



Student Handbook

Department of Nursing
for the Associate Degree in Nursing

2010 to 2012

WELCOME

Dear Nursing Student,

Welcome to the Mount St. Mary's College Associate Degree in Nursing Program. You are beginning a special phase of your educational journey and a time during which you will grow in response to a variety of exciting challenges - academic and personal.

To promote the maximum personal development of each student and to promote a smooth adjustment to the Nursing Program we offer the directives in the Handbook. You are encouraged to review the information given and we invite you to seek any clarification you may need from Faculty, Staff, Advisors or fellow students. While enrolled in the nursing program the information contained in this document articulates the responsibilities of you as a student, as well as the faculty and staff.

We realize that students have family and work responsibilities as well. We urge you to arrange your schedules so as to enhance your academic progress. Again we offer our most heartfelt welcome to each of you.

Sincerely,

Dr. Gloria Blatti-DiGennaro, RN, MA, FNP, EdD
Director of ADN Program

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I. INTRODUCTION

MISSION OF ASSOCIATE DEGREE NURSING PROGRAM

The current Associate Degree Nursing Program was established in 1992 by directive of the Board of Trustees of Mount St. Mary's College. The program was developed through the HOPE Center as an outgrowth of the Evening/Weekend Division. *HOPE* stands for Health Options Program of Entry and began in 1990. The Associate Degree Nursing Program is devoted to participation in the purpose and objectives of the College and operates within the College policies and guidelines. In its academic focus, the degrees awarded by the Associate Degree Nursing Program may be distinguished from those of the traditional degree programs principally by the class schedules, by the different level of degree awarded, or by student characteristics. The student body served is composed of adult women and men who are seeking a career in nursing and have chosen to attend the college in an evening/weekend format offered by this program. The Associate Degree Nursing Program shares fully in the religious commitment of the College that views professional life as service to others.

HISTORICAL PERSPECTIVE OF THE HOPE PROGRAMS

The HOPE Center educational programs lead to the associate degree, on time schedules convenient for women and men who work or are otherwise unable to attend class during traditional daytime class hours. Teaching/learning methodologies and schedules selected for these students are those shown to be appropriate and effective for adult learners. Policies and procedures of Mount St. Mary's College apply as they are stated in the College Catalog; faculty, staff and student handbooks; and in other official College documents except as they may be noted in this handbook.

FOREWARD

The intent of this Handbook is to help you, the student, gain an understanding of nursing faculty expectations. The policies presented are intended to insure nondiscriminatory practices, respect for human rights, and promotion of standards of performance by which you will qualify to meet your patient care responsibilities as a nurse.

The Nursing Department has been established to prepare its graduates for practice as Registered Nurses. The faculty, staff, and administration will provide the learning opportunities consistent with the requirements of the California Board of Registered Nursing and in accordance with the philosophy and objectives of the program. To fulfill this obligation it is the responsibility of the College to plan, implement, and evaluate all curricular offerings and program services. The responsibility of students' lies in the agreement upon admission, that students will comply with the rules and regulations printed in the College catalog, the Student Handbooks, and with other official communications from the College Administration and Nursing Department.

ACCURACY STATEMENT

The Mount St. Mary's College Associate Degree in Nursing program has made every effort to determine that the statements in this handbook are accurate.

The College and Department of Nursing reserves the right to make changes affecting programs, schedules, policies, regulations, requirements, fees, and/or any other matters contained in this handbook, with timely written/posted notification of students.

CONFIDENTIALITY OF STUDENT RECORDS
(See College Student Handbook, Student Records)

Mount St. Mary's College policies and procedures for maintaining the confidentiality of student information records comply with the Family Educational Rights Privacy Act of 1974. This compliance safeguards disclosure of personally identifiable information about students, provides opportunity for challenge of the contents of educational records, and maintains adequate records of requests and disclosure.

The department complies with the Health Insurance Portability and Accountability Act (HIPPA). Standards for privacy of health information are followed by securing all files and signature permission to send records to clinical facilities.

The College will not honor any requests to release information about a specific student, current or former, without the WRITTEN consent of said student.

II. PHILOSOPHY AND OBJECTIVES

MISSION STATEMENT OF THE COLLEGE

Mount St. Mary's College offers a dynamic learning experience in the liberal arts and sciences to a diverse student body. As a Catholic college primarily for women, we are dedicated to providing a superior education enhanced by an emphasis on building leadership skills and fostering a spirit to serve others. Our measure of success is graduates who are committed to using their knowledge and skills to better themselves, their environments, and the world.

NURSING PROGRAM PHILOSOPHY

The philosophy of the Associate Degree in Nursing program is in concert with the philosophy of the College, the Doheny Campus and the Nursing Department. The mission of the Department of Nursing is the preparation of a person who functions as a professional, who views nursing as a service to humanity, understands the person as a total being, respects human values, and utilizes the scientific process. The curriculum for the nursing department is based on the Roy Adaptation Model of Nursing.

Philosophy of the Individual

The Adaptation Model recognizes that a person is a bio-psycho-social-spiritual being, in constant interaction with a dynamic and complex world. Humans possess both innate and acquired mechanisms which, in health, enable coping with the complex internal and external environment. In times of stress, these coping mechanisms may be disrupted. The ability to adapt to the internal and external environment at that given time affects the person's position of the health-illness continuum. The promotion of adaptation in the direction of health depends upon an educational program which prepares the student to understand the person as a total being, to recognize and respect human values, and to utilize a scientific process within the framework of the Adaptation model.

Philosophy of Nursing

Nursing is a service to humanity. It is a profession committed to: the promotion and restoration of health; the prevention of illness of individuals, families, groups, and communities; and support for a dignified death. It is the science whose main concern involves the life processes that positively affect the health status and integrity of persons, families, and groups. These life processes involve physiological, sociological, and spiritual life components. A focus on the interaction of these components delineates nursing science.

The goal of nursing using an Adaptation framework is to direct, maintain, and reinforce adaptation of individuals, families and groups toward optimal health.

The process involves:

1. Assessing the factors that influence the position of the patient on the health-illness continuum, the factors that influence the position and the effectiveness of the coping mechanisms;
2. Determining the actual or potential health problem(s);
3. Establishing goals mutually acceptable to the patient and the nurse.
4. Intervening by promoting adaptation through the modification of influencing factors and/or increasing the response in coping potential;
5. Evaluating the position on the health-illness continuum to reaffirm and/or modify interventions.

The philosophy of nursing for the ADN nurse includes preparation of a nurse who is a provider of care using the adaptation nursing framework and functions in the role of communicator, client teacher, and manager of client care and member of the profession of nursing.

Philosophy of Nursing Education

Each student enters the nursing program with a unique background for potential growth. Students are active learners. Because the student is unique with different learning potentials, the expectation is that the student will seek assistance in educational needs at all stages of learning. Learning progresses from simple to complex, and the student develops from novice to beginning level practitioners in a variety of settings. The extent to which this distinct potential is achieved is determined by behavioral changes that are observed and evaluated in the context of the expected outcomes of the learning process.

The faculty believes the program has different levels of competencies for students to achieve their distinct potential. Options to select entry levels to promote career mobility are offered.

The faculty believes providing a supportive environment enhances learning at each level of the program. Creating a supportive environment includes the use of a variety of teaching strategies and individualized assistance in order to meet individual and diverse needs of the adult population. The faculty acts as role models and therefore must be clinically competent and professionally active. In addition, they assume responsibility for individual advisement of nursing majors and provide opportunities for assistance in the event of academic difficulties.

ASSOCIATE DEGREE IN NURSING DEGREE OBJECTIVES

Upon completion of the program, the graduate nurse will have met the following objectives:

- I. Provider of Care
 - A. Utilize Roy Adaptation Model to:
 1. Recognize, assess, and define the person's/family's adaptive level, adaptive response, and consequent position on the health-illness continuum;
 2. Identify, assess, and validate the factors influencing the person's/family's adaptive level and response;
 3. Define patient/client goals based upon a clear analysis and synthesis of data in collaboration with the patient, nursing and other disciplines;
 4. Define and perform those nursing interventions that affect the patient/client goals;
 5. Evaluate the consequences of nursing interventions in terms of the person's/family's behavioral change and the achievement of both patient/client and nursing goals, and modify those nursing actions if desired adaptive outcomes are not achieved.
 - B. Utilize the nursing process as a scientific method.
 - C. Utilize knowledge of health-illness (normal/disruption) as it pertains to patient/client care.
 - D. Demonstrate competency in common nursing procedures and follows patient safety guidelines.
- II. Communicator
 - A. Utilize effective communication skills with clients and peers.
 - B. Use communication skills as a method of data collection, nursing intervention and evaluation of care.
 - C. Communicate and record assessments, nursing care plans, interventions and evaluations within the protocol of the institution.
 - D. Provide interpersonal communication that is culturally sensitive.

- III. Client Teacher
 - A. Apply principles of the teaching/learning process.
 - B. Develop short-range teaching plans based on the principles of the teaching/learning process.
 - C. Offer educational materials/resources to clients to reinforce health teaching to prevent disease and promote health.
- IV. Manager of Client Care
 - A. Function effectively as a member of a health care team.
 - B. Utilize basic leadership skills in practice based on small group patient care management and primary nursing.
- V. Membership within the profession of nursing.
 - A. Make judgments based on moral, ethical and legal principles.
 - B. Continue to evaluate and enhance personal and professional behavior.
 - C. Assume responsibility for self-development and use resources for continued learning.
 - D. Maintain the role of the nurse as a patient advocate.

Code of Ethics for Nurses (2001)

The ANA House of Delegates approved these nine provisions of the new *Code of Ethics for Nurses* at its June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised *Code of Ethics for Nurses With Interpretive Statements*.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, © 2001
By American Nurses Association.

**California Board of Registered Nursing
STANDARDS OF COMPETENT PERFORMANCE
NPR-I-20.DOC 06/1995
Excerpt From California Code of Regulations
Title 16 - Chapter 14**

1443.5. STANDARDS OF COMPETENT PERFORMANCE

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

(1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

(2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

(3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.

(4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

(5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.

(6) Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client

the opportunity to make informed decisions about health care before it is provided.

Authority Cited: Business and Professions Code, Section 2715. Reference: Business and Professions Code,

Section 2725 and 2761 (effective 7/17/85).

BOARD OF REGISTERED NURSING

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POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

Convictions

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Conviction of child abuse.
- Violation of Nursing Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs, or dangerous devices.
- Conviction of assault and/or battery.

Rehabilitation

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation.³³ When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question. It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above.

In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

EVIDENCE OF REHABILITATION

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence which the applicant should consider providing to the Board. All items should be mailed directly to the Board by the individual or agency who is providing information about the applicant.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future, and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10. For endorsement applicants, copies of:
 - a. Formal accusation and determination of other state,
 - b. Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty,
 - c. Terms of probation and evidence of current compliance if currently on probation in another state.

III. POLICIES AND PROCEDURES

STUDENT RIGHTS AND RESPONSIBILITIES

An expectation of student success permeates Mount St. Mary's College, its student body, and the faculty and staff members. "Success" here is defined as meeting or exceeding the College standards of academic performance, achieving the goal of satisfactorily completing the program and graduating as a competent professional nurse. It is of primary importance to understand that the process of learning and the responsibility for learning clearly rests with the student. Of equal importance is the expectation that the College and the Program garner the necessary resources, materials, both personal and educational to enable and to facilitate student success.

For a complete description of the Student Rights and Responsibilities refer to the College Handbook.

ACADEMIC GRIEVANCE POLICY

The College Academic Grievance Board is established to hear grievances and appeals within its jurisdiction which includes issues related to admissions into a major, disqualification from major, students' academic performance evaluations, grades and all other instructional matters. A copy of the Grievance Procedure is available in the ADN Program Director's Office.

Procedure:

Grievances must be filed within 30 days after the end of a session. Attempts to solve grievances must be made using an informal process prior to submission to the Academic Grievance Board.

ADMISSION POLICY

Admission of adult women and men students is based upon consideration of the completed application form, official college transcripts, letters of recommendations, a written essay, oral interview and demonstrated potential for success in the program.

All applications for admission and supporting documents should be sent to the Admissions Office. Evaluation of qualifications will determine eligibility. A minimum GPA of 2.5 is necessary for consideration of admission to Mount St. Mary's College. Admission to the ADN Program is based on a minimum GPA of 2.5, and a science GPA of 2.25.

A student admitted to the Associate Degree Nursing Program may earn credit by advanced standing using one of the following options:

1. A student, who has passed the National Council Licensure Examination-PN (NCLEX-PN) and holds an active unrestricted license for practical/vocational nursing, has the option to take the National League for Nursing Mobility Exam. If the student achieves a minimum of 80% on the exam, 15 units will be awarded and credit given for NUR 23/23L Fundamentals of Nursing, NUR 24-25 Med-Surg I, NUR 26-27 Med-Surg II, and NUR 30 Pharmacology. The student will need to demonstrate IV therapy competency either through certification.
*** The student may take the NLN Mobility Exam TWICE. .**
2. A student who has been readmitted within 2 years of leaving the program will be given credit for courses completed successfully before leaving the program. If readmission occurs when the time out of the program is longer than 2 years, the student may challenge courses for credit.

ADVISEMENT

Academic counseling is provided to interested applicants during monthly information sessions. The counseling includes information about the admission process, course requirements, and financial aid consideration.

Students are advised by the Program Director or a designated faculty member throughout the nursing program. Students are expected to see their advisor during pre-registration periods at the posted times to discuss section assignments and any specific concerns with course sequencing. Students are encouraged to make appointments to discuss academic matters and concerns as needed. Students should not drop/add courses without the Program Director's approval. Assignments to clinical groups are the responsibility of the Program Director.

Advisement/Recommendation regarding employment while in the nursing program

Many students find it difficult to maintain outside employment while enrolled in the nursing program. Students should expect to spend a minimum of two hours of study per week for each hour spent in the classroom setting. Additionally, preparation is required for the clinical learning experiences and practice time in the skills lab may be assigned with course work. A weekly schedule, which maps out the class, lab, practice, and study time, can assist students greatly in managing their time effectively. Incorporating outside work hours into such a time-intensive educational experience is not easy. Students are encouraged to take these factors into consideration when making decisions about work hours.

The College is not responsible for student in a health care agency unless the student's activities are part of a scheduled nursing course clinical experience.

Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any curricular requirements.

BUSINESS OFFICE PROCEDURES-
See College Student Handbook

PROFICIENCY REQUIREMENTS

Proficiency testing of students in math and reading ability will be required for continuing in the program. The purpose of testing is to discover deficiencies and remediate early in the program. Students will be notified of times scheduled for testing. Subsequent diagnosis and remediation will be initiated early in the program for those identified with deficiencies.

Successful completion of the math test at a minimum of **100%** level is necessary before entrance into all clinical nursing courses. Students may repeat the math test **only once** to achieve a passing score. Students scoring less than 100% are required to attend the Bridges Tutorial math course. Students are re-tested at the completion of the course. This course is administered through the Learning Resource Center. There is lab fee for this class, college credit is not given. An unsuccessful attempt on the second math test will result in dismissal from the ADN program.

Credit/No Credit

- A. Courses used to fulfill General Studies requirements **may not** be taken Credit/No Credit (**CR/NC**).
- B. Skills lab courses (23/23L, 24A/24L, and 26A/26L) which have theory and skills components must be taken concurrently. The theory component is assigned a letter grade and the skills component is evaluated CR/NC. When a student receives a grade

of "C-" or less in the theory course, a grade of "NC" is automatically assigned to the skills component and clinical practicum. (rev 4/00)

- C. Clinical Practicum are evaluated as CR/NC.
- D. Grades of CR will only be given if student meets the minimum requirements to earn a grade of "C" in a graded course.

INCOMPLETE

- A. An incomplete grade (**I**) is given only when a student:
 - Has fulfilled the majority of the course requirements.
 - Has a passing grade in class work.
 - Is prevented from completing the assigned work for reasons deemed serious by the instructor.
 - Has consulted the instructor prior to the grading period, and the instructor has determined that the student can realistically complete the work within one semester.
- B. A student requesting an incomplete must obtain the signature and consent of the instructor and the program director by the last day of class and prior to the day of the final exam.
- C. Faculty must assign a **default** grade when approving an incomplete. This default grade will be recorded on the student's transcript history when a complete grade is not assigned by the instructor and/or an extension of the incomplete is not processed.
- D. An **incomplete** may only be extended for one additional session with the approval of the instructor and the program director.

ADDING/DROPPING CLASSES

- A. Changes in the schedule of classes may only be done by filing an **Add/Drop Form** (available in the Registrar's Office), after your registration form has been filed.
- B. The Add/Drop form must be signed by the instructor **and** the advisor and submitted to the registrar's Office, in person with correct fees.
- C. When a course is dropped after the last day to add or drop a class for each semester a mark of "W" will be assigned in the student's permanent record for each class dropped. Students must follow the academic schedule from the Registrar Office to drop a class with a 'W' versus the default grade of "F"; this is usually 2 weeks before the end of the course. Failure to officially withdraw from a class may result in an "F".
- D. It is the student's responsibility to secure all necessary approvals and to file the Add/Drop form by the published deadline. (See IMPORTANT DATES on college calendar).
- E. All nursing courses, which have associated practicum courses and/or have a concurrent enrollment requirement, must be taken together. A student must drop the entire series of concurrent courses when it is necessary to drop one or more courses for any reason.

WITHDRAWAL FROM CLASS

- A. The grade "**W**" indicates that a student withdrew from a class during the period scheduled on the College calendar.
- B. The student must complete the **Drop form**, available through the Registrar's Office, and obtain signatures from the instructor, advisor, and the Registrar.
- C. After the deadline for withdrawal, a student may request permission to be allowed to withdraw from all of her/his classes for a medical emergency or extraordinary circumstance by submitting an **Academic Petition** to the appropriate Academic Dean.

- D. The "W" carries no connotation of quality of student performance and is not calculated in the grade point average. Failure to officially withdraw from a class may result in the grade "F".

Because students in the ADN Program are expected to complete their courses and progress through the planned curriculum in a timely manner, the following **exception to the withdrawal policy** applies to the **student who has one academic failure** while in the ADN Program.

A student may withdraw from and retake a dropped course(s) **only once** during the entire ADN curriculum under the following situation:

1. When the reason for the withdrawal is solely academic, i.e., not passing the course, **and**
2. At the time of withdrawal, the student has a grade of less than a "C" in the course.

WITHDRAWAL FROM COLLEGE

- A. Students considering withdrawal from College should speak with the Director of the Nursing Program and their Advisor in order to explore other options or assistance.
- B. Students who must withdraw from the college at any time must file a **Withdrawal Notice** in the Registrar's Office. Forms are available from the advisor in the Nursing Program.
- C. An **Exit Interview** form must be completed with the Director of the Nursing Program and Financial Aid Counselor.
- D. Students wishing to return to the Nursing Program must submit a letter of request for readmission with the Nursing Department of Admissions Committee.

LEAVE OF ABSENCE

- A. Students in good academic standing may request a Leave of Absence from the college for one semester. The student must complete the **Leave of Absence form** and **Exit Interview** with the Advisor, obtain necessary signatures and submit the form to the Registrar's Office.
- B. Students **may not** take courses at another college or university for transfer credits towards the AA degree while on a leave of absence from the College.
- C. Re-enrollment into nursing courses is dependent on space availability. Students may re-enroll through the Registrar's Office after approval by the director of the program or an advisor.
- D. Leave of Absence may only be granted for one semester.

CONTINUING STUDENT STATUS

Continuing Student Status will be maintained when a student has satisfactorily completed the sequence of courses (Nursing and General Education) as identified in the curriculum plan and is eligible for enrollment in the next course.

If the next nursing course in the sequence is not being offered immediately, the student will be considered a Continuing Student. The student retains eligibility as a Continuing Student providing he/she enrolls in the next course the first time offered. Students who do not enroll in the next course in the sequence will be considered returning students and re-admission will be on a space available basis.

POLICY ON CURRICULUM PROGRESSION

1. Complete BIO 40A, BIO 50B, BIO 3, ENG 1A, 1B/1C, SOC 1, SOC 30, PSY 1, PSY 12, PHI 10, RST 41, and a GSIII course before starting any nursing courses. RST 41 may be taken with nursing courses.
2. All nursing courses must be taken in the sequence provided in the Individual Curriculum Plan. Variations require a special permission by the Advisor.
3. All nursing courses with clinical components, including Skills Lab, must be taken concurrently, unless repeating the course.
4. When the student receives a grade of **C-** or below in the nursing theory course, he/she will receive a no credit (NC) grade in the concurrent clinical and skills laboratory courses. The student must repeat the entire series of concurrent courses. (5/98)
5. When the student receives a grade of **C-** or below in the Skills theory course (NUR 23, 24A, 26A.) he/she will receive a no credit (NC) grade in the concurrent laboratory course (23L, 24L, 26L).
6. Complete NUR 20, 23A/23L, 30 before starting NUR 24, 24A/24L, 25 (NUR 30 may be taken concurrently with NUR 24 series); and complete 24,24A/24L, 25 before starting NUR 26, 26A/26L, 27 or NUR 28, 28A, 29.
7. Courses NUR 26, 26A/26L, 27 and NUR 28, 28A, 29 may be taken in reverse order.
8. Complete NUR 26, 26A/26L, 27 and NUR 28, 28A, 29 before starting NUR 31, 32A, 32, NUR 35, 36A, 36, or NUR 37, 38A, 38.
9. Courses NUR 31, 32A, 32, NUR 35, 36A, 36, and NUR 37, 38A, 38, may be taken in any sequence.
10. Complete NUR 31, 32A, 32, NUR 35, 36A, 36, NUR 37, 38A, 38, and NUR 34 before starting NUR 46, 47.
11. Complete NUR 46, 47, before starting NUR 48.
12. Register to take NUR 33 concurrently with NUR 46, 47, 48.
13. The student may not repeat a nursing course while concurrently taking any other nursing course(s) that are not normally taken concurrently. (5/98)

A student may file an **Academic Petition** with the advisor to receive a consideration for an exception to the policy. An exception may be granted by the Director of the ADN Program on an individual need basis.

Written 6/95; implemented 9/95

Revised 3/96, 3/00, 7/06

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CHALLENGE EXAMINATION POLICY

Purpose: To have a mechanism to grant credit for previous education for nursing courses and other acquired knowledge.

Procedure: Students, who meet the criteria and are deemed eligible by the Program Director to obtain credit for previous education and/or work experience in health care field, must file an **Academic Petition** with the Program Director to take the Challenge Exam to receive credit for nursing courses. The petition must be filed at least one semester prior to taking the specific nursing course.

Eligibility to challenge a nursing course includes:

1. Evidence of having completed a course, from an accredited vocational school, community college, college or university, which had similar unit values, hours and content corresponding to the course for which Credit by Exam is petitioned. The course must have been completed within the last 5 years.

2. Evidence of related clinical work experience for a minimum of one year, working 40 hours per week, within the last 3 years.

Nursing courses required to be taken concurrently, i.e., NUR 24, 24A/24L, 25, must be challenged together. Requests to challenge a portion of the set of concurrent courses will be denied. All related courses must be passed at "C" (75%) or better to receive credits. If the student fails any section, the student will receive no credits for the entire set of nursing courses. A theory course must be passed successfully before challenging the clinical courses.

Challenge examinations will include both theoretical and clinical content areas. There will be a fee for challenge examinations consistent with the college requirements with the fees listed in the college catalog. The student must show verification of payment of fees prior to taking the Challenge Exam. The clinical challenge examination will involve two 8-hour days in a clinical setting. The student must pay the current community standard per hour fee for the service of a clinical faculty person.

Challenge examinations may be taken only once for each set of concurrent courses. If the student fails the challenge examination or any portion of the concurrently taken courses, enrollment in the course(s) is required.

Specific examination information for a nursing course will be provided to the student once the academic petition is approved.

TRANSFER OF CREDIT

Credits for courses taken in other accredited colleges or universities are transferable provided that the transferred courses satisfy requirements at Mount St. Mary's College. A maximum of 36 semester units or 54 quarter units for general study course work taken in an accredited College are transferable to the Associate Degree (See College catalog - "Advanced Standing").

TRANSFER OF CREDIT - (ADMITTED STUDENTS)

Once admitted and enrolled in the College the student is expected to pursue study only at Mount St. Mary's College. A student seeking an exception to this policy must submit a ***Transfer of Credit Clearance form*** with all approvals in the Registrar's Office prior to registration in the course for which approval has been obtained. ***Transfer of Credit Clearance*** forms can be obtained in the Nursing Office. The signatures of the Advisor and Program Director are necessary to obtain permission to take a course at another accredited institution.

USE OF TAPE RECORDERS AND LAPTOPS

Due to issues of confidentiality, tape recording of lectures, discussions and/or academic review sessions is prohibited except as required for special accommodation. Any student who has been granted the privilege of recording must sign an agreement stating that the recording will be used solely by the student, will not be shared with other students or otherwise distributed to outside parties. Failure to abide by these rules will result in the loss of recording privileges.

Use of laptops in the classroom setting, must be approved by the instructor.

LVN TO ADN DEGREE MOBILITY OPTION

The LVN applicant:

1. Will fulfill the general admission requirements to the nursing program.
2. Must hold a current L.V.N. license. Submit a copy of the license with the word "copy" written over the copy.
3. Will participate in a conference with Program Director or her designee for counseling regarding Program and individual educational needs.
4. Must have completed one semester of college chemistry, English 1A, 1B/1C, and General Psychology before admission.
5. Must have completed general studies requirements before entry into clinical courses.
6. Must complete the NLN Mobility challenge examination with a score of at least 80% and demonstrate satisfactory competency in specified nursing skills.
 - The examination covers common medical/surgical problems of the adult including medical and nursing management.
 - There is a fee for administering the NLN Mobility Exam. (Fee subject to change without notice)
7. Must complete NUR 20 (2 units), Introduction to the Roy Adaptation Model, or course equivalent to NUR 20. This course teaches nursing process according to the Roy Adaptation Model.

After successful completion of the above requirements, the student is eligible to receive 15 units of nursing (Refer to LVN to ADN Program: Mobility Option)

LVN TO RN NON-DEGREE (BRN 1429) THIRTY-UNIT OPTION

The applicant will:

1. Complete an application and be accepted by the College.
2. Hold a California LVN license. Applicants must submit a photocopy of current LVN license with the word "copy" written over the copy.
3. Participate in a conference with Program Director or designee for counseling regarding program and individual educational needs. Receive copy of advantages and disadvantages of thirty-unit option fact sheet.
4. Notify the Director of the Nursing Program of intent to pursue the thirty-unit option program.

The student is eligible to take the California examination for the RN licensure after completing these courses. The student is **not a graduate** of the Nursing program and **does not receive a degree**. Practice as a Registered Nurse outside the state of California may be limited.

LVN to ADN Degree: Mobility Option Curriculum

This option is offered to those LVN to RN students who successfully complete of the National League for Nursing Mobility I Exam at 80% and demonstrate competency of nursing skills. The student must have a current CA LVN license. The successful candidate will receive 15 units of Medical-Surgical Nursing credits (NUR 23-26, 24L, 23A, 23L, 25A, 25L, 30). A candidate, who successfully completes the Medical-Surgical Nursing Exam and meets the specified requirements, has an option to receive additional credits by examination for Obstetrical or Pediatric Nursing courses for 4 additional units (NUR 31, 32, 35, 36). A candidate receives a degree from Mount St. Mary's College. There is a fee for administering the exam (subject to change without notice). The student must be currently practicing in Peds or OB and have a minimum of 1 year experience in the area which is requested to be challenged.

First Year

ENG1A, 1B or 1C (6)
BIO 50A Human Anatomy (4)
BIO 50B Human Physiology (4)
BIO 3 General Microbiology (4)
SOC 30 Human Communication (3)
PSY 12 Developmental Psychology (3)
PHIL 10 Critical Thinking (3)
RST 41 Bioethics (3)
SOC 1 Sociological Perspectives (3)
General Studies Elective IIIA (3)

Total units: 36

Second Year

NUR 20 Adaptation Model Theory (2)
NUR 28 Adult and Adolescent Mental Health Adaptation (2)
NUR 28A Principles and Practice of Advanced Interpersonal Skills (1)
NUR 29 Mental Health Practicum (2)
NUR 31 Children: Adaptation (2)
NUR 32A Community focused care: Children (1)
NUR 32 Children: Practicum (2)
NUR 34 Community Nursing (1)

Total units: 13

Third Year

NUR 33 Professional Issues and Management (2 units)
NUR 35 Childbearing: Adaptation (2)
NUR 36 Childbearing: Practicum (2)
NUR 37 Gerontological Nursing (2)
NUR 38 Gerontological Nursing Practicum (2)
NUR 46 Adult Adaptation Nursing III (2)
NUR 47 Medical-Surgical Practicum III (2)
NUR 48 Professional Nursing Practicum (2)

Total units: 16

Total units for Associate of Arts Degree in Nursing: 69

Revised: 7/03, 8/05/ 7/06

LVN to RN Program Thirty-unit Option Curriculum

Advantages

1. The thirty-unit option allows the LVN to sit for NCLEX-RN examination after completion of a maximum of thirty units of course work.
2. The following courses required by Mount St. Mary's College Include

General Education Courses

BIO 3 General Microbiology (4 units)

BIO 50B Human Physiology (4 units)

Total GE units: 8

Nursing Courses

NUR 20 Adaptation Model Nursing Theory (2 units)*

NUR 28 Adult and Adolescent Mental Health (2 units)

NUR 28A Principles and Practice of Advanced Communication (1 unit)

NUR 29 Mental Health Practicum (2 units)

NUR 33 Professional Issues and Management (2 units)

NUR 34 Community Nursing (1 unit)

NUR 37 Gerontological Nursing (2 units)

NUR 38A Community Focused Care: Gerontological Nursing (1 unit)

NUR 38 Gerontological Nursing Practicum (2 units)

NUR 46 Adult Adaptation III (2 units)

NUR 47 Medical-Surgical Nursing III (2 units)

NUR 48 Professional Nursing Practicum (2 units)

Total Nursing units: 21

Total 30-Unit option units: 29

*Must be taken prior to enrollment in other nursing courses

Disadvantages

1. Endorsement of California RN License obtained by 30-unit Option may not be honored by other states.
2. This option may limit opportunities for career advancement.

FINANCIAL AID (GRANTS AND LOANS)

Students enrolled in Associate Degree Programs may qualify for financial aid providing they meet financial aid requirements. Eligibility for continuing financial aid to the following outline:

12 units per semester = full time (6 units in summer full time)

9 - 11 units per semester = three quarter time

6 - 8 units per semester = half time

A leave of absence may affect disbursement of Financial Aid and the student should contact the Financial Aid Officer for details. Questions and Information about student financial aid may be obtained from the Office of Student Finances, (213) 477-2562.

TUITION

The tuition rate is reviewed annually and adjusted in accordance with the needs of the College.

DEFERRED PAYMENT OPTION

Students desiring to divide their payments into equal amounts for the year (after financial aid has been awarded) may enroll in a deferred payment plan through Tuition Management System (TMS). Please access www.afford.com for information regarding fees and additional information on this plan.

REDUCED OBLIGATION FOR PAYMENT

All students complying with the procedure established for withdrawal from the College or for reduction of units are entitled to have their total tuition reduced. Refer to academic calendar for specific reduction in charges.

<u>PERIOD OF TIME</u>	<u>REDUCTION</u>
Withdrawal/drop through first day	100% refund
After first day, but before first 10% of enrollment	90% refund
Between end of first 10% and 25% of period of enrollment	50% refund
Between end of first 25% and 50% of period of enrollment	25% refund

The date on which notice of withdrawal is filed with the Registrar's Office is used to calculate reduction of charges of tuition. Reductions in tuition changes will be credited first against a student's financial aid, if any, before a balance accrues to the student. No refunds will be made for fees. Refunds will not be made in case of suspension or dismissal.

Tuition for all students, including those whose tuition payments have been deferred, becomes an obligation in accordance with the provisions of the reduced charges.

When outside agencies, grants, scholarships or loans do not cover the charge for withdrawal or change of unit load, the student will be responsible for the amount due.

OBLIGATION FOR PAYMENT

Failure to make payment for tuition, fees or other amounts owed to the College when they fall due or to arrange for such payments before their delinquent dates is considered sufficient cause to:

1. Bar the student from registering for/attending classes or examinations;
2. Drop the student from the pre-registered classes with subsequent registration subject to late fees;
3. Withhold diploma, scholastic certificate or transcript of record and/or;
4. Suspend the student.

PETITION FOR WAIVER OF POLICY

Policies and regulations in this Handbook have been adopted by faculty, staff and administration to maintain appropriate academic standards and facilitate administration of the program. Students who believe that extenuating circumstances might justify the waiver of a policy or requirement may file a petition with the ADN Program Director. Consideration of petitions will be granted as appropriate. A copy of the approved petition will be placed in the student's permanent file.

Rules and Regulations of the California Board of Registered Nursing, or other country, state or federal laws and regulations, are not subject to waiver by petition.

READMISSION

A student who has withdrawn from the College, for any reason, must apply for readmission. Application for readmission will be evaluated on an individual basis. Application **MUST** be filed at least one semester in advance of desired re-entry unless special arrangements have been noted on exit interview. Application for readmission **WILL NOT** be accepted unless the student has completed the exit procedure. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Readmission of a student who was dismissed from the nursing program due to unsafe clinical practice is not permitted.

Students, who apply for readmission **after two years of leaving the program** or **if there have been major curriculum changes** during that time, will be awarded credit for previous nursing courses on an individual basis. Other stipulations may be required.

Students who have been accepted for readmission will re-enter the program at times compatible with College scheduling, space availability and any other circumstances affecting class size.

Students who are readmitted must have satisfactory health status as determined by a physician.

TRANSCRIPTS

A transcript is issued when a student or graduate submits a written request to the office of the Registrar. Forms for requesting transcripts are available in the Registrar's office. At the close of each semester, transcripts for registered students must be withheld for inclusion of grades for the semester, and therefore will not be available for approximately three (3) weeks following the last day of the semester. Partial transcripts will not be issued. At times other than the close of the semester, the normal period required for processing transcripts is one week. No transcripts will be released unless all indebtedness to the College has been satisfied. Please contact the college business office for current fees for transcript copies.

IV. ACADEMIC POLICIES

Enrollment in Mount St. Mary's College places upon individuals the obligation to learn about and be knowledgeable of their responsibilities as students. Students are to comply with the rules and regulations printed in the College catalog, the Student Handbook, and with other official communications from the College Admissions or ADN department.

GRADING SYSTEM (Rev. 12/98)

At the end of each session, the student receives a grade for each course taken during that term. The grade represents a level of accomplishment and carries the grade point value indicated.

<u>College Grade</u>	<u>Unit Grade Points</u>	<u>Nursing Department</u>
A	4.0	A 94% - 100%
A-	3.7	A- 90% - 93.9%
B+	3.3	B+ 87% - 89.9%
B	3.0	B 84% - 86.9%
B-	2.7	B- 80% - 83.9%
C+	2.3	C+ 77% - 79.9%
C	2.0	C 75% - 76.9%
D	1.0	D 66% - 74.9% (not passing)
F	0.0	F 65.9% & below (not passing)

The faculty of the Nursing Program has the right and the responsibility of evaluating the quality of the student's achievement, both in the mastery of theoretical content and in clinical competence. **There is no rounding up of the percentage to the next grade.** Satisfactory standing in the Nursing Department requires a grade of "C" or better in all courses required by the Nursing Department.

ATTENDANCE

Attendance in all classes, labs, and clinical rotations is required. The faculty recognizes that there may be unavoidable and emergency situations. Students should contact the instructor as outlined in the specific course syllabus. Absences can impact the student's ability to receive a passing clinical and/or classroom evaluation (see course syllabi). In the event of an absence, it is the student's responsibility to complete the required objectives as stated in the course syllabus and meet with program administration regarding impact on progression through the program.

***Due to the nature of the course, students may not bring children to class, lab, or clinical setting under any circumstances.**

ACADEMIC DIFFICULTIES

The student, as the one who does the learning, assumes responsibility to call upon the experience, knowledge, skills and resources of the program and faculty. Since our goal is the same, you must help us help you. In practical terms, the following steps are the routes to take when you are not learning, not understanding or having other academic problems:

1. Inform the instructor of your problem and discuss it with her/him.
2. If that does not work, inform the Program Director and discuss it with her.

The purpose of these steps is to promote and increase the probability of student success by identifying the problem and correcting it. By means of observation, assessment and testing the

teacher often can identify a learning problem. The student is the one who may know at the earliest point that he/she is not learning/understanding and so has the responsibility to inform the teacher. To delay until you fail a quiz/exam is to delay too long. You must help us help you!

WARNING, PROBATION AND DISMISSAL

Acts of academic dishonesty form a special category of acts that are regarded as detrimental to the academic community of Mount St. Mary's College. Such acts include, but are not limited to the following: plagiarism, cheating on examinations or assignments, clandestine collaboration with other students in class presentations or laboratory experiments, falsification of lab or clinical data, adverse interference with another student's work, alteration of College documents, misrepresentation on admissions materials, falsification of academic records, forgery, entering computer accounts not one's own without prior consent of the owner, entering or deleting data in another account without permission, and theft or mutilation of library or media materials. Actions such as these will incur a penalty in relation to the offense, ranging from an "F" in an examination, assignment, or course, to probation, suspension or expulsion from the College.

Warning, probation or dismissal will be initiated when a student has unsatisfactory achievement in any area of the nursing program. The Nursing Program adheres to the probation and dismissal policies as written in the Mount St. Mary's College Catalog. Below are the applications specific to the Nursing Department.

A. Warning

1. The conditions for warning are:

- a. Theory grade of "C-", "D" or "F" at mid-term in any nursing course.
- b. Clinical grade of "C-", "D" or "F" at any point in the course.
- c. Behavior not consistent with the A.N.A. Code of Nurses and ethical standards, Standard of Practice or MSMC Department of Nursing Essential Behaviors as stated in the course syllabus.
- d. Failure to meet attendance requirements.
- e. Breach of discipline.

2. Clinical Warning

The student placed on warning in a clinical course will remain on the warning status until the end of the course. At the end of the course, the student will either:

- a. receive a satisfactory grade and be removed from the warning status, or
- b. receive an unsatisfactory grade and be dismissed from the program.

3. Theory Warning

The student placed on academic warning in a theory course at any time during the term will remain on warning status until the end of the course. At that time, the student will either:

- a. receive a satisfactory grade and be removed from the warning status, or
- b. receive an unsatisfactory grade and repeat the course.
- c. a student may repeat a nursing theory course no more than one time.

4. Procedure for Warning

- a. The College procedure for notification will be followed for a theory or clinical course.
- b. When the student receives a warning, he/she is expected to contact the instructor within one week of date of notice and schedule a meeting with the instructor. At the meeting, the student is assisted in:
 1. identifying the problem, and
 2. developing a plan for achieving a minimum grade of "C" in the area(s) of difficulty.
- c. The remedial plan may include the use of the Skills Lab with the Coordinator, the Learning Resource Center, the Computer Lab, and/or the Library.

B. Academic Deficiencies

Students will be notified by mid-term of their academic progress. Those whose academic work at mid-term suggests that their final grade may be less than a "C" at term's end shall meet with the course instructor to plan for improvement. Those students whose final grade in courses required for their major is less than a "C" will be placed on probation.

C. Academic Failure

Academic failure is defined as the failure to achieve a minimum grade of "C" in a course (Nursing or General Education).

1. A student may have **only one** academic failure during the entire nursing program. This means that a student may repeat **only one failed** course in the entire nursing program.
2. A second failure, for example, two failed courses or a failed repeated course, results in dismissal from the program.
3. A failure of more than one course in a series course taken concurrently, e.g., NUR 24, 24A/24L, 25, counts as one academic failure.
4. A failure of a general education course and a nursing course taken concurrently counts as two failures and results in dismissal from the program.

D. Probation

Students enrolled for Associate Degrees are bound by the College requirements for academic performance. A student is placed on probation for failure to maintain a 2.0 GPA for all courses undertaken for the term. A student must maintain a 2.0 GPA or higher during the following term while enrolled in a minimum of 6 units of course work in order to continue in the College.

E. Dismissal

A student is subject to dismissal from the program for reasons, which include but are not limited to:

1. A score of less than 100% on the Math Proficiency test on the second attempt.*
2. Grade of less than "C" on a repeated failed course.
3. Grade of less than "C" on two or more courses (a general education and/or a nursing) taken concurrently.
4. Academic dishonesty in any course;
5. Unsafe clinical practice in Nursing Practicum:

Unsafe clinical practice is the inability to perform safely in the clinical area. Examples of causes for unsafe clinical practice include, but are not limited to:

- a. Inadequate preparation / knowledge for patient care.
- b. Gross negligence
- c. Incompetence
- d. Under the influence of chemical substance
- e. Failure to comply with the established agency policies and/or direction provided by the instructor.

Unsafe practice may result in dismissal before the end of the rotation. Dismissal before the end of the semester requires immediate consultation between the faculty member and student.

6. Behavior not consistent with the A.N.A. Code of Nursing, (p. 5 Handbook), BRN Standard of Competent Performance (p. 6 Handbook)
7. Failure to comply with established Nursing Program policies;
8. Repeated warnings;
9. Failure of any course if on Admission Probation or Academic Probation status.

****Dosage Calculation Examination:*** *Accurate calculation of drug dosages is a skill that is necessary for the safe and effective practice of nursing. Serious harm to a client can result from math errors. Incorrectly calculated or measured dosages are the leading cause of error in the administration of medications. A drug error is a violation of a client's rights. Therefore, it is extremely important that nurses and nursing students demonstrate competence in such calculations. A dosage Calculation exam will be given regularly throughout the curriculum. At the intermediate level, the exam will be given during the first class meeting of NUR 26A/26L (Skills Lab). A minimum 100% score is required on this test.*

If a score of less than 100% is achieved, a second test will be given. Students are expected to remediate prior to attempting the retake examination. The second test (Retake examination) must be passed with a 100% proficiency prior to the second clinical weekend to remain in this course. If unsuccessful on the second attempt, the student must drop the theory, skills lab, and clinical courses for that session. If in a subsequent course the math proficiency test is not passed at the 100% benchmark, the student may be disqualified from the program.

Procedure for Clinical Dismissal

1. The faculty member completes the Nursing Department Clinical Dismissal Form. The faculty member arranges a meeting with the student to discuss the dismissal information. Copies (signed by the faculty member and student) are distributed to the student, the student's department file, the instructor, and Program Director. The faculty member will notify in writing the Advisor, Program Director and Dean of the Doheny campus.
2. The student has the right to an informal hearing with the involved faculty member and the Program Director. It is the student's responsibility to request for the meeting in writing.
3. If differences are unresolved the final step of the grievance at MSMC is a formal grievance with the College Academic Policy Board.
(Copy of Grievance Policy available in ADN Director's Office.)

Procedure for Theory Dismissal

The College procedures for failure in a theory course will be followed.

ACADEMIC INTEGRITY

The academic environment is predicated on truth and integrity. Acts of dishonesty constitute a serious offense to the Mount community. Acts of academic dishonesty include but are not limited to the following:

1. **Cheating:** Cheating of any kind is dishonest. This includes:
 - A. Copying others' reports (essays, exams, assignments)
 - B. Stealing exams
 - C. Buying or selling new or used exams
 - D. Having someone else to take an exam or write an essay for which you take credit, and any other way you might receive credit for work that is not your own.
2. **Failing to hand in original work:** Using one essay for two different classes is also dishonest. If you have a topic appropriate for two classes, original and separate work must be done for each class.
3. **Plagiarism:** Plagiarism is an act of academic dishonesty. It is a serious academic offense. Plagiarism is using anyone else's ideas and representing them as your own (i.e., not giving appropriate credit). Acts of plagiarism include the following:
 - A. Failure to document and give credit to an original source.
 - B. Paraphrasing another person's ideas without giving credit.
 - C. Using direct quotes without proper recognition of the source.
 - D. Using statistics, facts or information from a source other than your own original research (i.e., not your own and not credited)

When in doubt, give credit. Submitting work (even work completed by a team or group) containing material not properly credited is a serious academic offense and a violation of the very principles of academic integrity. Every individual is ultimately responsible for ensuring the honesty and integrity of any academic or scholarly work bearing the student's name.

4. **Falsification or misrepresentation:** Falsification of lab or clinical data, concealed collaboration with others in class presentations or laboratory experiments, alteration of College documents, alteration of instructor's grade sheets or grade books, misrepresentation on admissions materials, falsification of academic records, forgery, accessing computer accounts other than your own without prior consent of the owner, and entering or deleting electronic information without permission are all academic offenses.
5. **Theft:** Theft or mutilation of library or media materials, computer or media equipment, records or other College documents (such as examinations, assignments, grade books or other course materials), or theft from any member of the academic community are all acts of academic dishonesty.

Consequences: Action such as these should incur, in proportion to the gravity of the offense, appropriate action on the part of the instructor or College representative. The penalty for an act of dishonesty could range from a grade of "F" on an examination or assignment, a reduced or failing grade for the course in question, probation, suspension or expulsion from the College.

Appeal procedure: Any student of the College has the right to appeal any decision resulting from a perceived act of academic dishonesty. The Academic Integrity Board should be consulted in the case of an appeal or whenever a case involving academic dishonesty has not been resolved at a lower level.

EVALUATIONS

Assessment Test

Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the curriculum, students

will be required to take a comprehensive exam and to make a satisfactory score on this exam prior to graduation.

Student's Evaluation of the Program

The faculty believes that the teaching-learning process is a shared responsibility and that evaluation of the process includes evaluation of teaching, as well as learning. Students are provided the opportunity to share their opinions about the teaching effectiveness of the instructors.

The vehicles for evaluating teaching effectiveness are in the form of "Lecture Evaluation", and "Evaluation of Clinical Teaching Effectiveness".

Additionally, evaluation of the curriculum, services, etc., occurs, through feedback of student representatives who participate in Student-Faculty meeting throughout the year.

Graduate Surveys

New graduate surveys and employer surveys are completed to evaluate graduates' view on achievement of program goals and to evaluate graduates integration into community practice. This survey is done six months after completion of the program. Input from graduates is used as a tool to evaluate effectiveness of the program design.

ACADEMIC HONORS

Associate Degree students are eligible for those Mount St. Mary's College honors for which they qualify.

GRADUATION

Graduation with Honors

"With honors" shall be granted to a student who has earned the Associate in Arts degree while maintaining a cumulative 3.5 grade point average prior to the final semester. The transfer courses are calculated in calculation of graduation with honors.

The overall grade point average at the end of the fall semester of the academic year is used in determining honors. The student's grade point average will be calculated on the basis of grades earned at Mount St. Mary's College.

Courses at another institution after matriculation are not counted into the cumulative grade point average, with the exception of approved exchange programs.

PROGRAM AWARDS

Three awards are given for outstanding student achievement at the completion of the Program.

Sister Callista Roy Leadership Award - to the student who has demonstrated outstanding academic achievement during the nursing program.

Sister Anne Joachim Moore Award - to the outstanding clinical student as voted by the faculty.

HOPE Award - to the student who has demonstrated leadership and dedication to the class as determined by his/her peers.

V. CLINICAL POLICIES

Nursing focuses on prevention of illness and promotion of health. Students admitted to and progressing through Mount St. Mary's College Nursing Program are strongly encouraged and expected to engage in health practices, which model those they are teaching to patients.

Prior to enrollment in the first clinical nursing course (Nur 25), students will be required to meet the Nursing Department requirements for clinical rotation. Students not meeting all of the listed requirements will be excluded from clinical experience until requirements are met.

REQUIREMENTS OF THE PROGRAM FOR CLINICAL ROTATION:

The Nursing Department requires students to:

1. Carry individual malpractice insurance.
2. Have a current BCLS Healthcare Provider Level card from the American Heart Association
3. Proof or evidence of health care insurance policy.
4. Background check through agency selected by college.
5. Valid California Driver's License and or identification

Every student enrolled in the nursing courses must have completed the following health data:

1. Complete Physical Examination, including:
 - Past medical history in which the student attests to physical and emotional health status as such to allow for full participation in both clinical and theoretical components of the nursing curriculum;
 - Complete Physical Examination **every 12 months** by a licensed physician, certified nurse practitioner or physician's assistant using the MSMC forms available in the ADN Office.
 - Physical Examination must include: Visual screening; Urinalysis; Complete Blood Count (CBC); PPD Skin Test (initially a 2-step test is required) for Tuberculosis screening or a Chest X-ray if the student has a positive PPD.
2. Demonstrated immunity to serology testing (Titer) or be immunized for the following:
 - Tetanus/Diphtheria (TD or DT) within 10 years
 - Varicella vaccination **OR** positive titer.
 - MMR (Two injections with one after before 1980) **OR** positive titer.
3. Hepatitis B immunization (series of 3 injections and post series titer) **OR** a positive titer.
4. Students may be requested to obtain additional tests as required by clinical agencies.
5. If the student's physician is not able to comply with these health requirements for clinical rotation, the student must submit a written statement from the physician explaining the reason for the exception.

IMPORTANT:

Each student must repeat the process of obtaining Complete Physical Examination, CBC, Urinalyses, TB (PPD) test health data **annually**. Students are expected to make appointments in a timely manner, so as to meet the requirements every 12 months.

The Nursing Department has the responsibility to determine those health issues that may interfere with the student's progress in the clinical area.

A student with a health condition that has any safety consideration (i.e., pregnancy, seizure disorder, diabetes, surgery, injury, infectious disease, emotional problem, etc.) is required to notify

the faculty and the director of the nursing department in writing, as soon as the condition is evident. The student must submit a written medical clearance by the attending physician assuring no limitation to participate in clinical experience before being allowed into the clinical area. The clinical instructor may make assignment modification as necessary.

Policy and Procedures

Student Health Requirements for Clinical Experience:

Expectation:

It is the belief of the Associate Degree Nursing Department that every student in the program is expected to exhibit professional behaviors by assuming accountability for the medical requirements mandated for clinical experiences.

Health Requirements Policy:

1. A student participating in any clinical experience in the ADN Program must maintain current copies of medical documents in his/her own private file.
 - a. Refer to ***Student Health Requirements for Clinical Experiences*** form.
 - b. The student must provide a copy of these documents to the ADN Office for his/her office file as well.
2. The instructor has the authority and an obligation to exclude any student who does not fulfill medical requirements from participating in clinical experiences

Procedure

1. The student will keep a record of his/her medical file as well as supporting documents while he/she is enrolled in the A D N Program and participating in clinical courses.
2. The student will provide a copy of all documents to the A D N office for his/her office file.
3. The student will review and update his/her own records at the start of each clinical rotation and throughout the rotation to ensue currency of all required information.
4. The student will show his/her record to the clinical faculty at the start of each clinical rotation in order to participate in the clinical experience.
5. The student must be ready to show proof (documentation) of the record at all times.
6. The student must take the responsibility to maintain his/her records accurately and keep the documents in a secure place.
7. The A D N office will develop a list containing student names and medical information and provide it to the affiliated agency and the faculty.
8. The responsibility for ensuring accuracy and currency of information to the agency is mutually shared by the faculty and the student.
9. The faculty will communicate with the agency whenever necessary for updates.
10. The faculty has the responsibility to exclude the student from participating in the clinical whenever he/she has an unmet medical requirement(s).

Clinical/policy/form-ind sht2.

Written 4/1/98

Background Check Policy

To comply with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and state and local regulations for healthcare providers, nursing students and faculty are required to have a clear criminal background check in order to participate in placement(s) at clinical facilities. An initial background check will satisfy this requirement during continuous enrollment in the program. Should your educational process be interrupted, a new background check will be required.

1. Background checks will minimally include the following; (See next page for explanation of services)
 - a. Social Security Number Trace
 - b. Felony Criminal Conviction Record Search
 - c. Combined OIG/GSA Excluded Parties/Debarment Search
 - d. Sex Offender database Search
2. Students will be unable to attend clinical facilities for the following conviction(s):
 - a. Murder
 - b. Felony assault
 - c. Sexual offenses/sexual assault
 - d. Felony possession and furnishing (without certificate of rehabilitation)
 - e. Felony drug and alcohol offenses (without certificate of rehabilitation)
 - f. Other felonies involving weapons and/or violent crimes
 - g. Class B and Class A misdemeanor theft
 - h. Felony theft
 - i. Fraud
3. Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.
4. Students must provide the school with information allowing the school (and clinical facilities as necessary) access to the background check. If the student's record is not clear, the student will be responsible for obtaining documents and having the record corrected to clear it. If this is not possible, the student will be unable to attend clinical rotations. Clinical rotations are a mandatory part of nursing education; therefore the student will be ineligible to continue in a school of nursing.
5. Students under 18 years of age are exempt for this requirement.
6. The school will be contracted with Corporate Screening Services, Inc. to provide the background check. Cost to student is included in the student fees.
7. The student must sign the "Disclosure and Consent regarding Consumer Reports" form and return it to the Nursing Department.
8. This same type of background screening will occur again when you apply for the National Council Licensure Exam for Registered Nurse (NCLEX-RN) through the LiveScan fingerprinting process. When you submit your application for NCLEX you will also be required under law to report all misdemeanor and felony convictions even if they have been expunged or a court diversion program has been completed.

Social Security Number Trace

The Social Security Number Trace will reveal a history of the subject's names including alias and former names and addresses attached to the provided social security number. The trace information will then be used by a Corporate Screening Services (CSS) investigator to determine

how to proceed with criminal history searches.

Felony / Misdemeanor Criminal Conviction Search – CSS, Inc. will conduct a search for criminal convictions at the appropriate state (county) court. Each criminal record search will cover a history of seven (7) years from the date of request. All criminal records discovered will

be matched by CSS with three identifiers. All records bearing less than three identifiers will carry a special notation stating how the record was identified. Detailed information on records found will include, when made available by the criminal court, but may not be limited to: date of offense, charges, plea, disposition and sentence.

Sex Offender Database Search – We will conduct a simultaneous database search for known Sex Offenders. Search details in the report usually include: identifiers, registered address, aliases, case numbers, charge(s), conviction details, and period of incarceration.

The following states are included in this search:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Texas, Tennessee, Utah, Vermont, Virginia, Washington, Washington DC, West Virginia, Wisconsin, Wyoming.

- **DHHS (Department of Health and Human Services) / OIG (Office of the Inspector General) Cumulative Sanction / Excluded Parties List Search** – Search of federal government supported database. If a name match is discovered CSS will make a reasonable attempt to identify the data on the list to the subject of the background investigation.
- **GSA (general Services Administration) Excluded Party / Debarment List Search** – Search of federal government supported database. If a name match is discovered CSS will make a reasonable attempt to identify the data on the list to the subject of the background investigation.

Written: 08/01/05, Revised 7/06

IMPAIRMENT BY DRUG OR ALCOHOL ABUSE AND EMOTIONAL ILLNESS

In the matter of nursing students impaired by alcoholism, drug abuse, or emotional illness, the Associate Degree Program agrees with the California Board of Registered Nursing that these are diseases and should be treated as such:

1. personal and health problems involving these diseases can affect one's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in his or her care;
2. nursing students who develop these diseases can be helped to recover;
3. it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness; and
4. confidential handling of the diagnoses and treatment of these diseases is essential.

No student may be under the influence of any illegal drug, narcotic, or alcohol while in the clinical area or while on the College premises.

When the student's conduct and performance indicate possible impairment by alcoholism, drug abuse, and emotional illness (refer to Checklist on Characteristics of the Impaired Student), the faculty member has the responsibility and authority to take immediate corrective action in the clinical setting. The faculty member has the right to require a drug test if the student is suspected of substance abuse.

Corrective action by the faculty includes:

1. Holding these matters in the strictest of confidence;
2. Referring the student to appropriate health facility;
3. Notifying the Director of the Nursing Program; and
4. Obtaining health clearance from appropriate health facility that the student is safe to return to the clinical area.

The Department of Nursing will offer appropriate assistance to the student either directly or by referral. It is the responsibility of the student to undertake professional counseling and/or medical attention as long as the problem exists. Failure of the student to comply may result in dismissal from the Program. If the student has been excluded from the clinical area for behaviors indicating possible impairment, and is readmitted it is the student's responsibility to satisfactorily meet the clinical objectives as indicated in the course syllabus. (rev. 4/99)

Checklist: Characteristics of the Impaired Student

One or more of the following behaviors listed on the checklist could possibly indicate that a student may be impaired by alcohol, drug abuse, and/or emotional illness. The student suspected of impairment may be asked to undergo a further evaluation by a faculty member in order to continue participation in the nursing program.

Clinical performance behaviors that impede safe delivery of patient care:

- | | |
|---|--|
| <input type="checkbox"/> excessive absenteeism and tardiness | <input type="checkbox"/> illogical or illegible charting |
| <input type="checkbox"/> difficulty recalling patient data | <input type="checkbox"/> difficulty following instructions |
| <input type="checkbox"/> carelessness and/or error in judgment | <input type="checkbox"/> unprofessional or dishoveled appearance |
| <input type="checkbox"/> may smell of alcohol, breath mints, or strong perfume | |
| <input type="checkbox"/> outside complaints about the student's behavior and/or performance | |

Behavioral patterns that may indicate possible impairment:

Mood:

- withdrawn - socially and emotionally
- mood swings, high and low
- suspiciousness
- extreme sensitivity
- nervousness
- frequent irritability with others

Actions:

- unduly talkative
- rigidity – inability to change plans with reasonable ease
- making incoherent or irrelevant statements
- frequently argumentative and/or crying outbursts
- difficulty in meeting deadlines or schedules

Procedure for Student Suspected and/or Impaired by Alcoholism, Drug Abuse, and Emotional Illness

1. Review the ADN Program policy for Student Suspected and/or Impaired by Alcoholism
2. No student may be under the influence of any illegal drug, narcotic, or alcohol while in the clinical area or while on the College premises.
3. Faculty have the authority and the responsibility to require substance abuse testing of any student reasonably suspected of using or being under the influence of a drug or alcohol.
4. The student should be referred to the **U.S. Health Works Medical Group (213) 747-0634** for the testing.

- The student must give a signed consent for the drug test and for the release of the test results to the MSMC ADN Program.
 - Any student who refuses to submit to a drug test or refuses to authorize release of the test results will be dismissed from the nursing program.
 - The consent form should allow the student to indicate any type of medication they may be on, or otherwise provide information that might be relevant to the reliability of the test.
 - Any drug test that is performed on a student will consist of an initial screening test and, if positive, a confirmatory test on the sample.
5. If the student indicates on the consent form that he/she is taking a prescribed medication, the student will still be required to take the test. There will be no disciplinary action, if the test reveals the presence of a prescribed drug, unless the levels of the drug show a purposeful abuse. Even in the absence of a purposeful abuse, the student may be asked to stay home and will not be allowed to participate in academic and clinical experiences, when the faculty member judges that the effects of the prescribed drug threatens the safety of the patient, student, and others.
 6. The faculty member must hold these matters in strictest confidence, notify the Director of the Program, and obtain a health clearance from the clinic before allowing the student into the clinical area.
 7. It is the responsibility of the student to undertake counseling and/or medical attention as long as the problem exists. If the student wishes to petition for re-admittance, the student must supply documentation of counseling and/or treatment.
 8. If the student has been excluded from the clinical area for behaviors indicating possible impairment, and is readmitted, it is the student's responsibility to satisfactorily meet the clinical objectives.

impair-policy 4/99

RANDOM DRUG TESTING BY CLINICAL AGENCY

Mount St. Mary's College maintains contracts with a variety of agencies to provide clinical experience for the students. Students and faculty are to abide by the policies and procedures of these facilities. Facilities have the authority to require random drug testing of the students. Failure of the student to comply will result in exclusion from clinical and possibly dismissal from the program. Refer to policy on Impairment by drug or alcohol abuse.

POLICY REGARDING INJURY IN CLINICAL AGENCY

1. The student must follow agency's policy. The student may report to Emergency Department of the hospital nearest location where injury occurred, if required by the agency or for a life-threatening injury.
2. All other injury must be seen at **U.S. Health Works Medical Group, 1212 South Flower Street, Los Angeles, (213) 747-0634**. The center is a contracted agency and is opened 24 hours. For after hours visit, call the clinic first. The student must obtain a referral form from the clinical instructor.
3. The worker's compensation benefit form is to be obtained from the College personnel office and complete the form within 24 hours of injury. This form must be completed immediately by the student (if able to do so) or the clinical instructor immediately in order to be eligible for compensation for treatment. The College personnel director will also take a report from the student in order to complete a second form.
4. If the injury is a needle stick or blood splash, you may have the following at the discretion of the health care provider:
 - a. A blood test for Antibody to Hepatitis B (Hepatitis Surface Antibody), or

- b. If the Hepatitis Surface Antibody is not present, receive H-BIG (Immune Globulin), repeat Hepatitis B series at the discretion of the physician.
5. If the injury is a needle stick or blood splash, it is recommended that the student have a blood test for a baseline HIV.
6. The faculty member will notify the Director.
7. If you fail to follow this procedure, any future claim may be disavowed.

Note: In accordance with the individual agency policy, the student may submit a request to the agency for the patient's blood to be tested for Hepatitis B and HIV.

HIV POLICIES

In order to reduce the possibility of exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) of its nursing students, faculty and clients/patients, the Department of Nursing has adopted the following policies. These policies are in accordance with the Centers of Disease Control guidelines as well as federal and state laws. The policies recognize the rights of individuals, confidentiality issues and resources of the parent institution.

Policies regarding HIV positive individuals:

1. Qualified students will not be denied admission to the nursing program on the basis of their HIV status.
2. While testing is voluntary, Nursing students who may be at risk for HIV have an ethical responsibility to be tested.
3. For those individuals likely at risk, pre and post testing counseling services are strongly suggested.
4. Testing results can only be given out with the individual's consent and are kept in confidentiality in the nursing department.
5. Students who know that they are infected have an ethical obligation to voluntarily inform the director of the nursing department of their status.
6. Students who are HIV positive or who have AIDS must follow CDC guidelines and universal precautions in clinical settings. They include the following:
 - a. All health care workers regardless of HIV status should adhere to universal precautions which include the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other stray instruments.
 - b. Infected health care workers should be excluded from performing certain invasive or exposure-prone procedures in which the health care worker's blood is likely to contact the patient's body cavities, subcutaneous tissue, and/or mucus membranes.
 - c. According to the CDC guidelines, infected health care workers who adhere to universal precautions and do not perform invasive procedures pose no risk in transmitting HIV to patients.

HIV Policies regarding all students:

1. All students will receive instructions on universal precautions for blood and air borne infections according to CDC guidelines prior to contact with patients in clinical settings.
2. Nursing students or faculty member ethically may **not** refuse to care for a patient on the basis of the patient's HIV status.
3. Students have an ethical duty to report to their clinical instructor any accident which exposes them to a risk of transmission of a blood disease.
4. If an accidental exposure occurs students should follow the CDC guidelines for occupational exposure:
 - a. If needle sticks, test for established seronegativity; test at 6 weeks, 3 months, 6 months and one year.
 - b. Other accidental exposure of blood/body fluids in other than needle sticks is transmitted in the following:
 1. Open cuts or abrasions.
 2. Direct mucus contact - accidental splash.
 3. Direct hand contact with larger amounts of blood or body fluids without glove protection.

POLICY ON DISABLED STUDENTS (See Student Handbook Core Components)

Federal law requires colleges to provide reasonable accommodations to students with documented disabilities that substantially impair or limit their ability to achieve their maximum academic potential. In order to facilitate such accommodations, a student must be diagnosed or evaluated by a physician if s/he has a physical disability; or a learning disabled specialist if s/he you has a specific learning disability (SLD). Documentation of a physical disability is maintained in the student's medical file within the program, and accommodations are made through the Program Director or Learning Center Director. Mr. Mark Forte can be reached at (213) 477-2690 or in the Learning Center Building #3.

MSMC's Learning Center is responsible for gathering and maintaining documentation of learning disability claims. Mount St. Mary's College Learning Centers do not perform learning disability testing but can refer students to an accountable testing center. All test results should be sent to:

Mark Forte
Director, Learning Resource Center
Mount St. Mary's College
Doheny Campus
10 Chester Place
Los Angeles, CA 90007

Upon the receipt of the testing results, the Director of the Learning Resource Center and / or Program Director will meet with the student to discuss accommodations within the program. The student will be provided with a Reasonable Accommodations for a Student with a Disability form which the student then gives to and discusses with each instructor at the beginning of class to communicate appropriate accommodations. It is the **student's responsibility** to inform each instructor (through the form) what accommodations will be necessary at the beginning of each class or at least one week prior to the examinations. If there are any questions regarding

facilitation for disabilities, the Learning Resource Center and / or the Program Director can serve as a resource.

VI. ADDITIONAL INFORMATION

CLINICAL PROFESSIONAL APPEARANCE

1. Uniform Attire

A. Uniform

1. Uniform, and all accessories (e.g. belts) must be all in white, clean and neatly pressed.
Style of dress should resemble current professional clinical uniforms.
2. The MSMC patch must be sewn **three inches from top of right sleeve** in a **centered** position which can be easily recognized and read by others.
3. For safety reasons, uniform must be properly-sized, fitting neither too loosely nor too snugly.
4. Undergarments must also be of white or neutral color.
5. Denim, athletic sweat suits, Capri pants or walking shorts are not acceptable.
6. Skirt length must be no shorter than two inches above the mid-knee. Pant leg length must approximately meet the top of the shoes.
7. Lab coats are acceptable in designated clinical areas. They must be white and properly fitted with the MSMC patch clearly visible on the right upper sleeve.
8. Necklines must neither expose the back nor the upper chest.
9. If a belt is worn, it must be white.
10. Names tag/ identification badges must be worn at all times, with name and school visible.

B. Hosiery

1. With dresses and skirts, plain neutral or white nylons must be worn.
2. With pants, neutral or white nylons/knee highs or plain white socks must be worn.

C. Shoes

1. All white shirable, non-canvas clinical work shoes are required. They must be maintained in clean condition, no scuff marks.
2. High tops, clogs or backless or elevated heels greater than 1 ½ inches are unacceptable.
3. The clinical shoe must completely cover both the toes and the heels.

D. Sweater

1. White or off-white only, simple in style and free of ornamentation, no logos or graphics
2. The MSMC patch must be sewn on the **upper right sleeve** in an easily-visible position.

E. Hair

1. Must be off the collar, simple and professional in style.
2. Should be pulled back from face and secured (e.g. hair buns, french rolls, or braided styles are acceptable as long as they remain off the collar).
3. Head dresses and head decorations (e.g., scarves) are unacceptable unless for religious requirements.
4. Facial hair should be neatly trimmed.
5. Artificial hair coloring and highlights, i.e. pink, green, purple etc., is not allowed

- F. Cosmetics
1. Must be professional and not exaggerated,, e.g., no heavy black or colored eyeliner.
 2. Fragrances or perfume is unacceptable.
 3. Body tattoos must be covered at all times
- G. Jewelry
1. Ear wear is to be limited to one pair of posts per ear for those with pierced ears.
 2. One modest/simple ring (e.g. a simple band is preferable with minimal or no stones).
 3. A wrist watch with a second hand must be worn where clinically required.
 4. Neck, wrist, ankle, oral and facial jewelry are not acceptable.
 5. Other items of religious significance must be cleared by the program office.
- H. Fingernails
1. Neatly kept and trimmed to the tip of the finger pad and no nail polish
 2. No artificial nails of any kind are allowed in the clinical setting.
- I. Dress code for Mental Health and Gerontological Nursing Settings
1. Students must wear street clothes to the clinical setting.
 2. There is no need to bring a stethoscope or bandage scissors.
 3. For safety reasons:
 - No jewelry except wedding/engagement rings, and one pair of earring studs is allowed.
 - Scarves, necklaces, or clothing that can be pulled are not appropriate.
 - No halter-tops, midriffs, low cut pants, scoop neck tops, or sleeveless tops are allowed (i.e., no skin showing that is provocative).
 - No jeans, Lycra, spandex or tight fitting slacks, no short skirts, and no sweat outfits are permitted.
 - No tee shirts with writing, logos, or pictures on them are acceptable.
 - Wear comfortable, closed-toe and closed heel shoes only. No sandals, high heels or boots should be worn.
 - Hair can be worn in your customary manner (no need to maintain off collar).
- J. **Note:**
To maintain both professional standards and safety measures, clinical instructors reserve the right to exclude any student from the clinical setting, if the student is deemed to be out of compliance to any portion of this dress code policy.
- K. Name Tag
To identify the individual as a nursing student, a college ID must be worn on the uniform and be easily visible. The department picture ID is the only acceptable ID for clinical. If the ID is lost, a replacement ID can be purchased through the nursing department

2. **Other Requirements**

When present in the clinical agency to review data on clients – **students must wear their uniform with ID badge.**

Every nursing student should maintain high standards regarding personal hygiene and professional appearance and behavior. Chewing gum is not permitted. Smoking is not permitted while in clinical areas or in clinical conference. The clinical instructor in the clinical agency will have authority on professional appearance and behavior.

TRANSPORTATION

Students in the nursing program provide their own transportation to and from the campus as well as the various clinical facilities utilized and therefore must maintain a current driver's license and car insurance. Students are advised to make suitable arrangements for care of dependent children, (See Student Handbook Core Components, Minors on Campus) including alternate plans in case of a child's illness, etc.

CHILDREN ON CAMPUS

Students are not permitted to perform childcare on campus. Appropriate childcare arrangements must be made before coming to class. Children are not permitted in classroom during lecture and/or skills lab.

ETHICAL BEHAVIOR

See Student Handbook Core Components or Doheny Campus Handbook for policy and procedures on campus unacceptable conduct acts harmful to the welfare of others, violations of criminal law and acts of dishonesty. Also the ANA Code of Ethics will be a standard for ethical nursing behavior.

EARTHQUAKE

During An Earthquake

1. If you are indoors, get under a table, desk or bed, or brace yourself in a strong doorway. Watch for falling, flying and sliding objects. Stay away from windows.
2. If you are outdoors, move to an open area away from buildings, power poles and brick or block walls that could fall.
3. If you are in an automobile, stop and stay in it until the shaking stops. Avoid stopping near trees and power lines, or on or under overpasses.
4. If you're in a high-rise building, get under a desk until the shaking stops. Do not use the elevator to evacuate the building. Wait for instructions from building authorities.
5. If you're in a store, get under a table (or any sturdy object) or in a doorway. Avoid stopping under any- thing that could fall. Do not dash for the exit. Choose your exit carefully.
6. Follow directions of college officials

If We Must Evacuate the Campus

1. If you're in a classroom, come as you are to the lawn in front of **Building 17** (Child Development Center). Bring belongings as we may not be able to return to classroom.
2. Gather on the lawn in front of **Building 17** and wait for further instructions.
3. Do not leave campus without notifying instructors.

After A Disaster/Earthquake

1. Go to the lawn of **Building 17** (Child Development Center) and wait for further instructions.
2. Check yourself and others for injury.
3. Do not touch downed power lines or objects touched by downed power lines.
4. Do not use the phone except for genuine emergencies.
5. Do not go "sightseeing".
6. Cooperate with campus officials.
7. Do not turn light on or off, light matches or do anything that makes a spark. Gas and water leaks are to be expected and are to be considered dangerous.

In Case Of A Fire

1. At the first indication of a fire, call the switchboard from the nearest intercampus phone. Be sure to give the exact location of the fire. Do not try to fight a major fire by yourself.
2. When notified to evacuate the buildings, do so immediately
 - a. Bring your belongings and car keys.
 - b. Rooms and offices should be left as follows:
Lights on, Doors closed and unlocked and windows closed.
3. To evacuate the buildings, use the stairway nearest you. BEFORE entering a stairway or opening a door, FEEL THE DOORKNOB OR HANDLE. If it is warm or hot, DO NOT ENTER. If any stairway is blocked, use the one easiest of access.
4. Elevators MUST NOT be used under ANY circumstances.
5. After leaving the building, proceed immediately to the lawn area in front of **Building 17** (Child Development Center). You will receive further directions when you arrive there. DO NOT leave the campus until you are authorized to do so.

CAMPUS RESOURCES

BOOKSTORE

Fritz B. Burns Health Education Building #5
Hours: See MSMC Website

Method of Payments Accepted: American Express, Optima, VISA, MasterCard and Discover credit cards accepted. Cash and checks made payable to MOUNT ST. MARY'S COLLEGE BOOKSTORE (with picture ID) also accepted. Changes in hours of operation are posted. Note special hours during the first week of classes.

WHERE TO EAT ON CAMPUS

The college cafeteria is located on the ground floor of Ahmanson Commons (Building #11). Please see check MSMC website for Commuter meal ticket prices. Tickets may be purchased at the Business Office. Food Services is open at the times posted.

Food dishes, silverware and trays may not be taken from the dining areas. Vending machines are located on the north side of building The Frits Burns building and between Building #4 and The "Wigwam", and in Donohue Center.

COPY MACHINES (BUILDING #4, Building #5, Library)

The copy machines are located in the first floor of classroom building (#4), in the first floor of Fritz Burns Building (#5), and in the Library. Please check with the student services center for pricing. Additional copy service is available at the shopping center on Figueroa across from St. Vincent's Church; at "Kinko's" ½ block south of Adams on Figueroa (near Bank of America); and at "Tams" in University Village on Jefferson across the street from USC.

OFFICE OF STUDENT FINANCING (BUILDING #10)

Financial Aid Counselor
Doheny: (213) 477-2562
Hours: 9:00 a.m.- 6:00 p.m. (Monday - Thursday); 8:00 a.m. - 4:00 p.m. (Friday)

The Office of Student Financing administers the grant, scholarship, loan and work programs available to students attending Mount St. Mary's College. Assistance and information regarding application is available during normal office hours; appointments are not required. Appointments after hours are welcomed.

LEARNING RESOURCE CENTER BUILDING #3,

Hours as posted by the Learning Resource Center.

In order to enable each student to achieve maximum benefit from the academic programs at the College, the Learning Resource Center is available to all Mount students. The staff in the Center helps students with homework, writing papers, preparing for tests, study habits, understanding readings, organizing study groups and all kinds of ways of helping students with class work. Student tutors also assist with course-related assignments. Check the door of the Learning Resource Center for hours.

SKILLS LAB OPEN LAB HOURS BUILDING #5

Skills Lab is available for students to practice skills and receive tutoring and assistance from the coordinator or other faculty members. Computer software is also available for review of NCLEX contents and to practice exams in the Learning Resource Center.

**Hours may vary depending on Skills Lab assignments

J. THOMAS MCCARTHY LIBRARY

Doheny Campus –located across from Building #5

Library Hours: Monday-Thursday 8:00 a.m. – 9:00 p.m.
Friday- Sunday 10:00 a.m. – 10:00 p.m.

PC COMPUTER LAB BUILDING #3

The IBM computer lab is available for your individual use and use of nursing software. The lab hours are as posted. Please check for fees on printing.

DOHENY STUDENT HEALTH OFFICE BUILDING #5

Student Health Nurse is the primary resource for:

Vaccinations (MMR, Hepatitis B, and DT), TB Skin Test, and Laboratory Services (CBC and titers) are available from the student health. Check with the Health Office for hours of operation.

LOST AND FOUND BUILDING #10

"Lost and Found" items are left at the switchboard in Building #10. If you misplace something in one of the buildings, you might also check with the maintenance personnel. Please turn in all "found" items at the switchboard.

REGISTRAR BUILDING #10

The Office of the Registrar provides a variety of services to the students of MSMC, including course registration, maintenance of transcripts, add/drops and withdrawals. Please notify the Registrar of any changes in address.

ADDITIONAL EXPENSES

Students are required to pay a Nursing Department fee every semester

Uniforms, Shoes, Stethoscope	\$150 (one time)
Books	Each course (varies)
Physical Exam	yearly (varies with health care provider)
Immunizations	varies with health care provider
Malpractice Insurance	\$20 yearly (subject to change)
Parking, MSMC	\$150 yearly (subject to change)
Parking, Clinical Agencies)	Varies with the agency
Late Registration Fee	\$150
Technology Fee	\$50 per semester

NOTE: ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

VII. CURRICULUM

Classes are admitted in Fall and Spring

PREREQUISITES TO NURSING CLINICAL COURSES

Prerequisites to beginning nursing courses are completion of Anatomy (4 units), Physiology (4 units), Microbiology (4 units), Written and Oral Communication (6 units), General Psychology (3 units), Developmental Psychology (3 units), Philosophy (3 units), Sociology/Diversity (3) and GS III course (3 units of Art, Humanities, Music, History, Political Science, or Economics). Religious Studies (3 units) may be taken with nursing courses.

CURRICULUM PLAN

Generic (Three Year) Program

Prerequisite Courses

General Chemistry (3)
English 1A, 1B/1C (6)
General Psychology (3)

Total Units: 12

First Year

BIO 40A Human Anatomy (4)
BIO 50B Human Physiology (4)
BIO 3 General Microbiology (4)
SOC 30 Human Communication (3)
PSY 1 General Psychology
PSY 12 Developmental Psychology (3)
PHIL 10 Critical Thinking (3)
RST 41 Ethics [of Life and Death] (3)
SOC 1 Sociological Perspectives (3)
General Studies Elective IIIA (3)

Total units: 30

Second Year

NUR 20 Adaptation Model Nursing Theory (2)
NUR 23, 23L Principles and Practice of Nursing Skills (2, 1)
NUR 24, 26 Adult Adaptation Nursing I, II (2, 2)
NUR 24A, 24L Medical-Surgical Principles and Practice of Skills I (0.5, 0.5)
NUR 26A, 26L Medical-Surgical Principles and Practice of Skills II (0.5, 0.5)
NUR 25, 27 Medical-Surgical Practicum I, II (2, 2)
NUR 28 Adult and Adolescent Mental Health Adaptation (2)
NUR 28A Principles and Practice of Advanced Interpersonal Skills (1)
NUR 29 Mental Health Practicum (2)
NUR 30 Pharmacology (2)
NUR 31 Children: Adaptation (2)
NUR 32A Community focused care: Children (1)
NUR 32 Children: Practicum (2)
NUR 34 Community Nursing (1)

Total units: 28

Third Year

NUR 33 Professional and Management Issues in Nursing (2)
NUR 35 Childbearing: Adaptation (2)
NUR 36 Childbearing: Practicum (2)
NUR 37 Gerontological Nursing (2)
NUR 38 Gerontological Nursing Practicum (2)

NUR 46 Adult Adaptation Nursing III (3)
NUR 47 Medical-Surgical Practicum III (2)
NUR 48 Professional Nursing Practicum (2)

Total units: 17

Total units for Associate of Arts Degree in Nursing: 84

CURRICULUM PLAN **Advanced (Two Year) Program**

Classes are admitted in Fall and Spring

PREREQUISITES TO NURSING CLINICAL COURSES

Prerequisites to beginning nursing courses are completion of Anatomy (4 units), Physiology (4 units), Microbiology (4 units), Written and Oral Communication (6 units), General Psychology (3 units), Developmental Psychology (3 units), Philosophy (3 units), and GS III course (3 units of Art, Humanities, Music, History, Political Science, or Economics). *Religious Studies (3 units) or Multicultural-Multiethnic course (3 units) may be taken with nursing courses.

- Transfers in 33 to 36 units of prerequisite courses and starts in the second year of the program upon admission.
- RST 41 may be taken in the first or second year of the program.

First Year

NUR 20 Adaptation Model Nursing Theory (2)
NUR 23, 23L Principles and Practice of Nursing Skills (2, 1)
NUR 24, 26 Adult Adaptation Nursing I, II (2, 2)
NUR 24A, 24L Medical-Surgical Principles and Practice of Skills I (0.5, 0.5)
NUR 26A, 26L Medical-Surgical Principles and Practice of Skills II (0.5, 0.5)
NUR 25, 27 Medical-Surgical Practicum I, II (2, 2)
NUR 28 Adult and Adolescent Mental Health Adaptation (2)
NUR 28A Principles and Practice of Advanced Interpersonal Skills (1)
NUR 29 Mental Health Practicum (2)
NUR 30 Pharmacology (2)

Total units: 22

Second Year

NUR 31 Children: Adaptation (2)
NUR 32A Community focused care: Children (1)
NUR 32 Children: Practicum (2)
NUR 34 Community Nursing (1)
NUR 35 Childbearing: Adaptation (2)
NUR 36 Childbearing: Practicum (2)
NUR 37 Gerontological Nursing (2)
NUR 38 Gerontological Nursing Practicum (2)
NUR 46 Adult Adaptation Nursing III (3)
NUR 47 Medical-Surgical Practicum III (2)
NUR 48 Professional Nursing Practicum (2)
NUR 33 Professional and Management Issues in Nursing (2)

Total units: 24

Maximum transferred units GE courses: 36

Total units for Associate of Arts Degree in Nursing: 81-84

VIII. COLLEGE CORE COMPONENTS

ACTS OF DISHONESTY

Because a college is predicated on truth and integrity, proven dishonesty is a serious offense in the eyes of the campus community. Acts of dishonesty include but are not limited to: falsification of records or documents, personal misrepresentation, theft, and evasion of legitimate financial obligations.

ACTS HARMFUL TO THE WELFARE OF THE COMMUNITY

Student acts causing harm to the health and safety of any person, including oneself, in the College community or at College-sponsored activities, or causing reasonable apprehension of such harm will result in disciplinary action.

Verbal comments, which are individually directed, or other behaviors that cause discomfort, humiliation, or interference with work or learning of students while on campus or at any College-sponsored events, will not be tolerated **ADDRESS AND/OR NAME CHANGE**

It is the responsibility of the student to keep the Registrar's Office current with name, address, and telephone number changes.

ALCOHOL AND OTHER DRUGS

Alcoholic beverages may not be sold, consumed, or served at any college event sponsored by students or student organizations.

According to Mount St. Mary's College Drug Policy,

The following are prohibited on campus and at College - sponsored events:

- Unlawful possession, use or distribution of illegal drugs (including marijuana).
- Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (including marijuana).
- Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bongs etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade.

Students who violate California laws or College policy regarding the use of illicit drugs (including marijuana) and/or demonstrate irresponsible or disruptive behavior associated with the use of illicit drugs are subject to College disciplinary action which may include recommendation for counseling, referral for alcohol/ drug evaluation, dismissal or suspension, and police referral.

ANNUAL SECURITY REPORT STATEMENT

In compliance with the Campus Crime and Security Act (Clery Act), Mount St. Mary's College publishes an annual security report, including an annual fire safety report. This report includes campus emergency policies, guest policies, relationships with law enforcement, college security programs, crime statistics, the alcohol and illegal drug policies the sex offense policy statements and local security resources.

The report is created by the Office of Student Affairs and is available each year after October 1.

ASSEMBLY

The right to peaceful assembly is granted to all current students of Mount St. Mary's College. The college retains the right to assure the safety of all individuals, the protection of property and the continuity of the educational process. Peaceful assembly is allowed on campus provided

that proper permission has been obtained from the {Vice President for Student Affairs or her designee}, and the following guidelines are followed:

- The {Vice President for Student Affairs} may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, the College's regular and essential operations and activities.
- The participants must be current students, faculty and/or staff members.
- The participants may not deny the use of college facilities to students, faculty, staff, administrators or guests of the college.
- Activities may not interrupt, obstruct or disrupt educational programs.
- The assembly cannot endanger the safety of any person.
- College property cannot be damaged or destroyed.
- The assembly cannot deny or infringe on the rights of non-participating students, faculty, staff, administrators or guests of the college.
- The College prohibits disruptive or non-peaceful actions/participation on the grounds of Mount St. Mary's College.

THE ATHENIAN PROMISE - A Commitment to Civility

Mount St. Mary's College is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept obligation to live by these common values and commit to the following principles.

As a Mount St. Mary's College Student:

- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the college community.
- I will support a culture of diversity by respecting the rights of those who differ from me.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others. This is my promise to Mount St. Mary's College and its community of scholars

-Adapted with permission from the University of Pittsburgh's "Pitt Promise"

BUSINESS OFFICE PROCEDURES

FINANCIAL CLEARANCE:

The Students of Mount St. Mary's College (MSMC) must clear their financial obligations with the Business Office prior to registering for classes and to receiving services at MSMC.

Financial Clearance means:

- Payment in Full is made (via cash, check, money order and/or credit cards – American Express, Discover, MasterCard & VISA) or letting the Business Office know the Method/s of Payment (via TMS Set-up, Financial Aid Credits, Direct Application of Work

Study Earnings and/or Waivers) that will be used to settle/clear the Student's Account no later than the published Financial Clearance Deadline, **and**

- Return to the Business Office the completed Financial Obligation Agreement Form or Clearance Form and Health Insurance Waiver Form, together with Proof of Insurance (if applicable), among others, for the current Academic Year on or before the published Deadline **whether or not** the Student has an Amount Due.

FINANCIAL CLEARANCE DEADLINES:

These are published Deadlines established to ensure that the Students clear their financial obligations with the Business Office. They are established -

- Prior to Start of the Semester, and the dates are contained in the Financial Obligation Agreement Form or Clearance Form
- Prior to End of the Semester, and the dates are advised via e-mail, messages on the Statement of Account or posted on the Business Office bulletin board.

LATE CLEARANCE FEE:

Failure to clear the Account or obtain Financial Clearance by the applicable Financial Clearance Deadline, a Late Clearance Fee of \$200.00 will be charged to the Account.

FINANCIAL RESTRICTIONS:

Financial Restrictions or Holds are placed on Student's Account when:

- The Student has not met the financial obligations to MSMC by the published Deadline.
- The Student has an Amount Due at the end of each semester.

A Student with an Amount Due is not allowed to register or to make room reservation for the following semester and the grade reports, official transcript and/or diploma will not be released.

STATEMENT of ACCOUNT:

A Statement of Account (the "Statement") is a summary of expenses (tuition, fees/charges, and room and board), payments, waivers, financial aid credits and tuition deposits of either \$100.00 or \$300.00. The Statement shows the Net Amount Due to MSMC or a credit balance due to the Student (Refunds). A Pending Financial Aid section is also provided in the Statement to assist the Student in planning their education expenses. The Statement, which is generated for all registered students on a regular basis or at any time upon request, is mailed through (a) the campus mail system for a Student-in-residence and (b) the U.S. Postal system for the commuting Student to the designated preferred address. The Student is responsible for making payment in accordance with the commitment the Student made when completing the Financial Obligation Agreement Form or the Clearance Form.

NSF - NOT SUFFICIENT FUNDS:

A \$100.00 Service Charge will be assessed for each returned check. Three (3) NSF checks are allowed for a Student within an Academic Year. Thereafter, the Student will lose check-writing privileges and will be restricted to making payments by cash, cashier check, or credit card.

COMPLIANCE WITH COLLEGE OFFICIALS

Students are expected to comply with the requests of both the paraprofessional and professional staff of the College when requests are made in conjunction with these individuals' job responsibilities or when acting on behalf of the College community. Failure to comply may result in disciplinary action.

DAMAGE/VANDALISM TO COLLEGE PROPERTY

Students losing or damaging residential or College property, even accidentally, will be held financially responsible. Vandalism that occurs in common areas will be billed to the parties responsible. When it is not possible to identify those responsible for damages in a common area or a room, all students of the affected room, floor or building will share the cost for replacement or repair. Students are also responsible for loss, theft or damage of College and/or personal property caused by herself/himself and/or guests.

DIABILITY POLICY

Mount St. Mary's College, in compliance with the state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities. The College has an institutional commitment to provide equal educational opportunities for students with disabilities who are otherwise qualified.

Students with known or suspected disabilities should see the Director of Learning Assistance Programs at Chalon or the Director of the Learning Resource Center at Doheny in order to receive appropriate accommodations. Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the appropriate campus disability services coordinator for resolution. Mount St. Mary's Disability Grievance Procedure is located on page (36) of this handbook and copies can be obtained upon request in the Campus Learning Centers or the Office of Student Affairs. Information on Disability Support Services and the Disability Grievance Procedures, may also be viewed on the college website at www.msmc.la.edu, key word, "disability."

DISABILITY GRIEVANCE PROCEDURES

Mount St. Mary's College, in compliance with state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Information about the College's Disability Support Services is located on page (16) of this handbook.

Applicability

The grievance procedure set forth below apply to undergraduate and graduate students of the College only; it does not apply to employees. It is designed to address disputes concerning:

- A. Disagreements regarding a requested service, an accommodation, or a modification of a College practice or requirement;
- B. Inaccessibility of a program or activity due to disability;
- C. Harassment or discrimination on the basis of disability;
- D. Violation of privacy in the context of disability.

*This grievance procedure does not apply to claims of harassment or discrimination on the basis of a disability. Students who believe they have been harassed or discriminated against on the basis of a disability or a perceived disability should refer to the Discrimination and Harassment policy located on page (39) of this handbook and should report alleged harassment or discrimination to one of the College's grievance officers.

Informal Resolution

In the event a student believes (i) that he/she has been denied an accommodation or the modification of a College practice or requirement to which he/she is entitled under applicable disability law or (ii) a program or activity has been inaccessible to him/her due to disability or (iii) his/her privacy has been violated in the context of his/her disability, the student shall attempt to

resolve the matter informally. If the student is unable to resolve the matter through the informal process, a formal complaint may be filed at the student's discretion.

Prior to initiating the formal complaint procedure, and as a prerequisite to it, the student shall first meet with the Director of Learning Assistance Programs at the Chalon Campus or the Director of the Learning Resource Center at the Doheny Campus for assistance in resolving the matter informally within ten (10) calendar days, excluding college holidays and weekends of the alleged denial of accommodations. If satisfactory resolution, for the student, cannot be achieved in five (5) calendar days, excluding college holidays and weekends from the date the student notified the Director of Learning Assistance Programs at the Chalon Campus or the Director of the Learning Resource Center at the Doheny Campus requesting assistance with resolution, the student may file a formal complaint.

Formal Complaint

If the informal procedure described above does not yield a successful resolution, the student may file a formal complaint in the following manner:

- A. **When To File A Complaint** - Complaints shall be filed within five (5) calendar days, excluding college holidays and weekends of the end of the informal resolution process described above.
- B. **What To File** - Complaints must be in writing and include the following:
 - The student's name, address, e-mail address and phone number.
 - A full description of the problem, including names of individuals, departments and/or programs involved.
 - A statement of the remedy requested.
 - A statement of confirmation that an Informal Resolution has been pursued.
- C. **Where To File A Formal Complaint** - The complaint shall be filed with the Vice President for Student Affairs.
- D. **Notice Of Receipt** - Upon receipt of the complaint, the Vice President for Student Affairs will review the complaint for timeliness and appropriateness for this grievance procedure, and will provide the student with written notice acknowledging its receipt.
- E. **Membership of the Disability Grievance Committee** - The Vice President for Student Affairs or his/her designee shall convene the committee within ten (10) calendar days, excluding college holidays and weekends of receiving the complaint. Once the committee is convened, they will select a member to serve as a chair for the formal complaint proceedings. The Vice President for Student Affairs, with the concurrence of the Provost, may take appropriate action on an interim basis, when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other member of the College community, or to avoid disruption to the academic process. The Committee shall consist of:
 - A faculty member appointed by the Faculty Policy Committee*
 - One administrative staff member appointed by the Vice President for Student Affairs
 - One student representative appointed by the Vice President for Student Affairs**The faculty member must not have had the student enrolled in any of his/her classes.*
- F. **Investigation/Hearing** - The Committee shall promptly initiate an investigation. In undertaking the investigation, the Committee may interview, consult with and/or request a written response to the issues raised in the complaint from any individual the Committee believes to have relevant information, including faculty, staff and students. The Committee may also, in its sole discretion, hold a hearing at which it will hear testimony from any individual the Committee believes to have relevant information. The student and any person towards whom the complaint might have been directed shall have the right to submit written materials to the Committee and suggest names of any faculty, staff, students or others from whom she/he believes the Committee should hear. The Committee may assign any member to conduct any part of the investigation, as the Committee deems appropriate.

- G. **Representation** – If the Committee elects to hold a hearing, the student and the person towards whom the complaint has been directed shall have the right to be represented at the hearing by advocates of their choice. Since the hearing is administrative, not judicial in nature, the advocates may not be lawyers.
- H. **Findings and Notification** - Upon completion of the investigation, the Disability Grievance Committee, in consultation with the Vice President for Student Affairs or his/her designee, will prepare a final report containing a summary of the investigation, written findings and a proposed disposition. The chair of the Disability Grievance Committee, will then transmit the report to the student, the party against whom the grievance is directed and the Vice President for Student Affairs. The report should be transmitted within ten (10) calendar days, excluding college holidays and weekends of the date the Committee is first convened.
- I. **Disposition** - The Vice President for Student Affairs shall take whatever actions he/she deems appropriate (see Remedies section below) based on the final report of the Disability Grievance Committee. He/she shall report the final disposition of the matter in writing to the student, the Committee and all other relevant parties within ten (10) calendar days, excluding college holidays and weekends of issuance of the final report of the Disability Grievance Committee.

Remedies

Possible remedies under this grievance procedure include corrective steps, measures to provide a reasonable accommodation or proper ongoing treatment, or any other action the Vice President for Student Affairs deems appropriate. The guidelines set forth in the Faculty and Employee Handbooks will be adhered to in the event that corrective steps or actions are necessary.

Appeal

Within five (5) calendar days, excluding college holidays and weekends of the issuance of the disposition notice, the student or the party against whom the grievance is directed may file an appeal to the Provost. The written appeal must specify the particular substantive and or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The review by the Provost or designee shall be limited to the following considerations:

- Were the proper facts and criteria used to make the decision?
- Were any extraneous facts or criteria used to make the decision?
- Were there any procedural irregularities that substantially affected the outcome?
- Given proper facts, criteria, and procedure was the decision reasonable?

A copy of the Provost's written decision shall be sent to the student and/or the party against whom the grievance is directed within twenty (20) calendar days, excluding college holidays and weekends of the filing of the appeal. The decision of the Provost on the appeal is final.

Time Deadlines

Any time deadlines set forth in this procedure may be extended by the Vice President for Student Affairs or the Provost, in his/her sole discretion, for good cause.

DISCRIMINATION AND HARASSMENT

Policy of Zero Tolerance for Harassment, Discrimination and Retaliation

The College is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including

genetic characteristics, mental or physical disability, veteran status, or any other characteristic protected by federal, state or local law, ordinance or regulation. The College strictly prohibits all forms of unlawful harassment, discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

Unlawful Harassment Defined

Unlawful harassment includes all forms of unwelcome verbal, physical and visual conduct and displays that are based on any of the above mentioned protected characteristics and which interfere with performance and/or create an offensive or hostile environment. Whether conduct constitutes unlawful harassment is determined based upon the manner in which the conduct or comments are perceived; not the manner in which they are intended. Harassment can take many forms. Following are some examples that may constitute harassment:

- A. Verbal harassment such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, race, physical appearance or abilities, derogatory comments, discussions of a sexual nature and/or harassing remarks.
- B. Physical harassment such as physical interference with normal activity, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic.
- C. Visual harassment such as offensive or obscene e-mails, instant messaging, web blogs, photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristics.

Unlawful Discrimination Defined

Unlawful discrimination occurs when an individual's protected characteristic is used as a basis for adverse decisions affecting that individual. Following are some examples that may constitute discrimination: terminating an individual's employment, refusing a request for time off, denying housing or other benefits, or assigning an undeserved low grade based on an individual's protected characteristic.

Sexual Harassment and Discrimination Defined

Sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment, even if it does not lead to tangible or economic consequences. Sexual harassment includes verbal harassment, physical harassment, visual harassment and unwanted sexual advances. Sexual discrimination occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as a basis for any decisions affecting that individual. Examples include threats and demands to submit to sexual requests, or offers of benefits in return for sexual favors. Sexual harassment and discrimination may involve harassment of women by men, men by women and gender-based harassment of individuals of the same sex as the harasser.

Complaint/Reporting Responsibility

It is the responsibility of each individual to assure that prohibited harassment, discrimination or retaliation does not occur within the College community. If anyone believes that he/she is being harassed, discriminated or retaliated against or believes that any other person is being

subjected to such improper conduct, that individual shall immediately report the facts of the incident(s) and the name(s) of the party(s) involved to one of the following College grievance officers: Human Resources Director; Provost and Academic Vice President; Vice President, Student Affairs; Associate Vice President, Student Affairs; Assistant Vice President, Student Affairs; Dean, Baccalaureate Program; Dean, Associate in Arts Program; Dean, Graduate Division; Chair, Faculty Assembly; College Chaplain; Director, Campus Ministry. The reporting individual is strongly encouraged to put the report in writing.

Investigations

Reported incidents of harassment, discrimination or retaliation will immediately be investigated and investigations will be conducted in a discreet manner. Information obtained from the investigation will be disclosed only on a need to know basis. At the conclusion of the investigation, the College will determine whether unlawful harassment, discrimination or retaliation has occurred and will communicate its findings to the accused, the complainant, and, when appropriate, other persons who are directly concerned.

Any member of the College community who is determined to have violated this policy of zero tolerance will be subject to appropriate discipline, up to and including immediate termination or dismissal. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

Any affected individual should immediately report any incident of unlawful harassment, discrimination or retaliation to the College so that all complaints can be quickly and fairly resolved. Affected employees also may direct complaints to the federal Equal Employment Opportunity Commission ("EEOC") (1-800-669-4000) and/or the California Department of Fair Employment and Housing ("DFEH") (1-800-884-1684). Affected students may direct complaints to the U.S. Department of Education Office for Civil Rights (1-415-486-5555).

No Retaliation

The College takes all complaints of harassment, discrimination and retaliation seriously and wants the opportunity to internally resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination or retaliation or for participating in an investigation. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education. The reporting individual or the person assisting with writing the report of sexual harassment, and all parties participating in an investigation have the assurance of the College that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose. If any individual feels he/she has been retaliated against, he/she should immediately report the retaliatory conduct.

EMERGENCY PROCEDURES

Fire - If you discover fire or smoke...

- Remove anyone from immediate danger.
- Close doors and windows to confine fire or smoke.
- Activate manual fire alarm pull station, if there is one in close proximity.
- Call 9-911 and Campus Security (X2502). Give your name and location of fire.
- Evacuate to the North lawn area between the Library and the Mansion or the nearest safe open area by using the nearest or safest exit. (Do not use elevators.)
- Follow directions of College officials.

If you hear, see or notify alarm...

- Evacuate to the North lawn area between the Library and the Mansion by using the nearest or safest exit. (Do not use elevators.)

- Follow directions of College officials.

Earthquake

- Duck and Cover. Take cover under desk or table.
- Stay clear of windows and objects that may fall.
- Do not run outside.
- If outdoors, stay in an open area.
- After the shaking stops, evacuate (if directed), to the North lawn area between the Library and the Mansion by using the nearest and safest exit. (Do not use elevators.)
- Follow directions of College officials.

Medical Emergency

- Call 9-911 and Campus Security (x2502). Give your name and the location of the victim.
- Provide medical care (CPR/First Aid) **if** qualified.
- Remain with victim until help arrives. Provide information about the incident.

Bomb Threat

- Try to keep the caller on the line and ask questions (Where is the bomb? When is it set to go off? What kind of bomb is it?)
- Write down what is said. Note background noises.
- Report threat immediately. Call 9-911.
- Contact Campus Security (x2502).

Major Hazardous Material Spills and Gas Leaks

- Evacuate and close off the area. Avoid any contact with chemicals.
- Call 9-911. Request the Hazmat team for hazardous spills.
- Direct exposed victims to remove contaminated clothing before leaving area, if possible.
- Contact Campus Security (X2502).

Violent or Criminal Behavior

- Call 9-911 and Campus Security (X2502) if you observe any violent or potentially violent criminal act. Contact Campus Security (X2502) immediately if you observe a suspicious person on campus.
- If you hear gunfire or explosives, take cover using all available concealment.

FERPA

Student's Notification of Rights under FERPA

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

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Mount St. Mary's College 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 Mount St. Mary's College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Mount St. Mary's College to amend a record that they believe is inaccurate or misleading. They should write to the Mount St. Mary's College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Mount St. Mary's College decides not to amend the record as requested by the student, Mount St. Mary's College will 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.

3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Mount St. Mary's College 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 Mount St. Mary's College has contracted (such as an attorney, auditor, or collection agent); 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.

More information concerning Personally Identifiable Information (Directory Information)

The primary focus of FERPA is to ensure that a student has reasonable access to his / her educational records (as mentioned above in #1) and, along with this openness, must come the assurance of the privacy of the record. All information belongs to the student and cannot be released without written permission. The only exception to this written permission clause pertains to what the institution defines as directory information. Directory information is information the institution may publish and distribute without written consent. Mount St. Mary's College considers the following items directory information – (1) Name; (2) Address; (3) Phone Number; (4) Class; (5) Major; (6) Campus of attendance; (7) Degree program; (8) Degree(s) and awards received; (9) Enrollment status/ Dates of attendance.

Students have the right to withhold directory information and can do this by filing an *Information Hold Request* with the Registrar's Office. The form must be filed each semester in order for the information to be withheld.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount St. Mary's College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

HAZING POLICY

No student(s) will conspire to engage in hazing, or commit any act that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace any other student.

Definition: Hazing is defined as any method of pre-initiation into a student organization or any pastime or amusement engaged with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person.

Examples: Such activities may include, but are not limited to the following:

Bodily Danger

- Use of alcohol

- Consumption of food, liquids, drugs or other substances

Physical Harm/Discomfort

- Paddling, whipping, beating in any form
- Creation of excessive fatigue such as sleep deprivation or repetitive activity
- Physical or psychological shocks
- Placing harmful substance on a student
- Exposure to elements
- Confinement in a small space
- Exercise

Emotional Harm/Discomfort

- Any activity that intimidates or threatens a student with ostracism
- Any activity that subjects a student to extreme mental stress, shame or humiliation such as driving around for long periods of time with eyes closed.

Personal Degradation

- The wearing of apparel which is conspicuous and not normally in good taste.
- Engaging in morally degrading or humiliating games and activities or any other activities not consistent with national, organizational or local policies, or the policies of the College.

Any group or individual found participating in hazing will face severe disciplinary action.ID CARDS

All faculty, staff, and students are required to carry a college ID at all times. The ID card is necessary at Food Services, Health Services, library use, access to Fitness facilities, student activities and dances, check cashing in the Business Office, and for security purposes. New students are issued an ID card during Orientation free of charge.

Replacement cards may be obtained in the Food Services Office for \$12 with the same picture or \$15 with a new picture. ID cards are only valid when affixed with a sticker indicating the current semester and year. Current semester stickers must be affixed to the ID card and may be obtained from _____ with proof of registration.

MINORS ON CAMPUS

Minors are not permitted on campus unless accompanied by a faculty, staff or student at all times. Since it would be a distraction in the classroom, minors should not accompany students to class. Students are not permitted to perform childcare on campus. Students are responsible for the behavior and safety of children in their care.

This policy is not applicable to MSMC students who are minors.

PARKING ON CAMPUS

As part of an overall program to control traffic and parking on both the Chalon and Doheny campuses, and to expand campus security efforts, the following parking regulations are now in effect and enforced 24 hours a day, 7 days a week including academic holidays:

Traffic Regulations

1. The speed limit while driving on campus: Chalon is 15 mph and Doheny is 10mph unless otherwise posted.
2. Adherence to all campus traffic signs will be strictly enforced. Violations will result in written warning up to and including a fine and/or loss of parking privileges.
3. Observe school bus signs and lights (it is illegal and unsafe to pass a school bus with flashing red lights).

Parking Regulations

1. All vehicles driven or parked on campus must have a valid, college-issued parking permit, including valid California DMV disabled decal holders when parked in a disabled parking space. Employees and students may purchase parking permits for \$350, effective July 1, 2010, in the Business Office. If purchasing a parking permit for the first time, you will need to register online at www.msmc.la.edu/pages/193.asp. Visitors may obtain a parking pass from the security officer at the entrance kiosk for \$5.
2. Parking in fire zones (red areas) is not permitted at any time. In order that emergency vehicles have necessary access to the College, all vehicles in fire zones will be towed at the owner's expense without warning.
3. Reserved parking spaces are for the sole use of the person whose name appears on the space. Reserved Parking is restricted and enforced 24 hours a day, 7 days a week, including college holidays and summer.
4. Students will be held accountable for violations of parking policies incurred by their visitors.
5. In keeping with good neighbor policy, and with safety concerns in mind, the College has agreed to encourage all traffic to access Bundy directly from Sunset Blvd when traveling to the Chalon Campus.
6. Students must abide by all posted parking schedules.
7. Parking is at your own risk. Mount St. Mary's College assumes no responsibility for the loss through fire, theft, collision, hit and run or otherwise to the vehicle or contents.
8. All vehicles must be parked in compliance with California Vehicle Code and Mount St. Mary's College parking regulations.
9. A parking permit serves as permission to park and is NOT a guarantee of a parking space.

Chalon Campus

1. The Circle area is restricted to vehicles displaying either a VISITOR parking permit, issued by special permission or a handicapped decal issued by the California Department of Motor Vehicles with a Valid MSMC parking permit.
2. In accordance with the College's agreement with the Brentwood Home Owner's Association, vehicles traveling to MSMC must take Norman Place (25 mph) to Chalon Road. Individuals leaving campus must turn right onto Chalon Road and proceed to Bundy Drive (25 mph). Violations may result in citations and/or loss of parking privileges.
3. Daily parking permits are available for purchase at the entrance kiosk.
4. Student parking permits allow for parking in the following areas: the parking structure, unrestricted lots, and parking lots B, J and I
5. Faculty/staff parking permits allow for parking in the following areas: parking structure and parking lots B through F.

Doheny Campus

1. Student parking permits allow for parking in the following areas: AAA parking lot, Ken Skinner Parking Pavilion from 6:30a.m. to 10:30p.m. If you have a semester or annual permit; St. James and Chester Place from 5:00p.m. to 7:00a.m.
2. Faculty/staff parking permits allow for parking in the following areas: AAA parking lot, Ken Skinner Parking Pavilion from 6:30a.m. to 10:30p.m., if you have a semester or annual permit and St. James and Chester Place ONLY if you work on the Doheny Campus.

Violations

- Any violation of these traffic and parking regulations are subject to citations and/or towing. There is a \$35 fee for citations and \$50-\$100 citation fee for vehicles cited in fire lanes, handicap parking spaces, and other specially signed locations.
- Parking Citations must be paid or appealed within 10 calendar days.

- **Pay:** Send payment to the Business Office along with a copy of the Citation.
- **Appeal:** Complete a “Parking Citation Appeal Form” which can be found at <http://www.msmc.la.edu/pages/193.asp>. They are also available from Facilities Management, Student Affairs, Security, Business Office or the Switchboard. Attach a copy of the citation and send it to Facilities Management – Chalon Box 3 on or before grace period of 10 calendar days. Citation appeals received after the grace period will not be reviewed, and the vehicle owner will be responsible for paying the citation.
- Once a citation is posted to a student’s account, it cannot be appealed.
- Students with outstanding fines may be prevented from registering for classes and/or receiving transcripts. The College tracks vehicles by license plate number, description, and parking permit number. Written parking appeals will be reviewed monthly.
- Vehicles will be immobilized with the use of a “boot” on the 3rd consecutive citation per semester.
 - If the Parking Citations are not paid, and receipt presented to security within 48 hours of the vehicle being booted, the vehicle will be towed.
 - In order to have the “boot” removed; the vehicle owner must pay all citations leading to the immobilization of the vehicle, or present Security with proof of payment.
 - If a citation is in the appeals process and a student receives a 3rd citation leading to the placement of a “boot”, all citations, including the citation under review, must be paid in order for the “boot” to be removed. Once the appeal is reviewed, if the citation is upheld no refund will be issued, if the appeal is approved a refund in the amount of the citation will be initiated.
- On the 4th violation: The 4th citation fine will double, the vehicle will be “booted” and the student will be referred to the Chief Conduct Officer or Conduct Board due to a non-compliance/College conduct issue.
- If the owner of the vehicle continues to violate parking regulations, parking privileges will be revoked.

The complete parking guidelines can be found at <http://www.msmc.la.edu/pages/193.asp>

PERSONAL PROPERTY

The College and its officers, employees, and agents assume no responsibility at any time for the loss, damage, or destruction of personal property.

Premises occupied by students, their personal possessions, automobiles and lockers are considered private and will not be searched unless necessary as part of an investigation by the proper authorities. In such cases an attempt will be made to contact the student and inform her/him of the reason for the search in order that she/he may be present. The ordinary regulations for a lawful search will be followed if the premises are searched by federal, state, or local authorities.

PETS

While Mount St. Mary's College appreciates the special nature of the owner/pet relationship, the College is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The College, therefore, has established strict policies regarding the presence of pets on campus. With the exception of seeing-eye or hearing dogs or other service companion animals (as prescribed by the ADA), no pets will be allowed on campus. For information regarding dogs accompanying visitors to campus, please refer to the visitor policy available from Campus Security.

PRINCIPLES OF COMMUNITY

Mount St. Mary's College is a multi-cultural community of people from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. Our activities, programs, classes, workshops, lectures and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect. We want to make explicit our expectations regarding the behavior of each member of our community. As adults, we are responsible for our behavior and are fully accountable for our actions. We each must take responsibility for our awareness of racism, sexism, xenophobia, homophobia and all other forms of oppression.

Bigotry will not go unchallenged within this community. No one has the right to denigrate another human being on the basis of race, sex, sexual orientation, national origin, etc. We will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against persons or property. In this context, we do not accept alcohol or substance abuse as an excuse, reason or rationale for such abuse, harassment, intimidation or violence. Ignorance or "it was just a joke" is also not an excuse for such behavior. Such behavior will be subject to the College's disciplinary processes. All who work, live, study and teach in the Mount St. Mary's community are here by choice, and as part of that choice should be committed to these principles which are an integral part of Mount St. Mary's College's focus, goals and mission. *(Permission to print granted by the University of California at Irvine, University of California at Santa Cruz, and the University of Southern California).*

SEARCH AND SEIZURE

The College reserves the right to conduct any search based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of College policy or local, state, or federal law.

Any area or property located on College premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (1) College-owned buildings and residences, (2) privately-owned, operated, or controlled motor vehicles located on College premises; (3) College-owned lockers; and (4) any personal property located or contained in these structures or vehicles. The Residence Living License Agreement reserves to the College the right to enter and inspect residential space at any time for maintenance needs or for reasons of health and safety. This Agreement also permit the College to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of College policy, local, state or federal law is occurring.

By registering a vehicle at MSMC, the owner/operator consents to a search of the vehicle if there is reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a college policy or local, state or federal law is inside the vehicle. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator of the vehicle will be directed to remove it from campus immediately and will be informed not to bring it back onto campus or it will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing.

Any search conducted by College personnel shall be reasonable, and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

SECURITY

For the safety and security of students, faculty and staff, Allied Security is contracted to provide security coverage for the Doheny campus.

- Security functions 24 hours a day, 7 days a week.
- Guards are stationed in the Circle and at the Main Entrance and in front of the Mansion (24 hours a day, 7 days a week).

Security can be reached at the following numbers:

In front of the Mansion (213) 477-2571

Main Entrance (213) 477-2502

Reporting a Security Concern

Mount St. Mary's College encourages students, faculty and staff to assume the responsibility for their own security, the security of other members of the college community as well as the safety and security of college buildings and grounds. Any member of the college community (faculty, staff, and/or student) may submit an Incident Report to the Residence Life Office or the Student Affairs Office regarding security concerns. The Residence Life/Student Affairs staff will work with Allied Security to investigate the report and take appropriate action. If necessary, Security will distribute information to the college community to increase awareness of specific crimes.

SMOKING POLICY

Smoking is only permitted at the tables on the east side of the library at the Doheny Campus.

SOLICITATION POLICY

No student may engage in solicitation or invite or permit another person or organization to engage in solicitation on campus for sales or promotional activities without the written approval of the Director of Student Activities. Solicitation shall include, but is not limited to, promoting, advertising, selling or distributing any product or program. Official clubs or organizations may request permission for the sale of goods and services, or solicitation of funds from the Director of Student Activities. Permission may be granted provided that advertising and activities are planned for, and approved of, in advance, and the purpose of the solicitation is accurately and openly identified.

STALKING AND HARASSMENT

Mount St. Mary's College is determined to provide a campus atmosphere free of violence for all members of the College community. For this reason, Mount St. Mary's College does not tolerate stalking and other forms of harassment. Mount St. Mary's College is also committed to supporting victims of stalking and other forms of harassment through the appropriate provision of safety and support services. Examples of stalking or harassment include, but are not limited to: prank calling, unsolicited or unwanted letters, e-mails, or text messages; leaving unwanted items, presents, or flowers for a person; posting information or spreading rumors about a person; and following or spying on a person.

If you are the victim of stalking, contact Campus Security.

STUDENT CONDUCT AND COMMUNITY STANDARDS POLICY

In support of the Principles of Community, the following Student Conduct Policy has been established:

Conduct Procedures

1. The Chief Conduct Officer or designee shall review reports to determine whether or not there is sufficient evidence to charge a student with a violation of the policy and to hold a Conduct Review.

2. Students will receive a written or electronic notice of misconduct charges, the location of copies of the Student Conduct Code, warnings about retaliation (if appropriate) and a scheduled meeting with a Conduct Officer or applicable Conduct Board. Students who fail to appear after proper notice will be deemed to have accepted responsibility for the charges against them.
1. As deemed appropriate, a Review during which the Conduct Officer/Conduct Board shall specify the nature of the alleged misconduct and the basis for the charge, including the time, date, and place where it is alleged to have occurred. Students shall have the opportunity to respond to the evidence against them.
 - Students may have an advisor present at the review. Only current full-time students can act as an advisor to a student during a review. Off-campus individuals, parents, faculty, staff or any other individual may not act as an advisor or attend a review.
 - Students who wish to have the assistance of an advisor must inform the presiding Conduct Officer in writing at least two business days prior to the scheduled date of the review.
 - The advisor's role is to assist and support students in the Conduct process and during the review. Advisors may not address the Conduct Officer/Conduct Board during Conduct Reviews.
 - Reviews will be private except for advisors. Recording units (audio and/or video) are not permitted.
2. The Conduct Officer/Conduct Board and the student have the right to request witnesses.
 - Students who wish to have witnesses must inform the presiding Conduct Officer in writing at least two business days prior to the scheduled date of the review.
 - These witnesses must have information pertaining to the case. Witnesses must submit a written Incident Report to the Conduct Officer/Conduct Board two days prior to the review.
3. A sanction shall be levied if it is determined that the student is responsible for the violation. If not, the report will be dismissed.
4. The written decision of the Conduct Officer/Conduct Board will be issued to the student so as to be sufficiently detailed to permit review as provided in this Policy.
5. Decisions of the Conduct Officer, Conduct Board, or Appeals Committee recommending a suspension or dismissal from MSMC shall be reviewed and approved by the Vice President for Student Affairs or designee.
6. The student may challenge a Conduct Officer/Conduct Board member on the grounds of personal bias. This challenge must be made in writing to the Chief Conduct Officer or designee two business days prior to the Conduct and must include the reason(s) for the challenge. The disqualification challenge of a Conduct Officer/Conduct Board member shall be determined by the Chief Conduct Officer or designee.

Prohibited Conduct – Policies

- A. Violation or attempted violation of federal, state and local laws, published

MSMC regulations or policies including, but not limited to, the Alcohol and Drug Policy, Community Relations Policy, Hazing Policy, Policy of Zero Tolerance for Harassment, Discrimination and Retaliation, Acceptable Use Policy, and general Student Housing and Student Conduct Policies. Violation of any policy published in the Student Handbook.

- B. Intentionally or recklessly causing psychological or physical harm to any MSMC community member, oneself, or to any person on MSMC premises or at MSMC activities either on- or off-campus, or causing reasonable apprehension of such harm. This includes, but is not limited to, sexual harassment or other forms of harassment based on an individual's protected characteristics, assault, hazing, damage to reputation, verbal or written threats, abuse and harassment.
- C. Intentionally or recklessly retaliating against any MSMC community member, or their property, in any way, including but not limited to physical, verbal, or written means.
- D. Intentionally or recklessly interfering with normal MSMC sponsored activities, including, but not limited to: studying; teaching; research; classroom instruction; college administration; conduct proceedings; or fire, police, or emergency services.
- E. Failure to comply with the directions of MSMC officials — including, but not limited to, Student Managers, Resident Advisors, Shuttle Drivers, Security Officers, and faculty and staff acting in performance of their duties. This includes but is not limited to verbally threatening, abusing, or harassing of any of the above in the performance of their duties. Students are similarly responsible for the behavior of their guests in this and other regards.
- F. Intentionally or recklessly destroying or damaging MSMC property or the property of others on MSMC premises or at MSMC sponsored activities.
- G. Intentional act of dishonesty including but not limited to furnishing false information to any designated MSMC official or to the college, falsification of records or documents, personal misrepresentation, evasion of legitimate financial obligations or failure to carry and/or provide valid current student picture identification with valid current enrollment semester sticker.
- H. Intentionally initiating or causing to be initiated any false report, warning, or threat at or about MSMC, including but not limited to prank phone calls, e-mails, or postings.
- I. Theft of property or of services on MSMC premises or at MSMC sponsored activities or knowingly possessing stolen property.
- J. Use, possession, selling, or actions under the influence of any controlled substance or illegal drug; misuse of prescription drug(s); non-prescription medications; inhalants or other products that can alter one's state of mind; and drug-related material(s), including, but not limited to, drug pipes,

bongs, roach clips, and other paraphernalia. Also prohibited are the posting of drug related pictures, any display of alcohol bottles, and other items expressive of substance abuse.

- K. Unauthorized use, possession, or storage of any weapon, or object intended for use as a weapon, on or reasonably adjacent or proximate to MSMC premises or MSMC sponsored activities. Any student found in possession of a firearm will be expelled.
- L. Intentionally or recklessly misusing, disabling, tampering or damaging fire or other safety equipment, doors and signs.
- M. Unauthorized use or possession of fireworks and/or other incendiary materials on MSMC premises or at MSMC sponsored activities.
- N. Unauthorized use, forgery or unauthorized alteration of any MSMC document, instrument of identification, parking permit, room or office keys, or student employment time card.
- O. Unauthorized presence in or use of MSMC premises, facilities, or property, including, but not limited to, roofs, balconies, ledges, and trellises.
- P. Engaging in disorderly conduct, public intoxication, or lewd, indecent, obscene behavior, or physical fighting.
- Q. Any behavior that disrupts or causes disruption of technology services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks.
- R. The use of data, computer system or network, to devise or execute any scheme to defraud, deceive or extort, or wrongfully obtain money, property, or data. Unlawful downloading or use of patented, copyrighted, or trademarked works. Any violation of confidentiality of electronic materials including but not limited to email, student identification numbers, phone numbers, medical information, conduct information.
- S. The intentional introduction of any contaminant into the network or computers. Intentional or unintentional "hacking" into any computer system or network.
- T. Violating the terms of any disciplinary sanction imposed in accordance with this Code.
- U. Any violation of the College's smoking policy.
- V. Repeated or reckless violations of the College traffic regulations and parking signs and regulations.

Sanctions

One or more of the following sanctions may be imposed for violations of disciplinary regulations and college policies. Factors to be considered shall be severity of the violation, the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it.

- A. Disciplinary Warning
The student is given verbal or written warning that future misconduct may result in more severe disciplinary action.
- B. Disciplinary Probation
The student may be restricted from participating in future student and college activities. This includes but is not limited to ASB positions, Resident Advisor positions, Study Abroad programs, Orientation leadership positions, and other student leadership positions. Additionally, the student is given written and verbal notice that any further infractions of MSMC policies may result in possible eviction from student housing, suspension from MSMC, or dismissal from MSMC. Notification will be sent to the appropriate MSMC offices.
- C. Restriction
The student is restricted from entering a specific area on one or both campuses or restricted from entering campus.
- D. Restitution
The student is required to make payment to MSMC or to other persons, groups or organizations for damages incurred as a result of a violation of this Code.
- E. Fines
A monetary fine may be assessed to a student for policy violations. The disciplinary fine amount is dependent upon the nature of the violation. A financial hold may be placed on a student's account until the fine has been paid.
- F. Community Service/Educational Project
Community work, work on campus, research projects or other appropriate learning experiences may be assigned.
- G. Alcohol/Drug Testing
A student may be required to submit to an alcohol and/or drug test.
- H. Educational Programs
The student is assigned to attend educational programming to increase his/her awareness of the effects and issues of alcohol and drugs or other matters related to code and policy violations.
- I. Eviction From or Relocation within Student Housing
MSMC housing accommodations are a privilege. Students who demonstrate that they are unable to live in community as demonstrated by severe or repeated policy violations may be relocated to another housing facility, or have their housing license agreement terminated, and, if evicted, may be banned from housing facilities and ineligible for future housing.
- J. Ineligibility for Graduation or Academic Honor Programs
A graduating student involved with alleged Code violations prior to graduation may not graduate, participate in graduation ceremonies or honors recognition programs, or receive a diploma until the case has been

resolved and sanctions completed.

K. Suspension from MSMC

Separation of the student from MSMC for a specified period of time. Permanent notification may appear on the student's academic transcript.

The student shall not participate in any MSMC sponsored activity and may be barred from MSMC premises. Suspension requires the review and approval of the Vice President for Student Affairs or designee who may alter, defer or suspend this sanction. The Vice President for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings or medical/psychiatric evaluation; such interim suspension becomes immediately effective without prior notice whenever there is reasonable suspicion that the continued presence of the student on the MSMC campus poses a substantial threat to the student, to others, or to the stability and continuance of normal MSMC functions.

L. Dismissal from MSMC

Permanent separation of the student from MSMC. Notification may appear on the student's academic transcript. The student will also be barred from MSMC premises. Dismissal requires the review and approval by the Vice President for Student Affairs or designee who may alter, defer, or suspend this sanction.

M. Other Sanctions

Conduct Officers and Conduct Boards retain the right to impose additional sanctions, according to the specific needs of a situation.

Appeal Procedures

- A. Any Conduct Officer or Conduct Board disciplinary sanction may be appealed to the Appeals Committee on the following grounds:
1. The sanction is grossly disproportionate to the offense as determined by the Appeals Committee.
 2. The procedures provided for in this policy were not followed, resulting in significant prejudice to the student.
 3. New relevant evidence is available which in the exercise of reasonable diligence could not have been produced at the time of the Conduct Review.
 4. The decision is not supported by reasonable evidence as determined by the Appeals Committee.
- B. All requests for appeals are sent to:
The Appeals Committee c/o Student Affairs.
- C. When a student is assigned a sanction of (1) Eviction from or Relocation within Student Housing, (2) Suspension from MSMC, or (3) Dismissal from MSMC, that student will be required to complete and submit a "Form of Intention." The purpose of this form is to indicate whether the student has plans to appeal or accept the assigned sanction in circumstances where the effective date of the sanction precedes the appeal deadline.
- D. Appeals must be submitted in writing within three business days from the date of the imposition of the original decision. Failure to appeal within

the allotted time will render the original decision final and conclusive.

E. All decisions by the Appeals Committee are final and binding.

Roles and Responsibilities

- A. Chief Conduct Officer (The Assistant or Associate Vice President for Student Affairs or Director of Residence Life):
- Review incident reports and other notices of alleged violations of MSMC student conduct policies.
 - Assign cases to Conduct Officers or Conduct Boards.
 - Resolve a student's challenge of bias for any Conduct Officer or Conduct Board member.
 - Sit on the Appeals Committee.
- B. The responsibility of the Conduct Officers and Conduct Boards is to carry out reviews or other proceedings as prescribed in this Policy.
- C. The Vice President for Student Affairs, or designee, shall appoint Conduct Officers and Conduct Boards.

STUDENT RECORDS

Student conduct actions are not part of a student's academic records except for the case in which a student is expelled or suspended from the College. Records are maintained in the {Vice President for Student Affairs} office for six years after the event, except for suspension and expulsion, in which case the record is permanently retained. Administrative staff and faculty are expected to respect confidential information about students which they acquire in the course of their work.

TECHNOLOGY POLICY

In keeping with the Catholic tradition of the College, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines below. Those violating this policy may face penalties that may include restrictions on their use of technology or referral to the Student Conduct Board, if circumstances warrant.

Electronic Mail (E-mail) is the official communication method that the College will use to contact students to keep them informed of college activities, policies, and administrative functions such as registration and billing. Students, therefore, must check e-mail regularly in order to stay abreast of important messages and notifications. Failure to read official college communications sent to students' official e-mail addresses does not absolve students from knowing and complying with the content of official communications. MSMC labs will be available on both campuses to use over the summer months if needed. Many public libraries also have free Internet access.

Faculty may use students' official e-mail addresses as the official out-of-class means of communicating with students registered in their classes. Students must comply with course requirements communicated to them by e-mail.

In keeping these resources functioning, students who use the College e-mail system (to send or receive e-mail) must adhere to the following policy and will be held accountable for any violations encompassing the use of the Computer Network and Non-Networked Campus Computers, E-mail, Voice-mail, Telephone Systems, Internet, Intranet, and the World Wide Web.

Mount St. Mary's College Technology User Agreement

All users of Mount St. Mary's College computer technology must sign a User Agreement, which states that they understand and agree to abide by the policy.

Policy Guidelines:

- a. *Ownership of Resources:*
All individuals using College technology or facilities must do so with the knowledge that they are using College resources in support of their work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right to access electronic communications at any time for any purpose.
- b. *Authorized Use/Security:*
Users have passwords to access College resources, which they have the authority to use. These passwords cannot be shared with others. Similarly, users should only utilize a password, access a file, or retrieve data with proper authorization. Any student who accesses files, e-mail, or voice mail without authorization will face disciplinary measures including, but not limited to, restriction on use of College technology or referral to the Student Conduct Board.
- c. *Software purchases/installations:*
The College is not responsible for software it cannot support or hardware problems caused by unauthorized installations.
- d. *Harassment:*
No student, faculty, or staff member should use computers, e-mail, voice mail, or other technology to harass or threaten others, disrupt classes or offices.
- e. *Commercial Use:*
Use of College technology or equipment is intended for academic purposes and College-related business only.
- f. *Copyright:*
To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before utilizing materials created on or obtained via computer technology. Information about copyright is found at the U.S. Copyright Office in the Library of Congress at <http://lcweb.loc.gov/copyright/>.
- g. *Departmental & Club Web Pages:*
College departments and recognized student organizations are encouraged to create department and organization web pages. All material published by student clubs and organizations must be approved by the Women's Leadership Program office.
- h. *Procedures Regarding Violations:*
In general, The Student Conduct Board will evaluate violations by students. Users who violate the policy may face restriction of technology access or more severe sanctions, if circumstances warrant. In cases of violations of web publications, the Web Committee will ask the author to modify or remove the material.
- i. Students are not allowed to install or have wireless routers or hubs in the residence halls.

For the complete policy, please see www.msmc.la.edu/pages/2160.asp

VICTIMS OF SEX OFFENSES INFORMATION

Mount St. Mary's College encourages victims of sex crimes to report offenses, and offers assistance from college staff in notifying internal and external authorities. Mount St. Mary's stresses the importance of a victim of a sex crime to preserve any evidence as it may be necessary as proof of a criminal offense.

Residence Life programs, Freshmen Orientation class workshops, and literature distribution promote awareness of forcible or non-forcible sex offenses and the college support available to victims. If a sex offense occurs, students may contact the following administrators for support and guidance Monday-Friday, 9:00am to 4:30pm:

- **Dr. Mari Wadsworth**, Associate Vice President of Student Affairs, 310.954.4130
- **Bernadette Robert**, Assistant Vice President for Student Affairs, 213-477-2571
- **Laura Crow**, Director of Residence Life, 310.954.4325 or 213.477.2661
- **Michael McFatridge**, Director of Campus Security, 310.954.4084 or 213.477.2995
- **Gail Gresser**, Director of Campus Ministry, 310.954.4126
- **Dr. Susan Salem**, Director of Counseling and Psychological Services, 310.954.4112
- **Beryl Salvatore**, Director of Health Services, 310-954-4110
- **Jessica Cuevas**, Associate Director of Residence Life, 310.954.4326, 213.477.2661

Also, they may contact Security, Student Affairs or Residence Life, including the resident assistant on duty for immediate support. Other departments available to assist them include Health Services, Counseling and Psychological Services, Academic Affairs and Campus Ministry.

If an on campus conduct procedure takes place as a result of an alleged sex offense, the accuser and the accused are entitled to have an advocate (another full-time student) present during the campus conduct proceedings. Both the accuser and accused are entitled to know the outcome of the conduct process.

Resolutions resulting from a conduct procedure regarding rape, acquaintance rape or other sexual offenses (forcible or non-forcible) include disciplinary warning, disciplinary probation, restitution, interim suspension, termination of on-campus housing, suspension and/or expulsion.

In addition, victims of sexual offenses will be advised of academic and student life options for their support, if requested and available. For questions about policies and procedures for dealing with incidences of sexual harassment, see the Student Handbook.

VIOLATIONS OF CRIMINAL LAW

Criminal violations are defined by law and tried by the courts. In any case in which a student acts in a manner which may be reasonably viewed as within the definition of criminal violations, the College may take action with regard to that student independent of any civil or criminal proceedings.

VISITORS AND GUESTS

Visitors and guests of Mount St. Mary's College students are welcome on campus. However, the College reserves the right to refuse admittance to individuals not associated with the College. Possible reasons for refusal may include but are not limited to: (a) by request of a current Mount St. Mary's College student or administrator or if (b) the individual is under the influence of alcohol or drugs. During the day, visitors to the College must observe all parking regulations and get a parking permit if they bring a car to campus that does not have a permit. All visitors and guests entering campus are required to list their names with security upon entering the campus and give the guard their intended destination. Visitors will be expected to abide by College Policies. Students will be held accountable for the actions of their guests.

WEAPONS

Firearms, knives, weapons, and any such facsimiles of such are prohibited on Campus and at all on campus and off campus College-sponsored events (including swords, laser guns,

paintball guns, etc.). Any student in possession of a firearm or that uses any device as a weapon on College property will be expelled.

Reviewed JAN 2011
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