required courses for post-master certificate majors:

### **Health Systems Leader**

<b>Course Requirements</b>	<b>Credits</b>
NRG 5501 Human Resources Management	3
NRG 5502 Strategic Planning & Operational Management	3
NRG 5503 Quality, Utilization & Outcomes Management	3
NRG 5505R HSL Residency	0.5
NRG 5506R HSL Residency	0.5
NRG 5507R HSL Residency	1.5
NRG 5508R Intensive NA Residency	2.5
<b>Total Credits</b>	<b>14</b>

### **Nurse Educator**

<b>Course Requirements</b>	<b>Credits</b>
NRG 5602 Teaching/Learning in Nursing Education	3
NRG 5602R T/L Residency (30 hours)	0.5
NRG 5604 Evaluation & Testing in Nursing Education	3
NRG 5603 Curriculum Development in Nursing Education	3
NRG 5606 Legal and Ethical Issues in Nursing Education	1
NRG 5607R Nurse Educator Residency (60 hours)	1
NRG 5608R Nurse Educator Residency (60 hours)	1
NRG 5609R Nurse Educator Residency Δ (90 hours)+seminar	1.5
<b>Total Credits</b>	<b>14</b>

## **Doctor of Nursing Practice (DNP)**

### **Program Outcomes & Curriculum Plan**

1. Use an ethical framework to guide the integration of nursing science, evidence based practice, and population health to inform practice.
2. Demonstrate critical thinking at the highest level of practice and accountability in the management of healthcare considering ethical, legal, cultural, and socially just patient-centered care.
3. Institute a role within the healthcare delivery system that provides for interprofessional collaboration, interdependence, and a professional identity as an advanced nursing professional with specialized knowledge.
4. Lead interprofessional teams by initiating and maintaining effective working relationships using

mutually respectful communication and collaboration.

5. Serve in the role of patient health care coordinator/facilitator across health determinants and health care settings with an emphasis on urban/regulatory environments.
6. Integrate clinical expertise with political skills, systems thinking and business insight to transform the evolving healthcare system at local, regional, national, and international levels.

<b>Course Requirements</b>	<b>Credits</b>
NRG 7102 Role of the Doctor of Nursing	3.0
NRG 7103 Urban Health	3.0
NRG 7202 Informatics	2.0
NRG 7203 Epidemiology & Biostatistics	3.0
NRG 7204 DNP Project I	0.5
NRG 7302 Population Health	2.0
NRG 7303 Leadership, Economics and Finance	3.0
NRG 7304 DNP Project II	1.0
NRG 7401 Nursing Policy, Regulation and Public Protection	3.0
NRG 7404 DNP Project III	1.0
NRG 7205 DNP Practicum I	0.5
NRG7502 Healthcare Innovations	1.5
NRG7503 Ethical Dimensions of the DNP Role	3.0
NRG7504 DNP Project IV	0.5
NRG7505 DNP Practicum II	1.0
NRG7602 Professional Communication	2.0
NRG7604 DNP Project V	0.5
NRG7605 DNP Practicum III	1.5
<b>Total Credits</b>	<b>32</b>

<b>Year</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
1	Role of the Doctor of Nursing Urban Health	Informatics  Epidemiology & Biostatistics  DNP Project I	Population Health  Leadership, Economics and Finance  DNP Project II
2	Nursing Policy, Regulation and Public Protection  DNP Project III  DNP Practicum I	Healthcare Innovations  Ethical Dimensions of the DNP Role  DNP Project IV  DNP Practicum II	Professional Communication  NRG7604 DNP Project V  NRG7605 DNP Practicum III

## Course Descriptions

### Undergraduate

**Prerequisite** — A course required to be taken before another course.

**Corequisite** — A course required to be taken simultaneously with another course.

**Course credits code** — (Theory credit: Lab credit: *Clinical* credit)

## College of Allied Health

### HEALTH INFORMATICS AND INFORMATION MANAGEMENT

#### Support Course

#### HIIM Courses

##### **HIM 3100 Introduction to HIIM & Lab 4 credit hours (3:1:2)**

An introduction of the principles and procedures used in health record organization, maintenance and retention, numbering and filing systems and procedures, forms control and design, and microfilming. The functions and duties of the health information administrator and purpose/uses of the health record in the healthcare delivery system are emphasized.

**Prerequisite:**

Introduction to Computers

##### **HIM 3110 Health Information Systems 3 credit hours (3:0:0)**

Study of the fundamentals of electronic information technologies and infrastructure and national and international information standards and how these are applied in support of healthcare clinical, administrative, financial and research functions.

**Prerequisite:**

HIM 3100

HIM 3120

Or enrolled in College of Allied Health or College of Nursing.

##### **HIM 3120 Leadership and Management Development for Healthcare 3 credit hours(3:0:0)**

Study of the factors associated with organizational health and the differences between leadership and management. Development of personal leadership capabilities and core organizational management skills in planning, organizing, staffing, and controlling is emphasized. *Satisfies HIM 3105 for students enrolled in HIM prior to Fall 2017*

**Prerequisite or Corequisite:**

HIM 3100

Or enrolled in College of Allied Health or College of Nursing.

##### **HIM 3140 Project Management 3 credit hours (3:0:0)**

Study of the project management life cycle, team management, and the methods, processes, and tools for project initiation, planning, execution, monitoring, control, and phase out. *Satisfies HIM 4203 for students enrolled in HIM prior to Fall 2017*

**Prerequisite or Corequisite:**

HIM 3100

HIM 3120

Or enrolled in College of Allied Health or College of Nursing

##### **HIIM 3210 Professional Communications and Healthcare Relationships 2 credit hours (2:0:0)**

Development of written, oral and technology based communications skills with a focus on professional and cooperative communications and establishing constructive relationships with administrative and health care

team members and patients and their representatives.

**Prerequisite or Co-requisite:**

HIM 3100

HIM 3120

Or enrolled in College of Allied Health or College of Nursing

**HIM 3220 Introduction to Classification Systems & Lab 4 credit hours (2:2:4)**

Introduction to healthcare classification and nomenclature systems. Emphasis on ICD-10-CM/PCS coding systems theory, structure, principles, and organization. Practice with manual and electronic assignment of ICD-10-CM/PCS codes to health records

**Prerequisites:**

Pathopharmacology

HIM 3100

HIM 3120.

**HIM 3230 Legal & Ethical Aspects of HIIM 3 credit hours (3:0:0)**

Study of ethical decision making, statutory and regulatory requirements, case law and practical applications associated with ethical and legal issues in health informatics and information management. Focus on the access, use, retention, and disposition of healthcare information, confidentiality and privacy, reporting requirements and compliance with state and federal legislation. *Satisfies HIM 3331 for students enrolled in HIM prior to Fall 2017.*

**Prerequisites:**

HIM 3100

HIM 3120

Or enrollment in College of Allied Health or College of Nursing.

**HIM 3320 Healthcare Reimbursement 3 credit hours (3:0:0)**

Examination of the revenue cycle in acute healthcare organizations from patient registration through claims billing. Federal regulations and compliance, charge master, case mix management, and payment systems and plans are introduced. *Satisfies HIM 4320 for students enrolled in HIM prior to Fall 2017*

**Prerequisites:**

HIM 3100

HIM 3120

**HIM 3340 Health Information Management in Non-Acute Care Settings 3 credit hours (3:0:0)**

Study of the processes, procedures, standards, and regulations associated with health information management in non-acute care settings including long term, ambulatory, psychiatric, rehabilitation, and correctional care, as well as health information exchange organizations. *Satisfies HIM 3115 for students enrolled in HIM prior to Fall 2017.*

**Prerequisite:**

HIM 3100

HIM 3120

**HIM 3350 Health Information Database and Data Administration Principles (3:0:0)**

Introduction to the database environment, the principles, processes, tools, and techniques used for data model development, database design and normalization, and the methods associated with data monitoring, maintenance and management. *Satisfies HIM 3335 for students enrolled in HIM prior to Fall 2017.*

**Prerequisites:**

HIM 3110

HIM 3120

**HIM 3400 Quality and Performance Improvement in Healthcare 3 credit hours (3:0:0)**

Study of the history and principles associated with quality and performance improvement in healthcare. Introduction of models, processes, measures, tools, in managing quality and performance improvement programs and associated functions such as regulatory compliance, risk management, utilization review and

credentialing management.

**Prerequisites:**

HIM 3100

HIM 3120

Or enrollment in College of Allied Health or College of Nursing

**HIM 3450 Directed Experience 2 credit hours (0:2:3)**

Supervised clinical experience associated with the operations of health information management in acute and non-acute care settings.

**Prerequisites:**

HIM 3100

HIM 3120

**HIM 4120 Medical Coding and Billing for Physician and Outpatient Services 3 credit hours (3:0:04)**

Study of classification and nomenclature systems with an emphasis on CPT® and HCPCs coding. The relationship between medical coding and provider reimbursement is introduced.

*Satisfies HIM 4110 for students enrolled in HIM prior to Fall 2017*

**Prerequisites:**

Pathopharmacology

HIM 3100

HIM 3120

HIM 3220.

**HIM 4130 Development and Implementation of Health Information Systems 3 credit hours (3:0:0)**

Exploration of the systems development life cycle and the methods, tools, and processes associated with analyzing, developing, and implementing healthcare information systems. *Satisfies HIM 4115 for students enrolled in HIM prior to Fall 2017*

**Prerequisites:**

HIM 3350

**HIM 4140 Healthcare Data Analysis 3 credit hours (3:0:0)**

Study of the tools, methods, processes and technologies associated with the collection, analysis, display, interpretation and management of healthcare data. Exploratory data applications such as data mining, benchmarking, and analysis of externally reported data are reviewed. *Satisfies HIM 4525 for students enrolled in HIM prior to Fall 2017.*

**Prerequisites:**

Statistics

HIM 3350

**HIM 4200 Budget and Finance for the Healthcare Setting 3 credit hours (3:0:0)**

Overview of healthcare finance including payer mix, bond rating, investment and capitalization, accounting principles, budget process, cost benefit analysis and other financial analysis tools.

**Prerequisites:**

HIM 3320.

**HIM 4420 HIM Statistics and Research 3 credit hours (3:0:0)**

Study of research process, methods, and procedures, and the analysis and interpretation of healthcare and population health data and statistics.

**Prerequisites:**

Statistics

HIM 3350

**HIM 4600 Leadership in HIIM****2 credit hours (2:0:0)**

Examination of selected professional practice problems in HIIM. Students will use scenario based and simulated situations to apply leadership skills. Critical thinking and problem solving are key components of this course. *Open to students enrolled in final semester of study*

**HIM 4650 Professional Practice Experience****4 credit hours (0:4:16)**

Completion of an individual project and participation in administrative, management, and problem solving activities associated with health information management in an acute- or non-acute healthcare setting under the supervision of qualified professionals. Requires project written report and an oral presentation. *Open to students enrolled in final semester of study*

**HIM 4675 Professional Practice Project****4 credit hours (4:0:0)**

Completion of a research-based project related to administrative, management, emerging technology, trends, and/or problem solving in health information management in acute or non-acute care setting. Requires project written report and an oral presentation  
*Open to students enrolled in Certificate of Degree prior to Fall 2017 and in final semester of study.*

**HIM 4710 Special Topics in Health Information Management****3 credit hours (3:0:0)**

Exploration of emerging issues or specialized content associated with health information management such as data and information governance..

**HIM 4720 Independent Study in Health Information Management 1-3 credit hours (1-3:0:0)**

Exploration of individual designed topics or problems in health information management that is arranged, planned, managed and supervised by a professor in conjunction with goals proposed by the student.

**Imaging Technology****IMT 301 - Health Care Systems****4 credit hours (4:0:0)**

This introductory course encompasses a policy and politics angle of health care's three persistent issues - access, cost and quality. The roles of patients, physicians, hospitals, insurers, and pharmaceutical companies will be established. The interaction between the government and these different groups will also be covered. Current national health care policy initiatives and the interests of class members will drive the class. In addition, this course is designed to inform the manager of key metrics that all employees are responsible for in which the manager must report. Topics include Customer Satisfaction, Employee Engagement, Safety, and financial outcomes. The importance of Dashboards and their expanded use for application of metric tracking will be addressed. Cross listed with HSC3001 (4 Credit Hours)  
IMT 301- Fulfills Written Communication 2

**IMT 302- Health Care Delivery****4 credit hours**

Introduces a broad overview of the concepts, theories and practices integral to the basic understanding of health care delivery in the United States. Topics focus on the various forms and function of the U.S. health care system including hospital care, health care education and personnel, financing health care, declining reimbursement rates, long term care, mental health, and public health. Various styles of effective leaders and workplace environments will be addressed. Cross listed with HSC3002 (4 Credit Hours) IMT 302-Fulfills Lifespan

**IMT 303- Healthcare Law, Regulation & Policy****4 credit hours**

This course provides an introduction to the political, legislative, and regulatory factors affecting the healthcare industry. It will include discussions of the healthcare political process, how healthcare policies are developed, passed and implemented, and how consumer protections are intertwined with public health policy. The Affordable Care Act and its impact on many sectors of healthcare will be a focus of this course.



Cross listed with HSC 3003 (4 Credit Hours) IMT 303- Fulfills Social Science

**\*\*IMT 304 – Strategic Communication** **4 credit hours**

This course provides students with the skills necessary to formally present in health care and other business settings. Appropriate forms of interpersonal communication and an overview of effective media use will be presented. Verbal and nonverbal communication will be explored. Students will have the opportunity to apply these principles in critiquing media and in producing visuals through computer graphics. Students will become versed in effective presentation utilizing speaking and computer aptitude. Students will design and present an effective presentation about a specific subject matter. (4 Credit Hours) IMT 304-Fulfills Speech (Cross listed with HSC3004)

**IMT 305 -Health Care Law and Ethics** **4 credit hours**

Students will Examine case law affecting health care administration. Included are subjects such as health care reimbursement, patient access to health care, organization and operation of the health care business. This course analyzes current ethical topics in healthcare delivery in the United States and their future impact on healthcare delivery. Cross listed with HSC 3005 (4 Credit Hours) IMT 305-Fulfills Humanities

**IMT 306 -Human Resources in Health Care Organizations** **4 credit hours**

This course introduces organizational structures and management roles. Students will cultivate an understanding of behavioral interviewing techniques as well as the peer interview processes. How to develop effective work performance goals and evaluations will be addressed. The importance of coaching and employee engagement along with appropriate measuring tools will be explored. Cross listed with HSC 3006 (4 Credit Hours) IMT 306-Fulfills Social Science

**\*\*IMT 307 - Global Impact of Radiant Energy and the Environment** **5 credit hours**

Foundation of Radioactive Energy and uranium mining's impact on energy as a resource. Analysis will focus on nuclear energy and its impact on environmental concerns such as soil, the water table and wind current as a carrier of destructive radiation. Comparisons will be made as a positive resource in comparison to cataclysmic global events that impact civilization. Cross listed with HSC 3007 (5 Credit Hours) IMT 307-Fulfills Physical Science

**IMT 308 -Advanced Medical Imaging Concepts** **4 credit hours**

This course will explore current trends in Diagnostic Imaging. Low dose metrics will be explored. Additionally, controversies regarding screening procedures, the effect of Digital Radiography and capital purchasing and their importance will be discussed. Cross listed with HSC 3008 (4 Credit Hours) IMT 308-Fulfills Humanities

**IMT 409-Advanced Medical Imaging** **4 credit hours**

This course will continue to explore advanced radiology practices prevalent in today's Diagnostic Imaging Community. Risk Management, Analysis of Ambulatory Imaging centers and reimbursement vs. cost analysis will be explored. In addition, billing and coding in diagnostic imaging as it relates to Medicare reimbursement will be addressed. Cross listed with HSC 4090 (4 Credit Hours) IMT 409-Fulfills Social Science

**IMT 411-Current Events in Healthcare** **4 credit hours**

The student will learn about how current events are shaping today's healthcare system. The dynamic landscape shaping leaders and the expectation of those they report to will be addressed. The challenges and benefits of a multigenerational work force will be explored. Cross listed with HSC 4110 (4 Credit Hours) IMT 411-Fulfills Social Science

**IMT 413-Interdisciplinary Roles in Healthcare** **4 credit hours**

Identify various roles of interdisciplinary teams with an emphasis on collaborative relationships with various healthcare providers. The importance of understanding informed decision making in the healthcare setting is explored. The roles and responsibilities of HealthCare Professionals will be defined. Cross listed with HSC 4130 (4 Credit Hours)

IMT 413-Fulfills Social Science

**IMT 418- Budget and Financial Stability of Healthcare Organizations 4 credit hours**

An effective overview to the application of overall financial management will be explored. The importance of budgeting daily, monthly and annually will be studied. A workload analysis will be presented in class. Cross listed with HSC 4180 (4 Credit Hours) IMT 418-Fulfills Math

**\*\*IMT 420- Teamwork Collaboration in Healthcare 4 credit hours**

This course places an emphasis on collaboration with other health professionals as a key strategy in successful healthcare delivery. Exploration of effective team building, conflict management and problem solving will be addressed. The course explores the challenging landscape of the future of healthcare. Different philosophical styles of leadership will be researched. Cross listed with HSC 4200 (4 Credit Hours) IMT 420-Fulfills Humanities/Philosophy

**\*\*IMT 430- Strategic Leadership (Capstone Project) 6 credit hours**

This course provides the student an opportunity integrate acquired knowledge of previous program courses. The student will be responsible for developing and applying a Capstone project by participating in the practical application of administration and management skills in the workplace setting. The student will be responsible for a project reflective of the required coursework of the entire program. Analysis of different management styles will be researched. Workplace management shadowing will be a component of this course. The Course Instructor must approve the Capstone project outline. (6 Credit Hours) IMT 430-Fulfills Humanities

\*\*IMT denotes Core Required Course

**IMT 311 Introduction to Radiography 0 credit hours**

This course is an introduction to imaging technology. The content is designed to prepare students for the upcoming educational studies and clinical experiences. Topics include policies and procedures of the program and radiology departments, medical terminology, introduction to imaging, equipment, radiation protection, safety measures, basic patient care methods, positioning principles, and roles of medical imaging professionals as members of the health care team.

**IMT 312 Principles of Radiation Protection 3 credit hours**

This course will acquaint the student with the principles of basic radiation protection practices including different sources of ionizing radiation and hazards involving the technologist, patient, and the general public. Proper protective measures will be introduced. Radiation monitoring and survey equipment are also presented. Application of radiation protection methods learned in the classroom are emphasized in clinical education courses.

**IMT 313 Ethical, Legal, and Physical Methods of Patient Care 3 credit hours**

This course will familiarize the student with basic concepts of techniques used in general patient care as it relates to Radiography. It will emphasize the radiographer's role in multiple clinical settings, emphasizing patient safety. It will also acquaint the student with the ethical and legal responsibilities of the radiographer as part of the health care team. Consideration for the physical and psychological needs of the patient and family will be reviewed and the art of effective communication explored. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions.

**IMT 315 Radiographic Procedures I 4.5 credit hours**

The student is introduced to positioning principles, terminology and topographical landmarks. Anatomy, pathology, positioning, proper patient care methods, and radiographic examinations of the thorax and abdomen, including GI contrast examinations are covered. Correlation of radiographs with positioning of the anatomical part for optimal diagnostic images, pathology identification, technique selection and radiation safety is explored.

**AH 310 Anatomy and Physiology – Skeletal****3 credit hours**

This course will provide the student with a complete understanding of the skeletal system. Bone development will also be covered. Identification of bony anatomy for the upper and lower extremities, thorax, vertebral column, pelvis and skull will be covered as well as function and articulation.

**IMT 316 Clinical Education I****3 credit hours**

Using the competency - based education model, students will be supervised with both direct and indirect supervision. Students will gain experience to become competent entry-level radiographers. Students will become acquainted with medical imaging procedures addressed in Procedures I coursework, appropriate patient care methods, radiation safety, technique selection, and equipment operation. The students will learn the importance of correct date, patient identification, and position markers on all radiographs. Image critique will include proper positioning and technical factors, collimation and shielding, and anatomic structures identified on completed images.

**IMT 321 Principles of Exposure I****3 credit hours**

This course is intended to educate the student in factors that affect radiographic exposures and the principles and devices involved in technique formation. Basic fundamentals of x-ray production and general radiographic and mathematical principles will be addressed. Basic tissue interactions with radiation, kVp, and milliamperage will be included. Clinical correlation of these principles through laboratory experience will be explored. This course focuses on the formulation of radiographic techniques based on established principles, formulas and conversions.

**IMT 325 Radiographic Procedures II****3 credit hours**

The student is introduced to positioning principles, terminology and topographical landmarks. Anatomy, pathology, positioning, proper patient care methods, and radiographic examinations of the upper and lower extremities are covered. Correlation of radiographs with positioning of the anatomical part for optimal diagnostic images and pathology identification, technique selection and radiation safety is explored.

**IMT 322 Radiographic Image Processing****3 credit hours**

This course is designed to acquaint the student with an understanding of the components and operating principles of image processing, basic maintenance and troubleshooting techniques. Radiographic image artifacts will be identified. Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Older imaging methods utilizing radiographic film and processing will be briefly highlighted.

**IMT 324 Cross Sectional Anatomy****3 credit hours**

This course is designed to introduce cross sectional anatomy including identification of vital anatomy and physiology presented through lectures and sample radiography. Radiographic anatomy of head, thorax, abdomen, and extremities will be presented.

**IMT 326 Clinical Education II****4.5 credit hours**

Building upon the competency - based education model, students will be supervised with both direct and indirect supervision. Students will continue to become acquainted with radiologic imaging procedures, appropriate patient care methods, radiation safety, technique formulation, and equipment operation. Students will complete clinical competencies and objectives taught in Procedures I relating to GI contrast studies and upper extremities. Image critique will include proper positioning and technical factors, collimation and shielding, and anatomic structures identified on completed images.

**IMT 321 Principles of Exposure II****3 credit hours**

This course is intended to educate the student in factors that affect radiographic exposures and the principles and devices involved in technique formation. Radiographic quality factors of contrast, density, detail, and distortion will be addressed. Beam restriction and radiographic grids will be introduced. Clinical correlation of these principles through laboratory experience will be explored. This course continues to focus on the formulation of radiographic techniques based on established principles, formulas and conversions.

**IMT 335 Procedures III** **3 credit hours**

Didactic and laboratory education continues with emphasis on the bony thorax and the vertebral column. Correlation of radiographs with positioning of the anatomical part for optimal diagnostic images and pathology identification, technique selection and radiation safety is explored while maintaining proper patient care and safety.

**IMT 336 Clinical Education III** **4 credit hours**

Building upon the competency - based education model, students will be supervised with both direct and indirect supervision. Students will continue to become acquainted with radiologic imaging procedures, appropriate proper patient care methods, radiation safety, technique formulation, and equipment operation. Students will complete clinical competencies and objectives taught in Procedures II and III relating to upper and lower extremity work, trauma extremities, pediatric chest and extremity work, and vertebral column. Clinical trauma shifts will be introduced. Image critique will include proper positioning and exposure factors, collimation and shielding, and anatomic structures identified on completed images.

**IMT 414 Radiographic Physics** **3 credit hours**

This course discusses the fundamental concepts of energy and measurements, atomic structure, electricity, and electromagnetism. It will also discuss circuitry panels, transformers, generators, rectifiers, and mathematical considerations of each. Quality assurance for specific equipment will also be addressed.

**IMT 415 Procedures IV** **3 credit hours**

The student studies advanced radiographic positioning including cranium and additional contrast studies. Many non-routine radiographic views are covered. Specialized radiographic procedures include radiography of selected anatomical systems and trauma radiography. Specialty modalities will also be identified. Correlation of radiographs for positioning of the anatomical part for optimal diagnostic images and pathology identification, technique selection and radiation safety while using proper patient care methods is addressed.

**IMT 412 Radiographic Imaging** **2 credit hours**

This course explores the basic principles of CR, DR, and PACS. The areas of tomography, computed tomography, magnetic resonance imaging and all specialty modalities are presented. A student researched project and presentation regarding Radiography will be required.

**IMT 416 Clinical Education IV** **4 credit hours**

Continuing to build upon the competency - based education model, students will be supervised with both direct and indirect supervision. Students will continue to familiarize themselves with radiologic imaging procedures, appropriate patient care methods, radiation safety, technique formulation, and equipment operation. Students will complete clinical competencies and objectives taught in all Procedures courses. Clinical trauma shifts will continue allowing the student to critically think and problem solve while in the clinical setting. Image critique will include proper positioning and technical factors, collimation and shielding, and anatomic structures identified on completed images.

**IMT 424 Radiation Biology** **2.5 credit hours**

This course deals with the effects of ionizing radiation on living tissue, radiation effects on cells and factors affecting cell response. Factors affecting biological responses are presented, including acute and chronic effects of radiation.

**IMT 425 Radiographic Procedures V** **3 credit hours**

The students study advanced radiographic procedures including specialized radiographic procedures, additional pediatric and trauma radiography. There will be correlation of radiographs with positioning of the anatomical part for optimal diagnostic images, pathology, technique selection and radiation safety, while confirming proper patient care method were used.

**IMT 422 Introduction to Quality Assurance** **2 credit hours**

This course is designed to acquaint students with Quality Assurance and Quality Control measures used

within a Radiology Department. Governing organizations, regulations, test tools and methods of application are explored. Fixed and variable kVp systems, AEC devices, and fluoroscopy equipment will all be addressed.

**IMT 421 Computer Applications in Radiography 2 credit hours**

This course gives the student a basic overview of specific content areas in Radiography. It affords the student the opportunity to complete an understanding of the basic concepts of medical imaging technology.

**IMT 423 Image Presentation and Evaluation 2 credit hours**

This course is intended to expand the necessary skills to determine a radiograph's acceptability and to learn to correct errors on the image. It is to accustom the student to be independently responsible for assessing radiographic images, and then presenting them to the class. This evaluation will be used to improve radiographs for future studies. Case studies will include chest, abdomen, contrast studies, extremity work, spine, ribs and skull work. Challenge work will also be assigned to increase the student experience.

**IMT 426 Clinical Education V 3 credit hours**

The final clinical course will continue to allow students to familiarize themselves with all aspects of radiologic imaging procedures, patient care methods using all appropriate safety measures and technical exposure applications to achieve professionalism in radiography. Students will complete clinical competencies and objectives taught in Procedures IV relating to cranial work and complete any other mandatory examinations required by the program. Terminal competencies assessing the students' progress will also be used. Students will completely review all phases of radiology previously learned and put them to practice during the clinical experience. Final competency exams will be performed as a conclusive evaluation of a student's clinical skills. Image critique will include everything necessary to be competent entry level radiography professionals.

**IMT 438 Registry Review 0 credit hours**

This provides a review of the major content areas appearing in the national certification examination. This course requires class participation, review of radiation protection, equipment operation and maintenance, image acquisition and evaluation, radiographic procedures, and patient care. Students will be given multiple content area examinations and multiple mock registry examinations and assignments based on those specific areas of concentration.

## **College of Nursing Undergraduate Nursing**

**TSS001 Transition Success Seminar 0**

This is a zero-credit, pass/fail course designed to facilitate academic success and promote retention for new BSN pre-licensure students. The focus is on the development and application of study skills required for college-level work, as well as the identification and minimization of barriers that impede individual student achievement. This course is taught using a combination of classroom presentation and discussion, small group activities, ongoing personal reflection, independent readings and assignments, guest speakers, and individual meetings with the Student Services staff.

**Course Requirement:**

Admission to the College of Nursing

**NUR 3233 Health Assessment 3 credit hours (2:1:0)**

This course focuses on the holistic health assessment of the client throughout the lifespan. Health promotion, primary and secondary prevention strategies are incorporated into the assessment process. Students will practice communication, interviewing and assessment skills in the laboratory setting. This course includes a clinical lab.

**Course Requirement:**

Admission to College of Nursing

**Corequisites:**

NUR 3140 Pathophysiologic Mechanisms

**NUR 3140 Pathophysiologic Mechanisms 3 credit hours (3:0:0)**

This course focuses on the pathophysiology, etiology, and associated clinical findings of selected diseases. Diseases include those selected, according to their prevalence. Clinical application of this knowledge is emphasized.

**Course Requirement:**

Admission to College of Nursing

**Corequisites:**

NUR 3233 Health Assessment I

**NUR 3141 Foundations of Nursing Practice 4 credit hours (2:1:1)**

The essential concepts of nursing and nursing practice are introduced. Core concepts introduced in this course include nursing process, therapeutic communication, critical thinking, professionalism, professional role, and standards of practice and performance. Foundational nursing skills and technologies required for safe and competent nursing care are developed. Students actively learn through classroom, Simulation Center, and clinical experience.

**Course Requirement:**

Admission to College of Nursing

**Prerequisites/Corequisites:**

NUR 3233 Health Assessment

NUR 3140 Pathophysiologic Mechanisms

**NUR 3240 Pharmacotherapeutics in Nursing 3 credit hours (3:0:0)**

This course focuses on the pharmacological interventions for selected diseases. Diseases include those identified, from the Healthy People 2020 objectives in accordance to their prevalence. Acquisition and clinical application of this core knowledge are emphasized.

**Prerequisites:**

NUR 3140 Pathophysiologic Mechanisms

**Corequisites:**

NUR 3233 Health Assessment

**NUR 3241 Adult Health Nursing I 5 credit hours (3:0:2)**

This course focuses on nursing and collaborative healthcare in the acute care setting. The concepts of health assessment, health promotion, pathophysiology and pharmacology will be integrated. Students continue to expand their foundation for the nursing care of adult clients. The nursing process, development of professional relationships, planning, and provision of care to adults with health alterations are emphasized in the class and clinical area.

**Prerequisites:**

NUR 3233 Health Assessment

NUR 3140 Pathophysiologic Mechanisms

NUR 3141 Foundations of Nursing Practice

**Pre or Corequisites:**

NUR 3233 Health Assessment

NUR 3240 Pharmacotherapeutics in Nursing

**NUR 4545 Women & Newborn Health Nursing 5 credit hours (3:0:2)**

This course focuses on the healthcare needs of the childbearing family in a variety of settings. The role and responsibilities of the professional nurse from conception to post-partum are the focus for discussion and experiences. Care of the newborn infant and common gynecological alterations are included. Clinical experience with the childbearing family occurs.

**Prerequisites:**

NUR 3240 Pharmacotherapeutics in Nursing

NUR 3241 Adult Health Nursing I

**NUR 4242 Ethics in Nursing****2 credit hours (2:0:0)**

This course explores theories, models and principles of ethical decision-making in nursing situations across the lifespan and in a variety of settings. Nursing and healthcare dilemmas are identified and analyzed. Critical and analytical thinking skills and the advocacy role of the nurse are emphasized.

**Prerequisites:**

NUR 3241 Adult Health Nursing I

**NUR 4225 Pediatric Health Nursing****5 credit hours (3:0:2)**

This course focuses on the healthcare of children and their families in acute, primary and community settings. Students gain knowledge of the comprehensive scope of healthcare for children and the role of the nurse. Core concepts and constructs include health promotion of the developing child, common variations of health parameters, and engagement with families and communities. Contemporary issues affecting the child and the family are discussed. Clinical experiences occur in pediatric focused healthcare sites.

**Prerequisites:**

NUR 3240 Pharmacotherapeutics in Nursing

NUR 3241 Adult Health Nursing I

**NUR 4440 Research in Nursing****2 credit hours (2:0:0)**

This course focuses on the research process and evidence based practices in nursing and their significance to nursing as a discipline and a profession. Emphasis is placed on understanding the nurses' role as a discriminating consumer of research, critiquing published nursing research, and utilizing research for continuous quality improvement in nursing practice. This course incorporates ethical, cultural, and collaboration issues in healthcare research.

**Prerequisites:**

Completion of all Level 1 courses

**NUR 4445 Mental Health Nursing****5 credit hours (3:0:2)**

The focus of this course is the role of the professional nurse in meeting the mental health and psychiatric needs of individuals, families and groups in their communities. Theoretical concepts related to client's biopsychosocial and cultural responses, mental health promotion, risk reduction, and multidisciplinary psychiatric illness management are explored. Clinical experiences promote development of self-awareness, effective communication techniques, and therapeutic use of self.

**Prerequisites:**

NUR 3240 Pharmacotherapeutics in Nursing

NUR 3241 Adult Health Nursing I

**NUR 4540 Gerontological Health Nursing****2 credit hours (2:0:0)**

This course focuses on healthy aging and the nursing care of older adults. Students explore physiological, functional, cognitive, affective, cultural, ethical and social aspects of the aging process. Research and theoretical perspectives related to nursing management of selected aspects of aging are examined.

**Prerequisites:**

Completion of all Level I Courses

**NUR 4145 Community and Population Focused Health****5 credit hours (3:0:2)**

This course includes health promotion and primary, secondary and tertiary prevention of health alterations as applied to the care of individuals, families and groups in the community. Family theory, family structure, and issues important to the family are discussed. Evidence-based nursing practice with groups and populations are emphasized. Community health and public health theories/frameworks including *Healthy People 2020* are addressed. Community assessment and collaboration with community partners are explored as essential components in community-based clinical decision-making. Community-based clinical experiences occur at a variety of settings. The role of the professional nurse in the promotion of family health and the prevention of disease is explored.

**Prerequisites:**

NUR 3240 Pharmacotherapeutics in Nursing

NUR 3241 Adult Health Nursing I

**NUR 4640 Leadership and Management in Nursing** **3 credit hours (3:0:0)**

This course focuses on the role of the professional nurse as a leader and manager. Orientation structures and leadership and management theories are examined. Healthcare economics, policy, and regulatory environment issues inherent in leadership and management are analyzed. Critical thinking, research, and decision making in diverse healthcare settings are discussed.

**Prerequisites:**

All NUR courses in Level 2

**Corequisites:**

NUR 4641 Adult Health Nursing II

**NUR 4641 Adult Health Nursing II** **5 credit hours (3:0:2)**

This course builds on the knowledge and skills developed in previous nursing courses. Adult Health Nursing II focuses on nursing and collaborative care of adult clients with complex health problems. Clinical management within acute, long-term or home care settings are incorporated. Clinical experiences integrate more complex knowledge and skills, and priority setting activities during nursing care.

**Prerequisites:**

All NUR courses in Level 2

**Corequisites:**

NUR 4640 Leadership and Management in Nursing

**NUR 4642 Professional Role Transition** **5 credit hours (2:0:3)**

This course is designed to assist students with transition to the professional nurse role through a preceptor based clinical experience. The focus of clinical practice is centered on the use of the nursing process, refinement/expansion of clinical skills, time management and priority setting skills, and consistent application of professional behaviors. This experience fosters professional socialization through the process of self-evaluation and self-directed professional development.

**Prerequisites:**

NUR 4640 Leadership and Management in Nursing

NUR 4641 Adult Health Nursing II

**NUR 4703 Nurse: Healer, Harlot, Handmaiden, Hero** **3 credit hours (3:0:0)**

Survey of the evolution and professionalization of the nurse role in light of cultural, faith-based and socio-political influences is conducted. Caring as a professional hallmark is discussed. Common perceptions of nurse and nurse role are examined and discussed as fact and fantasy. The components of nursing as an art are examined. \* Content fulfills a Humanities requirement

**NUR 4710 Health Promotion and Prevention** **3 credit hours (3:0:0)**

Health promotion and disease, illness and injury prevention of individuals across the lifespan, families, and communities are the foci of this course. Concepts examined include wellness, optimal health, epidemiology, and disease, illness and injury prevention. Students will address components of health, health promotions strategies and available resources to foster a healthy lifestyle.

**Prerequisite:** Admission to BSN for RN or RN-MSN program or consent of the College of Nursing Dean

**NUR 4720 Professional Values** **3 credit hours (3:0:0)**

Analysis and development of professional values and value-based behaviors are the foci of this course. Practice situation, issues or dilemmas are analyzed utilizing a professional ethical framework. Students will select a professional practice issue or dilemmas arising from their scope of practice, critique the literature relate to it, analyze the situation, and design proposal to resolve.

**Prerequisite:** Admission to BSN for RN or RN-MSN program or consent of the College of Nursing Dean

**NUR 4730 Health Information Management Systems** **3 credit hours (3:0:0)**

Patient care technology and technological supports for patient care are the major foci of this course. Information systems that promote a safe environment for patients and healthcare workers will be explored. Systems that provide data about quality of care, quality improvement, and required regulatory reporting will be examined. The student's major product for this course will focus on information systems as related to



nursing workload, quality improvement, resource utilization, and/or data management (Cross listed with HIIM 3110)

**Prerequisite:** NUR 4710 and NUR 4720

**NUR 4740 Evidence Based Practice 3 credit hours (3:0:0)**

Scholarship in this course incorporates the identification of practice issues; appraisal and integration of evidence, and evaluation of outcomes. Students will complete the Protection of Human Subjects Training through the National Institute of Health. Students will integrate reliable evidence within their practice as they examine a current policy or procedure related to their setting.

**Prerequisite:** NUR 4710, NUR 4720, NUR 4730

**NUR 4750 Organizational System Leadership 3 credit hours (3:0:0)**

The role of the nurse in organizational and systems leadership, quality improvement, and safety within the patient care setting is the foci of this course. Quality improvement concepts, processes, and outcome measures are used to evaluate the practice environment. The student's major product for the course focuses on creative strategies to promote a system change.

**Prerequisite:** NUR 4710, NUR 4720, NUR 4730

**NUR 4760 Healthcare Policy, Finance, and Regulatory Environments 3 credit hours (3:0:0)**

This course covers key concepts in the formulation and implementation of health policy and regulatory affairs on quality and cost effective healthcare for individuals and populations. The course includes an overview of financing of healthcare, policy analysis skills, and the ethical and regulatory concepts that govern healthcare in the US.

**Prerequisite:** NUR 4710, NUR 4720, NUR 4730

**NUR 4770 RN Capstone Project 3 credit hours (3:0:0)**

As a culminating experience, this course addresses incorporation of one's new knowledge and skills in the student's career management. Strengthening skills in issue analysis, project management, and quality improvement relevant to nursing's scope of practice is emphasized. Students will develop a practiced-based quality improvement project which integrates knowledge and skills acquired across their baccalaureate education.

**Prerequisite:** NUR 4710, NUR 4720, NUR 4730, NUR 4740, NUR 4750, NUR 4750, NUR 4760

**NUR 4905 Adolescent Health Nursing 2 credit hours (2:0:0)**

This course examines the health and wellness of adolescents (ages 13-19) from a holistic perspective. It explores adolescent development, health promotion and disease prevention, risk assessment, clinical intervention, and evidence-based practice as it relates to adolescent health. This elective offers the student an opportunity to build on beginning knowledge developed in previous clinical experiences and/or life science courses.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4911 Complimentary Alternative Medicine in Nursing 2 credit hours (2:0:0)**

This course introduces the nursing student to the healing modalities within the field of complementary and alternative medicine. It presents historical and theoretical foundations of medical systems such as Traditional Chinese Medicine, Chiropractic, and naturopathy and their integration and utilization by patients and practitioners in Western health care systems, as well as folk healing practices within medical systems. Concepts introduced include: whole medical systems, healing environments, therapeutic interventions, including mind-body integration, biologically based therapies, manipulative (body-based) practices, and energy therapies applicable to nursing practice. Health implications for CAM modalities, nursing assessment of CAM practices, and CAM interventions utilized in nursing practice are discussed. A site visit to a CAM practice center will be part of this course.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4915 Critical Reasoning for Nurses****2 credit hours (2:0:0)**

Explore the many skills, qualities and attitudes required for the art of thinking. In this course, students will develop a disciplined process for problem solving using nursing scenarios. Through games, small group exercises, simulation and self-critique, students will gain a clear understanding of their own strengths and weaknesses in this cognitive process and will learn how to approach all types of application and analysis questions, in preparation for the NCLEX examination and the world of nursing

**NUR 4920 Cultural Diversity in Health and Illness****2 credit hours (2:0:0)**

This course is intended to promote an awareness of the dimensions and complexities involved in caring for people from diverse cultural backgrounds. The concepts of culture, ethnicity, religion, socialization, cultural competence and cultural care will be introduced. The process of becoming culturally competent is learned through understanding personal heritage, heritage of others, health care beliefs and practices among selected populations and the health care delivery system.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4935 EKG Interpretation****2 credit hours (2:0:0)**

This course is designed to prepare students to care for patients being monitored for cardiac dysrhythmias. Anatomy and physiology of the conduction system, identification of basic dysrhythmias, and the corresponding treatment modalities will be presented. Practice interpreting EKG strips will facilitate application to clinical situations. In addition, the human patient simulator will be used to facilitate course objectives.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4940 Palliative Care****2 credit hours (2:0:0)**

This course is designed to provide a basic framework for understanding symptom management for palliative and end of life care. We will introduce and facilitate the students in discussions with grief, loss and palliative and end of life issues. The students will be prepared to function in setting where communication skills are utilized to provide spiritual and psychosocial support to persons and their families. This course is intended to help the student prevent and relieve suffering, enhance patient comfort, and quality of life related to chronic illnesses and the dying process throughout the lifespan.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4941 Nutrition Essentials for Nursing Practice****2 credit hours (2:0:0)**

This course focuses on why and how nutrition is important to nurses in all settings. It will also highlight health promotion topics across the lifespan. Lastly, nutrition therapy will be discussed related to certain disease processes.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4945 Nurse As Advocate****2 credit hours (2:0:0)**

This course examines the role nurses play as advocates. It explores how the nurse advocates for the patient and nursing advocacy within the organization, community and at the local, state and federal level. This elective will offer students the opportunity to enhance their understanding of their role as advocates in health care and through political action.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4950 Independent Study in Nursing****1–3 credit hours (TBD)**

The student has the opportunity to select a special topic for in-depth study. The student is responsible for identification of objectives, implementation of methodology, outcome criteria and methods and tools for evaluation.

**Prerequisite:**

Consent of College of Nursing Dean

**NUR 4955 Stress and Health 2 credit hours (2:0:0)**

This course focuses on theoretical concepts and evidence based nursing practice related to the management of stress and illness issues.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4960 Global Perspectives in Healthcare through Service Learning 2 credit hours (1:0:1)**

(Undergraduate or Graduate Elective)

This course includes nursing assessment and health promotion within the context of a community and identifying needs common to the people within it. Students are given opportunities to learn about healthcare delivery in the context of cultural, familial, socio-economic, and religious systems. Health promotion and nursing intervention will be provided with a holistic perspective on health. Community service sites vary. Students are responsible for the costs incurred with transportation associated with the course.

**Prerequisite:**

Successful completion of Level 1 courses or RN status

Personal healthcare coverage

Vaccinations required for travel

Ability to travel to intercontinental and international destinations

Consent of the College of Nursing Dean Chief Academic Officer, or Vice President of Academic Affairs

**NUR 4965 Substance Abuse 2 credit hours (2:0:0)**

The study of issues arising from the intentional and inadvertent abuse or misuse of drugs both legal and illegal incorporating the physical, psychological and legal implications of such behaviors. Emphasis will be placed on the theories of causation and treatment modalities employed in the care of patients. Scientific theories related to the causes and treatment for abuse/misuse of substances commonly described as recreational drugs (hallucinogens, marijuana, inhalants, cocaine), prescription drugs (opioids, CNS depressants, stimulants, steroids) and non-prescription, herbal substances and OTC drugs (alcohol, Tobacco, caffeine).

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4970 Perioperative Nursing 2 credit hours (2:0:0)**

This course introduces the undergraduate nursing student to the perioperative specialty. The focus will be on the care of surgical patients before, during, and after surgery. This course will build upon the content learned in the Health Assessment, Pathophysiology, Pharmacology, and Adult Health I courses. Students will learn the specialized needs and considerations of the patient undergoing surgery. This elective will allow students to explore their interest in perioperative nursing as a specialty. Course value: 2 semester hours

**Prerequisite:**

Level 1 courses

**NUR 4971 Pediatric Oncology 2 credit hours (2:0:0)**

Exploring the role of the pediatric nurse in caring for children with cancer. Will discuss pediatric cancers, chemotherapy administration & side effects, pediatric oncology emergencies, stem cell transplant, & survivorship. Will involve student teaching presentations, simulation, & debate.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4985 Urban Nursing 2 credit hours (2:0:0)**

This course examines the specialized care of urban dwellers from a nursing perspective.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**NUR 4990 Horizontal Violence****2 credit hours (2:0:0)**

This course addresses issues of horizontal violence that the professional nurse encounters in the workplace. This course explores theories of causation, types of behaviors that constitute horizontal violence, and techniques of responding effectively to the behavior. Case studies, communication exercises and other techniques are practiced to prevent and respond to a culture of horizontal violence.

**Prerequisite:**

Level 1 courses or 3 terms of E/W BSN program

**Health Sciences Electives****Course Credits Code** (Theory credit: Lab credit: Clinical credit)**HSC 2700 Pathopharmacology****4 credit hours (4:0:0)**

An introduction to the general disease process. Stress is placed upon the occurrence of disease, the signs and symptoms of disease, the test values and findings of disease, and the therapeutic treatment of disease.

**HSC 3001 - Health Care Systems****4 credit hours (4:0:0)**

This introductory course encompasses a policy and politics angle of health care's three persistent issues - access, cost and quality. The roles of patients, physicians, hospitals, insurers, and pharmaceutical companies will be established. The interaction between the government and these different groups will also be covered. Current national health care policy initiatives and the interests of class members will drive the class. In addition, this course is designed to inform the manager of key metrics that all employees are responsible for in which the manager must report. Topics include Customer Satisfaction, Employee Engagement, Safety, and financial outcomes. The importance of Dashboards and their expanded use for application of metric tracking will be addressed. \*Content fulfills a Written Communication II course requirement

(CROSS LISTED COURSE W/ IMT 301)

**HSC 3003 - Healthcare Law, Regulation & Policy****4 credit hours (4:0:0)**

This course provides an introduction to the political, legislative, and regulatory factors affecting the healthcare industry. It will include discussions of the healthcare political process, how healthcare policies are developed, passed and implemented, and how consumer protections are intertwined with public health policy. The Affordable Care Act and its impact on many sectors of healthcare will be a focus of this course. (CROSS LISTED COURSE W/ IMT 303)

\*Content fulfills a Social Science course requirement

**HSC 3004 – Strategic Communication****4 credit hours (4:0:0)**

This course provides students with the skills necessary to formally present in health care and other business settings. Appropriate forms of interpersonal communication and an overview of effective media use will be presented. Verbal and nonverbal communication will be explored. Students will have the opportunity to apply these principles in critiquing media and in producing visuals through computer graphics. Students will become versed in effective presentation utilizing speaking and computer aptitude. Students will design and present an effective presentation about a specific subject matter.

(CROSS LISTED COURSE W/ IMT 304)

\*Content fulfills a Speech Communication course requirement

**HSC 3006 – Human Resources in Health Care Organizations****4 credit hours (4:0:0)**

This course introduces organizational structures and management roles. Students will cultivate an understanding of behavioral interviewing techniques as well as the peer interview processes. How to develop effective work performance goals and evaluations will be addressed. The importance of coaching and employee engagement along with appropriate measuring tools will be explored.

(CROSS LISTED COURSE W/ IMT 306)

\*Content fulfills a Social Science course requirement

**HSC 4110 – Current Events in Healthcare 4 credit hours (4:0:0)**

The student will learn about how current events are shaping today's healthcare system. The dynamic landscape shaping leaders and the expectation of those they report to will be addressed. The challenges and benefits of a multigenerational work force will be explored.

(CROSS LISTED COURSE W/ IMT 410)

\*Content fulfills a Social Science course requirement

**HSC 4130 – Interdisciplinary Roles in Healthcare 4 credit hours (4:0:0)**

Identify various roles of interdisciplinary teams with an emphasis on collaborative relationships with various healthcare providers. The importance of understanding informed decision making in the healthcare setting is explored. The roles and responsibilities of HealthCare Professionals will be defined.

(CROSS LISTED COURSE W/ IMT 413)

\*Content fulfills a Social Science course requirement

**HSC 4180 – Budget and Financial Stability of Healthcare Organizations 4 credit hours (4:0:0)**

An effective overview to the application of overall financial management will be explored. The importance of budgeting daily, monthly and annually will be studied. A workload analysis will be presented in class.

(CROSS LISTED COURSE W/ IMT 418)

\*Content fulfills a Math course requirement

**HSC 4200 Teamwork Collaboration In Healthcare 4 credit hours**

This course places an emphasis on collaboration with other health professionals as a key strategy in successful healthcare delivery. Exploration of effective team building, conflict management and problem solving will be addressed. The course explores the challenging landscape of the future of healthcare.

Different philosophical styles of leadership will be researched. (4 Credit Hours)

CROSS LISTED COURSE W/ IMT 420

IMT 420-Fulfills Humanities/Philosophy

**HSC 4701 Practical Statistics for Healthcare Professionals 3 credit hours (3:0:0)**

The development of elementary statistical literacy is the focus of this course. It emphasizes the vital and pervasive role of assessment of statistical evidence in health care in the 21st Century. The student is introduced to major concepts and tools for collecting, analyzing and drawing conclusions from data. Concepts examined include the structure of data sets, presenting data, descriptive and inferential statistics, confidence intervals, and tests of significance, correlation, regression, and analysis of variance.

**Prerequisite:** The completion of college level math course, or consent of the Dean/Program Director.

\*Content fulfills a Math or a Statistics course requirement

**HSC 4702 Lifespan Developmental Psychology 3 credit hours (3:0:0)**

Human development from childhood and adolescence through older adulthood is the focus of this course. Students will explore the normal growth and milestones achieved in the physical, cognitive, social and emotional systems. Students will analyze the implications of age and stage relevant to health care.

\*Content fulfills a Lifespan Development or Social Science course requirement

**HSC 4709 Introduction to Computers and Information Systems in Healthcare 3 credit hours (3:0:0)**

Designed to provide the student with a fundamental understanding of actual hands-on experience with the most commonly used software applications in spreadsheets, presentation graphics, word processing, and databases. Students will explore concepts of the Internet and health information, electronic data transfer, technology assisted communication, as well as differentiate and discuss information access, use and privacy concerns that are specific to healthcare. Students will apply knowledge and analyze the appropriate use of various software programs in the role of the healthcare professional and within the healthcare setting. \*Content fulfills a Computers course requirement

## Graduate

**Prerequisite** — A course required to be taken before another course.

**Corequisite** — A course required to be taken simultaneously with another course.

**Course credits code** — (Theory credit: Lab credit: *Clinical credit*)

## Graduate Nursing

**Course Credits Code** (Theory credit: Clinical/Lab credit: Clinical/Lab contact hours)

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### **NRG 5000 Theoretical Foundations of Nursing Practice** **3 credit hours** **(3:0:0)**

Theoretical frameworks of nursing are examined and critiqued. The evaluation of theory from social, behavioral, organizational and biological sciences are related to nursing practice. Content incorporates nursing theory development from an historical perspective. Emphasis is placed on the analysis of theory and its application to clinical practice.

**Course requirement:**

Admission to MSN program

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### **NRG 5002 Health Care Delivery** **3 credit hours** **(3:0:0)**

This course surveys healthcare services across the healthcare continuum. The impact of healthcare policy, organization of healthcare delivery systems, and healthcare economics and finance are discussed in relation to the consumer, provider, and policy makers. Students think critically about and discuss health and health care within traditional and emerging delivery practices and paradigms.

**Course Requirement:**

Admission to MSN Program

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### **NRG 5005 Evidence Based Practice for Advanced Nursing Practice** **3 credit hours (3:0:0)**

The focus of this course is the appraisal and utilization of evidenced based research and practice standards or guidelines in advanced nursing practice. Building on undergraduate courses, this course deepens understanding of the research process, interpretation of research outcomes, and the creation of a culture of evidence based practice.

**Course Requirement:**

Admission to MSN Program

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### **NRG 5006 Applied Leadership for the Advanced Nursing Role** **credit hours ( : : )**

This survey course addresses the foundation of contemporary leadership with special attention to emerging approaches, styles, and strategies utilized by the nurse in an advanced role. Topics include: managing conflict, organizational structure, mission/vision/philosophy/value development, understanding group dynamics and power structures, budgeting, marketing, and cost/benefit analysis. Theoretical framework discussions will aid the student in understanding the incorporation of covered topics into practice.

**Prerequisites:**

All MSN core and clinical/business core courses.

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### **NRG 5101 Advanced Health and Physical Assessment** **3 credit hours (3:0:0)**

This course addresses the knowledge and skills associated with assessing all aspects of the patient's health status. Health assessment, health risk analysis, and health protection are emphasized. Differentiation and interpretation of normal and abnormal findings, and selected laboratory techniques are included.

**Prerequisites:**

NRG 5000

NRG 5002

NRG 5102

NRG 5103

**Corequisite:**  
NRG 5105

**NRG 5102 Advanced Pathophysiology 3 credit hours (3:0:0)**

Building upon students' foundational knowledge regarding anatomy, physiology, and basic pathophysiology, pathophysiological content at the cellular, tissue, organ and system levels are related to alterations in homeostasis in humans. Cellular dynamics, bodily defense mechanisms and organ system mechanisms are explored. Frequently encountered primary care conditions are used to illustrate pathologic concepts.

**Course Requirement:**  
Admission to MSN program

**Corequisite:**  
NRG 5000

**NRG 5103 Advanced Pharmacology 3 credit hours (3:0:0)**

The advanced study of the pharmacotherapeutics of select drug groups commonly employed in the management of health and illness occur in this course. Emphasis is placed on synthesis of pharmacokinetic and pharmacodynamic principles for the prevention and treatment of acute and chronic illnesses commonly seen in primary care practices. Students acquire advanced knowledge as a foundation for prescribing and monitoring pharmaceutical and alternative therapeutic agents.

**Prerequisite:**  
NRG 5102

**Corequisite:**  
NRG 5002

**NRG 5105 Advanced Health and Physical Assessment Lab and Skills Intensive 2 credit hours (2:0:0)**

This course is the Simulation Center component of NRG 5101. It provides the opportunity to practice assessment techniques and interpret clinical findings, as well as introduces the student to advanced clinical skills commonly utilized in primary care clinical practice. Principles and practices of health education and diagnostic test selection, and the interpretation of results, are addressed. This lab includes simulation center activities.

**Prerequisites:**

NRG 5000  
NRG 5002  
NRG 5102  
NRG 5103

**Corequisites:**  
NRG 5101

**NRG 5201 Informatics and Healthcare Technologies 3 credit hours (3:0:0)**

This course focuses on developing and understanding concepts relevant to health care technologies, nursing informatics, and the use of computerized health information systems and applications that support clinical and administrative decision making.

**Course Requirement:**  
Admission to MSN Program

**Corequisite:**  
NRG 5000

**NRG 5202 Advanced Leadership and Management 3 credit hours (3:0:0)**

This course focuses on development of leadership and management skills applicable for nurse administrators. Organizational health and leadership from within are explored as foundations for understanding politics, power, and decision-making within institutions. Concepts addressed in this course include systems thinking, change theory, high performance teams, high reliability organizations, and relationship management.

**Prerequisites:**

NRG 5000

NRG 5201

**Corequisite:**

NRG 5002

**NRG 5203 Business Communication 3 credit hours (3:0:0)**

Exploration of the theories and principles of communication and skill development in professional communication within the workplace occur within this course. Focus includes social, technical, and report writing; feature and media communication, and proficiency in professional presentations.

**Course Requirements:**

Admission to MSN Program

**NRG 5204 Economics and Finance 3 credit hours (3:0:0)**

Analysis and evaluation of classical and modern economic theory, principles and procedures applicable to the healthcare delivery system are addressed. Survey of financial concepts related to healthcare administration for nurse managers provide an understanding of cost analysis, project management, operational and strategic planning, and forecasting techniques. Policy information and implications are discussed.

**Prerequisites:**

NRG 5000

NRG 5002

NRG 5005

NRG 5201

NRG 5202

NRG 5203

**\*\*NRG 5501 Human Resources Management 3 credit hours (3:0:0)**

This course explores the knowledge and skills required for effective and strategic management of an institution's workforce. Concepts such as recruitment and selection, orientation and training, performance appraisal, compensation and rewards, and disciplining and termination of employees are examined. Human resource development, conflict resolution, compliance with employment and labor laws, and the impact of collective bargaining units are addressed. Strategic initiatives such as workforce planning, talent management, and succession planning are explored. Challenges such as managing organizational cultures, transformational change, re-engineering, and mergers and acquisitions are discussed.

**Prerequisites:**

NRG 5000

NRG 5002

NRG 5201

NRG 5202

**Corequisite:**

NRG 5005

**\*\*NRG 5502 Strategic Planning & Operations Management 3 credit hours (3:0:0)**

This course examines theories, models, principles and best practices related to strategic and operational planning to facilitate managerial decision-making. Visionary thinking and change management are addressed.

**Prerequisites:**

NRG 5000

NRG 5002

NRG 5201

NRG 5202

NRG 5005



NRG 5203

**\*\*NRG 5503 Quality, Utilization, & Outcomes Management**

**3 credit hours**

**(3:0:0)**

This course explores theories and methods related to utilization and outcomes management for quality improvement in healthcare. Concepts include improvement science, patient safety and quality, health care metrics, evidence-based practice, and translation research.

**Prerequisites:**

NRG 5000  
NRG 5002  
NRG 5201  
NRG 5202  
NRG 5005  
NRG 5203

**Health Systems Leadership Residency**

The HSL Residency provides the student with opportunities for implementation of leadership and management strategies. Each student will select a healthcare system area of focus. Credit distribution occurs through the allocation of residency time in NRG 5505 (1.5 SH), 5506 (1.5 SH), and 5507 (2 SH). The Intensive HSL Residency includes a series of integrative seminars.

**Prerequisites:**NRG 5000

NRG 5002  
NRG 5201  
NRG 5202  
NRG 5501

**NRG 5601 Clinical Management for Nurse Educators**

**3 credit hours**

**(2:1:4)**

This course focuses on selected common acute and chronic health problems found throughout the body systems of adults. Health promotion, health risk reduction, and health alteration management are integrated into the plan of care for individuals using critical thinking and clinical decision making strategies.

**Prerequisites:**

NRG 5101/5105

**Corequisite:**

NRG 5601R  
NRG 5005

**NRG 5602 Teaching and Learning in Nursing Education**

**3 credit hours**

**(3:0:0)**

Focus is upon selected teaching and learning theories with application to nursing education. Examination of adult learning concepts with teaching strategies and tools that facilitate adult learners' preferred learning styles occurs. Innovative classroom and clinical teaching strategies, trends and issues in nursing education including technology and the role of the nurse educator will be explored.

**Prerequisites:**

NRG 5601/5601R

**Corequisite:**

NRG 5602R

**NRG 5603 Curriculum Development in Nursing Education**

**3 credit hours**

**(3:0:0)**

The curriculum development process will be the focus of this course including an examination of the history of curricula development in nursing education. Innovative approaches to nursing curricula will be explored including creative techniques for web-enhanced and online course development.

**Prerequisites:**

MSN Core and Clinical Core Courses

NRG 5602

NRG 5606

**Corequisite:**

NRG 5608

**NRG 5604 Evaluation and Testing in Nursing Education **3 credit hours****

**(3:0:0)**

This course will focus primarily on classroom and clinical assessment techniques such as test development, interpreting test results, and evaluating performances in the simulated laboratory and clinical areas. Philosophical and ethical issues in assessment and evaluation will be discussed. Program and institutional assessment and evaluation will also be explored.

**Prerequisites:**NRG 5601/5601R

**Corequisite:**

NRG 5602

**NRG 5606 Legal and Ethical Issues in Nursing Education **1 credit hour****

**(1:0:0)**

This course involves the examination of power and influence as a teacher, application of ethical and moral reasoning and behaviors in the practice of teaching. It also encompasses exploration of higher education law, commonly encountered legal issues and challenges and the implication of these on the practice of teaching.

**Prerequisites:**

MSN Core and Clinical Core Courses

NRG 5602

NRG 5604

NRG 5602R

**Nurse Educator Residency**

This Nurse Educator Residency will provide students with classroom and clinical experiences for implementation of the role of a nurse educator. Students will choose their clinical specialty area for the residency. Credit distribution occurs through the allocation of residency time in 5601R (1 SH), 5602R (0.5 SH), 5607 (1 SH), 5608 (1.5 SH) and NRG 5609 (1.5 SH). The final NE Intensive Residency (NRG 5609), includes a series of integrative seminars.

**NRG 5701 APN Management of Adult Health I **3 credit hours****

**(3:0:0)**

Knowledge of physiology, pathophysiology and pharmacotherapeutics will be expanded and related to specific health alterations. Concepts of health promotion, risk reduction and disease prevention are incorporated into each system examined. Critical thinking and clinical reasoning for primary care management of health and common health alterations is examined as related to neurologic. Skill development include, Residency experiences (NRG 5701R for 120 hours) focus on refining health assessment and differential diagnosis skills, establishing therapeutic relationships with clients, and managing common acute and chronic health alterations are completed.

**Prerequisite:**

NRG 5101/5105

**Corequisite:**

NRG 5701R

**NRG 5702 APN Management of Adult Health II **3 credit hours****

**(3:0:0)**

Knowledge of physiology, pathophysiology and pharmacotherapeutics will be expanded and related to specific health alterations. Health promotion, risk reduction and disease prevention are incorporated into each system examined. Critical thinking and clinical reasoning for primary care management of health and common health alterations are examined for these systems: integument, sensory, renal, musculoskeletal and immune. Common communicable and infectious diseases as well as common mental health alterations

seen in primary care are addressed. Skill development included. Residency experiences (NRG 5702R for 120 hours) are completed with the focus on planning, monitoring and managing common acute and chronic health alterations.

**Prerequisite:**

NRG 5701

NRG 5701R

**Corequisite:**

NRG 5702R

**NRG 5704 APN Management of Women's Health**

**3 credit hours**

**(3:0:0)**

This course continues to build a holistic primary care approach to the management of women's health across the lifespan. Topics include: system health alterations common in women, gynecological and reproductive, fertility management, preconception and prenatal care. Skill development included: Residency experiences (NRG 5704R for 120 hours) are completed with the focus of health assessment, differential diagnosis, and managing common acute and chronic health alterations experienced by women.

**Prerequisite:**

NRG 5702

NRG 5702R

**Corequisite:**

NRG 5704R

**NRG 5705 APN Management of Pediatric & Adolescent Health**

**3 credit hours**

**(3:0:0)**

This course addresses a holistic primary care approach to the management of children and adolescents. Significant emphasis is placed on family systems theory, anticipatory guidance, and developmental milestone assessment. Topics include: family assessment, developmental and behavioral screening, physical system evaluations, and management of common acute and chronic health alterations seen in children and adolescents. Skill development included. Residency experiences (NRG 5705R for 120 hours) focus on health promotion, risk reduction, and managing common acute and chronic health alterations experienced by children and adolescents.

**Prerequisite:**

NRG 5702

NRG 5702R

**Corequisite:**

NRG 5705R

**NRG 5706 APN Management of the Geriatric Population**

**credit hours ( : : )**

This course addresses a holistic, primary care approach to the management of the older adult. Emphasis will be placed on guidance of the patient toward healthy aging while exploring the underlying pathologic issues encountered by the aging adult. Students explore physiological, functional, cognitive, affective, cultural, ethical and social aspects of the aging process. Research and theoretical perspectives related to the medical management of selected aspects of aging are examined. Skills development included. Residency experiences: (NRG 5706 R for 120 hours) focus on health promotion, risk reduction, and managing acute and chronic health alterations experienced by the aging adult.

**NRG 5710 APN Role Transition**

**3 credit hours (3:0:0)**

The process of socialization to the role of APN continues. During this course, students examine the bodies which influence or control APN practice as well as ways they can influence the health care system. Professional issues such as provider-patient relationships, collegial relationships with other health care providers, organizational structures which promote and inhibit role performance, and health care policy and activism are explored. Legal and ethical considerations of APN practice and business practices associated with the role are examined.

**Prerequisite:**

NRG 5704/5704R

NRG 5705/5705R (for FNP students)  
NRG 5706/5706R (for AGNP students)

**Corequisite:**

NRG 5720R

**APN Residency**

The Nurse Practitioner Residency provides the student with opportunities to implement the nurse practitioner role. Each student will select a health care practice site for NP clinical skill refinement and role fulfillment. Credit distribution occurs through the allocation of residency time in NRG 5701R (2 SH), 5702R (2 SH), 5704 (2 SH), 5705R (2 SH), NRG 5706R (2 SH), and NRG 5720R (3 SH) as delineated by the program.

**NRG 5900 Independent Study in Nursing** **1-3 credit hours (1-3:0)**

In-depth study of various topics relevant to nursing administration, education and clinical practice areas.

**Course Requirement:**

Graduate student standing and Consent of Dean of Nursing

**NRG 7102 Role of the DNP** **credit hours (3:0:0)**

This is a course in which the Doctor of Nursing Practice (DNP) degree and its value in the health care arena are examined. Exploration of concepts and issues common to advanced practice nurses who are focused on Urban Health or Policy/Regulation in contemporary health care organizations. The course introduces content and extends knowledge about a variety of roles which the DNP fulfills. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

Admission to the DNP Program

**NRG 7103 Urban Health** **credit hours (3:0:0)**

Urban Health will examine environmental health risks related to chemical, biological, social, and physical exposures to urban dwellers. Focus is placed upon health determinants, vulnerable populations, underserved populations, and barriers to healthcare. Analysis of social, cultural, generational, and ecological influences on urban healthcare and healthcare delivery systems occurs. Innovative and integrative population and disease management care models within the urban setting are created. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7102

**NRG 7202 Informatics** **credit hours (2:0:0)**

Informatics will build the knowledge and skills related to information systems and technology essential for providing leadership in healthcare delivery. Emphasis will be on the use of information systems and technology to manage healthcare delivery systems, evaluate patient and system outcomes, and assess population needs. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7103

**NRG 7203 Epidemiology & Biostatistics** **credit hours (3:0:0)**

This course explores epidemiological principles, concepts, and procedures used in the surveillance and investigation of determinants and distribution of health and disease in populations. Concepts that pertain to clinical practice including implications for screening, prevention, and disease control will be examined. Emphasis is placed on basic concepts of biostatistics, appropriate summaries and displays of data, and the use of classical statistical approaches to describe the health of populations. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7202

**NRG 7204 DNP Project I** **credit hours (0.5:0:0)**

DNP Project I will introduce the scholarly DNP project and guide the student in identification of a problem, concern, or phenomenon of interest within the relevant focus area of Healthcare Policy or Urban Health for their project. The meaning of scholarship will be discussed. Concepts related to evidence-based practice will be reviewed with an emphasis on patient and systems outcomes. The purpose and structure of project development will be presented.

**Prerequisites:**

NRG 7103

**NRG 7205 DNP Practicum I credit hours (0:0:0.5)**

DNP Practicum I includes a self-directed analysis of extant knowledge, skills, and competencies which is shared with the practicum advisor. This analysis serves as the basis for a personalized practice enhancement plan. Engagement in 50 hours of the negotiated skill enhancement will occur.

**Prerequisites:**

NRG 7102

**NRG 7302 Population Health credit hours (2:0:0)**

Theories and principles of population and global health are explored with a focus on current and evolving U.S. healthcare trends. Population impacts of overpopulation, environmental degradation, migration, world travel, bioterrorism, violence, emergency preparedness and war are discussed. A global health perspective and the complex interactions between economy, ecology, geography, politics, and culture are utilized in the construction and implementation of global health initiatives. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7203, 7204, and 7205

**NRG 7303 Leadership, Economics & Finance credit hours (3:0:0)**

Organizational and systems leadership are critical for nurses in advanced nursing practice. Leaders assess the value and effectiveness of healthcare interventions and organizational systems. Cost effectiveness and benefit of therapies in healthcare delivery will be examined. Skills learned include promotion of patient health and safety, excellence in practice, improvement of patient outcomes and practice management. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7302

**NRG 7304 DNP Project II credit hours (1:0:0)**

This course builds on NRG 7204 DNP Project I. Translational research as a concept and essential component to advancing nursing practice is addressed. During this course, students complete the literature search begun in NRG 7304 DNP Project I. The integrated review of literature will be completed and the integrated literature report will be written during this semester. In addition, the DNP project proposal will be written and submitted for IRB review. Students will have 100 hours of residency during this course for clinical application of the project. Assignments will be specific to the student's area of focus: Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7203, 7204 and 7205

**NRG 7401 Nursing Policy, Regulation and Public Protection credit hours (2:0:0)**

This course provides the learner with the foundation, tools, and concepts to effectively lead healthcare policy and policy analysis within a regulatory framework. The concepts of public protection, patient safety, administrative law, governance within the non-profit public sector, and ethics as applied to the nursing profession are explored. It focuses on leadership concepts, such as strategic thinking, generative thinking, and the use of evidence-based approaches to regulatory decision-making and policy development.

Throughout the course, learners will explore healthcare laws and regulations, as well as the key role of boards of nursing in regulating the profession of nursing and protecting the public. Students with focus in Urban Health will examine policy from an Urban Health perspective and students with focus in Policy will

analyze, evaluate, and critique healthcare policies and develop strategies in a variety of healthcare policy and regulatory environments.

**Prerequisites:**

NRG 7303 and 7304

**NRG 7404 DNP Project III** **credit hours (1:0:0)**

This course builds on NRG 7204 DNP Project I and NRG 7304 DNP Project II. The focus of this course includes project management and the activities associated with it. During this course, students will initiate implementation of the approved DNP project. 100 hours of residency are completed in the process of project implementation during this semester. Students will complete all project activity from an Urban Health or Policy & Regulation focus.

**Prerequisites:**

NRG 7303 and 7304

**NRG 75024 Healthcare Innovations** **credit hours (1.5:0:0)**

Healthcare Innovations provides students with an overall understanding of the intrapreneurship and entrepreneurship processes. Dimensions of creativity, innovation, technology and opportunities for change within a healthcare organization are explored. The DNP will transform healthcare delivery through the use of the practical skills of business venture development, planning, and evaluation in order to maximize healthcare outcomes. Students will complete all project activity from an Urban Health or Policy & Regulation focus.

**Prerequisites:**

NRG 7403 and 7404

**NRG 7503 Ethical Dimensions of the DNP Role** **credit hours (3:0:0)**

This course will explore the ethical concepts, ethical decision-making, and their impact on clinical practice and health care. Concepts of complex care, use of technology, and healthcare economics and financing are analyzed. Consequences of policy, social issues common to vulnerable populations, and health disparities within urban environments will be examined using ethical frameworks. Individual, community, population, and global health perspectives are emphasized. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7502

**NRG 7504 DNP Project IV** **credit hours (0.5:0:0)**

This course builds on NRG 7204 DNP Project I, NRG 7304 DNP Project II, and NRG 7404 DNP Project III. The focus of this course includes project outcomes analysis and evaluation. During this course, students will analyze collected data. Students will complete all project activity from an Urban Health or Policy & Regulation focus.

**Prerequisites:**

NRG 7402, 7403 and 7404

**NRG 7505 DNP Practicum II** **credit hours (0:0:1)**

The breadth and/or depth of clinical knowledge and skills in an area of expert nursing practice is expanded. Using the assessment completed in NRG 7205 of areas in which practice skills and competencies need development, the student selects and creates a personalized skill enhancement plan. Engagement in 100 hours of the negotiated skill enhancement will occur.

**Prerequisites:**

NRG 7205, 7402, 7403 and 7404

**NRG 7602 Professional Communication** **credit hours (2:0:0)**

Theories and principles of communication and skill development in professional communication are examined. Focus includes social, technical, and professional writing; feature and media communications; written, verbal and non-verbal communication; and, proficiency in professional presentations. Students in Urban Health and Policy & Regulation focus areas will explore course content and learning objects from the perspective of their focus area in order to gain broader depth in the

communication principles supporting their professional development.

**Prerequisites:**

NRG 7503, 7504 and 7505

**NRG 7604 DNP Project V**

**credit hours (0.5:0:0)**

This course builds on NRG 7204 DNP Project I, NRG 7304 DNP Project II, NRG 7404 DNP Project III, and NRG 7504 DNP Project IV. The focus of this course is on dissemination of scholarly work. During this course, students will prepare a manuscript for publication and an abstract, and present their DNP project to the university community. Students will complete all assignments using their selected area of focus in Urban Health or Policy & Regulation.

**Prerequisites:**

NRG 7503, 7504, and 7505

**NRG 7605 DNP Practicum III**

**credit hours (0:0:1.5)**

The DNP Practicum III course expands the breadth and/or depth of clinical knowledge and skills in an additional area of expert nursing practice in healthcare Policy/Urban Studies. Using the assessment completed in NRG 7205 of areas in which practice skills and competencies need development, the student selects and creates a personalized skill enhancement plan. Engagement in 150 hours of the negotiated skill enhancement will occur. The course may be repeated up to an additional 2 SH.

**Prerequisites:**

NRG 7503, 7504 and 7505

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