<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Purposes of the College</td>
<td>1</td>
</tr>
<tr>
<td>College Outcomes</td>
<td>1</td>
</tr>
<tr>
<td>Philosophy of General Education</td>
<td>1</td>
</tr>
<tr>
<td>General Education Core Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Ethical Practices</td>
<td>2</td>
</tr>
<tr>
<td>Accreditation Approvals and Memberships</td>
<td>2</td>
</tr>
<tr>
<td>Partnerships</td>
<td>3</td>
</tr>
<tr>
<td>ADMISSION REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>Professional Programs</td>
<td>4</td>
</tr>
<tr>
<td>Pre-Program</td>
<td>4</td>
</tr>
<tr>
<td>Recommended High School Curriculum</td>
<td>5</td>
</tr>
<tr>
<td>Application Process</td>
<td>5</td>
</tr>
<tr>
<td>Application Deadlines</td>
<td>5</td>
</tr>
<tr>
<td>Limited Enrollment Application Process</td>
<td>5</td>
</tr>
<tr>
<td>International Application Process</td>
<td>6</td>
</tr>
<tr>
<td>Transfer Application Process</td>
<td>6</td>
</tr>
<tr>
<td>Advance Placement Application Process</td>
<td>6</td>
</tr>
<tr>
<td>Re-admission Process</td>
<td>6</td>
</tr>
<tr>
<td>Health, Background Checks and Drug Screen</td>
<td>6</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS</td>
<td>7</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>7</td>
</tr>
<tr>
<td>Student Records</td>
<td>11</td>
</tr>
<tr>
<td>Assessment Activities</td>
<td>12</td>
</tr>
<tr>
<td>Assessment of Student Achievement Model</td>
<td>13</td>
</tr>
<tr>
<td>Institutional Effectiveness Plan Conceptual Model</td>
<td>14</td>
</tr>
<tr>
<td>FINANCIAL AID/BILLING INFORMATION</td>
<td>15</td>
</tr>
<tr>
<td>Student Responsibilities Regarding Financial Aid</td>
<td>16</td>
</tr>
<tr>
<td>Applying for Financial Aid</td>
<td>16</td>
</tr>
<tr>
<td>Financial Aid Code of Conduct</td>
<td>16</td>
</tr>
<tr>
<td>Title IV Drug Conviction</td>
<td>17</td>
</tr>
<tr>
<td>Federal Financial Aid Program</td>
<td>17</td>
</tr>
<tr>
<td>State of Iowa Financial Aid Program</td>
<td>18</td>
</tr>
<tr>
<td>Private Loan Programs—Not Based on Financial Need</td>
<td>19</td>
</tr>
<tr>
<td>Refund Schedule</td>
<td>20</td>
</tr>
<tr>
<td>Payment Information</td>
<td>21</td>
</tr>
<tr>
<td>STUDENT AFFAIRS</td>
<td>24</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>24</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>24</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>24</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>25</td>
</tr>
<tr>
<td>Student Academic and Nonacademic Appeal/Grievance Process</td>
<td>25</td>
</tr>
<tr>
<td>Substance Abuse and Prevention</td>
<td>26</td>
</tr>
<tr>
<td>Harassment/Sexual Harassment</td>
<td>29</td>
</tr>
<tr>
<td>Registration of Sex Offenders</td>
<td>29</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>30</td>
</tr>
<tr>
<td>Weather Class Cancellation and College Closing Policy</td>
<td>31</td>
</tr>
</tbody>
</table>
DEPARTMENT OF IMAGING SCIENCE EDUCATION

Philosophy .............................................................................................................................................................................62
Mission Statement ........................................................................................................................................................................62
Goals ..........................................................................................................................................................................................62
Outcomes ....................................................................................................................................................................................62
Essential Functions ......................................................................................................................................................................62
Academic Policies .........................................................................................................................................................................63
General Education Course Requirements ..................................................................................................................................63
Program Policies .............................................................................................................................................................................64
Clinical Policies .............................................................................................................................................................................65
ARRT Eligibility ...........................................................................................................................................................................68
Guidelines for Staff/Radiology Student/Instructor Responsibilities
  During Clinical Experiences ......................................................................................................................................................68
Bulletin Boards ...............................................................................................................................................................................69
Program of Study ..........................................................................................................................................................................69

DEPARTMENT OF RESPIRATORY CARE EDUCATION

Philosophy ................................................................................................................................................................................70
Goals ..........................................................................................................................................................................................70
Curriculum Outcomes ..................................................................................................................................................................70
Physical Requirements (Essential Functions) ...........................................................................................................................70
Academic Policies .........................................................................................................................................................................71
General Education Course Requirements ..................................................................................................................................72
Special Topics ...............................................................................................................................................................................72
Prerequisite Courses ......................................................................................................................................................................72
Graduation ...................................................................................................................................................................................72
Eligibility for Licensure ...............................................................................................................................................................73
Advanced Placement .................................................................................................................................................................73
Program of Study ..........................................................................................................................................................................73

DEPARTMENT OF MEDICAL LABORATORY SCIENCE EDUCATION

Medical Laboratory Science Program:
  Goals ..........................................................................................................................................................................................75
  Essential Requirements ...............................................................................................................................................................75
  Affiliated Colleges and Universities ........................................................................................................................................75
  Graduate Competency ...............................................................................................................................................................75
  Admissions Requirements .........................................................................................................................................................76
  Advanced Placement .................................................................................................................................................................76
  Progress Requirements ...............................................................................................................................................................76
  Course Descriptions .................................................................................................................................................................77
  Specialized Units (Specialized Topics) ..................................................................................................................................78

Phlebotomy Certificate Program:
  Program Goals ...............................................................................................................................................................................79
  Description of Career Entry Competencies of the Phlebotomists .............................................................................................79
  Admission Requirements ............................................................................................................................................................79
  Essential Requirements ...............................................................................................................................................................79
  Application Procedure .................................................................................................................................................................80
  Progress Requirements ...............................................................................................................................................................80
  Tuition and Expenses .................................................................................................................................................................80
  Refunds ....................................................................................................................................................................................80
  Program Withdrawal .................................................................................................................................................................80
  Course Modules ...........................................................................................................................................................................80
  Course Description .................................................................................................................................................................81
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>82</td>
</tr>
<tr>
<td>Dept. of Nursing Education</td>
<td>83</td>
</tr>
<tr>
<td>Dept. of Imaging Science Education</td>
<td>85</td>
</tr>
<tr>
<td>Dept. of Respiratory Care Education</td>
<td>87</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIRECTORY</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Luke’s College Faculty and Staff</td>
<td>90</td>
</tr>
<tr>
<td>St. Luke’s College Board of Directors</td>
<td>92</td>
</tr>
</tbody>
</table>
INTRODUCTION

This Handbook was prepared with the most accurate information available at the time of publication. All information is subject to change with proper notification. Therefore, St. Luke’s College reserves the right to change any section or part of this Handbook to meet the needs of students and the College.

Students can request in writing to the Department Chair of Student and Administrative Services to review specific college policies at any time.

HANDBOOK

Each student is responsible for becoming familiar with the content of this handbook and for keeping it as a ready reference. All policies printed in this handbook will be enforced.

MISSION STATEMENT

As an institution of higher education, St. Luke’s College provides high quality, health system-based education to individuals who desire to become competent and compassionate healthcare providers.

PURPOSES OF THE COLLEGE

1. Facilitate academic excellence and clinical competence through general education and health sciences.
2. Prepare graduates to utilize theoretical knowledge and skills in meeting the needs of individuals and groups in various health settings.
3. Facilitate an assessment process that demonstrates student learning and enhances institutional effectiveness.
4. Promote an environment in which all individuals are accepted for their inherent worth and dignity.
5. Prepare graduates to become responsible health professionals practicing within legal, ethical, and professional standards.
6. Provide opportunities that foster personal and professional growth for lifelong learning.
7. Facilitate opportunities for students and faculty to participate in community activities and gain an appreciation of community involvement.

COLLEGE OUTCOMES

Upon completion of the program, the graduate will:

1. Apply the skills of reading, writing and communication in the application of knowledge to practice.
2. Demonstrate a broad knowledge base of biological and psychosocial principles.
3. Utilize critical thinking in computation, decision-making and problem-solving.
4. Display an appreciation and sensitivity for the needs and diversity of individuals.
5. Assume the responsibility of intellectual growth and life-long learning.

PHILOSOPHY OF GENERAL EDUCATION

St. Luke’s College faculty believes that general education is a fundamental aspect of learning. The faculty is committed to the assessment process that ensures attainment of the College Outcomes. The College seeks to provide an environment that fosters personal growth and prepares individuals who will positively influence community and society.

General education fosters learning by providing opportunities to acquire and develop concepts, attitudes and skills that support a well-integrated value system. As a central component of the educational programs, general education develops critical thinking and problem-solving skills, sensitivity to the needs of others and an appreciation of the diversity of the human potential. This foundation will nourish the life-long learning process to achieve social, emotional, spiritual and intellectual competence.
GENERAL EDUCATION CORE REQUIREMENTS

Requirements in general education for an Associate of Science degree consist of courses from the natural sciences, social sciences, and the humanities. Courses that support the program of study also satisfy the general education requirements. The minimum general education core requirements for all programs include:

**Humanities:**
- English----------------------------------3 credits
- Ethics------------------------------------3 credits

**Natural Sciences:**
- Anatomy with Lab-------------------4 credits
- Physiology with Lab ---------------4 credits

**Social Sciences:**
- Psychology-----------------------------3 credits

STATEMENT OF ETHICAL PRACTICES

The College believes in the worth and dignity of the individual and is committed to promoting a learning environment that recognizes the potential of each student.

1. The faculty and staff, under the guidance of the Chancellor, conduct recruitment activities, including advertising, which provide accurate, objective information concerning the educational programs to prospective students. Information about other educational programs shall be truthful, understandable, identifying strengths and differences of each type of program.
2. The College handbook provides accurate information concerning admission, promotion, graduation, costs, policies and the programs of study.
3. Applications are reviewed by a program committee which is responsible for selection of admissions to the College according to specified criteria. Applicants are notified promptly of the committee’s decision.
4. The College complies with the provisions of the Civil Rights Act. A qualified applicant is not denied admission, nor an enrolled student discriminated against, on the basis of age, race, creed, sex, marital status, national or ethnic origin or qualified handicap.
5. All records and personal data of applicants and students are considered confidential. Access to and release of these records is in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.
6. The educational programs are designed to provide all students with the opportunity to participate in similar learning experiences.
7. The Faculty abide by written policies which are included in the Faculty Handbook and Student Handbook.
8. St. Luke’s College reserves the right to make curriculum, cost, policy and procedure changes. Students are informed of changes.
9. Students who are making unsatisfactory academic progress or who are involved in any disciplinary action are notified in writing of their status. Appeal and grievance procedures are available.
10. The student is eligible to graduate and apply for the appropriate licensure examination when all requirements of the College have been met.

ACCREDITATION, APPROVALS AND MEMBERSHIPS

St. Luke’s College
- Accreditation of the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440.
- Accreditation for the Nursing program by the National League for Nursing Accrediting Commission, 3343 Peachtree Rd., N.E., Suite 500, Atlanta, GA 30326, (404)975-5000.
- Accreditation of the Nursing program by the Iowa Board of Nursing, River Point Business Park, 400 S.W. 8th Street, Suite B, Des Moines, IA 50309-4685, (515) 281-3255.
- Accreditation of the Radiologic Technology program by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300.
- Accreditation of the Respiratory Care program accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.
• Accreditation of the Medical Technology and Phlebotomy Certificate programs by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880.

St. Luke's Regional Medical Center
• Accredited by Det Norske Veritas (DNV, INC)
• Member of American Hospital Association
• Member of Association of Iowa Hospitals and Health Systems

PARTNERSHIPS

Dordt College Agreement
St. Luke’s College and Dordt College of Sioux Center, Iowa, have developed a joint program to provide students an opportunity to obtain a nursing degree in conjunction with a four-year Baccalaureate education. Students receive an Associate of Science in Nursing degree from St. Luke’s College and a Bachelor’s degree in Nursing from Dordt College. Applications for this program can be obtained through the Admissions office at either college.

Briar Cliff University Agreement
St. Luke’s College and Briar Cliff University, both of Sioux City, Iowa, have developed a cooperative program to provide students an opportunity to obtain a Baccalaureate of Science degree in association with their radiologic technology degree. Students receive an Associate of Science in Radiologic Technology degree from St. Luke’s College and a Bachelor’s of Science degree from Briar Cliff University. Applications for this program can be obtained through the Admissions office at either college.
ADMISSION REQUIREMENTS

St. Luke’s College is a private, health science college with Associate of Science degrees in nursing, radiologic technology and respiratory care. Applicants are evaluated through a competitive admission process. St. Luke’s accepts students who demonstrate the potential to successfully complete the college’s educational objectives are motivated to succeed in their program and are committed to the health profession.

The College also offers a collaborative program in medical laboratory science with a number of higher education institutions in the region and a phlebotomy program. Please refer to the medical lab science section of the handbook for more details on these programs and their requirements.

PROFESSIONAL PROGRAM

To be considered for admission to one of the College’s professional programs, applicants must meet the following minimum criteria:

• Graduate from an accredited high school with a minimum cumulative grade point average of 2.50 or earn a General Education Diploma (GED), AND
• Receive a composite score of 19 or above on the American College Test (ACT) or its equivalent on other approved standardized tests. Students who have graduated from high school more than five years ago are not required to take the ACT and may qualify with transferable college credit described below, OR
• Take college courses and earn a 2.30 cumulative grade point average on transfer credits. (College Course work will be evaluated on the quantity, quality and relationship to the St. Luke’s curriculum).

In addition to the above criteria, applicants whose first language is not English must demonstrate English proficiency by taking an approved competency test and achieving a satisfactory score.

Note: The above academic criteria are guidelines. Students may be asked to provide additional information such as references and a personal interview.

PRE-PROGRAM

The pre-program allows students to take academic credits in preparation for acceptance into one of the College’s professional programs. To be considered for admission to the College’s pre-program, applicants must meet the following minimum criteria:

• Graduate from an accredited high school with a minimum cumulative grade point average of 2.50, OR
• Receive a composite score of 19 or above on the American College Test (ACT) or its equivalent on other standardized tests for students who have graduated from high school within the last five years, OR
• Earn a General Education Diploma (GED), OR
• Earn a 2.30 cumulative grade point average on college transfer credits (courses will be evaluated on the quantity, quality, and relationship to St. Luke’s curriculum).

In addition to the above criteria, applicants whose first language is not English must demonstrate English proficiency by taking an approved competency test and achieving a satisfactory score.

Acceptance to the pre-program does not automatically admit students to a professional program. Pre-program students must make application to a professional program based on the application deadlines.

Note: The above academic criteria are guidelines. Students may be asked to provide additional information such as references and a personal interview.
RECOMMENDED HIGH SCHOOL CURRICULUM

The following high school courses are recommended:

- Algebra ............................................................................................................ 4 semesters
- Biology ............................................................................................................ 2 semesters
- Chemistry........................................................................................................ 2 semesters
- English ............................................................................................................. 8 semesters
- Electives Psychology, Computer Science, and Keyboarding

APPLICATION PROCESS

St. Luke’s College selects students for admission whose academic achievement and personal abilities provide a foundation for scholastic success. Applicants will be considered for admission after they have submitted the following items:

1. Admission application.
2. A $50.00 non-refundable application fee.
3. Official academic transcripts of high school credits and applicable college credits.
4. Scores from the American College Testing (ACT) assessment examinations or its equivalent.
5. Other requirements, as necessary, according to the program of study.
6. After acceptance, a $100.00 non-refundable enrollment deposit is required to ensure enrollment. This fee will be applied to the first semester’s charges.
7. Record of a medical examination, including immunizations, must be submitted prior to the first day of class.
8. Record of completing Health Care Provider BCLS certification through American Heart Association must be submitted prior to first day of class.

All transcripts become St. Luke's College property and will not be reproduced, reissued or returned.

APPLICATION DEADLINES

In order to be considered for admission, students must have their completed application form, application fee, academic transcripts, and other pertinent materials submitted to St. Luke’s College Office of Admissions. Once the application file is complete it is forwarded to one of the following departments for review:

- Department of Imaging Science Education
- Department of Medical Laboratory Science Education
- Department of Nursing Education
- Department of Respiratory Care Education

Students are considered for admission on a space available basis. Applicants will be notified in writing of their admission status.

LIMITED ENROLLMENT APPLICATION PROCESS

St. Luke’s College provides limited enrollment for individuals who seek personal enrichment, professional growth or have intent to transfer credit to another institution. Limited enrollment students are eligible to enroll in general education or continuing education courses only. Course prerequisite requirements must be met.

Students will follow the application process, pay the necessary tuition and fees, and sign a “release of academic advising” waiver. Applicants will be at least a junior in high school in good standing, demonstrate an aptitude for higher education, or show evidence of academic ability through life experiences. Limited enrollment students are accepted on a space available basis.

Once a limited enrollment student completes 12 credits at St. Luke's College, they must make application to a professional program of study to continue enrollment at St. Luke’s College.
INTERNATIONAL APPLICATION PROCESS

St. Luke’s College welcomes international students to its campus. The international student is subject to all college admission policies and regulations of the United States Immigration and Naturalization Service. In addition to meeting the admission requirements, the applicant must submit the following:

1. Official transcript of all secondary school work translated to English.
2. Certified copy of all standardized exam results including ACT and/or SAT.
3. Results of the TOEFL (if English is not the first language) with a minimum score of 500.
5. Completed financial documents demonstrating that funds necessary to cover tuition and living expenses are available while enrolled at the college.
6. If the student has previous college experience in the United States, proper authorization from immigration officials and transcripts from the other college(s) must be submitted.

Applicants need to be able to read, write and speak English. Applicants residing in a foreign country should make application at least nine months to one year before planning to begin classes. A student residing in the U.S. should allow at least six to nine months to complete the application process.

After admission an I-20 (Certificate of Eligibility for Nonimmigrant Student Status) will be issued along with a copy of the acceptance letter from St. Luke’s College. These documents must be presented to the American Embassy for the student to be issued a student visa. The student is then responsible for making all arrangements through official government offices for entrance into the United States.

TRANSFER APPLICATION PROCESS

A student wishing to transfer courses from another accredited college must follow the application process. Official transcripts must be submitted to St. Luke’s College. All courses will be evaluated based on the relationship to St. Luke’s College curriculum. Courses will be evaluated by the Registrar.

Note: All transfer credit, including credit by examination, on-line, or independent courses, should be completed and submitted to St. Luke’s College prior to the first date of attendance. After that time, all other courses should be completed through St. Luke’s College offerings.

ADVANCED PLACEMENT APPLICATION PROCESS

An individual who possesses previous education and experience in a health related field might apply for admission to St. Luke’s College as an advanced placement student. The applicant must follow the College admission requirements and provide appropriate documentation of licensure or certification at the time of application. Each advanced placement applicant will be considered by the Department Chairperson. Upon acceptance into the College as an advanced placement student, an individualized program of study (independent study, demonstration of clinical competency, exams and projects) will be developed with the guidance of an advisor. Consideration will be given to content of previous course work, length of time elapsed since previous enrollment, number of hours of experience in selected clinical areas, and course grades.

READMISSION PROCESS

Former students who seek readmission must contact the Admission office, fill out an application form and pay the appropriate fees.

HEALTH, BACKGROUND CHECKS AND DRUG SCREEN

An increasing number of health care facilities nationwide are requesting the most current information on a student’s health status prior to a clinical rotation in their facility. This can include immunization records, physical health records, mandatory training records, drug testing results, and background check results. Incomplete immunization records, incomplete training records, failure to pass required background checks and/or failure to pass drug testing could result in a ban from participation in clinical rotations and thus prevent graduation. All costs are incurred by the student.
ACADEMIC POLICIES

Please refer to the Medical Laboratory Science Education Section of the Handbook for specific academic requirements for the medical laboratory science and phlebotomy programs

Introduction

These academic policies are in effect for all students. The purpose of these policies is to ensure adequate progression through the program of study.

Academic Integrity Policy

Academic integrity is expected of all St. Luke’s students. Any means to misrepresent one’s work is contrary to academic integrity. Examples of academic dishonesty include, but are not limited to, plagiarism, falsifying records, altering grades, and cheating. Disciplinary action may be taken up to and including dismissal from the College.

Upon identification of academic dishonesty, the Department Chair, Student and Administrative Services needs to be notified in writing of any confirmed case of academic dishonesty including any actions taken. A disciplinary record will be established and kept on file in the student’s permanent record. The following additional actions may result:

• A student may earn a “zero” for the specific test/assignment.
• A student may “fail” the course.
• Course faculty may refer the situation to College administrative personnel for further advice and/or action.
• The College may penalize the student up to and including dismissal from the program or the College.

College Attendance Policy

Attendance and promptness are required for all courses. If a student is unable to attend class or will be late, it is the responsibility of the student to notify the instructor prior to the class. The student is responsible for all content, assignments, and testing when missed due to absence or tardiness. The student is expected to make arrangements for completion of assignments immediately following the absence and/or tardiness. Failure of the student to follow these guidelines will be reflected in the course grade. Each course syllabus will outline specific requirements/guidelines regarding absences, tardiness and communication.

Completion of assignments due to absence from clinical practicum will be explained in each course syllabus. Students may be assessed a fee for required clinical make-up time based on the type and amount of additional clinical.

Grading Scale

A percentage grading scale is used for grading achievement in the specified courses. Each letter grade represents a range on the percentage scale and is assigned a grade point value.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Point Value</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A+</td>
<td>90-91%</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>85-89%</td>
<td>3.0</td>
</tr>
<tr>
<td>B+</td>
<td>83-84%</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>78-82%</td>
<td>2.0</td>
</tr>
<tr>
<td>C+</td>
<td>76-77%</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>70-75%</td>
<td>1.0</td>
</tr>
<tr>
<td>D+</td>
<td>69%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Some courses are graded on a Pass/Fail basis.

P (Pass)  Satisfactory Performance
F (Fail)  Unsatisfactory Performance

A grade of pass (P) does not enter into the calculation of the student’s grade point average (GPA). However, a grade of fail (F) is recorded as such and affects the GPA.
Other grade designations are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>A student may withdraw from a course within the first 60% of that course schedule without academic penalty. All courses dropped after that point in the semester will be recorded as “F”.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>EX</td>
<td>Examination</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

An incomplete grade, “I”, indicates that requirements of a course are unfinished due to extenuating circumstances. A student must complete the course work within 45 calendar days from the end of the semester, including college breaks and holidays, or a grade of “F” (Fail) will be assigned.

If a student repeats a previously taken course, both courses and earned grades will be shown on the permanent transcript. Only the most recent grade will be computed in the cumulative grade point average.

**Withdrawal from a Course**

A student may withdraw from a course within the first 60% of that course schedule without academic penalty. All courses dropped after that point in the semester will be recorded as “F.”

**Assignment of Academic Credit**

Academic credit is assigned to each course based upon the number of scheduled hours of class or laboratory per week per semester. Each semester encompasses 16 weeks.

- One semester hour of credit is assigned for each hour of theory class per week.
- One semester hour of credit is assigned for every two hours of science laboratory per week.
- One semester hour of credit is assigned for every three hours of nursing clinical laboratory per week.
- One semester hour of credit is assigned for every four hours of imagining science and respiratory care clinical laboratory per week.

**Academic Progress**

Each student must maintain a minimum cumulative grade point average of 2.0 in order to be making satisfactory academic progress. Satisfactory clinical performance requirements are specified in each program of study.

A student who earns a 1.0 GPA or less in any given semester is subject to dismissal at the end of the semester, regardless of whether the student has previously been on probation. If no grade points are earned in a given semester, the student will be dismissed for academic reasons.

The maximum time frame within which a student must complete the program is one and a half times the specified length of the program. To ensure timely progression through the program, a student must successfully complete at least half of the credits which have been attempted in each academic year.

**Student Progress Report**

Progress reports are issued by the College to the student and their advisor. Students who are experiencing difficulty in any course are encouraged to seek assistance from their advisor and the faculty teaching the course. The student can also request additional services from the Department Chair of Student and Administrative Services such as tutoring and study skills/test-taking skills sessions.

**Academic Probationary Status**

In order to be considered a student in good standing at St. Luke’s College, a student must earn and maintain a cumulative GPA of 2.0 or better. Academic probationary status is determined by the Registrar. The student will be notified in writing of such determination.

The student will be placed on academic probationary status for one semester if any of the following occurs:

- The cumulative G.P.A. falls below 2.0
- Failure to successfully complete a major course (NUR, RAD, REScourse sequence) within the program of study
To be removed from academic probationary status, the student must attain a 2.0 cumulative G.P.A. by the end of the next semester. Academic probationary status will be allowed only once during the total program. The student will be notified in writing of such academic probationary status.

Students enrolled in a pre-program must maintain a 2.0 cumulative grade point average and not be on academic probation before entry in to any program of student offered by the College.

**Academic Dismissal**

The Administration and Faculty reserve the right to dismiss any student whose performance is contrary to the policies established by the College. The Registrar and appropriate Department Chairperson will review student progress when determining academic dismissal. The student will be notified in writing of such determination.

A student who does not meet probationary requirements will be dismissed.

Any student who has successfully met probationary requirements must maintain a minimum cumulative grade point average of a 2.0 each semester thereafter in order to remain at the College.

Students that miss two academic weeks of class without contacting the course faculty or submitting a written leave of absence request will be dismissed.

**Leave of Absence (LOA)**

A LOA may be granted for up to 30 days. Reasons for request of a LOA may include, but are not limited to, health, personal or family circumstances. Proper medical documentation will be required if appropriate. A conference with the appropriate faculty, the Department Chair, Student and Administrative Services and a written request for an LOA is required. If a student does not return within the 30 day time limit, or appropriately correspond with the College, the student will be dismissed from the College. The College will grant no more than a single LOA to a student within any 12-month period.

**Withdrawal from the College**

Upon withdrawal from the College, the student confers with the Department Chair, Student and Administrative Services and the Registrar, submits a written request for withdrawal and completes a withdrawal form. This procedure includes, but is not limited to, satisfying financial obligations and concluding financial aid matters. College refund policies may apply.

**Student Withdrawal for Military Service**

Students who, during the course of an academic term, enter active military service including National Guard and Reserve active duty will be granted a refund of tuition based upon the College Refund Policy. Validation of active service must be provided.

No course credit will be awarded for withdrawal within the first six (6) weeks of a course. If withdrawal occurs between weeks seven (7) and seventeen (17), students may request a review with the Admissions and Academic Progress Committee to determine placement in the curriculum and requirements for completion of course work.

**Course Add Policy**

The last date to add a class is one week after the beginning of class. Permission from faculty is required for all enrollments after the beginning of the semester.

**Readmission**

A student who has withdrawn or has been dismissed from the College may reapply for admission. The readmission process is begun by completion of an application for admission and payment of the application fee. A personal interview must be arranged with the program selection committee. Other documentation may be required.

**Prerequisite Courses**

A prerequisite indicates the specific academic background considered necessary for the student to be ready to undertake the course. Students may not enroll in a course for which they lack a stated prerequisite unless
approved by the course faculty.

See course descriptions section of the Handbook for prerequisite requirements.

**Transfer of Credit**

Transfer of credit may be granted from course work completed at other accredited institutions. Official transcripts must be submitted to St. Luke’s College. Courses will be evaluated by the Registrar.

Credit may be granted for course work that is similar in content by academic department, course title, number and course description. A student may be required to repeat certain courses in order to bring studies in these areas up to date.

Courses must have a grade of at least a 2.0 to be considered for transfer. St. Luke’s College’s official academic transcript will carry only courses for which transfer credit has been granted to fulfill program requirements. A transfer grade point average will not be calculated or incorporated with St. Luke’s College grade points on the College’s transcript.

All submitted transcripts become St. Luke’s College property and will not be reproduced, reissued, or returned.

**Note:** All transfer credit, including credit by examination; on-line or independent courses should be completed and submitted to St. Luke’s College prior to the first date of attendance. After that time, all other courses need to be completed through St. Luke’s College offerings.

**Credit for Prior Learning**

Credit may be awarded for prior learning in general education subjects as demonstrated by adequate scores on a College recognized credit by examination assessment in lieu of successful completion of an equivalent course. No credit for prior learning will be awarded for general education science courses which include a lab. Achievement of a score at the 50 percentile or above on the assessment and approval by the Registrar will result in an award of course credit.

Some programs of study at St. Luke’s College may accept work experience as a part of learning outside the classroom. These experiences needs to be formally presented, discussed, and approved by the appropriate Program Chairperson before being accepted at St. Luke’s College. The Program Chairperson will evaluate each experience and determine which course requirement it fulfills and the amount of credit it will be awarded.

(For example, if a student takes the College Level Placement Exam (CLEP test) for General Psychology (prior to enrollment) and passes with a score at the 50th percentile or higher, St. Luke’s College will award the student 3 credits for General Psychology.) Check with the Registrar to see if a specific Credit by Exam is recognized by the College.

**Auditing of Classes**

Students who are enrolled in St. Luke’s College and are transferring credit for like courses may audit a course. The purpose of the audit is to refresh or establish knowledge of concepts pertinent to satisfactory achievement in subsequent courses. The following guidelines apply:

1. The need for audit will be established on an individual basis as determined by the Admissions and Academic Progress Committee and the course instructor.
2. The customary course outlines and handouts for the class will be provided.
3. Regular quizzes and tests may be taken.
4. Purchase of current textbooks for the class is optional.
5. Participation in class is encouraged.
6. Audit fees will be one-half the regular tuition for the course.
7. No academic credit will be awarded for an audited course. The course will be recorded on the student’s academic transcript as an audited course.
8. Financial Aid will not be given.
Chancellor’s List

Students completing a semester with a 3.5 or above grade point average and satisfactory clinical attainment will be placed on the Chancellor’s List for that semester. Students must be enrolled in six or more credit hours to be eligible for the Chancellor’s List designation for that semester.

Graduation and Honors

The Associate of Science degree is conferred on each student who fulfills all Associate degree requirements of their program of student. A certificate is awarded to each student who fulfills all certificate program requirements.

Graduates are eligible to write a national examination for licensure specific to each profession. Successful completion of this examination is required for the graduate to practice as a registered health care professional in their respective discipline.

Many graduates further their education. Graduates report ease in finding employment in their chosen profession. In addition, they highly rate the program in preparing them to enter practice in their profession. Responses from graduates indicate that the programs of student provide valuable patient care instruction and clinical experience.

Employers also highly rate St. Luke’s graduates in their ability to utilize the theory and skills necessary in providing health care to a variety of clients.

It is the student’s responsibility to understand and fulfill all requirements of the academic program. Degrees/Certificates will be conferred on candidates who satisfy the following requirements:

- Satisfactory completion of the prescribed course of study.
- Achievement of a minimum cumulative grade point average of 2.0.
- Satisfactory completion of the stated hours of credit per program of study.
- Resolution of all financial obligations to the College.

Students who attain a cumulative grade point average of 3.5 will graduate with honors according to the following guideline:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50 - 3.70</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.71 - 3.89</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 - 4.00</td>
</tr>
</tbody>
</table>

The cumulative GPA is based on the GPA achieved up to the semester prior to graduation.

STUDENT RECORDS

St. Luke’s College respects the confidential nature of all records of applicants, students, graduates, and former students. This is in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

Such educational records include those maintained by the College office. The official in charge of a particular student file is charged with the reasonable care and security of the file.

Student records will be open to inspection upon request of that individual, in the presence of an appropriate College official, with the exception of:

- Confidential letters and statements of recommendation placed in records prior to January 1, 1975.
- Statements of recommendation for which the student has waived the right of access.
- Financial records of parents if not authorized by parents

Material, which is accessible to students, may not be removed from college files, but copies of such materials may be obtained at an established charge.

The student may submit a written response to any material contained in a record. This response will then be a part of the record.

A student may challenge the accuracy of the contents of his/her files. If the dispute has not first been resolved through informal discussion, the student may request a hearing in writing to the Department Chair, Student and
Administrative Services. Department Chair, Student and Administrative Services or designee will convene the hearing within a reasonable time, with advance notice to the student. The purpose of such hearing will be to determine the validity of the information in question. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised. A written decision will be made to the student within a reasonable time after the conclusion of the hearing. This response will indicate the action to be taken.

Release of educational records or other personally identifiable information is restricted to authorized persons. An authorized person includes:

- Personnel of the College who have legitimate interests.
- An individual/agency designated in writing by the student as having authorization to receive such records. A request for release of records must include the following:
  - The specific information to be released
  - The reason for such release
  - The party to whom the records are to be released
  - Date and authorized signature
- Authorized representatives of the Comptroller General of the United States, the secretary and the administrative head of an educational agency or state education authorities who have been authorized to conduct an audit, evaluation or investigation of a federally supported education program.
- Those persons or agencies dealing with a student's application for, or receipt of, financial aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Those parties designated by judicial order or lawfully issued subpoena.
- In an emergency, appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Educational records of the student will not be released to the student or a third party as long as financial indebtedness or serious academic and/or disciplinary matters involving the student remain unresolved.

Personal information shall be transferred to a third party only on the condition that the third party will not permit any other party to have access to such information without the written consent of the student. The College shall maintain a record indicating all individuals, agencies or organization which have requested or obtained access to a student’s records. This record will be kept with the record of each student.

St. Luke’s College considers the following as “directory information”:

- Student’s full name
- Student’s local address
- Student’s local telephone number
- Student’s college email address
- Student’s dates of attendance
- Student’s graduation date
- Student’s degree received
- Student's honors and distinctions while at St. Luke’s College

A student may request that all or part of the “directory information” not be released without prior consent. This request should be made in writing to the Registrar.

**ASSESSMENT ACTIVITIES**

St. Luke’s College is committed to providing high quality educational programs. In order to assure this quality, ongoing assessment of student learning is a necessity. Throughout a student’s program of study, he/she will be asked to submit copies of completed assignments. In addition, a course instructor will ask students to evaluate a specific lecture or a portion of the course. The student’s work is reported collectively and utilized for assessment purposes only and will not affect a student’s grade.

Five College Outcomes are identified as essential to every student’s education. These are communication, critical thinking, lifelong learning, knowledge base, and sensitivity. These outcomes are assessed through the papers and other student work that is submitted. The following Conceptual Model identifies the assessment process at St. Luke’s:
ASSESSMENT OF STUDENT ACHIEVEMENT

Data Collection

MISSION

PURPOSES

COLLEGE OUTCOMES

1. Communication
2. Critical Thinking
3. Knowledge Base
4. Life-long Learning
5. Sensitivity

PROGRAM OUTCOMES

Recommendations

Implementation

Analysis

Referral
INSTITUTIONAL EFFECTIVENESS PLAN

CONCEPTUAL MODEL

St. Luke's College
Institutional Effectiveness Plan
Conceptual Model

Annual Outcomes
- Goals
- Budgets

Evaluation of Outcomes:
- Programs
- Services
- Assessment of Student Achievement

Strategic Components:
1. Mission and Governance
2. Faculty and Staff
3. Educational Programs
4. Students
5. Resources

Strategic Plan Founded Upon:
- Mission
- Purposes
- Program Philosophies

Effective Institution Preparing for the Future

Feedback Loop for Validation or Reformulation

Inputs or Drivers

Outputs or Results

Plan and Process
Information regarding financial aid procedures, eligibility, and available funds can be found at St. Luke’s College’s homepage www.stlukescollege.edu. You may also contact the financial aid office:

St. Luke's College
Financial Aid Office
2720 Stone Park Blvd
Sioux City, Iowa 51104
Email johanndd@stlukescollege.edu
800-352-4660 ext 3377
712-279-3377

STUDENT RESPONSIBILITIES REGARDING FINANCIAL AID

It is the responsibility of the student to apply for financial aid by completing the Free Application of Federal Student Aid (FAFSA) each year.

When requested to do so, the student must provide information, documentation, forms and signed award letters in a timely manner. Failure to follow through with such requests will result in the delay of the financial aid process.

Students requesting a revision or re-evaluation of their analysis of need are required to submit a signed, written statement explaining reasons for the request and provide supporting documentation. This information will be reviewed only when available in writing.

Awards are based on full time enrollment the full academic year. Adjustments will be made for less than full-time attendance or changes in student eligibility.

All financial aid from off-campus sources must be reported to the Financial Aid Office. Failure to do so can result in loss of other aid.

In order to be eligible to receive financial aid, a student must maintain satisfactory academic progress as identified by established College policy.

If a Federal Stafford Loan is awarded, the student must determine if the loan is needed. The amount to borrow cannot exceed the maximum amount listed on the award letter. If the student does wish to borrow the Stafford Loan, a loan request form must be completed. This loan request form can be obtained through the financial aid office. Failure to apply for a Stafford Loan does not result in an increase in grant awards.

If a Nursing Student Loan (NSL) is awarded, the student must determine if the loan is needed. The amount to borrow cannot exceed the maximum amount listed on the award letter. If the student does wish to borrow through the NSL program, a promissory note must be completed. This promissory note can be obtained through the Fiscal office. Failure to apply for a Nursing Student Loan will not result in an increase in grant awards.

The student will complete all necessary loan counseling prior to receiving funds and/or graduating.

Throughout the year, organizations offer scholarships of varying amounts to the students of St. Luke’s College. It is the student’s responsibility to complete applications by the deadline. A College committee evaluates and selects eligible students for St. Luke’s College scholarships according to specific criteria.

Students are responsible to report all scholarships and grant funds, which are in excess of amounts used for payment of tuition, fees, books, supplies, and equipment, as taxable income for U.S. income tax purposes.

Graduation requirements include meeting all financial obligations to the College. All grades and transcripts will be withheld and the student record sealed until the student’s account is paid in full.
APPLYING FOR FINANCIAL AID

Explore your financial aid options by completing the following simple steps:

• Complete the application for admission to St. Luke's College. 
  (You do not need to be admitted to the College to apply for financial aid.)
• Request a personal identification number (PIN) to sign the application electronically. 
  (If you are a dependent student at least one parent also needs a PIN.) at www.pin.ed.gov
• Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
• Include St. Luke's College code (007291) on the form.

Things you should know about the FASFA:

• Fill out the FASFA form as soon as possible, starting January 1st. Be aware of deadlines. Some funds are limited and may be depleted early. The priority deadline for St. Luke's College is March 1 for students beginning in the fall semester. If necessary, use estimated tax information to meet this deadline.
• You will receive a Student Aid Report (SAR) within 3 to 5 days after you submit the FAFSA, if you supplied an email address. If you did not supply an email address a paper SAR will be received within 7-10 days. If you have not received your SAR within this time, check your application status. Once received, review the SAR and if corrections are needed contact the Financial Aid office at St. Luke's College. If there are no corrections needed, keep the report for your records. St. Luke's College will receive your information electronically.
• Upon acceptance to St. Luke's College and receipt of your SAR, the financial aid department will begin processing your information and may ask for additional information, such as federal income tax returns.
• After St. Luke's College has processed your financial aid information you will receive an award letter that explains the financial aid available to you. Review this award letter very carefully and make sure you understand the terms of the awards offered.
• If you intend to take out student loans, additional applications and/or promissory notes may be needed. Your award letter will reflect any loans you qualify for and the amounts you are eligible to borrow.

FINANCIAL AID CODE OF CONDUCT

Iowa Code Section 261E.2 and Sections 487(a)(25) and 487(e) of the Higher Education Act of 1965, as amended, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Officers, employees, trustees and agents-including the alumni association, booster club and other organizations associated with St. Luke's College agree to the provisions of this Code of Conduct and will refrain from:

• Denying a Federal Family Education Loan Program (FFELP) borrower his or her choice of a FFELP lender or guarantor. Loans issued under the FFELP are the federal Stafford, parent PLUS, Grad PLUS and Consolidation loans.
• Packaging private educational loans in a student’s financial aid award, except under certain conditions.
• Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. St. Luke's College may accept certain services, materials or other items of a nominal value.
• Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the lender, lender servicer, or guarantor.
• Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
• Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
• Accepting fees or other benefits in exchange for endorsing a lender or the lender’s loan products.
• Requesting or accepting competitive rates on private educational loans in exchange for a specified amount of loan activity, or in exchange for endorsing the lender’s FFELP loans.

St. Luke's College is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

A comprehensive Financial Aid Code of Conduct detailing permissible and impermissible activities has been provided to all St. Luke's College officers, employees and agents affiliated with this college and can be found on the college's website at www.stlukescollege.edu
TITLE IV DRUG CONVICTION

Students convicted of possession or sale of drugs
A federal or state drug conviction can disqualify a student for financial aid. Convictions only count against financial aid if they were for an offense that occurred during a period of enrollment for which the student was receiving federal financial aid—they do not count if the offense was not during such a period. If a conviction was reversed, set aside, removed or occurred while the student was a juvenile it does not make the student ineligible.

The chart below illustrates the period of ineligibility for financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ offenses</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program described below; or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the financial aid office that they have successfully completed the rehabilitation program.

Standards for a qualified drug rehabilitation program
A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

FEDERAL FINANCIAL AID PROGRAMS

The following programs are available to all students who complete the Free Application for Federal Student Aid (FAFSA) and who meet the established criteria for each program. Each of these financial aid programs will be disbursed on the student’s tuition account in two equal installments and may require additional paperwork to receive the funds.

Academic Competitiveness Grant (ACG) – based on financial need
Academic Competitiveness Grants are awarded to students that qualify for the Federal Pell Grant, are a U.S. citizen who graduated from high school after January 1, 2005, are enrolled as a full time student and who successfully complete a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. First year students are eligible for up to $750. Second year students are eligible for up to $1300 as long as a 3.0 cumulative grade point average (GPA) is earned.

Federal Pell Grant– based on financial need
Federal Pell Grants are awarded to high need undergraduate students. The awards are determined based on a federal formula. Students must be enrolled in at least three credits in a degree program to be eligible. Amounts range from $659 - $5,550 per academic year.

Federal Supplemental Education Opportunity Grant (SEOG) – based on financial need
Federal Supplemental Education Opportunity Grants are awarded to students that qualify for the Federal Pell Grant and priority to those that have completed a financial aid file by March 1. The SEOG program is funded directly through St. Luke’s College by the U.S. Department of Education.
Federal College Work-study Program (CWSP) – based on financial need
The Federal College Work-study Program provides part time jobs during the academic year. These jobs are on the college campus and non-profit off campus community service areas. Salary will begin at the federal minimum wage. A maximum award will be listed on the award letter. An additional work-study application is required. Students may be interviewed for available positions.

Federal Nursing Student Loan (NSL) – based on financial need
Federal Nursing Student Loans are awarded to students based on financial need and enrollment in the nursing program. The interest is currently at a fixed 5% rate. Repayment begins nine months after enrollment ceases. An additional promissory note must be completed prior to receiving the funds.

Federal Direct Subsidized Loan – based on financial need
Federal Direct Subsidized Loans are awarded to students based on financial need. Students must be enrolled at least half time to be eligible. Funds from this program are borrowed through the U.S. Department of Education. Interest is paid by the U.S. Department of Education for the student as long as they are enrolled at least half time and through the six month grace period. For loans disbursed on or after July 1, 2010 the interest rate is 4.5%. There is a 1.0% origination fee, with a 0.5% rebate fee. Student eligibility will be listed on the award letter. The annual loan maximums are $3500 for first year students and $4500 for second year students. Additional paperwork is required.

Federal Direct Unsubsidized Loan Program– not based on financial need
Federal Direct Unsubsidized Loans are awarded to students that do not demonstrate financial need. This loan is similar to the Federal Direct Subsidized Loan program with the exception the student is responsible for the accrued interest on the loan. Interest statements will be sent to the student providing an opportunity to pay the interest. If interest payments are not made the interest will capitalize. For loans disbursed on or after July 1, 2010 the interest rate is 6.8%. The student is encouraged to pay the interest. There is a 1.0% origination fee, with a 0.5% rebate. The annual loan maximum is $6000 for eligible students. Additional paperwork is required.

Federal Direct Parent Plus Loan – not based on financial need
A Federal Direct Parent Plus loan is a variable interest rate installment loan to help parents pay for their dependent student’s education. The loan will be in the parent’s name and will be based on credit history. Interest accrues starting at the disbursement of the loan but it can be deferred if the borrower qualifies. Maximum loan limits are determined by the cost of education minus financial aid. Any borrower with adverse credit history may be denied the PLUS loan. The school will receive confirmation of the loan denial. The student may borrow an additional Unsubsidized Loan up to $4000 upon denial of the PLUS loan. For loans disbursed on or after July 1, 2010 the interest rate 7.9%. A 4% origination fee reduces the principal loan amount at the time of disbursement, with up to a 1.5% upfront fee rebate. Repayment begins within 30 days of final disbursement. Additional paperwork is required.

For more information on the Federal Direct Loans please visit the direct loan website at www.direct.ed.gov/student.html

Nursing Education Loan Repayment Program
The Nursing Education Loan Repayment Program is available to all students that have received baccalaureate or associate degrees in nursing, diplomas in nursing or graduate degrees from accredited schools of nursing. For additional information please visit http://bhpr.hrsa.gov/nursing/loanrepay.htm.

STATE OF IOWA FINANCIAL AID PROGRAMS

Iowa Tuition Grant– based on financial need
The Iowa Tuition Grant program is available to students that are residents of the State of Iowa, file the FAFSA on or before July 1, enroll in at least three credit hours at a private institution in Iowa and have financial need. The awards range up to $4000. In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa Student Aid Commission has the authority to administratively reduce the maximum award to an amount less than the statutory maximum.

For more information regarding the State of Iowa financial aid programs please visit www.iowacollegeaid.gov
**Iowa Grant—based on financial need**

Iowa Grants are awarded to students that are Iowa residents and have high financial need. Funds are very limited and are generally awarded to students that have the highest need. The awards range up to $1000.

**Iowa National Guard Educational Assistance Grants—not based on financial need**

The General Assembly appropriates funding to provide educational support for members of the Iowa National Guard. The Iowa Adjutant General determines eligibility. Contact the Guard personnel office for additional information.

**Iowa Registered Nurse and Nurse Educator Loan Forgiveness Program**

The Iowa Registered Nurse and Nurse Educator Loan Forgiveness Program is available to nurse educators who hold master’s, specialist or doctorate degrees and are employed at eligible Iowa colleges and universities; or registered nurses employed as nurses in Iowa. The individual has to be first employed as nurse educators or registered nurses in Iowa no earlier than July 1, 2007. Visit [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov) for additional information.

**Iowa Student Loan Nursing Education Loan Forgiveness Program**

The Iowa Student Loan Nursing Education Loan Forgiveness Program is available to students currently enrolled in registered nursing programs or post-baccalaureate nursing educator programs at accredited Iowa colleges and universities. To be eligible, your qualifying student loans must be held by Iowa Student Loan. For additional information please visit [www.studentloan.org](http://www.studentloan.org).

**Nursing Education Loan Repayment Program**

The Nursing Education Loan Repayment Program is available to all students that have received baccalaureate or associate degrees in nursing, diplomas in nursing or graduate degrees from accredited schools of nursing. For additional information please visit [http://bhpr.hrsa.gov/nursing/loanrepay.htm](http://bhpr.hrsa.gov/nursing/loanrepay.htm).

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### Sample repayment chart listed is subject to change.

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<th>3.5%</th>
<th>4.0%</th>
<th>5.0%</th>
<th>6.0%</th>
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<td>$1,000</td>
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<tr>
<td>$15,000</td>
<td>$148</td>
<td>$152</td>
<td>$159</td>
<td>$167</td>
<td>$174</td>
</tr>
<tr>
<td>$20,000</td>
<td>$198</td>
<td>$202</td>
<td>$212</td>
<td>$222</td>
<td>$232</td>
</tr>
</tbody>
</table>

*Expected monthly payment

---

**PRIVATE LOAN PROGRAMS—NOT BASED ON FINANCIAL NEED**

There are many Private Loan programs available to help cover the cost of education. Loan eligibility is based on the borrower’s/co-borrower’s creditworthiness and cost of attendance minus financial aid. Interest rates and fees vary by program. It is the student and family’s responsibility to research each loan program to determine the one that best fits your need. Some things to keep in mind when researching are: interest rates, fees and repayment terms. Additional paperwork is required. Visit [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov) to research the options.

**Loan Funds**

*Loan funds* will be distributed on/after the first day of class as long as the student has met the eligibility requirements. Federal regulations require that all new loan borrowers participate in Entrance Loan Counseling before receiving any funds. The website for the loan counseling is [www.studentloans.gov](http://www.studentloans.gov). If a student is a first time student loan borrower they may be required to wait 30 days before receiving loan funds.

*Parent Plus Loan funds* will be sent to the school on/after the first day of class. The funds will come electronically and will be applied to the student’s tuition account. The parent borrower will have an option to apply all the funds to the student tuition account or to apply a portion of the amount to the student’s tuition account and have the
remainder returned to them to help cover education expenses. The student's tuition account must be paid in full before any funds will be returned to the borrower.

**REFUND SCHEDULE**

**Withdrawal Information and Return of Funds**
A student must first give written notice to the Registrar’s Office of his/her withdrawal. The Registrar will notify the Administrative Office and Financial Aid Office of the withdrawal date. The Financial Aid Office will calculate any adjustments to financial aid according to the institutional and federal refund calculation.

Financial Aid adjustments for partial withdrawal will follow the refund schedule below.

All institutional charges (tuition and fees) will be refunded according to the following schedule. A week is defined as 8:00 a.m. Monday through 4:30 p.m. Friday.

Students will be granted a refund only after refunds required by federal and state regulations have been made and if there is a credit balance remaining.

<table>
<thead>
<tr>
<th>Withdrawal during the Following time period</th>
<th>Percent of Charges refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the 1st day of class</td>
<td>100%</td>
</tr>
<tr>
<td>Week 1</td>
<td>75%</td>
</tr>
<tr>
<td>Week 2</td>
<td>50%</td>
</tr>
<tr>
<td>Week 3</td>
<td>25%</td>
</tr>
<tr>
<td>Week 4</td>
<td>25%</td>
</tr>
<tr>
<td>Week 5+</td>
<td>0%</td>
</tr>
</tbody>
</table>

It is considered a withdrawal when the student stops attending classes and is no longer receiving credit for the original enrolled hours.

An **official withdrawal** is when the student has contracted the college either verbally or by written notice. The day the contact is made is considered the date of the withdrawal.

An **unofficial withdrawal** is when the student has stopped attending class for a two-week period without verbally or in writing contracting the college of the withdrawal. The date used will be the last date the student attended class or made contact with the college. If no date can be established, the mid-point (50%) of the semester will be used. If the student was not able to notify the college due to circumstances beyond their control, the date related to the circumstance may be used once the college has been notified.

If a student does not return after an approved leave of absence, the withdrawal date will be date the leave of absence began and will be considered an **unofficial withdrawal**.

Based on the withdrawal, the student’s financial aid may be subject to adjustment. The date and type of withdrawal will be the source for determining the amount of financial aid adjusted. Federal, state, and institutional monies will be affected equally and all will follow this Return of Funds Policy.

If the withdrawing student received more funds than the amount earned, the college, and/or student must return the unearned funds, as required in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Plus Loan, Pell Grant, Academic Competitiveness Grant, Supplemental Educational Opportunity Grant, St. Luke’s funds, and Iowa Tuition Grant.

Students will receive no refund of financial aid or tuition and fees if they withdraw **on or after** the 60% point in the semester.
Students who officially withdraw prior to the 60% point will have their financial aid adjusted by the appropriate percentage. The portion of unearned financial aid must be repaid to the appropriate loan and/or grant program. If the student is required to return federal grant funds, he/she will have 45 days from the date of notification to pay the amount in full or to make satisfactory arrangements for repayment with the college or the Department of Education. Failure to repay or make arrangements within this time frame will result in a loss of eligibility for all federal aid for attendance at any college until the amount is paid in full.

Note: Because the institutional refund policy follows a different formula for reducing tuition, and refunding private and institutional aid, students may still owe money to the college after all calculations are complete.

Please contact the Financial Aid Office, (712) 279-3377 if you have any questions regarding the return of funds.

**PAYMENT INFORMATION**

Registration for classes creates a financial obligation by the registrant to pay tuition and fees while constituting an understanding and acceptance of this responsibility. Charges incurred each semester for tuition, fees and other expenses (such as books, clinical supplies, meal plans, etc) are the responsibility of the student.

**Students are expected to make the necessary financial arrangements prior to enrolling for classes.** Please apply for financial aid on or after January 1. If a student does not qualify for financial aid or if there is a balance after financial aid is applied to the student’s account, the student should pursue financing from outside sources such as family or local lending institutions.

Students who are sponsored by a third party payer (Vocational Rehabilitation, Workforce Development, military, etc) are responsible for submitting an official letter from the agency indicating the funding level. **This official letter must be received in the College financial aid office by the first day of class.**

Students who fail to make arrangements in advance of the semester are responsible for making all payments due while pursuing financing from outside sources.

**Student Statements**

Tuition, fees, and other authorized charges for the semester are reflected on statement which will be mailed approximately two weeks before classes begin. At this time financial aid that has been processed will reflect as pending on the statement until the first day of class with an exception:

Students receiving a St. Luke’s College Scholarship will have the scholarship amount reflected as a pending status on the statement until late September. Once the student fulfills the scholarship obligations (attend scholarship banquet and submit thank you notes) all scholarship amounts will change from pending and be applied to the statement. **Payments submitted need not include the pending scholarship amounts.**

Charges are due on the first business day of each month following the month in which classes start for all College Programs except Phlebotomy. Charges for the Phlebotomy Program are due on the first day of class for this program. It is the student’s responsibility to review their account monthly for any outstanding account balance. Late fees of $20 per month will be assessed if payment is not received by the first business day of each month.

If a student is enrolled for additional courses at another institution, statements are prepared by those institutions and sent directly to the student by that institution. St. Luke’s College is not responsible for any other institution’s charges, statements, registration holds, or payment arrangements.

**Payment Instructions and Due Dates**

Payments may be made at or mailed to St. Luke’s Fiscal Services Department, 2720 Stone Park Blvd, Sioux City, Iowa, 51104. Visa, Master Card and Discover credit cards are accepted for payment. Stop in or call the St. Luke’s Fiscal Services Department at 712-279-3133. Payments must be in U.S. currency.

**Payment is due in full by the first business day of the month following the month in which classes start** unless a deferred payment plan has been approved by the Fiscal Services Department. If a deferred payment plan has been approved, the minimum balance stated on the deferred payment agreement is due by the specified
deadline. Contact the St. Luke’s Fiscal Services Department at (712) 279-3133 prior to the due date to arrange for a deferred payment plan.

If the total balance or minimum balance due is not paid by the first business day of the month following the month in which classes start, the bill is considered delinquent. A late fee of $20 per month will be assessed to all delinquent bills not paid by the first business day of the month and will be assessed monthly thereafter until the bill is paid in full. Students with delinquent bills will not be allowed to register for subsequent semesters nor will they receive grades, certificates, diplomas, official transcripts or other student services.

A $25 fee will be assessed per occurrence for any returned checks due to non-sufficient funds.

Deferred Payment Plan
St. Luke’s College offers a deferred payment plan for tuition, fees, and other authorized charges less financial aid and scholarships credited to an account. The deferred payment plan allows a student to make payments in three equal monthly installments. The student must obtain deferred payment approval from the St. Luke’s Fiscal Services Department prior to the first business day of the month following the start of classes. There is a non-refundable deferred payment fee for processing the deferred payment plan of $15 per semester. Failure to make timely payments will result in revocation of the privilege to pay in installments, and the outstanding balance becomes due immediately and will be subject to a $20 late fee.

*Due to the short term of the Phlebotomy Program, a deferred payment plan is not available for this program.

Refunds
Refund checks will be processed 30 days after the beginning of the semester. After this, refund checks will be processed weekly for students with credit account balances resulting from financial aid payments, scholarships, or adjustments to tuition and/or fees. Refunds are mailed to the student’s billing address on file with the College Registrar. PLUS loan refunds will be mailed to the parent originating the loan unless written authorization releasing the funds to the student has been made and is on file in the financial aid office.

St. Luke’s College will hold credit balances in order to assist students in managing their funds for the remainder of the academic year if the student makes this request in writing to the financial aid office. Students have the right to rescind this authorization at any time.

Collection Reports
Any student that has an outstanding balance whether it is an account receivable, an institutional loan, or an adjustment to financial aid balance will be responsible for any additional costs incurred by St. Luke’s College associated with the collection of that balance. This includes but is not limited to collection agency fees, litigation costs, attorney fees, etc.

Student Withdrawal
Arrangements may be considered for students who withdraw and cannot pay their account balance in full. They should pursue financing from outside sources such as family, friends, or a lending institution.

In order to avoid referring the account to a collection agency, St. Luke’s College will, as a last resort, accept monthly payments with a $25 processing fee. The minimum monthly payment is 10% of the total balance, but not less than $50. A written agreement must be signed and dated. Missing a single payment is grounds for cancellation of the arrangement and referral to a collection agency. This arrangement may not be a cure for the delinquency and St. Luke’s College transcripts will be held until the outstanding balance is paid in full.

Refunds that are a result of dropping courses will be issued per the guidelines outlined in the student handbook.

St. Luke’s Fiscal Services Department
Hours of Operation: Monday – Friday
8:00 am – 12:00pm and 1:00 pm – 4:00 pm

Charges
The following is a list of standard charges that may be incurred at St. Luke’s College. This list is not inclusive and amounts listed are subject to change without notice.
<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic transcripts:</td>
<td>$5.00/official transcript</td>
</tr>
<tr>
<td></td>
<td>$10.00/faxed transcript</td>
</tr>
<tr>
<td></td>
<td>$25.00/official transcript (urgent request)</td>
</tr>
<tr>
<td></td>
<td>No charge for the first transcript sent to a state licensing board upon graduation</td>
</tr>
<tr>
<td>Clinical make-up days:</td>
<td>$10.00/make-up per hour</td>
</tr>
<tr>
<td>Enrollment deposit:</td>
<td>$100.00 applied to tuition charges for first semester enrollment, non-refundable</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$405.00/credit hour</td>
</tr>
<tr>
<td>General Fees:</td>
<td>$300.00/semester - $125.00/summer term</td>
</tr>
<tr>
<td></td>
<td>(Includes computer and library access and services, student health, school functions and activities, graduation fees, record keeping, and other administrative fees)</td>
</tr>
<tr>
<td>Program Fees:</td>
<td>$150.00/semester</td>
</tr>
<tr>
<td></td>
<td>(Supports student expenses specific to the program of study such as focused preparation for the licensing examination, select learning resources used in the laboratory setting, and registration and travel related to professional seminars)</td>
</tr>
<tr>
<td>Meal Plan (Optional):</td>
<td>$500.00 beginning balance. Prepaid meal card accessible to the Parkview Café</td>
</tr>
<tr>
<td>Parking &amp; Library fines:</td>
<td>As determined by College</td>
</tr>
</tbody>
</table>
STUDENT RIGHTS AND RESPONSIBILITIES

1. The student has the right to be provided an environment that is conducive to the students' freedom to learn and their development of critical judgment.

2. A student shall not be discriminated against on the basis of age, race, creed, sex, marital status, national or ethnic origin or disability.

3. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

4. Students have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

5. Information about student views, beliefs, and political association which instructors acquire in the course of their work are considered confidential and not released without the knowledge or consent of the student.

6. The student has the right to have a responsible voice in the determination of the curriculum.

7. The student’s permanent education records will be maintained by following the College privacy safeguard plan policy.

8. Students are free to examine and discuss all questions of interest to them, and to express opinions in a responsible manner.

9. The students have means to provide input in the formulation and application of College policies affecting academic and student affairs.

10. The student has the right to ask for clarification on those standards of behavior which the College considers essential to its educational mission and its community life.

11. Disciplinary policies are instituted only for violations of standards of conduct and published in advance through such means as a student handbook or a written notice. The academic appeal/grievance process is available for every student. It is the responsibility of the student to know these regulations.

12. Students have the right to belong or refuse to belong to any organization of their choice.

13. The student has a right to be provided a safe and secure environment.

14. The students are responsible for following the established dress code. The dress code is established and published in accordance with the dress code of the Health System, so that the highest professional standards possible are maintained, but also taking into consideration points of comfort and practicality for the student.

15. The student is responsible for all travel to and from required clinical experiences and theory classes. The College and St. Luke’s Health System do not assume liability for any events related to transportation.

CODE OF ETHICS

St. Luke’s College sets forth these guidelines for ethical and professional behavior of its students.

1. The student provides care and services with respect for the dignity of the individual, unrestricted by considerations of nationality, race, creed, color or status.

2. The student reserves the individual’s right to privacy by protecting information of a confidential nature. Such information is shared only for professional reasons; with the identity of the individual safeguarded and shared only in the presence of those who need the information to give appropriate care or service.

3. The student provides competent care of the individual in performing delegated responsibilities.

4. The student protects the individual when his/her safety and welfare are threatened by reporting the concerns to the appropriate college personnel.

5. The behavior of the student reflects integrity and sound judgment.

6. The student displays honesty, self-discipline, and the ability to act for the common good of all persons concerned.

7. The student displays loyalty and respect for the College and its affiliating institutions.

8. The student works with other members of the professions and other citizens in promoting efforts to meet the health needs of the community.

CODE OF CONDUCT

St. Luke’s College assumes the responsibility of maintaining an environment which promotes responsible behavior and respects individuals’ rights. In meeting this responsibility, the College will establish, publish and enforce regulations, which are essential to the implementation of its philosophy and objectives.
An employee or student will be subject to disciplinary action when they violate any of the following:

1. Unlawful possession, use and/or distribution of illegal drugs, other chemicals having potential for abuse and/or instruments to administer such drugs.
2. Illegal, inappropriate and/or excessive use of alcoholic beverages.
3. Possession, use, and/or distribution of alcoholic beverages on College/Medical Center property.
4. Academic dishonesty, including cheating or plagiarism.
5. Furnishing false information to the College or Medical Center.
6. Forgery, alteration or misuse of College or Medical Center documents or records.
7. Violation of the Code of Ethics.
8. Use and/or possession of firearms on College/Medical Center property.
9. Actions which threaten or endanger the safety of others within the College/Medical Center community.
10. Theft.
11. Destruction, damage or misuse of property within the College/Medical Center community.
12. Obscene conduct or public profanity.
13. Actions which disrupt the activities of the institution.
14. Failure to comply with any directive of a College authority.
15. Failure to comply with any other college policy or regulation.
16. Smoking in any area of the College and/or Medical Center.

**DISCIPLINARY ACTION**

Disciplinary action may be initiated by any faculty or staff of the College community. A written report is to be filed with the Department Chair, Student and Administrative Services, which should include specific information regarding the alleged violations. All incidents of academic dishonesty must be reported.

Individuals alleged to have violated the Code of Conduct/Ethics may be asked to meet with the program Department Chairperson for possible disciplinary action. At this time, the student will have the opportunity to respond to the allegations and present evidence on his/her own behalf.

The Department Chairperson will investigate the allegations with input from appropriate parties. After investigation, a written decision will be rendered to the student.

**Sanctions**

Disciplinary action can take the form of any of the following at the discretion of the authority involved:

1. Reprimand
2. Work assignment
3. Grade penalty of "0" in confirmed situations of academic dishonesty
4. Assessment of a fine
5. Restitution for damages
6. Conditional status with requirements for continued enrollment
7. Suspension or termination of a particular privilege
8. Suspension from the College for a period of time
9. Dismissal or termination
10. Referral for prosecution for violation of the law

**STUDENT ACADEMIC AND NONACADEMIC APPEAL/GRIEVANCE PROCESS**

Recognizing that differences of opinion occur throughout working relationships, the student academic appeal/grievance procedure is the mechanism through which differences are resolved. An appeal/grievance is defined as any complaint or feeling of unfair treatment among students or between students and faculty.

The purposes of this procedure are to contribute toward developing mutual respect, to foster equitable communication, and to achieve reconciliation between the parties involved. It is to provide a systematic means of settlement.

**Process**

Step 1: The student discusses the situation with the individual(s) involved and the Department Chair. This discussion/conference must be scheduled within ten (10) business days of the occurrence or no later than
Step 2: If satisfactory resolution is not achieved with Step 1, the student must submit the complaint in writing no later than ten (10) business days to the Department Chair of Student and Administrative Services who informs the Chancellor of the nature of the grievance appeal. If the grievance involves the Department Chair of Student and Administrative Services, the written grievance/appeal goes directly to the Chancellor. The Chancellor appoints a Chairperson for a grievance committee, the committee members, and makes all parties aware of the grievance within five (5) business days of the receipt of the grievance. The committee is comprised of faculty and staff who are not involved in the appeal and who do not have a direct report relationship with anyone else on the committee. The total number of committee members, including the Chairperson, will be an odd number.

The Chairperson schedules a conference with the involved parties and the committee within five (5) business days of the naming of the Chairperson and committee. The purpose of the conference is to discuss the grievance/appeal, obtain information from the parties involved, and attempt to achieve a mutually satisfactory resolution. Each party involved may elect to be accompanied by one representative of their choice to assist in presentation of information. The Department Chair of Student and Administrative Services can serve as a student advocate and will be present during the committee proceedings if requested by the student, but will have no voting privileges. The Chair of the committee will have no voting authority except in cases of an impasse. The Committee will have up to five (5) business days to render its decision and communicate to the parties involved and the Department Chair of Student and Administrative Services. All decisions will be communicated in written form.

Step 3: If satisfactory resolution is not achieved by either party in Step 2, the dissatisfied party must make a written appeal to the Chancellor of the College within five (5) business days of the delivered written committee decision. After review of all information and discussion with involved individuals, the Chancellor shall render a written decision within ten (10) business days of the receipt of the appeal, which shall be final.

Student Complaint Log
St. Luke’s College is required to maintain a log of formal complaints by students. A complaint is considered formal if it is made in writing and submitted to one of the following members of the administrative team: Program Department Chair, Academic Officer, or the Department Chair of Student and Administrative Services.

Administration will maintain a file (either in an electronic or paper format) with the following information regarding the student complaint:

1. Date the complaint was first formally submitted in writing to Administration
2. A summary of the nature of the complaint
3. Steps taken by the College to resolve the complaint
4. The final decision made including referral to outside agencies
5. Other external actions initiated by the student to resolve the complaint, if known.

Information about complaints will be shared with creditors, but individual identities of students will be withheld. Letters or documents from individual complainants shall not be shown to creditors without the express permission of the complainant.

SUBSTANCE ABUSE AND PREVENTION
It is the intent of the College to maintain a drug-free, healthy, safe and secure educational environment through the implementation of the following policies.

It is the policy of the College to prohibit the purchase, possession, use or abuse, sale, distribution, or manufacture of any controlled substance on campus. Any student bringing unprescribed or illegal drugs or alcoholic beverages to the campus, using these on the grounds, or dispensing, manufacturing, or selling them on the premises may be subject to legal as well as disciplinary action up to and including immediate dismissal from the College.

A substance abuse prevention program will be provided in an effort to educate students about the problem. All incoming students will receive both written and verbal content relating to substance abuse.
The College recognizes chemical dependency as an illness and a major health problem. It also recognizes substance abuse as a potential health, safety and security problem. Students are expected to perform College responsibilities in a condition appropriate to the level of quality and attention required.

**Parental Notification**
The College has the right to notify parents or guardians of any student, classified as a dependent according to IRS guidelines and under the age of 21, of violation of federal, state or local law dealing with the use or possession of alcohol. In addition, the College has the right to disclose to parents or guardians if an institutional rule or policy has been violated and it is determined that a student has committed a disciplinary violation with respect to the use or possession of alcohol.

**Drug Testing**
Any student who reports to class, clinical, or any learning experience under the suspected influence of alcohol or an illegal drug(s) substance will be brought immediately for drug testing accompanied by a college official/designee. The cost of the blood/urine tests would then be assumed by the College.

At the time of any incident of suspected abuse, the College has the right to request drug tests. If the drug tests results are positive, this forms grounds for warning/dismissal from the College. If the student refuses to cooperate with the College’s request, the resulting action may include, but is not limited to, dismissal from the College.

At the time of any incident, the student may request immediate blood/urine tests to disprove allegations, and if so, all costs of the blood/urine tests would be the student’s responsibility.

**Treatment Process/Options**
Anyone who observes a student exhibiting problematic behavior indicating potential chemical dependency has the obligation to report it to the Department Chair, Student and Administrative Services of the College. Department Chair, Student and Administrative Services will then refer the individual to an appropriate agency for professional evaluation. The findings of the evaluation must be submitted to the Department Chair, Student and Administrative Services. All information is handled in a confidential manner.

If chemical dependency treatment is recommended by the evaluation report, the student must enter a treatment program in order to remain in their program of study. Student status will then become conditional and written progress reports to the Department Chair, Student and Administrative Services are required on a monthly basis from treatment counselors or physicians. Continuation in the program of study is contingent upon evidence of satisfactory participation in a recovery program. Conditional status will be rescinded upon evidence of successful completion of treatment. Evidence of continued participation in an aftercare program shall be required up to graduation.

Refusal to follow through with the evaluation process or evidence of inadequate progress will necessitate a review to determine student status. In such circumstances, a student may be required to take a Leave of Absence from the program. Return from a Leave of Absence is contingent upon evidence of successful completion of a treatment program (see Withdrawal/Leave of Absence policy for time limitations). Evidence of continued participation in an aftercare program shall be required up to graduation.

If a student continues to exhibit problematic behavior indicating ongoing substance abuse, further evaluation is necessary. A second professional evaluation indicating ongoing abuse will result in a mandatory Leave of Absence for the student. Placement in courses would be determined with faculty and administration consult. A third professional evaluation indicating ongoing abuse will result in dismissal of the student.

Students may seek evaluation and treatment services from agencies of their choice. Costs incurred for services are the responsibility of the individual student.

**Resources for Substance Issues**
St. Luke’s Employee Assistance Program (OASIS) ................................................................. (712) 279-7070
The Center for Siouxland ........................................................................................................ (712) 252-1861
Boys and Girls Home and Family Services .......................................................................... (712) 293-4700
Jackson Recovery Centers ................................................................................................... (712) 234-2300
Mercy Medical Center ......................................................................................................... (712) 279-2940
Siouxland Mental Health Center ........................................................................................ (712) 252-3871
Legal sanctions under federal, state, and local laws for unlawful possession, use, or distribution of illicit drugs and alcohol are as follows:

**Federal:** The maximum penalty for manufacturing, delivery or possessing with intent to deliver a controlled substance is no less than 10 years and no more than life imprisonment and a fine of no more than $4,000,000 if committed by an individual or no more than $20,000,000 if committed by an entity other than an individual. Additionally, since this is the maximum penalty, there are many fines and penalties less than this depending on the type of drug and the weight. 21 U.S.C. 841(b)

**Iowa:** The maximum penalty for manufacturing, and possessing controlled or counterfeit controlled substances but the actual penalty will depend on type and weight of drug. The maximum penalty, to wit, is a class “B” felony punishable by “confinement for no more than fifty years and a fine of not more than one million dollars.” Iowa Code § 124.401 (2008).

**Sioux City:** For drug crimes, Sioux City outlaws the possession of drug paraphernalia. Sioux City Municipal Code § 8.20.050. A person found to have violated this provision will be fined no less than $65 but not exceeding $500 and/or by imprisonment not to exceed 30 days. A violation of this provision is considered a simple misdemeanor.

For alcohol intoxication, Sioux City outlaws the use or consumption “of alcoholic liquor, wine or beer upon the public streets or highways, or alcoholic liquors in any public place, except premises covered by a liquor control license, or to possess or consume alcoholic liquors, wine or beer on any public school property or while attending any public or private school-related functions, and a person shall not be intoxicated nor simulate intoxication in a public place.” A violation of this provision is considered a simple misdemeanor and subject to no less than $65 fine but not to exceed $500 and/or by imprisonment not to exceed 30 days.

*subject to federal, state, and local changes

### Health Risks of Substance Abuse

The following physical and psychological risks are associated with the abuse of these substances:

<table>
<thead>
<tr>
<th><strong>ALCOHOL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Effects:</strong> Depression of central nervous system, peripheral nerve damage, malnutrition, muscle wasting, muscle pain and weakness, Wernicke’s encephalopathy, stupor, Korsakoff’s psychosis, confusion, enlarged heart, edema, nonproductive cough, palpitations, esophagitis, pancreatitis, abdominal pain, weight loss, hepatitis, jaundice, ascities, cirrhosis, portal hypertension, esophageal varicies, leukopenia, thrombocytopenia, infertility, aggression, mood changes, slurred speech, incoordination, nystagmus.</td>
</tr>
<tr>
<td><strong>Psychological Effects:</strong> Loss of inhibitions and concentration, impaired judgment, blackouts, decreased social and occupational functioning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CENTRAL NERVOUS SYSTEM STIMULANTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Effects:</strong> Tremors, anorexia, hypertension, tachycardia, myocardial infarction, ventricular fibrillation, sudden death, pulmonary hemorrhage, bronchiolitis, pneumonia, rhinitis, constipation, difficulty urinating, elevated body temperature, dilated pupils, weight loss, weakness, respiratory depression, chest pain, seizure, coma.</td>
</tr>
<tr>
<td><strong>Psychological Effects:</strong> Insomnia, paranoia, hallucinations, aggression, hypervigilance, anxiety, impaired judgment, confusion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HALLUCINOGENS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Effects:</strong> Tachycardia, hypertension, increased body temperature, trembling, sweating, respiratory depression, elevated blood sugar, dilated pupils, incoordination, nystagmus, numbness, muscle rigidity, seizure, coma.</td>
</tr>
<tr>
<td><strong>Psychological Effects:</strong> Insomnia, distorted vision, paranoia, terror, panic, flashbacks, acute psychosis, anxiety, depression, impaired judgment, belligerence, assaultive, impulsive, unpredictability.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CANNABIS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Effects:</strong> Tachycardia, hypotension, obstructive airway disorder, infertility, tremors, muscle rigidity, conjunctival redness, panic reaction, poor motor coordination.</td>
</tr>
<tr>
<td>Psychological Effects</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>SEDATIVE/HYPNOTICS</strong></td>
</tr>
<tr>
<td><strong>INHALANTS</strong></td>
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**HARASSMENT/SEXUAL HARASSMENT**

**PURPOSE**
To maintain a healthy, secure and respectful academic and work environment.

**POLICY**
St. Luke’s College and St. Luke’s Health System, Inc. strive to provide an educational and work environment which is free from conduct that can be construed as intimidation or harassment.

Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature, requests or demands for sexual acts or favors made by anyone within the College, including students, faculty or staff, or any other verbal or physical conduct of a harassing nature.

**PROCEDURE**
1. If an act of harassment puts an individual in immediate danger, the individual is encouraged to notify law enforcement or St. Luke’s Regional Medical Center security.
2. Initial reports of harassment may be verbal or written and brought to the attention of any College employee with whom the complainant is comfortable or the Department Chair of Student and Administrative Services. If the Department Chair of Student and Administrative Services is the individual against whom this report is made, notify the Chancellor of the College. If the Chancellor of the College is the individual against whom this report is made, notify the Chair of the College Board of Directors.
3. Once reported the complaint must be formalized in writing.
4. The complaint of harassment will be investigated in a prompt, confidential and impartial manner. The College Chancellor and other appropriate institutional or law enforcement personnel will be notified as deemed necessary.
5. The College Chancellor may appoint a committee to review the situation. The complainant will be informed of the committee membership and allowed to select an advocate of their choice or a member of Student Services.
6. It is expected the complainant will assist in the investigation to the extent required by the College.
7. Any student, faculty or staff member will be subject to disciplinary action for violation of this policy up to and including dismissal.

**REGISTRATION OF SEX OFFENDERS**
Higher education institutions are required to notify all students of the site where registered sex offenders can be obtained. The website to access this information is www.iowasexoffender.com. Information can also be found by contacting the local police department or sheriff’s office. This list identifies only those offenders “who have been
assessed as “at-risk” to reoffend, and who were convicted of an offense requiring registration after July 1, 1995, and who were previously notified that electronic access would be part of their public notification.”

**SOCIAL MEDIA POLICY**

Students of St. Luke’s College will comply with the Social Media Policy of Iowa Health System which states:

The purpose of this policy is to help employees understand how IHS policies apply to publishing and engaging in conversations on the internet, both on IHS-sponsored sites and in other public domain sites, so employees can participate with confidence. Appropriate use of systems and features, as well as the appropriate content of electronic communication, is required.

This policy covers IHS, its departments and all IHS-affiliated businesses unless an IHS affiliate has adopted a more restrictive policy. IHS-affiliated businesses include hospitals, outpatient surgery centers, home care services, hospice, doctors’ offices, and all departments of the businesses, collectively referred to in this policy as ‘IHS’.

1. **Blog (or weblog):** A type of website, usually maintained by an individual, with regular, personal journal entries of commentary, descriptions of events, or other materials such as graphics or video. Entries are commonly displayed in reverse-chronological order. “Blog” can also be used as a verb, meaning to maintain or add content to a blog.

2. **Social Networking Sites:** Online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. Most social network services are web-based and provide a variety of ways for users to interact, such as e-mail and instant messaging services. Examples include: Facebook, MySpace and LinkedIn.

3. **Twitter:** A micro-blogging or micro-sharing site that allows registered users to send and read text-based updates (tweets) of up to 140 characters in length.

4. **Social Media Site:** All of the above are collectively referred to as Social Media Sites in this policy.

**Personal Internet Communications on Non-Work Time and Non-IHS Social Media Sites:**

Although IHS does not seek to control an employee’s right to personal communications on his or her own time, comments made on the internet via a Social Media Site may affect IHS.

1. Use of the Internet and use of Social Media or Networking Sites for purposes not authorized by the IHS employer during an employee’s paid work time is prohibited. Violations of the policy can lead to discipline, including termination from employment.

2. Employees who are posting to a non-IHS sponsored Social Media Site should write in the first person, use a personal email address, and where the employee’s connection to IHS or an affiliate is apparent; make clear that he/she is speaking for him/herself and not on behalf of his/her employer. Employees may want to include this disclaimer: “The views expressed on this blog are my own and do not reflect the views of my employer.” Employees should not refer to IHS on a non-IHS sponsored Social Media Site or imply the site is endorsed or approved by IHS.

3. Exceptions: Employees who have been identified and/or clearly given permission to participate or speak on behalf of IHS in posting to a non-IHS-sponsored Social Media Site (such as a professional organization that operates a Social Media Site), may identify their affiliation to IHS.

4. All applicable laws, regulations and IHS policies should be followed when communicating on a social Media Site (HIPAA, anti-harassment, workplace violence, etc).

5. Employees are prohibited from posting any content that includes personal health information (or employer-related information such that someone could deduce the identity of the person referenced in the posting,) including patient images, on Social Media Site.

6. Employees should be respectful and professional regarding fellow employees, business partners, competitors and patients.

7. Employees should ensure that time spent on Social Media Sites does not interfere with work commitments or clinical requirements.

8. Employees are legally responsible for their postings and, therefore, may be held liable if the posts are found to be defamatory, harassing, tortuous or in violation of any other applicable law.

**Internet Communications on IHS-Sponsored Social Media Sites:**

1. IHS and its affiliates operate various Social Media Sites. Only employees who have been identified and/or clearly given permission to participate or speak on behalf of IHS in online conversations or on Social Media Sites may do so. By accessing, viewing and/or posting any content to any IHS-sponsored Social Media Site, an
employee accepts, without limitations, the terms of use. If an employee does not agree to the terms of this Policy, he/she may not view or post any content to any IHS-sponsored Social Media Site.

2. Employee participating in IHS-sponsored Social Media Sites should not interfere with the performance of the employee’s job duties or the operation of the internet or other online services except as expressly permitted for employees whose job responsibilities include Social Media Site monitoring and maintenance.

3. The basic guidelines set forth above regarding internet communications on non-work time and non-work systems also apply to work-related use of IHS-sponsored Social Media Sites.

4. It is the responsibility of the employee to ensure all postings on IHS-sponsored Social Media Sites are accurate and factual. If a mistake is made, the employee should acknowledge and correct the mistake promptly.

5. IHS reserves the right to monitor, prohibit, restrict, suspend, terminate, delete or discontinue an employee’s access to any IHS-sponsored Social Media Site, at any time, without notice and for any reason and in its sole discretion. IHS may remove, delete, block, filter or restrict by any other means any materials in IHS’ sole discretion. Employees should understand and agree that IHS may disclose communications and activities on IHS-sponsored Social Media Sites in response to lawful requests by governmental authorities, including Patriot Act requests, judicial orders, warrants or subpoenas, or for the protection of IHS. Employees further agree that in the event IHS exercises any of its rights hereunder for any reason, IHS will have no liability to the employee so long as IHS and its employees were acting in good faith.

6. Any content posted on any IHS-sponsored Social Media Site, becomes the property of IHS and IHS has the right to use such content for any IHS purpose.

7. Any employee who believes that this policy has been violated shall first report the incident to a member of the management team. If the incident is not resolved satisfactorily, it should be reported to Human Resources.

8. Any violation of this policy by an IHS employee is grounds for disciplinary action, which may include termination of employment.

WEATHER POLICY
CANCELLATION OF CLASS AND COLLEGE CLOSING

Purpose
To insure the safety of our students, faculty and staff while providing consistency in college cancellations and late starts due to inclement weather.

Each weather event is unique. Although the college will make every attempt to be consistent, special circumstances might require some variations in the decisions and procedures described below.

Policy
The decision to close the College will be made based on the severity of the weather, area road conditions, and campus conditions. The determination to close the College or to cancel or delay classes will be made by the College Chancellor or designee in consultation with necessary officials.

If the College is closed and classes are cancelled, faculty and staff should not report to work. **No student, faculty or staff member is expected to jeopardize their personal well being or safety to attend classes or work if weather conditions are unsafe.**

If all classes are not cancelled, individual faculty must notify the Department Chair to announce a class cancellation due to inclement weather. Faculty with campus commitments who are unable to be at work due to inclement weather are responsible for contacting appropriate colleagues and students. Staff members who are unable to report to work due to inclement weather must consult their supervisor and will be required to use a PTO or a day without pay for the absence.

**College-wide closing takes precedent over department or course level decisions. When the College is closed and classes are cancelled, no classes or clinical experience will be conducted**

Closed for Day: The decision to close the campus due to inclement weather will be made by the Chancellor either the evening before or by 5:30 am the morning of a regular business day. Because of the diverse weather conditions throughout our area and fast moving weather systems cancelations may be made later than the recommended time frame.

Delayed Start: If it appears that inclement weather and road conditions will improve during the day, a delayed start may be announced. Any time classes are delayed, the College will determine an appropriate open time based on weather conditions. Classes before or midway through the announced start time will not be held.
**Closed Midday:** If weather conditions deteriorate during the day, a decision may be made to close midday. Should the campus close midday, the same procedures for notification apply. In addition, members of the College Administration are responsible for communicating the message to their respective departments in a timely manner.

**Evening Classes:** The decision for cancelling classes for evening should generally be made by 2:30 pm. For these purposes classes that begin after 4:30 pm are considered evening classes.

**Notification:** Students, Faculty and Staff will be notified through the College’s Emergency Notification System. Individuals will receive notice by at least one of the following methods; a telephone call, text message, and/or email. Individuals are responsible to update and monitor contact information throughout the year to ensure that notification is received.

**Announcements:** The announcements will be listed in the locations below. Students, staff and faculty should consult the following resources as well in the expected event of a weather cancellation:

**College’s Main Telephone**
The college’s main telephone number will have an updated voice message indicated any weather decision. The main telephone number is (712) 279-3149 or 1(800) 352-4660 ext 3149.

**Television On-Air/Website**
- KCAU
- KTIV
- KMEG
- KPTH

**Radio**
- KMNS - KSFT - KSEZ - KWSL – KGLI - KSEZ
- KMSC-KOJI – KWIT
- KSCJ - KSUX - KLEM – KKMA
- KTFK - KTFG-KZSR

**Print/Online**
- LeMars Daily Sentinel
- Sioux City Journal
COUNSELING AND GUIDANCE

To maintain a safe patient care environment while fulfilling regulatory requirements.

POLICY

St. Luke’s Regional Medical Center and the College, embracing a philosophy of holistic care including the physical, emotional, spiritual, and psychological aspects of healing, realize that few people escape some type of serious personal problem during their lifetimes. When substance abuse problems, marriage or family concerns, financial or other personal situations develop, College employees and students are provided assistance through OASIS for themselves or family members.

The assistance program was adopted to provide confidential, professional assistance to employees, students, or members of their families. If professional counseling assistance is needed, an employee or student is encouraged to contact the OASIS Counselor at 279-7070. The first three meetings are at no charge.

All information is confidential. No reference of the content of the discussion is ever reported to the College.

It is the desire of the administration, staff and faculty to help students develop their full potential as members of the College and community. Each student is entitled to personal, academic and career counseling. A team approach facilitates the achievement of these goals.

A student desiring counseling can contact the Department Chair of Student and Administrative Services. Any information gained within a counseling relationship will be kept confidential unless the welfare of the individual or others is threatened. For instances where the Department Chair of Student and Administrative Services is unable to be of professional assistance, the individual will be referred to the OASIS Counselor who provides confidential counseling. Students may contact this person directly at 279-7070 and can expect a call back within 24 hours. Students may also contact any hospital chaplain (through the Medical Center operator at 279-3500) for counseling services.

Faculty encourages students to communicate with each instructor at the beginning of each rotation. At this time, students can verbalize any pertinent health problems, academic strengths and weaknesses or any concerns, which may benefit their learning. The ultimate responsibility of sharing rests with the student. Students may seek the guidance of a faculty member of their choice on academic and/or personal matters. Faculty members may suggest that a student visit with the Department Chair of Student and Administrative Services if appropriate. Students are also invited to stop in the office of the Chancellor of the College at any time.

STUDENT ADVISING

At the time of payment of the enrollment fee, an advisor is assigned to each student. The advisor will be a faculty member in the program in which the student is enrolled. The purpose of the advisor is to provide students with accurate information about requirements for progression, graduation, policies and procedures. Additional purposes include assistance in effective problem solving, decision-making, time management, role transition and referral to resources within the College and/or community to meet special needs of a student. In addition, the advisor assists students in monitoring and evaluating their educational progress and goals.

The student is required to meet with their advisor a minimum of once a semester. When registering for classes, the advisor’s signature is required. If a student is having academic or personal difficulties, the advisor can aid in offering suggestions and/or referring the student to appropriate resources. The advisor is the primary source of academic information and advice, encouragement, guidance and referral. Therefore, students are encouraged to utilize this valuable resource.

ACADEMIC SUPPORT SERVICES

The College provides academic support to students through tutoring and assessment of learning skills. Each incoming student is given an assessment tool that identifies their learning preferences. Individual and/or group sessions on study skills, time management, test-taking skills, and stress management are available.
Free tutoring is offered at the request of the student. Any student experiencing academic difficulties may request tutoring through Student Services personnel.

Written materials are available in the Student Center to supplement other academic support services.

**DISABILITY SERVICES**

St. Luke’s College is committed to offering equal access to individuals with disabilities.

Individuals with disabilities may request reasonable accommodations. A student with a disability needs to contact the Department Chair, Student and Administrative Services at the College as early as possible. Upon entry into a course, the student needs to contact faculty to discuss necessary accommodations. Current written documentation by a professional of the disability and the needed accommodations are necessary to develop a plan with each student. Accommodations will not lower course standards or alter degree requirements. St. Luke’s College abides by the related provisions of the Americans with Disabilities Act.

**COMMUNITY SERVICE**

In keeping with the Purposes of the College and the Statement of Ethical Practice, St. Luke’s College encourages students to actively participate in community service activities. Each fall during new and returning student orientation, all students, faculty, and staff participate in group work projects for needy agencies in the Siouxland area. In addition, each program of study requires an individual student to engage in some form of meaningful community service work. This requirement is outlined in more detail within program syllabi.

**STUDENT ASSOCIATION**

Student Association provides opportunities for students to develop leadership skills and to facilitate communication between students and the College.

**Responsibilities**

1. Coordinate student social and cultural activities.
2. Encourage student participation in professional organizations and activities.
3. Serve as a liaison between students, faculty and administration relating to student concerns.
4. Coordinate participation in Health System and community service activities.
5. Develop student publications.

**Activities**

Each class selects Student Association members. These representatives solicit input from students to plan various activities throughout the year.

Convocational meetings may be held up to two times a year. The meetings are educational in nature and focus on professional, cultural or personal issues. Attendance is required.

Students may be members of the following committees: Curriculum, Institutional Evaluation, Strategic Planning, Coordinating, and Advisory.

**MEALS**

Options for meals on the St. Luke’s campus include the Park View Cafe located on the lower level of the main hospital and Pierce Street Café located on first floor in Physicians Office Building Two. The Park View Cafeteria offers a wide variety of hot and cold foods and beverages at the following times:

**Weekdays** (hot food served)
- 6:30 a.m. – 9:30 a.m.
- 11:00 a.m. – 1:30 p.m.
- 5:00 p.m. – 7:00 p.m.

**Weekends/Holidays** (hot food served)
- 7:00 a.m. – 9:30 a.m.
- 11:00 a.m. – 1:30 p.m.
- 5:00 p.m. – 7:00 p.m.
Vending machines offering entrees and snacks are located near the Park View Café on the lower level of the hospital and the lower level of the College.

Meals can be purchased on a cash basis or a meal plan is available to students who desire that option. A discount on meals is given to students who wear their name tags.

Meal Plan
St. Luke’s College offers an optional meal plan for students. This plan allows a student to pay a set amount to use for meals, snacks, and even carryout services that are available through St. Luke’s Regional Medical Center cafeteria/Park View Cafe.

Each participant will receive a debit card with an initial balance of $500 and is available to the student while attending St. Luke’s College. The debit card must be presented to the cashier at the time of purchase. The person presenting the debit card must be the cardholder. Remaining balances may be carried over into the next academic year. When the balance is low, students may pay additional amounts in increments of $100.00 to extend the meal plan.

A refund is available only when a student withdraws from St. Luke’s College within the first four weeks of class. No refund will be issued if the balance on the card is less than $10.00. Once a student is no longer enrolled at St. Luke’s College the debit card will be deactivated and any remaining amounts will be unavailable to that student. Contact Fiscal Services to enroll in a meal plan.

STUDENT CENTER
The Student Center is located in the lower level of the College Building. During class days, students are encouraged to utilize this area during breaks and for an informal study area.

PARKING
To ensure proper utilization of all parking areas, parking permits are provided. Colored parking permits issued to college students need to hang on rear view mirror. Students are to park in Lot B (east of College building), directly south of the College building or the top level of Physician Center I and II parking ramp. Vehicles cannot be parked in unauthorized areas.

COMMUNICATION

Email
All students are given College e-mail addresses. This is the primary method the College utilizes for communicating with students. College activities, announcements and assignments by faculty are given through e-mail.

It is the student’s responsibility to check their College e-mail regularly for these communications. Computers in the Library are available to students for e-mail purposes.

Student Portal
Students are assigned usernames and passwords to gain access to the St. Luke’s College Portal. This portal will provide specific information to students regarding class schedules, unofficial transcripts, billing statements, financial aid awards, etc. The portal is located at www.stlukescollege.edu

Bulletin Boards
In addition to e-mail, an official College bulletin board is located in the Student Center. It is the students’ responsibility to check for student messages and other information posted here.

All students must have notices approved by a College staff member before they are posted. Each notice should be typed and have the post date recorded in the upper right corner. Notices will be removed after 7 days unless a scheduled event is specified on the notice.

Emergency Notification System
In case of emergency or to provide an immediate announcement, students, faculty and staff will be notified through the College’s Emergency Notification System. Individuals will receive notice by at least one of the following
methods: telephone call, text message, and/or email. Individuals are responsible to update and monitor contact information throughout the year to ensure that notification is received.

**Messages**
Every effort will be made to contact a student in the classroom or clinical facility as soon as possible when there is a family emergency message.
LEARNING RESOURCES

STUDENT GUIDE TO ST. LUKES LIBRARY

Website
http://library.stlukes.org

Location
The St. Luke’s Library is located in the College building.

Library Use
In order to increase your access to information, St. Luke’s shares resources and access with other Sioux City libraries, including Western Iowa Tech Community College, Morningside College, Briar Cliff University, the Sioux City Public Library, the Sioux City Community School District libraries, and the Mercy Medical Center Library. Those libraries will honor your current St. Luke’s nametag along with a drivers’ license. With certain restrictions, you can check out books and use library services.

Applying for privileges at any library involves agreeing to pay for lost or damaged library materials. St. Luke’s will assist those cooperating libraries in recovering materials lost or damaged by our employees or students. The St. Luke’s Library reserves the right to revoke borrowing privileges for any employee or student who abuses those privileges.

Hours
The library and computer lab are open Monday through Thursday, 7:30 a.m. to 8:00 p.m.; Friday 7:30 a.m. to 4:00 p.m.; and Sunday noon—5:00 p.m. Contact the library for holiday and summer hours.

Reference Books
Certain materials are kept permanently in the library and are not available for regular checkout. Those materials are shelved in the Reference Section.

Locating Journal Articles
Journal articles can be accessed using a variety of subscription indexes. Library staff is available whenever the library is open.

Ebsco Databases are available via the Internet with a user I.D. and password (available at the library).

The Cumulative Index to Nursing and Allied Health Literature (CINAHL) is a standard nursing and allied health index and a good starting point for medical searches. A CINAHL search results in a list of citations to journal articles as well as some full-text articles.

Health Source Nursing-Academic is an index that yields citations to journal articles as well as complete journal articles, pamphlets, and excerpts from textbooks and dictionaries.

General education topics like ethics, psychology, and English are best searched in Academic Search Elite. Like other Ebsco Databases, Academic Search Elite provides some citations to journal articles as well as some full-text copies of journal articles.

Interlibrary Loan
The St. Luke’s Library cannot contain all of the journals necessary for a college student, but that does not mean other journal articles are not available. Another library in Sioux City may have what you are looking for. If a journal is not available at St. Luke’s, it can often be obtained from another local library.

If a journal is not available in Sioux City, you can use interlibrary loan. There is a $2.00 charge for each article requested by interlibrary loan, payable at the time of request. With a computer printout of journal articles, mark the articles you want via interlibrary loan, put your name and phone number on it, and leave the list with the library staff with your payment.
Library Holdings
The library collects materials for use by all employees and students of the Health System. Those materials appropriate and necessary for student use are selected by each department. Suggestions may be brought to any library staff member.

Journals are not available for checkout. Books and videos check out for three weeks. The library asks your assistance in making sure that all books and videos are returned to the library on or before their due date. While no fines are assessed, you will be billed for any materials you check out and do not return.

Journals
Journals are shelved alphabetically by title and arranged chronologically. Journals are not able to be checked out but a copy machine is available in the Library.

Books
The library book collection is arranged according to a blend of the National Library of Medicine and Library of Congress classification systems. To identify books and videos available on a subject or by title and author, use the online catalog available from the library home page (http://library.stlukes.org). St. Luke's College complies with the Iowa Health System Copyright policy, number 1.LL.3. For detailed information, the policy is available on the St. Luke's Intranet or by request from the St. Luke's College Library.

Copy Machine
A copy machine is available in the library. Copies are charged to your library account 10 cents per page. Copier charges will be sent to students at the end of the semester.

Copyright Infringement
Penalties for violating Federal copyright laws may include but are not limited to restitution and damage fees or criminal charges. For more detailed information, please see chapter 5 of Title 17, U.S. Code, Copyright Law of the United States, available online at www.copyright.gov or by request from the St. Luke's College Library.

Disciplinary action taken against a student who uses the St. Luke's College information technology system to distribute copyrighted materials without authorization will follow the Disciplinary Action Policy found on page 36 of the student handbook.

PEER-TO-PEER (P2P) FILE SHARING

Purpose
To prohibit the use of peer-to-peer (P2P) file sharing applications by all computers connected to the Iowa Health System (IHS) network. The primary purpose of this policy is to educate and set expectations for the users of the IHS network of their responsibilities towards the use of P2P applications. This policy addresses the issues, impacts and concerns with file sharing aspects of P2P applications using the IHS network. The policy applies to all computers that are connected to the IHS network.

Policy
Users of the IHS network may not use Peer-to-Peer file sharing programs. For the purposes of this policy, a P2P file sharing application is any application that transforms a personal computer into a server that distributes data simultaneously to other computers. Please note that copyrighted materials cannot be shared by any means without proper permission. This includes sharing via network file shares, the web, or any other means and is not limited to P2P programs.

Background
A peer-to-peer computer network refers to any network that does not have fixed clients and servers, but a number of peer nodes that function as both clients and servers to the other nodes on the network. Any node is able to initiate or complete any supported transaction. Peer nodes may differ in local configuration, processing speed, network bandwidth, and storage quantity. P2P computing is the sharing of computer resources and services by direct exchange between systems.

This policy concerns one of the most prevalent uses of P2P technology: the distribution of copyrighted content. File sharing applications such as eDonkey, KaZaA, and Gnutella are examples of the kinds of P2P file sharing
software that can be used inappropriately to share copyrighted content. Along with copyright infringement, other concerns of P2P file sharing applications include network resource utilization, security, and inappropriate content.

**Issues**

**Copyright Infringement:**
Downloading or distributing copyrighted material, e.g. documents, music, movies, videos, text, etc., without express permission from the rightful owner violates the United States Copyright Act.

Those who obtain or distribute copyrighted material should be aware that if found liable for copyright infringement, the penalties can be severe, depending on the amount and willfulness of the infringing activity. In a civil lawsuit, one found liable for copyright infringement can be ordered to pay damages of as much as $30,000 per copyrighted work infringed. This penalty can be increased to $150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

Additionally, students, faculty, and staff who may be in violation of copyright law place not only themselves at risk; they may be exposing St. Luke’s College and IHS to liability as an institution and health system, for contributory or vicarious infringement, e.g., using IHS network resources to obtain the material and/or to store the material on IHS computers.

**Impact to the Iowa Health System Network**
Peer-to-Peer file sharing applications typically allow a user to set up their computer so that other people can access specific files on that computer. This process, in effect, converts the user’s computer into a server. A user’s computer acting as a server can place an enormous burden on the network. Network performance can degrade significantly when P2P file sharing applications are used, especially when large files are being downloaded.

**Security**
Peer-to-Peer networks can introduce serious gaps in an otherwise secure network. Threats such as worms and viruses can easily be introduced into the network. P2P applications, if modified, can also allow users outside the IHS network to gain access to data on the user’s computer or even the network. Some P2P applications will also allow third parties to see the user’s IP address. The installation of spyware is also common with many P2P applications.

**Procedure**
Any user who violates this policy will be subject to disciplinary action following the Disciplinary Action Policy, Student Policy #4, available in the student handbook. Additionally, if found liable for copyright infringement, legal action may be taken.

**COMPUTER GUIDELINES**

**Location**
The computer is located in the library which is available to all St. Luke’s employees and students.

**Hours**
The computer is available for use during the same hours as the Library. Generally, those hours are Monday through Thursday, 7:30 a.m. to 8:00 p.m.; Friday 7:30 a.m. to 4:00 p.m.; and Sunday noon—5:00 p.m. Contact the library for holiday and summer hours.

**Policy Statements**
Use of the computer is governed by St. Luke’s Regional Medical Center policy.

**Scheduling Use**
Generally, use of computers is available on a first come, first served basis. Class work and medical center business always take precedence over recreational use.
BOOKSTORE

Textbooks and required clinical supplies may be added to a student’s tuition account one week before the semester begins and up to two weeks following the start of the semester. After that time, students will need to pay by cash, check, money order, or major credit card.

A minimum of $5.00 is required for debit/credit card purchases and student tuition account charges.

A $25 fee will be assessed per occurrence for any returned checks due to non sufficient funds.

Bookstore Returns
- Customers must have their receipt for any returns.
- Textbooks can be returned within seven days from the start of class for a full refund, only with proof of withdrawal from the course.
- Textbooks must be in the same condition as when purchased for a full refund. Books cannot be returned if written in or highlighted. Books with shrink warp cannot be returned if removed from the wrap.
- Clothing in new condition can be returned within one week of purchase.

All book buybacks will be credited to the student’s account. If the student has a credit balance on their account, refund checks will be processed on a weekly basis and mailed to the student’s address on file with the College Registrar. No cash refunds will be given for book buybacks.

Hours of operation are the same as the library: Monday through Thursday, 7:30 a.m. to 8:00 p.m.; Friday 7:30 a.m. to 4:00 p.m.; and Sunday noon—5:00 p.m.

GUIDELINES FOR COLLEGE SKILLS LAB

Location
A nursing skills laboratory is located in PC1, Room 307. An Imaging Science lab is located in the College Building, COL 112. The Respiratory Care lab is located in the Respiratory Care department in the Medical Center.

Hours
1. Open hours are times when students can practice in the lab. The Skills Lab Coordinator or an individual faculty member from the course can be contacted if the student would like further clarification about skills.
2. It is the responsibility of the student to practice before the scheduled checkout dates.
3. Practice and test-out times may be scheduled by faculty.

Lab User Responsibilities
1. Students need to sign the attendance record every time the lab is used for practice. Signing proves the student practiced and helps faculty determine usage of the lab during the year. Students are responsible for providing their own practice slips to be signed, if required in the course.
2. Equipment (such as blood pressure cuffs) can be signed out from the Skills Lab, but only through the Coordinator or a faculty member. If checked out equipment is returned the following school day, the student will be eligible to use other lab equipment at home in the future. If not returned promptly, the lab grade may be affected, at the course instructor’s discretion, and no further equipment will be checked out.
3. Anyone using the Skills Lab is responsible for materials damaged, misplaced, lost, defaced, or used in an improper way. Damage will result in financial responsibility for replacement and/or repair costs.
4. Students are responsible for keeping the lab orderly and clean. Equipment should be returned to the location where it was found when the student began practice. Clean linen and laundry services are charged to the budget, so everyone is encouraged to conserve.

Staffing
The Skills Lab Coordinator is responsible for the daily operations of the lab and the condition of lab equipment and supplies. Users should report defective equipment or limited supplies.

Safety
1. All student injuries such as accidental needle-sticks, muscle strain, or joint irritation, need to be reported within 24 hours to Student Health so that proper treatment can be completed.

40
2. Students need to always be supervised during the scheduled lab session for injections/vessel punctures.
3. Hazardous material labels are on some lab supplies in the Hazardous Materials notebook located on the counter, along with goggles, masks and gloves. An emergency eye wash mechanism is installed in the double sink.
Availability of Services
The Student Health Nurse will be available on a part-time basis Monday through Friday to assist students with health problems. Contact information and available hours will be posted each semester.

The Student Health Nurse will refer students for treatment of acute illnesses or injuries while in school. Students wishing to see their personal physician should make their own arrangements.

Emergency services are available through St. Luke’s Emergency/Outpatient Department as appropriate.

My Nurse is a service that students can access by calling 279-3333 or toll-free 1-877-242-8899. Its purpose is to answer health-related questions for the general public.

Laboratory tests can be done at St. Luke’s Regional Medical Center on an Outpatient basis. The student is responsible for the charges.

Confidentiality
Student health records will be compiled and stored assuring maintenance of confidentiality. Persons having access to health records will include the Student Health Nurse, Department Chairpersons, Chancellor of the College and the Employee Health Nurse of St. Luke’s Regional Medical Center.

If a student is unable to maintain adequate health standards, current and previous health records may be reviewed by the Department Chairperson to determine the student’s ability to continue in school.

Health records will be returned to the student at the time of graduation.

To ensure the safety of the patients and the students, all students are responsible to complete a Student Health Medical Record Packet. These packets are mailed to the student after acceptance to the College. The packet must be completed and returned to Student Health. Students will be ineligible to participate in clinical or classroom experience until these requirements are met.

Documentation of the following immunizations must be submitted to Student Health

<table>
<thead>
<tr>
<th>IMMUNIZATIONS</th>
<th>REQUIREMENT</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Positive blood test for varicella zoster antibody IgG or</td>
<td>Attach record of positive antigen test results or</td>
</tr>
<tr>
<td></td>
<td>Two varicella vaccines at least 30 days apart</td>
<td>Attach copy of official record of two varicella vaccines</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis</td>
<td>One dose of Tdap (Tetanus, Diphtheria, Pertussis) is recommended for students who have not had a DT or Td within the last 5 years</td>
<td>Attach copy of official record of DT or Td within the last 5 years or Attach copy of official record of Tdap vaccine if it has been more than 5 years since the last DT or Td.</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)*</td>
<td>Two MMR vaccines or</td>
<td>Attach copy of official record of two MMR vaccines or</td>
</tr>
<tr>
<td></td>
<td>Positive blood test for measles, mumps, and rubella titer</td>
<td>Attach record of positive measles, mumps and rubella titer results</td>
</tr>
<tr>
<td>Tuberculin Skin Test</td>
<td>Two negative Mantoux skin tests at least two weeks apart completed within the three months immediately proceeding the start of your first class at St. Luke’s College or</td>
<td>Attach record of two negative skin tests for TB (Mantoux) occurring as described in the requirement column, and read by a qualified health care provider 48-72 hours after each injection or</td>
</tr>
</tbody>
</table>
Record of negative Mantoux skin test with the past 12 months and a second negative skin test completed within the three months immediately proceeding the start of your first class at St. Luke’s College or

History of positive Mantoux skin test and chest x-ray results within the last three months and documentation of medical treatment for TB

Attach record of two negative skin tests for TB (Mantoux) occurring as described in the requirement column, and read by a qualified health care provider 48-72 hours after each injection or

Attach official report of chest x-ray within the last three months and record from health care provider confirming treatment for TB (date must be specified)

Hepatitis B | Highly Recommended | Provide official documentation of vaccine, if received and complete the Hepatitis B information form
Meningitis | Optional |
Seasonal Flu Vaccine | Annual single dose vaccination after October 1, 2010 | Provide official documentation

*If receiving the MMR, female students should not be pregnant, and they should take precautions to avoid becoming pregnant for 90 days following the vaccination.

Student Responsibilities
1. All students are encouraged to obtain health insurance coverage.
2. Students are required to submit the completed Student Health Medical Record packet (including the required immunizations) to the Student Health Nurse on or before the first day of class.
3. A student will not be allowed to attend clinical experiences until all required health records are submitted.
4. Students with ongoing health problems, which require medical supervision, will need to provide progress reports at the discretion of the Student Health Nurse.
5. Students are responsible for notifying appropriate instructors of health conditions which may endanger patients or others, or which may interfere with performance in class or clinical assignment.
6. All health care charges including physical examination, Outpatient/Emergency Department fees, treatments, medical supplies, medications, lab tests, x-rays, consulting, and referral physician fees are the responsibility of the student.
7. If a student is hospitalized and/or has a major health problem or injury, the student must contact the Student Health Nurse. If the Student Health Nurse is not available, call 279-3149. The student will be required to present a written verification of health status from the attending physician following hospitalization before returning to class or clinical experiences.
8. When injured on hospital or school premises, students need to contact the Student Health Nurse to complete a hospital variance report within 24 hours. A copy of this report will be filed with the Student Health Nurse.
9. All expenses incurred for exposures or injuries are the responsibility of the student.
10. The College highly recommends that students receive the hepatitis B series and have a titer drawn. Hepatitis B vaccinations are at the student’s expense. If a student chooses not to receive the vaccination series, a waiver must be signed.
CLINICAL REQUIREMENTS

MANDATORY INSERVICES

Students are required to attend mandatory in-services on the following topics:

- HIPAA (Health Insurance Portability and Accountability Act)/Compliance
- Health Literacy
- Mandatory Abuse Reporting
- Fire/Safety/Security/Communications
- Hazardous Materials
- Infection Control/Bloodborne Pathogen/TB
- Diversity
- Harassment
- IMPACC
- Radiation Safety (Required of all radiology technology students)
- Other training that is determined mandatory by St. Luke’s Regional Medical Center.

B.C.L.S. CERTIFICATION FOR STUDENTS

All students are required to have Health Care Provider BCLS certification through the American Heart Association prior to the start of clinical courses.

- Certification/recertification of BCLS is the responsibility of the student.
- Courses are offered through St. Luke’s College at a reduced student rate.
- Student’s BCLS certification will be reviewed at the beginning of each academic year. If the course is not taken at St. Luke’s, the students must submit a copy of his or her certification card for documentation.
- BCLS certification is valid for 2 years. Certification must be renewed by the end of the month in which the card was issued. There is NO grace period. Please contact the Department Chairperson for exact dates.
- Students without a current BCLS card will not be able to attend clinical until BCLS certification is obtained. Any missed clinical days due to lack of BCLS certification must be made up. This will be scheduled at the discretion of the instructor and the cost will be assumed by the student.

HEALTH, DRUG, AND BACKGROUND SCREEN

An increasing number of health care facilities nationwide are requesting the most current information on a student’s health status prior to a clinical rotation in their facility. This can include immunization records, physical health records, mandatory training records, drug testing results, and background check results. Incomplete immunization records, incomplete training records, failure to pass required background checks and/or failure to pass drug testing could result in a ban from participation in clinical rotations and thus prevent graduation.

All clinical sites require immunization, physical health, and mandatory training records. Newly accepted students or currently enrolled students assigned to clinical sites requesting drug testing and/or background testing will be advised of such a requirement before the onset of the semester. Such students will be required to comply with the testing by a deadline specified by the Department Chairperson.

St. Luke’s College utilizes several third party services to conduct required criminal background checks and drug testing. All costs associated with these services are the responsibility of the student.

All students are required to furnish written documentation of an annual Mantoux Tuberculin test (TB). Documentation of two TB tests is required if more than one year has elapsed since the previous test or if this is the initial test. Failure to provide documentation results in the inability to enroll and/or continue enrollment.

St. Luke’s College highly recommends that students receive the hepatitis B series and have a titer drawn. Students must receive either the hepatitis B vaccination series or sign a waiver declining the vaccination. Requirements are subject to change.
CLINICAL AFFILIATES
Students may be scheduled to participate in learning experiences at a variety of clinical locations including clinical affiliates outside of St. Luke’s Health System. The terms of contracts with clinical affiliates may include additional requirements for eligibility. These requirements include, but are not limited to:

- Drug testing
- Additional background checks
- Additional health screen and immunizations

The department chairperson will inform students of these requirements. Any cost associated with fulfilling these requirements is the responsibility of the student.

INSURANCE COVERAGE
During approved clinical rotations, students are covered with professional liability insurance as long as they are acting within the scope of their responsibilities.

INFECTIOUS DISEASE STATEMENT
The student and patient may be at risk for exposure to infectious disease due to the nature of the health care profession. The risk of transmission of infectious disease to the student and patient will be minimized by the implementation of standard precautions in every clinical setting.

A student or patient with a compromised immune system may be at an increased risk of acquiring an infectious disease. Removal of the ill student from the clinical setting is at the discretion of the clinical faculty; students may also be referred to Student Health.

Students will follow the infection control policies of the clinical agency. These policies are subject to change.

STUDENT VARIANCE REPORT INSTRUCTIONS
1. A Student Variance Report is to be made out by the student and instructor on any incident involving the student and a patient, employee, visitor, or unusual occurrence (i.e. fire hazards, loss or breakage of expensive equipment).
2. When necessary, an Institutional Variance Report is also completed by the student and instructor and submitted to the department Manager within 24 hours. The Manager takes responsibility for submitting it to the appropriate department Office.

DRESS CODE
St. Luke’s College follows the personal appearance policy of the Medical Center. The entire policy can be viewed through the Intranet.

The purpose of a dress code is to provide guidelines for students so that they may optimally reflect professional standards in their appearance. An appearance that is clean, neat and professional is required in all clinical settings and college related activities. A general approach of moderation and good taste should serve as a basis for choices.

Students must adhere to the College and their program of study dress code policies when in uniform for clinical experiences and when representing the College. Other dress code requirements are at the discretion of the faculty.

Clinical uniform will consist of the following:

- Royal blue Cherokee brand scrubs
- White socks and shoes (predominately white, leather or vinyl shoes, toes, and heels must be closed)
- White lab coat
- St. Luke’s Health System name tag
- College pin
TRANSPORTATION

- Students are responsible for providing their own transportation to and from all assigned educational experiences.
- City bus service is available for transport to most in-town clinical sites.
- All students enrolled in the program will have some out of town clinical rotations at some time in their program of study. This will involve out of town travel and may require some overnight stays.

CONFIDENTIALITY OF PATIENT AND HEALTH SYSTEM INFORMATION

Students of St. Luke’s College will comply with the confidentiality of Patient and Health System Information policy of St. Luke’s Regional Medical Center which states:

All information regarding patients is legally and ethically considered privileged information. This information is not to be disclosed or used in any way other than as needed for treatment of the patient. Accidental or intentional disclosure, modification or destruction of patient information can result in legal action and/or loss of community credibility, reputation and business or as directed by HIPAA regulations. This confidentiality of patient information continues to exist when the patient also happens to be a co-worker or physician.

Information related to patient and health care is to be treated in a confidential manner. Employees, who are contacted by representatives of the media concerning any proprietary, technological, health care and/or patient information, must refer such calls to the Director of Community Relations who shall then be responsible for coordinating appropriate responses to such inquiries.

Failure to maintain security procedures for handling confidential information is considered misconduct and gross violation can result in immediate termination.

As part of our ongoing compliance program random audits for appropriate access to patient information will be conducted by the Privacy Officer. Potential inappropriate access will be reviewed by the manager and department director for employee or student involved in potential inappropriate access. Such inappropriate access can involve disciplinary action including verbal or written warning, suspension or immediate termination.

The following procedures are to be followed when a violation of confidentiality is discovered:

1. When a violation of confidentiality is discovered, it is to be reported to the appropriate department director/manager. The department director/manager will notify the Human Resources Department if this involves an employee.
2. The department director/manager is responsible for investigating the circumstances surrounding the violation. Areas to be investigated shall include, but not be limited to, the following:
3. Determining whether the violation was intentional or accidental.
4. The impact upon the Health System (includes public confidence as well as financial impact).
5. The employee’s or student’s history of previous violations.
6. The department director/manager will review the results of the investigation with a representative of the Human Resources Department prior to any disciplinary action being taken.

Privacy Audits

1. Random privacy audits will be conducted on a routine basis by the Privacy Officer and results reported quarterly to the Compliance Officer.
2. Potential inappropriate access identified on the audits will be reported to the Manager and Department Director of the employee involved in the access and investigation of the access will be conducted.
3. Manager and Department Director will report back to Privacy Officer the findings of their investigation.
4. In the event inappropriate access is confirmed, the manager and/or Department Director will involve Human Resource Director in plan for disciplinary action. Privacy Officer will also notify Human Resource Director of confirmed Privacy violation.
5. Employees and students are responsible for all accesses made under their respective computer codes. In the event the employee or student denies entering the record, they will be held accountable for the entries made under their code.
6. Disciplinary action will be determined with the assistance of Human Resources. General guidelines for disciplinary action could include:
a. **Confirmed inappropriate access**: written warning to include possible immediate termination for future inappropriate access AND one to three day suspension.

b. **Probably inappropriate access**: (this may include access made with employee code but employee denies access & no previous incidents of inappropriate access.) Written warning to include possible immediate termination for future inappropriate access.

c. **Repeat inappropriate access**: termination.
SECURITY ISSUES

GENERAL INFORMATION

Crime Prevention Service
Safety and Security shall inform students and staff regarding security issues during orientation each year.

Safety Tips
Students of St. Luke’s College have rights and responsibilities in regard to prevention of and protection from criminal offenses. To maintain campus safety and security the following safety tips are recommended:

- Avoid walking alone, especially after dark.
- Never go places with strangers.
- Avoid high-risk locations, use regular walkways and well-lighted areas.
- Campus security is available to accompany you to your vehicle. If you are alone or unsure of your safety, phone “0” and ask for security.
- Never leave locked building doors propped open.
- Identify all items of importance with name and an identification number.
- Always report criminal or suspicious activity to campus security immediately. (Ext. 3615 or “0”)

Reporting of Suspicious Persons and/or Activity and Crime
If you observe suspicious persons, activity and/or crime, notify Security immediately by calling the hospital operator “0” and request Security right away or by contacting Matt Max, Manager of Safety and Security. Security will follow-up, report and summon the Sioux City Police Department if the situation so warrants.

Security and Police Department Response:
Security surveillance of the campus is maintained 24 hours a day. Security officers tour all areas and are alert for suspicious persons, activity and crime. Security has the authority to detain and/or physically interview those posing a threat to property, life, body, or limb while on campus. Security maintains a routine and emergency related working relationship with local, state, and federal law enforcement agencies. Security is capable of summoning the Sioux City Police Department by a hand-held two-way radio through the hospital operator. All incidents of crime shall be followed up with the Police Department and documentation thereof maintained.

Campus Crime Statistics
Campus crime statistics shall be maintained and documented by Safety and Security. Statistics will be distributed to students and staff and be available in the College office.

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2006 To June 30, 2007</th>
<th>July 1, 2007 To June 30, 2008</th>
<th>July 1, 2008 To June 30, 2009</th>
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<tr>
<td>Murders</td>
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<tr>
<td>Sex Offenses</td>
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<tr>
<td>Robberies</td>
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<tr>
<td>Aggravated Assaults</td>
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<td>Burglaries</td>
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<td>Motor Vehicle Thefts</td>
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<td>Arrest for Weapons Possession</td>
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<td>Liquor and Drug Abuse Violations</td>
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<td>Harassment</td>
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<tr>
<td>Thefts</td>
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</tr>
</tbody>
</table>
GUIDELINES REGARDING SEXUAL ABUSE

Sexual abuse involves violence meant to degrade the victim sexually, emotionally and psychologically. Sexual assault refers to forcible sexual acts performed without the victim’s consent and against her/his will.

Control is the key ingredient of any sexual assault. Some assailants gain control in a direct physical attack while others use verbal deceit to obtain sex under false pretense by using betrayal and often violence.

Procedure in Situations of Sexual Assault
1. If attacked, your goal is to escape and run.
2. If trapped, your goal is to stay alive. Your mind is your best weapon. Try to talk your way out of the situation.
3. Observe all you can about your attacker: age, height, clothing, scars, what was said. Also observe everything possible about the vehicle (if applicable): color, make, and license number.
4. Take immediate action: if on Medical Center property, summon St. Luke’s Security by dialing “3911” for the hospital operator or report the incident to police by dialing 911.
5. Do not bathe or change clothing. Leave everything as is; physical evidence is needed in court.
6. Take a change of clothing with you to the emergency room if possible.
7. Call the Council on Sexual Assault and Domestic Violence: 258-7233. This is a 24-hour crisis line for free, confidential counseling and support. Assistance is available with medical and legal procedures. A counselor can be with you during the medical exam and police interview.

Prevention Guidelines
Anyone is a potential victim of sexual abuse. You can reduce the risk of dangerous situations and remove the opportunity for this crime to be committed.

Key things to always remember
- Be alert when you are alone
- Keep aware of possible unsafe situations
- Be discreet about your personal plans
- Avoid hitchhiking
- Trust your instincts; if a situation feels uncomfortable, get out of it

At home
- Keep doors and windows locked
- Keep curtains closed at night
- Don’t automatically open your door to a visitor; verify their identity
- Use caution when allowing salesmen, repairmen into your home
- If someone is seeking help, offer to call the police for them, not allowing them to come inside to use the phone

In your car:
- Always have your keys ready to unlock it without wasting time
- Park in well lighted areas
- Check the inside before entering
- Close windows and lock doors at all times
- Lean on the horn if someone tries to get in
- Choose a well lighted, well traveled route
- If followed, do not drive home but to a busy area or police station
- Don’t stop to assist or pick up strangers; call the police for them
- If your car breaks down, turn on flashers, lock doors
- If someone stops and offers assistance, lower window slightly, ask the individual to call the police.
- Refuse all other help.
- Keep vehicles locked and valuables in the trunk
While walking:
• Whenever possible, avoid walking alone at night.
• Walk only on well lighted, busy streets.
• Keep alert; carry a whistle or repellent spray.
• Don’t take shortcuts through deserted areas, alleys, parks, parking lots.
• Be prepared to run. If followed, head for the nearest lights and people.

**DR. RED GUIDELINES — DIAL 3911**

**DR. RED ALERT**

A Dr. Red Alert shall be initiated upon activation of the following:

1. Smoke detector
2. Heat riser
3. Sprinkler system flow switch
4. Pull station

A fire is reported by pulling the nearest fire pull station and by dialing 3911, stating the location of the fire.

The switchboard operator announces the Dr. Red Alert over the paging system. The alert consists of a signal tone and the words “Dr. Red” followed by the location of the fire; stated three times. Hallway firelights will flash red and white and emit a coded chime.

**Follow the R.A.C.E. Procedure to Respond to a Fire Rescue:**

**Remove:**
Remove any person in immediate danger from fire or smoke.

**Alarm:**
Pull the nearest fire pull alarm. Dial 3911 and state the location to the operator. Sound the fire alarm regardless of the size of the fire.

**Confine:**
Confine the fire by closing doors and windows.

**Extinguish:**
All fire extinguishers here are the “ABC” types, and can be used on any kind of fire. Pull the pin on the side; pull the hose out of the cradle; stand back about 6-8 feet from the fire; squeeze the handle in short bursts and use a sweeping motion from side to side aiming at the bottom of the fire.

When a Dr. Red is concluded, the switchboard operator will announce over the paging system, “Dr. Red All Clear”, repeated three times.

Elevator transport is suspended in the building affected by the Dr. Red Alert. The Fire Department and the Medical Center Fire Team are authorized to use elevators as needed.

**Upon Notification of a Dr. Red Alert in your Work Area:**

**Patient Areas:**
2. Close all doors and windows in the area. Turn on lights in rooms and corridors. Use wet linens around cracks or openings nearest fire.
3. Keep patients, relatives, and visitors in rooms. Visitors in the lounges shall be relocated to a safe location. Keep patients, relatives and visitors calm and informed of the situation.
4. Report to the nursing station to assist as directed by the nurse in charge. Nurses and employees away from the area will return to the work area via the stairs.
5. Be alert for additional instructions regarding the Dr. Red Alert. **DO NOT CALL THE OPERATOR OR THE AREA indicated as the scene of the alert to inquire about the situation. The Switchboard**
6. Operator will disseminate any information pertaining to the alert over the Medical Center paging system or by messenger as directed by the Official in Charge. (No routine phone calls shall be made until the alert is clear.) Prepare to relocate/evacuate all individuals. Prepare patients and clear corridors of carts, wheelchairs, etc.
Relocation will be HORIZONTAL unless otherwise directed by the Fire Department or the Medical Center Fire Marshall. Horizontal relocation involves moving the patients on the same floor, preferably through fire or smoke doors, or into a safe area from which vertical evacuation is possible. Priority of relocation:

- Closest to danger
- Ambulatory patients
- Wheelchair patients
- Bedridden patients
- Employees

7. Wrap all patients in blankets when necessary. All employees will walk at a brisk pace on the right side of the corridor to avoid congestion or injuries. The general evacuation alarm is a loud bell chime which is distinctive from the Dr. Red Alert coded chimes.

8. If heat or smoke is present, walk bent or stooped to avoid breathing in heat or smoke. (Smoke is the greatest danger in fire-related deaths.) If smoke is extremely dense, crawling may be necessary.

9. Avoid, if possible, moving patients past or near the fire.

10. Move the patient’s chart from the area with the patient. (It may be necessary to push the chart rack with charts to a safe location.)

Non-Patient Areas:

1. Follow R.A.C.E. instructions. Remain calm and do not shout. Employees are to direct fire team to the location of the fire.

2. Close all doors and windows in the area. Turn on lights in rooms and corridors. Turn off all window air conditioning units.

3. Everyone evacuates the building by using the stairs only. All employees will evacuate to their predetermined location.

4. Check all rooms before leaving the area to make sure that all people have been evacuated.

5. All employees outside their work area when a Dr. Red Alert is announced will report to their work area and remain until directed to areas needing assistance or the alert is announced all clear. Return via the stairs.

Upon Notification of a Dr. Red Alert or Drill in Classrooms, Offices, Lounges:


2. Close all doors and windows in the area. Turn on lights in rooms and corridors. Turn off all window air conditioning units.

3. Directly evacuate the building by using the stairs only. Exit through the nearest exterior door, when possible. Individuals in classrooms should follow the exit route posted in each classroom. Do not go to lockers or other areas to obtain coats or belongings.

4. Instructors will check all rooms before leaving the area to make sure that all people have been evacuated.

Fire Prevention

1. Good housekeeping and alertness to potential fire hazards are the best guarantees in preventing fires. All areas should be kept as clean and orderly as possible, particularly in storage areas. Materials are to be stored only in locations designed for that specific item. Doors to hazard areas such as storage or utility rooms shall be kept closed when not in use. When possible they should be locked.

2. One of the greatest causes of fires is smoking or the careless use of smoking materials. Smoking regulations shall be obeyed in the interest of preventing fires. Patients and visitors should be monitored to assure that they are knowledgeable of smoking regulations.

3. Electricity is another major contributor of fires. Faulty or damaged electrical appliances and damaged outlets or plugs are to be reported to the Department Director immediately. Pressure activated heating appliances such as food or coffee warmers are to be unplugged when not in use. If you observe fire hazards, correct the situation or notify your Department Director or Security.

4. All waste, particularly flammable or combustible materials are to be disposed of in appropriate containers. Waste should be emptied frequently to reduce the risk of fire.

5. Corridors shall always be maintained free of obstacles in order to provide unobstructed passage in the event of a fire or other emergency. Keep path of smoke and fire partition doors clear. Their closing prevents the spread of smoke and toxic gases which are the greatest danger during a fire.

6. Leave the lights on if the fire alarm system is activated or a fire occurs.
SKY WARNING PROCEDURES

General Information
Definitions:
1. **Tornado Watch**: Existing conditions are favorable for adverse weather, which may include thunderstorms, hail, strong winds and/or tornados.
2. **Tornado Warning**: A tornado has been sighted in or near Sioux City - follow specific procedures found in “Specific Procedures upon Notification of a Sky Warning” of this document.

Probable results if St. Luke’s were to be struck by a tornado:
1. Blown-in windows and loss of controlled environment.
2. Broken water pipes, sprinkler heads discharging, and the fire alarm system activated.
3. Possible loss of oxygen.
4. Loss of electrical power.
5. Loss of communications, including radio, telephones, paging, and vehicular transportation.

Advance Warning:
Current protocols require the Woodbury County Disaster Services to use the hospital ambulance frequency for relaying adverse weather conditions to the Medical Center Emergency Department.

Specific Responsibilities/Duties
Notification:
1. **Emergency Department**
   Upon receiving an advanced warning, the Emergency Department shall immediately forward this information to the switchboard operator.
2. **Switchboard Operator**
   a. **Tornado Watch**: Immediately notify Administration and Safety and Security during regular business hours, or the administrator on call, Nursing Practice House Supervisor, and Safety and Security Officer for all other hours.
   b. **Tornado Warning**: Upon receiving notification from the Emergency Department or hearing the city warning sirens, immediately activate the attention tone and repeat “Sky Warning” three times. The switchboard operator shall then notify off-site locations as soon as possible.

Specific Procedures upon Notification of a Sky Warning
Central Building Nursing Areas:
1. Remain calm and reassuring.
2. Move patients to interior corridors closing doors when you leave room.
3. When possible (subject to patient’s condition), huddle patients on floor behind an interior wall. Supply linen to cover face and head if possible.
4. Close all fire doors.
5. Follow instructions of the official in charge or designee.
6. If patient cannot be moved due to critical condition, close all drapes and cover the patient with layers of linen.

Emergency Outpatient Department and Admitting:
1. Employees remain in the area. Have patients and visitors remain in the waiting area away from the ambulance entrance doors.
2. Open ambulance garage doors and lock in the “up” position.
3. Follow instructions of the official in charge or designee.

Dining Room:
Employees close drapes and evacuate to central corridor.

College Building Occupants:
1. Evacuate students, visitors, faculty and staff to lower level of the building behind interior walls, closing doors behind you.
2. Follow instructions of the official in charge or designee.
General Rules
1. Remain calm.
2. Stay away from windows and glass doors.
3. Do not touch any loose or dangling electrical wires.
4. For protection from flying debris, evacuate to interior rooms, preferably under a heavy desk, or sit on the floor covered with a heavy blanket.

CODE BLUE AND EMERGENCY GUIDELINES

Purpose
The purpose of this guideline is to provide rapid, organized action by students to prevent sudden and unexpected death.

Definitions
1. **CPR.** Cardiopulmonary resuscitation is a basic life saving technique for a sudden cardiac or respiratory arrest. This intervention involves a combination of mouth-to-mouth breathing, or other assisted ventilative technique, and chest compression.
2. **Code Blue.** Refers to the initiation of CPR. Upon arrival of the Code Blue Team, further emergency treatment will be initiated following the Medical Center Guidelines.
3. **Do Not Resuscitate (DNR).** CPR is not initiated or carried out in the event of a cardiac or respiratory arrest (usually in the case of an expected death from an irreversible illness).
4. **Modified Code Blue.** If, in the physician’s judgment, a full code blue should not be initiated, the physician is to provide specific guidelines for emergency measures to be carried out. These are to include guidelines for CPR, ventilation, countershock and arrhythmia treatment. The code blue will be announced. Specific treatment guidelines will be written on the front of the chart.

Guidelines - “Do Not Resuscitate (DNR)”
1. Any sudden change in vital signs of a “Do Not Resuscitate” patient should be immediately communicated to the RN in charge who will need to notify the physician.
2. “Do Not Resuscitate” orders are written on the physician order form by the attending physician.
   Blue tape is placed on a patient’s name band if they are designated as a “Do Not Resuscitate.” This status information is also available via the computerized patient record and is on the front of the patient’s chart.

Guidelines - Code Blue
Any person within the physical facilities of St. Luke’s Regional Medical Center will receive emergency treatment when indicated, as specified in the Code Blue protocol unless a written “Do Not Resuscitate” order is on the chart. (This includes students, employees, and any organizations with offices in the facility).

CPR is initiated and a Code Blue is called by the person who discovers the arrested person – including students. A Code Blue can only be discontinued by a physician’s order.

When a student, or any person who is certified in CPR, comes upon an emergency situation, they are responsible for initiating the steps of CPR:

- **Airway**
  - position and assess
- **Breathing**
  - look, listen, feel
- **Get Help**
  - stay with the patient
  - verbally call “HELP!”
  - pull call light - “This is an emergency! I need an RN right now!”
  - pull call light out of wall - (constant buzz)
  - pull BR call light - (constant buzz and flashing light)
- **Give Breaths**
- **Assess Pulse**
- **Start Code Blue**
  - tell helper to call 3911
  - call 3911 yourself if still alone (See #4)
- **Continue CPR**
  - as indicated
When the switchboard operator answers the 3911 call, tell her “Code Blue, room No.” unless it is in another building; and then remember to tell her which building and room number the emergency is in. An announcement is made over the PA system three times after the tone. The operator also beeps other members of the CPR team.

Personnel other than the Code Blue Team are not to use the emergency elevator during a Code Blue. Students and personnel should not use the telephone during a Code, so that lines will be available for communication with other physicians and the family.

Locate the CPR equipment, including the Crash Cart, during orientations to each new clinical area.

Follow universal precautions as much as possible by using disposable airway equipment for ventilation.

**OBSCENE OR THREATENING CALLS AND BOMB THREATS (CODE ORANGE)**

**General Information**
All obscene or threatening calls and bomb threats shall be considered real. Employees receiving such calls shall obtain as much information as possible to develop an information base and identify any distinguishing characteristics of the caller.

**Obscene or Threatening Calls**
Personnel or students receiving an obscene or threatening call:
1. Keep the caller on the line.
2. Gain the attention of another individual and have them notify Safety & Security.
3. Record what was said and any distinguishing characteristics of the caller.
4. Do not discuss: Information specific to the call shall remain confidential until released by the proper authorities and administrative representative.

**Bomb Threats (Code orange)**
Personnel or students receiving a bomb threat:
1. Keep the caller on the line.
2. Gain the attention of another individual and have them notify Safety and Security.
3. Record the words and characteristics of the caller obtaining as much information as possible.
4. Do not discuss - information specific to the call shall remain confidential until released by the proper authorities and Administrative representative.

**Affected Area(s):**
1. If a bomb threat is received for a particular area, employees from the area will be asked to assist the Safety and Security Officer and police officials in searching for unusual objects.
2. The charge person of the department being searched will call and maintain telephone contact with the official in charge until the department has been searched and the all clear given.
3. General Precautions.
   - Be aware of items which seem suspicious or out of place.
   - Never touch a suspicious item.
   - Contact Safety and Security for assistance in removing suspicious items.
4. Refer to Disaster Plan Manual for procedures and responsibilities should an explosion occur.

**INFANT ABDUCTION (CODE GREEN)**
1. Dial 3911 and notify operator of event and location.
2. Secure Exits.

**SMOKE-FREE CAMPUS**

St. Luke’s College promotes and encourages healthy lifestyles. Use of tobacco products is prohibited on St. Luke’s College grounds as well as the campus of St. Luke’s Regional Medical Center.

City of Sioux City ‘CITY CODE’ 19.16.050
Title 19: FIRE
Chapter 16: Smoking In Public Vehicles and Places
Section 050: Smoking Near Health Care Facilities
1. It shall be unlawful for a person to loiter or otherwise remain on public property and smoke a pipe, cigar, cigarette or similar item when the following conditions are met:
   a. The public property is abutting land on which there is a building operating as a health care facility and the public property is within 20 feet of the health care facility’s property.
   b. A sign not less than one by one-half foot nor more than twenty-five (25) square foot has been erected and placed within five foot of the public property abutting a building containing a health care facility. The sign shall contain the international “No Smoking symbol” (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) along with the words describing the area where the use of tobacco products is prohibited, (i.e. “On Sidewalk/Alley/Public Property”).

2. The sign shall be provided, installed, and maintained by the health care facility. As used herein a “health care facility” means a hospital, a medical clinic, a doctor’s office including dental and chiropractic practitioners, a public health center, a medical laboratory, a mobile care unit, a nursing home, residential care facility or a diagnostic or treatment center. (Ord. 2004-1013)

Consequences of Violation of Above Code (Per Asst. City Attorney, Justin Vondrak): Simple Misdemeanor punishable by $65-$750 fine plus court costs and/or imprisonment not to exceed 30 days.

MASS CASUALTY PLAN – EXTERNAL DISASTER

PURPOSE
To provide coordinated assistance to the Medical Center in the event of an external disaster.

POLICY
The College will provide assistance to the Medical Center during a disaster or mass casualty event.

PROCEDURE
The Medical Center’s Mass Casualty Plan will take precedence over this departmental document in the event of any discrepancy.

1. In the event of a Phase I Mass Casualty Situation (5 to 30 emergent cases), the College will continue normal operations unless otherwise directed by the Medical Center Administrator in Charge.
2. The Administrator in Charge or agent will notify the Chancellor of the College or designee in the event of a Phase II (30-60) or III (60 or more) disaster situation.
   a. The College, if in session, will cease operations at the discretion of the Chancellor or designee. If the College ceases operation, then:
      (1) The Chancellor or designee will coordinate student, faculty and staff involvement from the College front office and COL 100, recording numbers of staff and students available for assignment.
      (2) All available faculty and staff will report to COL 100 for assignment by the Chancellor or designee.
      (3) All students and faculty on the clinical area will remain in the area and be the responsibility of the Managers or their agents.
      (4) All available students not on clinical assignment will report to the lower level of the College Student Center for assignment by the Chancellor or designee.
      (5) The Chancellor or designee will assign students, faculty and staff to areas where they are needed as notified by the Administrator in Charge or agent.
   b. The College, if not in session, will respond as follows:
      (1) The Chancellor or designee will coordinate student, faculty and staff involvement from the College front office and COL 100, recording numbers of staff and students available for assignment.
      (2) All available faculty and staff will report to COL 100 for assignment by the Chancellor or designee if on duty and if off duty will report if called in.
      (3) All available students not on clinical assignment will report to the lower level of the College Student Center for assignment by the Chancellor or designee.
      (4) The Chancellor or designee will assign faculty and students to areas where they are needed as notified by the Administrator in Charge or their agent.
   c. In the event that the Mass Casualty Plan is implemented at Phase II or III, staff and students will be informed of the situation either via the public address system of the Medical Center or the appeal for assistance via radio or television.
d. If additional staff help is needed, the Chancellor or designee will assign members to begin calling in individuals.

e. All students, faculty and staff must wear their St. Luke’s name badge and be ready for a call to action.

f. If a mass casualty occurs at the College, the Chancellor or designee will contact Security and implement the internal mass casualty policy.
DEPARTMENT OF NURSING EDUCATION

MISSION
St. Luke’s College provides quality, health system-based associate degree nursing education to individuals who desire to become competent and compassionate beginning generalists.

PHILOSOPHY
Health is defined by the individual and is a dynamic state of biopsychosocial, cultural and spiritual well-being. Health is influenced by environment and individual self care abilities. Environment is the sum of internal and external factors that surround and affect individuals and groups, an ever-changing environment impacts the individual’s health. An optimal level of health can be achieved through effective utilization of resources throughout the life span.

The profession of nursing is an art and science which prevents illness, alleviates suffering, and protects, promotes, and restores health. Nursing advocates an ethical, legal and regulatory framework that will ensure quality in the care of individuals, families, groups, and communities.

Nursing education consists of teaching and learning processes and results in the attainment and application of knowledge and skills in making critical decisions affecting client care. Learning is a life-long, active, and constructive process that progresses from simple to complex. The student is responsible for his or her own life-long learning and the teacher is a facilitator, resource person and role model. The faculty manages the learning environment with the goal of preparing safe beginning nurse generalists.

The associate of science nurse fulfills the roles of care provider, manager of care, and member of the discipline of nursing.

PROGRAM OUTCOMES
St. Luke’s College Department of Nursing Education will:
1. Offer a program of excellence, employing critical thinking in general and nursing education to meet the needs of diverse learners.
2. Provide graduates with the skills and knowledge for successful completion of the national registered nurse licensure examination.
3. Prepare graduates to function as beginning nurse generalists.
4. Meet the preparatory educational expectations of the graduate and employer.

GRADUATE OUTCOMES
Upon completion of the program of study, the graduate will possess the abilities of a safe beginning generalist and will:
1. Perform caring nursing actions with competence and cultural sensitivity in diverse settings.
2. Establish effective communication to promote a therapeutic environment with clients, significant support person(s), and the health care team.
3. Interact collaboratively in education, assumption of responsibilities, problem resolution, and achievement of client outcomes.
4. Demonstrate professionalism in the practice of nursing within ethical, legal and regulatory guidelines.
5. Manage the resources of the healthcare setting by prioritization, delegation, coordination and supervision of client care activities directed at promoting, maintaining and restoring health.
6. Make clinical judgments based on assessment findings and evidenced-based information.

NURSING ACADEMIC POLICIES
Grading scale
The Associate of Science in Nursing program follows the College’s grading scale with the following additions:
1. The student must achieve at least a “C” (78%) or “P” (passing) in all nursing courses.
2. The student must achieve a cumulative exam score of 78.0% or better to be eligible to pass the course. This score will reflect all unit exams and the final exam. If this level of performance is achieved, all other graded course requirements will then be added to determine the final course grade.
A student must meet these requirements to successfully complete each nursing course. Any failed course must be repeated.

**COURSE REQUIREMENTS**

The following general education support courses are required for the Nursing Program:

- BIO201 Anatomy & Physiology I
- BIO202 Anatomy & Physiology II
- BIO218 Microbiology
- ENG108 English Composition
- NUT212 Nutrition
- PHI220 Ethics
- PSY106 General Psychology
- PSY120 Developmental Psychology
- SOC104 Sociology

**Prerequisite Courses**

College prerequisites are established to facilitate the appropriate application of principles to the program of study. All courses must be satisfactorily completed according to academic policy. All prerequisites are indicated in the course description section of this handbook.

Iowa Administrative Code 655[2.8(5)] states that students and prospective students (a) who have been denied licensure by the board, (b) whose licensure is currently suspended, surrendered or revoked in any U.S. jurisdiction or (c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action may not take the clinical component of nursing courses. Students must notify the Department Chair, Nursing Education if they are in violation of this code.

**Academic Probation**

The student will be placed on academic probation in nursing for one semester if any of the following occurs:

- The cumulative G.P.A. falls below 2.0.
- A grade less than “C” is achieved in a NUR course sequence.
- A grade of “F” (fail) is attained in a clinical course.

**Professional Probation**

A nursing student may be placed on professional probation for a code of conduct or code of ethics violation.

**Dismissal**

An ASN student will be dismissed from the nursing program if they fail seven credits of nursing or repeatedly fail a nursing course. Each nursing course may be attempted only twice. Students can be dismissed from the program for reasons associated with professional probation. Additional policies relating to dismissal are published in the academic affairs section of the College Student Handbook, specifically under the headings of academic progress and academic dismissal.

**Drug Dosage Testing**

Evaluation of drug dosage calculation abilities is integrated throughout the curriculum. Students will demonstrate mastery at a 78% or higher on each course drug dosage testing requirement. Student competency will be assessed by testing in NUR112, NUR116, NUR222, NUR225, NUR226, NUR235, NUR236, and NUR245. The results of the drug dosage testing may be used to calculate the course grade or may be considered a pass/fail requirement of the course. The score on the first attempt of the drug dosage testing will be recorded in the grade book if the result is used to calculate the grade for the course, this will be specified in each course syllabi. If an inadequate score is obtained on the first attempt, additional testing is available not to exceed the maximum of three attempts per course. Failure to demonstrate drug dosage competency after three attempts, or within the timeline published in the course materials, will result in failure of the entire course. The drug dosage testing will consist of conversions and calculations, the student may use a calculator provided by the college.
Nursing Refresher Experience
Any student who has not had clinical area experience for five consecutive months or more will be required to complete a no-credit clinical refresher experience. A fee will be assessed for this review.

Any student who has not successfully met the required score on the integrated benchmark testing will need to complete a no-credit refresher experience. This refresher will include an individualized plan for remediation and testing. The individualized plan may include tutor and/or clinical experience. A fee will be assessed for this service.

Assignment of Academic Credit
Academic credit is assigned to each course based upon the number of scheduled hours of class or laboratory per week per semester. Each semester encompasses 16 weeks.

- One semester hour of credit is assigned for 50 minutes of theory class per week.
- One semester hour of credit is assigned for every two hours of science laboratory per week.
- One semester hour of credit is assigned for every three hours of clinical laboratory per week.

Graduation
The Associate of Science in Nursing degree will be conferred on candidates who satisfy the following requirements:

- Satisfactory completion of the prescribed course of study.
- Achievement of a minimum cumulative grade point average of 2.0
- Satisfactory completion of at least 22 hours of credit in the 200 level nursing courses at St. Luke's College.
- Resolution of all financial obligations to the College.

CRIMINAL HISTORY CHECKS ON NURSING STUDENTS

Iowa Administrative Code 655[2.11(152)] Student criminal history checks:
This Code requires the nursing program to initiate criminal history and child and dependent adult abuse record checks of students and prospective students to ensure a student’s ability to complete the clinical education component of the program in accordance with Iowa section 152.5. The nursing program will request that the department of public safety perform a criminal history check and that the department of human services perform child and dependent adult abuse record checks. The program will follow the guidelines and standards set forth by the department of human services in conducting record checks and in determining a student’s ability to complete the clinical education component of a nursing program based on the record checks.

Iowa Administrative Code 147.3 Qualifications:
This Code requires that effective July 1, 2009, all individuals seeking nursing licensure by initial examination or endorsement who have a criminal conviction(s), other than a minor traffic violation, must submit copy(s) of the sentencing order(s) when submitting application materials. In order for an individual to become a licensed nurse in Iowa, the person must first graduate from a state board approved nursing program. Information pertaining to individual criminal records prior to completion of an education program cannot be obtained from the Iowa Board of Nursing. Questions concerning acceptance into a nursing program, due to history of a criminal conviction(s), will need to be addressed by the nursing program. At the time of application the Iowa Board of Nursing will review each individual application and criminal record. The Board of Nursing will make the final decision regarding licensure. For questions regarding this matter, individuals should contact the Iowa Board of Nursing, Enforcement Division at (515) 281-6472, or Board of Nursing in the state of initial licensure.

Select agencies may require additional criminal background checks and drug testing prior or during student participation in on site clinical learning experiences.
BACKGROUND CHECK/DRUG TESTING

It is the policy of St. Luke’s College that background checks and/or drug testing may be conducted per regulation and/or contractual agreements as required by each program of study.

It is the student’s/applicant’s responsibility to complete the necessary paperwork and pay the appropriate fees incurred.

Individuals may be excluded from participating in a clinical experience based on the results of the background check and/or drug testing.

All results will remain confidential.

INITIAL NURSING LICENSURE

Graduates of the nursing program should make application for licensure by examination to the appropriate state board of nursing. The application also includes a fee. That state board of nursing will determine if the candidate is eligible to take the National Council License Examination (NCLEX). The NCLEX-RN is a computerized adaptive test designed to test knowledge, skills, and abilities necessary to enter into nursing practice at the Registered Nurse level. The requirements for eligibility to test vary by state, and may include a criminal background check. The graduate must register to take the NCLEX-RN by a separate process. This also includes a fee. The candidate should select a testing location and time after receiving authorization to test. Examination results are available only from the board of nursing from which the candidate has made application for licensure. Each board of nursing has a retake policy indicating the minimum time frame between testing dates.

PROGRAM OF STUDY

Suggested Full-Time Course Schedule

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR110 Professional Development I</td>
<td>1</td>
</tr>
<tr>
<td>NUR112 Pharmacology in Nursing Practice I</td>
<td>1</td>
</tr>
<tr>
<td>NUR115 Foundations of Nursing I</td>
<td>2</td>
</tr>
<tr>
<td>NUR116 Foundations of Nursing II</td>
<td>2</td>
</tr>
<tr>
<td>ENG108 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY106 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO201 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR220 Professional Development II</td>
<td>1</td>
</tr>
<tr>
<td>NUR222 Pharmacology in Nursing Practice II</td>
<td>1</td>
</tr>
<tr>
<td>NUR225 Reproductive and Childbearing Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR226 Neurological and Psychiatric Nursing</td>
<td>5</td>
</tr>
<tr>
<td>BIO202 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY120 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NUT212 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SOC104 Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR230 Professional Development III</td>
<td>1</td>
</tr>
<tr>
<td>NUR232 Pharmacology in Nursing Practice III</td>
<td>1</td>
</tr>
<tr>
<td>NUR235 Nursing Care Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td>NUR236 Medical-Surgical Nursing</td>
<td>5</td>
</tr>
<tr>
<td>BIO218 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
Semester IV
NUR240 Professional Development IV................................................................. 1
NUR245 Advanced Nursing Care.............................................................................. 9
NUR246 Transition to Practice.................................................................................. 2
PHI220 Ethics........................................................................................................... 3

Total ........................................................................................................................................ 15

Total ........................................................................................................................................ 72
DEPARTMENT OF IMAGING SCIENCES EDUCATION

PHILOSOPHY
Radiologic technology is an art and science. It is a profession which assists other aspects of medical science in a common goal towards the end of human suffering. Those included can only contribute through the diagnosis of disease processes if a specific understanding of all mechanisms is gained.

Education should be a systematic process of providing opportunities for advancing personal knowledge as well as the knowledge of the overall group responsible for providing health care services. This learning process and transfer of knowledge is best accomplished in an atmosphere of acceptance and freedom to question and explore.

The education of the radiographer requires the correlation of didactic and clinical learning into an understandable rewarding process. The medical personnel associated with the education of the radiologic technologist are dedicated to the belief that through an ample and quality didactic and clinical education program, student technologists acquire the ability to act decisively and independently.

MISSION STATEMENT
The mission of St. Luke’s College Department of Imaging Sciences Education is to provide high quality education to individuals who desire to become competent and compassionate medical imaging professionals.

GOALS
1. Students will acquire competency in the application of essential skills and knowledge for the delivery of medical imaging.
2. Students will acquire critical thinking, problem solving, and effective communication skills.
3. Students will display professional conduct, demonstrate professional ethics, and participate with professional development activities as a radiographer.
4. The program will prepare and graduate entry-level technologists for service to the health care community.

OUTCOMES
1. Students will apply positioning skills to accurately demonstrate anatomical structures.
2. Students will analyze and select exposure factors to achieve optimum radiographic techniques.
3. Students will apply the principles of radiation safety and protection.
4. Students will apply critical thinking and problem-solving skills in the performance of non-routine situations.
5. Students will develop and apply effective communication skills with patients.
6. Students will acquire the skills and knowledge necessary to provide age-appropriate patient care with an ethnically diverse patient population.
7. Students will display professional conduct.
8. Students will report involvement with learning opportunities that contribute to professional growth and development.
9. Graduates will pass the ARRT examination.
10. Students will complete all program requirements within 21 months.
11. Graduates will acknowledge that knowledge and skills meet the expectations of employers.
12. Employers will be satisfied with the knowledge and skills of the program graduates.
13. Graduates will be employed after graduation.

ESSENTIAL FUNCTIONS
Individuals admitted to St. Luke’s College Department of Imaging Sciences Education must possess the capability to complete the entire curriculum and achieve an Associate of Science Degree in Radiologic Technology. This curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative and interpersonal skills. Therefore, all students admitted in the Imaging Science Program must possess the following abilities and or meet the following expectations:
The student must be able to:

1. observe and participate in all demonstrations and experiments in the basic sciences, including group and self-learning situations.
2. learn to analyze, synthesize, solve problems, and reach evaluative judgment.
3. use the senses of vision, hearing, and touch necessary to directly perform radiographic examinations, and review and evaluate the recorded images.
4. communicate verbally in an effective manner to direct patients during radiographic examinations.
5. provide physical and emotional support to the patient during the radiographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until the physician arrives.
6. demonstrate the ability to recognize limitations in their knowledge, skills, and abilities and to seek appropriate assistance with their identified limitations.
7. possess the ability to work collaboratively with all members of the health care team.
8. calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure’s standards of speed and accuracy.
9. transport, move, lift, and transfer patients from a wheelchair to cart to an x-ray table or to a patient bed; move, adjust, and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic equipment.
10. learn to respond with precise, quick, and appropriate action in stressful and emergency situations.
11. accept criticism and adopt appropriate modification in their behavior.
12. demonstrate emotional health required for utilization of intellectual abilities and exercise good judgment
13. perform radiographic duties while standing about 80 percent of the time

ACADEMIC POLICIES

Academic Progress
The student must achieve at least a “C” in all Imaging Sciences courses. A student not achieving at least a “C” in these classes will fail that course. Any failed course must be repeated.

GENERAL EDUCATION COURSE REQUIREMENTS

The following general education courses are required for the Department of Imaging Sciences Education:

- BIO201 Anatomy and Physiology I
- BIO202 Anatomy and Physiology II
- ENG108 English Composition
- MAT111 College Algebra
- PHI220 Ethics
- PSY106 General Psychology

Prerequisite Courses
College prerequisites are established to facilitate the appropriate application of principles to the program of study in health sciences. All courses must be satisfactorily completed according to academic policy.

All prerequisites are indicated in the course description section of this handbook.

Grading Criteria for Evaluation of Clinical Performance
Clinical evaluation is based on satisfactory completion of the identified course objectives. Evaluation of clinical performance will be assessed through direct observations, competencies, and student portfolios.

Clinical grading scale:
The clinical practicum grade will be based on five parts:

1. Evaluation of clinical objectives from each clinical rotation (psychomotor and cognitive domains) — 10%
2. Clinical competency tests (affective, psychomotor and cognitive domains) — 30%
3. Performance appraisal (affective domain) — 30%
4. Professionalism (affective domain) — 20%
5. Quizzes, written and lab assignments (affective, psychomotor and cognitive domains) — 10%
The grading scale for the clinical practicum grade is as follows:

- 94—100 = A
- 87—93 = B
- 80—86 = C
- 79 and below = F

**Probationary Status**
The student will be placed on probationary status for one semester if any of the following occurs:

- The cumulative G.P.A. falls below 2.0
- A grade less than “C” is achieved in any RAD theory, or clinical course.

To be removed from probationary status, the student must attain a 2.0 cumulative G.P.A. by the end of the next semester. Probationary status will be allowed only once during the total program.

**Assignment of Academic Credit**
Academic credit is assigned to each course based upon the number of scheduled hours of class or laboratory per week per semester. Each semester encompasses 16 weeks.

- One semester hour of credit is assigned for each 50 minutes of theory class per week.
- One semester hour of credit is assigned for every two hours of science laboratory per week.
- One semester hour of credit is assigned for every four hours of clinical per week.

**Graduation**
It is the student’s responsibility to understand and fulfill all requirements of the academic program. The Associate of Science in Imagining Sciences degree and the certificate in the various radiology modalities will be conferred on candidates who satisfy the following requirements:

- Satisfactory completion of the prescribed plan of study.
- Achievement of a minimum cumulative grade point average of 2.0.
- Satisfactory completion of at least 56 hours of credit in RAD courses.
- Resolution of all financial obligations to the College.

**PROGRAM POLICIES**

**Equitable Learning Opportunities**
St. Luke’s College, Department of Imaging Sciences Education, strives to provide equitable learning opportunities for all students. The following policy will be followed:

Mammography is not included as part of the clinical component of the program. At no time during a student’s clinical rotation will she/he be allowed to observe or assist with a mammogram. A mammography rotation is not included as an option for the one-day observation component of RAD 222 and RAD 223.

**Pregnancy Policy**
If a student in the Department of Imaging Sciences Education should decide to voluntarily declare pregnancy while enrolled in the program, she has the following options:

1. Provide a physician’s statement indicating pregnancy and releasing St. Luke’s Regional Medical Center, the Department of Imaging Sciences Education, and the College from any liability, and continue in the program.
2. Provide a physician’s statement indicating pregnancy and withdraw from the program and re-enter within a one year time frame.
3. Provide a physician’s statement indicating pregnancy, continue with didactic classes, and complete clinical courses within a one year time frame.

**Radiation Protection Policy**
Before being assigned to clinical rotations, each student will be given an introduction to Radiation Protection.

Each Imagining Sciences student will be issued a radiation-monitoring badge to be worn at collar level while in the clinical site. Monitors will be changed each month. The report of monitor readings will be available from the clinical coordinator. Students will need to initial their report. Students should not receive more than 100
mrem/week. Under normal conditions the student’s monitor reading will be well below this amount. Students who receive over this amount will be advised and the incident will be discussed with the Radiation Safety Director. If the student continues to receive over the recommended dose limits, removal from the clinical area will occur until a reason for the above normal limits is determined.

The personal monitor is sensitive to sunlight, heat, some television sets and microwave ovens. Students are advised to not leave the monitor in cars, in direct sunlight, near heat, TV sets or microwaves.

If the personal monitor is inadvertently washed with laundry, it is destroyed. DO NOT THROW IT AWAY. BRING IT TO THE CLINICAL INSTRUCTOR AND IT WILL BE SENT BACK. All monitors must be accounted for. A student should report any incident with their personal monitor to the Department Chairperson.

The monitor cannot be worn while receiving medical or dental x-rays. The monitor is for OCCUPATIONAL dose only.

When using ionizing radiation, the student will use all precautions for both themselves and the patient. This involves the use of:

- Time
- Distance
- Shielding
- Use of correct IR combinations
- Use of grids when applicable
- Beam restriction
- Technical factor selection (ALARA)

Every time a student needs to repeat an image, the patient receives another dose of radiation. Therefore, it is important for a student to attain an image of diagnostic quality with the first exposure. IF IT IS NECESSARY TO REPEAT AN IMAGE, THE STUDENT MUST BE UNDER DIRECT SUPERVISION.

**JRCERT Resolution Policy**

Upon notification from the JRCERT (Joint Review Committee on Education in Radiologic Technology) of a complaint concerning noncompliance of the Standards, St. Luke’s College Department of Radiology Education will respond to the JRCERT within a one (1) month time frame.

The response will include:
1. An acknowledgement of the complaint by the Department of Imaging Sciences Education and the date received.
2. Investigation of the specific issue related to the complaint including meetings with any personnel involved. (Completed within two weeks of receipt).
3. A report of the final outcome of resolution of the complaint with an action plan if applicable.

A permanent written record of all complaints and subsequent resolutions will be kept on file in the Department Chairperson’s office.

Any complaints and/or resolution of complaints of noncompliance with the Standards will be conveyed in the Annual Assessment Report.

**CLINICAL POLICIES**

**Background check/drug testing**

It is the policy of St. Luke’s College that background checks and/or drug testing may be conducted per regulation and/or contractual agreements as required by each program of study.

It is the student’s/applicant’s responsibility to complete the necessary paperwork and pay the appropriate fees incurred.

Individuals may be excluded from participating in a clinical experience based on the results of the background check and/or drug testing.
All results will remain confidential.

**Attendance Policy**
Prospective employers consider attendance records a good indicator of future employee behavior. We consider attendance important for that reason. Your attendance records are one of the records prospective employers typically inquire about. Attendance and arrival on time are required for all clinical courses. If a student is unable to attend clinical, it is the responsibility of the student to notify the college faculty prior to any absence. Any student failing to notify the proper faculty will lose one (1) point from their professionalism score.

Clinical experiences offer general and specific applications. Experience in the clinical setting facilitates learning and enhances achievement of clinical outcomes. Completion of assignments due to absence from clinical practicum will be explained in each course syllabus. Students may be assessed a fee for additional clinical time.

Students will utilize the Trajecsys online program for “clocking in and out” of their assigned clinical site.

**The following policies for attendance must be adhered to:**

1. Students will be limited to no more than 40 hours per week for clinical and academic involvement.
2. Students are expected to be present for clinical experiences. Students are responsible for all transportation to and from their assigned clinical sites. Cost of transportation will be the student’s responsibility. Clinical rotations may include the following:
   a. St. Luke’s Regional Medical Center
   b. Mercy Medical Center
   c. Family Healthcare of Siouxland – Morningside Clinic
   d. Siouxland Urology Associates, PC
   e. Center for Neurosciences, Orthopaedics and Spine, PC
   f. South Sioux City Mercy Medical Clinic
   g. One of the outlying rural clinical sites
      • Burgess Health Center – Onawa, Iowa
      • Floyd Valley Hospital – LeMars, Iowa
      • Horn Memorial Hospital – Ida Grove, Iowa
      • Orange City Health System – Orange City, Iowa
      • Providence Medical Center – Wayne, Nebraska
      • Sioux Center Community Hospital and Health Center – Sioux Center, Iowa
3. Students will be required to attend evening clinical rotations.
4. Attendance will be reviewed frequently by the faculty to determine if each student is meeting the objectives of the program. Failure to meet these objectives will result in the student meeting with the faculty.
5. Each student will be allowed three clinical days off for the program. These are not intended to be additional vacation days. When the student decides to use these days, he/she must call the clinical coordinator at (712) 279-3651 (a message on the voice mail is acceptable) and state the reason for absenteeism. This will be documented and placed in the student’s file.
6. Tardiness will be documented in the student’s record. For each incident, the student will lose one (1) point from their professionalism score. Each infraction will be discussed with the student at the time of occurrence.
7. Before leaving the clinical site, the student must report “off” to the clinical instructor.
8. Banking clinical time may be deemed necessary and authorized by the Department Imaging Sciences Education and the Department Chairperson. This allowance will be made on an individual basis for such things as maternity leave, surgery, etc. Inform the Department Chairperson of your request to bank time early enough before the event to allow adequate decision-making time.
9. Any additional time used by the student over the allotted three days will be made up only during College breaks. Any clinical objectives missed due to absenteeism must be made up. There are no exceptions. Students may lose points from their objective score due to late objectives.
10. Students will only be allowed two excused absences per clinical course. Additional absences will be considered unexcused. For each unexcused absence, the student will lose five (5) points from their professionalism score.
11. In the event of inclement weather, each student is advised to use his/her own judgment regarding safe travel. Time missed due to inclement weather will be monitored and a determination of clinical makeup will be made according to each student’s prior clinical attendance.
12. Students may accumulate extra time by:
a. Attending District Educational meetings: Accrual will be based on number of hours per meeting. Students must submit a half page original summation of each talk within one week of the presentation for accrual to occur.

b. Serving on a College committee: This is equivalent to one half (1/2) day off. Attendance at 75% of scheduled meetings is required for accrual to occur.

c. Presentation of a paper at a meeting: This is equivalent to one (1) extra day off.

d. Additional community service: Completing additional community service beyond the required one (1) per year will allow for additional personal time. To accrue additional time, a community service plan must be submitted and approved one week in advance. Students will be given notification regarding the number of hours earned for the project. This amount will be left up to the discretion of the faculty. A half page original summation of the project must be submitted within one week of the service for accrual to occur.

13. Opportunities may arise throughout the year for accrual of additional time off.
14. Excessive absenteeism from the clinical site may result in termination from the program.

Direct Supervision vs. Indirect Supervision Policy
According to the Joint Review Committee on Education in Radiologic Technology, the following definitions are used:

Direct Supervision of Students:
The parameters of direct supervision are:
1. A qualified radiographer reviews the request for examination in relation to the student’s achievement.
2. A qualified radiographer evaluates the conditions of the patient in relation to the student’s knowledge;
3. A qualified radiographer is present during the conduct of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

Indirect Supervision of Students:
Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

“Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. This availability also applies to all surgical and portable radiographic examinations.

Repeat Examinations:
1. Repeat radiographic examinations are performed while the registered radiographer is present and with the student, regardless of student’s competency level.
2. A student may not perform an examination by himself or herself unless they have passed the category competency in that examination. If you have not passed this test, the position of the patient and the technique used shall be checked by a registered radiographer before an exposure is made. There are no exceptions to this rule.
3. If a repeat examination is necessary, you shall have a registered radiographer check the position and technique before the exposure is made, regardless of whether you have passed the competency or not.
4. Any student found to be repeating films without direct supervision would lose one (1) point per incidence from their professionalism component of the clinical grade.

Incident Report Policy
It is the policy of St. Luke’s College Department of Imaging Sciences Education, to report all injuries or misconduct that occurs at any clinical site. It shall be the responsibility of the clinical instructor/advisor (and/or student) at the site where the injury occurred to report the incident and provide documentation of said incident to program officials. The Incident Report Forms are available as a document on the Trajecsys online site. Completed forms must be sent to the Clinical Coordinator.

Confidentiality Statement Policy
Throughout the Radiologic Technology Program at St. Luke’s College in Sioux City, Iowa, I will have access to patient information. I realize that information is private and should be kept confidential. I also realize that any unauthorized release of information is punishable by fine and/or imprisonment.
Throughout my tenure in the Radiologic Technology program, I will at no time inappropriately release confidential information.
I understand that release of unauthorized patient information will result in immediate termination from the St. Luke's College Department of Imaging Sciences Education.

**ARRT ELIGIBILITY**

Good moral character is one of the eligibility requirements for ARRT registration. The ARRT establishes guidelines for this in the *Standards of Ethics*. Any violation of the *Standards*, either past or present, must be reviewed in order to determine if the inappropriate activity reflects the character of the applicant and may be a predictor of future behavior.

A conviction of a felony, gross misdemeanor or a misdemeanor is considered to be a violation of the *Standards of Ethics* (with the sole exceptions of speeding and parking tickets. All alcohol and/or drug related violations are included). Any criminal proceeding where a plea of guilty or nolo contendere (no contest) is entered, or a finding of guilty is made or returned, but the adjudication of guilt is withheld or not entered, is considered to be a conviction for ARRT purposes. In order to provide all registrants a fair and equal review of a possible violation, all convictions must be reported.

Applicants must be informed of the ethics requirement at their enrollment in an educational program. Because a violation must be cleared before the applicant can be assigned to an examination, the ARRT encourages early review so that there is no delay in determining eligibility at the time of completion of the program.

Applicants are not eligible for examination while they are under any condition of the courts. These conditions include, but are not limited to, suspended sentence, stay of sentence, conditional discharge, non-reporting probation, and reporting probation or parole. Students may contact the ARRT to request information on the Pre-Application Review process at any time. The address for the ARRT is the following:

The American Registry of Radiologic Technologists:

1255 Northland Drive  
St. Paul, MN 55120-1155  
Phone 651-687-0048

**GUIDELINES FOR STAFF/RADIOLOGY STUDENT/INSTRUCTOR RESPONSIBILITIES DURING CLINICAL EXPERIENCES**

When radiology students are providing direct patient care in an Imaging Sciences Department, the following guidelines should be followed:

**Staff Responsibilities:**
1. Be co-assigned with the student.
2. A qualified radiographer reviews the request for examination in relation to the student's achievement.
3. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
4. A qualified radiographer is present (direct supervision) during the performance of each and every examination in which the student has not achieved competency or during any repeat examination.
5. A qualified radiographer reviews and approves the radiographs.
6. Be a resource person, providing direction for radiologic activities to be completed, and assisting the student.
7. Inform instructor/student of learning experiences as they arise.

**Student Responsibilities:**
1. Inform the co-assigned staff member promptly of any changes in the patient’s condition, any problems in the delivery of care, or change in clinical schedule.
2. Inform the co-assigned staff member at the beginning of each clinical day those examinations they need direct supervision with or any time a film needs to be repeated, so that the staff member can supervise the student’s performance of any of these procedures as they are presented.
3. Should assist the radiologic technologists with all other procedures.
4. Report to the co-assigned staff member any problems with equipment encountered prior to leaving the area of the clinical assignment.
5. Be alert to new learning experiences.
Instructor Responsibilities:
1. Collaborate with staff to make appropriate student assignments based on the student’s level of education.
2. Determine what care the student is educationally prepared to perform in a safe manner.
3. Be available to assist students in performing procedures and radiologic procedures.
4. Facilitate student/staff communication and team work.
5. Review the student’s films for accuracy and completeness.
7. Inform/update staff regarding learning experiences needed by students.

BULLETIN BOARDS

Schedules, notices and announcements will be posted on bulletin boards outside classroom COL 128, the student lounge, and clinical areas. Announcements and notices are sent to students via college email.

PROGRAM OF STUDY

Semester I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIO201 Anatomy &amp; Physiology I</td>
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<tr>
<td>ENG108 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>RAD100 Introduction to Radiology &amp; Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>RAD102 Radiographic Procedures I</td>
<td>4</td>
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<td>MAT111 College Algebra</td>
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<td>RAD122 Radiographic Procedures II</td>
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<td>RAD105 Fundamental and Radiographic Physics</td>
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Summer Term

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<td>RAD204 Radiographic Pathology</td>
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<td>RAD210 Radiologic Pharmacology</td>
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<td>PSY106 General Psychology</td>
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<tr>
<td>RAD206 Radiobiology/Radiology Protection</td>
<td>3</td>
</tr>
<tr>
<td>RAD222 Procedures III</td>
<td>2</td>
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<td>RAD228 Clinical Practicum IV</td>
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<tr>
<td>RAD215 CT Imaging/Cross-Sectional</td>
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Semester IV

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<tr>
<td>PHI220 Ethics</td>
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</tr>
<tr>
<td>RAD227 Advanced Radiographic Imaging</td>
<td>4</td>
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<td>RAD223 Procedures IV</td>
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</tr>
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<td>RAD230 Seminar</td>
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<td>RAD238 Clinical Practicum V</td>
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Total Credits: 77
PHILOSOPHY

The faculty of the Respiratory Care Program is committed to the personal and professional development of the individual. The faculty seeks to foster a climate of growth and achievement of all aspects of respiratory care. Opportunities are provided for the students to gain knowledge and experience, which facilitate teamwork, communication, and human interaction in providing respiratory care. Students are encouraged to identify personal and professional goals and a commitment to life long learning. Delivery of respiratory care occurs in various institutions, communities, and in the home setting among increasingly diverse populations.

The educational process promotes the delivery of respiratory care as a component of the overall health care team. The faculty recognizes that the practitioner must sometimes work under stressful conditions. The ability to direct oneself and others in an optimal manner in adverse circumstances requires the development of creative and critical thinking skills. Since each student has unique needs and talents, the faculty recognizes that their role is to facilitate the development of the individual. In educational practice, the faculty, as professional role models, and the academic and clinical experiences combine to promote the development and exercise of these thinking processes.

The faculty values the concept of experiential learning. This involves study and practice, as well as the application of experience and the exercise of reflection. Therefore respiratory care education combines theory and practice and provides the opportunity for reflection on experiences. The tools for experiential processes enable students to become life-long learners, engaging in practice, reflection, and the refinement of skills.

The respiratory care program strives to create a positive learning environment, which encourages each person to aspire to the highest level of competence and compassion in the provision of respiratory care.

GOALS

1. Offer program of excellence, integrating clinical and didactic education in meeting the educational needs of diverse learners.
2. Prepare graduates to function as an entry level practitioner in hospitals, sub-acute care, and home care environments.
3. Facilitate the development of life-long professional growth and continued education.
4. Provide graduates with the skills and knowledge for the successful completion of the Entry Level and Advanced Practitioner exams given by the National Board for Respiratory Care.

CURRICULUM OUTCOMES

Upon completion of the program of study, the graduate will:

1. Utilize established standards in caring for the health needs of individuals and groups with pulmonary disease.
2. Apply the principles of infection control to protect the client, oneself, and others.
3. Implement the required life support in caring for individuals in emergency situations.
4. Establish effective communication to promote a therapeutic environment with individuals, groups, and other members of the health care team.
5. Demonstrate professionalism in the practice of respiratory care within ethical and legal guidelines.

PHYSICAL REQUIREMENTS (ESSENTIAL FUNCTIONS)

The following is a list of technical standards that represent the physical and cognitive standards students must be able to perform in order to participate in the program:

1. Visual acuity with to identify cyanosis, absence of respiratory effort, very small print found on medication bottles, physician orders, and various types of equipment.
2. Hearing ability to understand the normal speaking voice without viewing the speakers face; hear monitor alarms, emergency signals, call bells from patients; hear pulses necessary for the measurement of blood pressure; and hear breath sounds when performing auscultation of the lungs with a stethoscope.
3. Physical ability to stand for prolonged periods of time; perform cardiopulmonary resuscitation; lift patients and objects in excess of thirty-five pounds; perform chest physiotherapy using two hands; perform endotracheal intubation using two hands; push heavy equipment from room to room; and maneuver in limited spaces.
4. Communicate effectively in verbal and written form by speaking clearly and succinctly when explaining therapy, describing patient conditions, and implementing patient education. Write legibly and correctly in the patient’s chart for legal documentation.

5. Manual dexterity to use sterile technique; for example; to insert catheters or to prepare and administer medication, manipulate and assemble equipment for use, and perform arterial puncture.

6. Function safely under stressful conditions with the ability to adapt to a constantly changing environment in clinical situations involving patient care.

7. Work with potential exposure to hazards (blood borne pathogens and tuberculosis): Exposures are generally prevented by following standard precautions.

The student must declare that they do NOT use or abuse any illegal, mind-altering, or consciousness-changing chemical substances or drugs of any kind, and that they do not abuse any legally prescribed drugs. They must further declare that any use of alcohol is sufficiently limited and will not adversely affect or negatively impair ability or capacity to perform at a quality level and attention to duties required by St. Luke’s College.

**ACADEMIC POLICIES**

These academic policies are in effect for all students.

**Grading Scale**

The final grade for academic courses will be determined by the method shown on the class syllabus. The final grade for clinical practice courses will be determined by the method shown in the clinical packet for the course.

The grading scale for all respiratory care courses is as follows:

- **A**: 92-100%
- **B+**: 90-91%
- **B**: 85-89%
- **C+**: 83-84%
- **C**: 78-82%
- **Failing Grade**: 0-77%

The minimum competency level in respiratory care classes is a grade of "C".

A student must achieve a grade of "C" in all respiratory care didactic and clinical courses with the exception of a grade of Satisfactory (S) in Clinical Practice 1. Any course in which a student receives less than a "C" or an Unsatisfactory (U) grade must be repeated. Special Topics courses are graded on a pass/fail basis.

If a student receives a grade less than "C" in any respiratory care class, he/she will be dismissed from the program. He/she may be eligible for one readmission. They must raise their cumulative GPA to a 2.0 by the end of the semester in which they return to the program.

**Comprehensive Program Examinations**

All students must satisfactorily complete comprehensive program examinations. These include an Entry Level Exam and Written Registry Exam. The policy for each is listed below.

**Entry Level Exam**

This exam will be given during the second year of the program. The satisfactory score for the exam is set by the National Board for Respiratory Care. In the event that the student does not receive a satisfactory score on the first exam, they will have two additional opportunities to pass a similar exam.

**Written Registry Exam**

This exam will be given during the second year of the program. A satisfactory score must be obtained to graduate. In the event that the student does not receive a satisfactory exam on the first exam, they will have two additional opportunities to pass a similar exam.

**Policy for Cellular Phones during Clinical Rotations**

All cellular phone must be turned off during clinical rotations. Their use may result in harm to the patient. If it is essential that you be reached immediately during clinicals, it is recommended that you carry a pager.
Attendance Policy for Clinicals
In order for a student to obtain maximum benefit from clinical rotations it is imperative that they attend regularly. A comprehensive attendance policy is listed in the Respiratory Care Program Student Handbook. This policy is subject to revision during the student’s enrollment in the program.

Tardiness for Clinical Rotations
Clinical rotations are included in the program to prepare the student to function effectively in a professional setting. This requires that the student arrive promptly at their designated clinical site. A detailed policy for tardiness is included in the Respiratory Care Program Student Handbook. This policy is subject to revision during a student’s enrollment in the program.

Background check/drug testing
It is the policy of St. Luke’s College that background checks and/or drug testing may be conducted per regulation and/or contractual agreements as required by each program of study.

It is the student's/applicant's responsibility to complete the necessary paperwork and pay the appropriate fees incurred.

Individuals may be excluded from participating in a clinical experience based on the results of the background check and/or drug testing.

All results will remain confidential.

GENERAL EDUCATION COURSE REQUIREMENTS
The following general education courses are required for the respiratory care program:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
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</tr>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

SPECIAL TOPICS
All students are required to complete one Special Topics course during enrollment. This can be completed during either the first or second year of the program.

PREREQUISITE COURSES
College prerequisites are established to facilitate the appropriate application of principles to the program of study in health sciences.

All courses must be satisfactorily completed according to academic policy.

All prerequisites are indicated in the course description section of this handbook.

GRADUATION
The Associate of Science in Respiratory Care degree will be conferred on all candidates who satisfy the following requirements:

1. Satisfactory completion of the prescribed course of study.
2. Achievement of a minimum cumulative grade point average of 2.0.
4. Satisfactory completion of the comprehensive program examinations.
5. Resolution of all financial obligations to the College.
ELIGIBILITY FOR LICENSURE

The policies for licensure will vary with each state. In general, a student with a felony conviction may have difficulty in obtaining a state license. An individual application is reviewed on a case by case basis. This decision is not made until the individual makes application for a license to practice respiratory care. Applicants with felony convictions are encouraged to contact the licensing agency in the state in which they wish to practice.

ADVANCED PLACEMENT

An individual who holds a CRT (Certified Respiratory Therapist) from the NBRC is eligible to enter the second year of the program. The following criteria must be met for advanced standing:

- Hold a valid state license to practice respiratory care.
- Obtain a letter of reference from the medical director of the department where the applicant is employed.
- Have a minimum of two years recent work experience.

Individuals meeting these criteria will receive block credit for all the first year respiratory care coursework. To complete the associate in science degree program the individual must meet the following criteria:

1. Completion of all general education courses in the curriculum.
2. Completion of all respiratory care course work in the second year of the curriculum.
3. Completion of all graduation requirements listed in the handbook.

PROGRAM OF STUDY

Suggested Full Time Course Schedule: Fall Semester:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RES101</td>
<td>Fundamentals of Respiratory Care I</td>
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<td>RES02</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
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<tr>
<td>RES103</td>
<td>Introduction to Respiratory Care</td>
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<td>RES104</td>
<td>Respiratory Care Science</td>
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<td>RES120</td>
<td>Clinical Practice I</td>
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<td>ENG108</td>
<td>English Composition I</td>
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<td>BIO201</td>
<td>Anatomy and Physiology I</td>
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<td>RES105</td>
<td>Fundamentals of Respiratory Care II</td>
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<td>RES106</td>
<td>Respiratory Pharmacology</td>
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<tr>
<td>RES107</td>
<td>Respiratory Disease</td>
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<td>RES121</td>
<td>Clinical Practice II</td>
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<td>BIO202</td>
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Summer Session:

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<td>RES210</td>
<td>Neonatal/Pediatric Respiratory Care</td>
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<td>RES213</td>
<td>Respiratory Care Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>RES223</td>
<td>Clinical Practice IV</td>
<td>4</td>
</tr>
<tr>
<td>PSY106</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>
Spring Semester:
RES211 Critical Care ................................................................. 2
RES224 Clinical Practice V .......................................................... 6
RES212 Comprehensive Respiratory Care .................................... 3
PHI220 Ethics ........................................................................... 3

Total credits for program:
Respiratory Care ........................................................................ 54
General Education ..................................................................... 20

Total Respiratory Care Credits .................................................. 51-54
Total Program Credits ............................................................... 75-78

All students are required to complete one to four credits of special topics during the program.
DEPARTMENT OF MEDICAL LABORATORY SCIENCE EDUCATION

MEDICAL LABORATORY SCIENCE PROGRAM

GOALS
1. To provide an educational program in accordance with standards established by the National Accrediting Agency for clinical Laboratory Sciences (NAACLS).
2. To maintain a curriculum and standard of academic education consistent with criteria acceptable for a college program culminating in a baccalaureate degree.
3. To provide the community with qualified medical laboratory scientists to ensure needed healthcare serves are available.
4. To adequately prepare and encourage those students who want a general clinical laboratory science background prior to the pursuit of advanced education in the profession, teaching careers in medical laboratory science, or employment in commercial and other related laboratory medicine fields.

ESSENTIAL REQUIREMENTS
The Essential Requirements provide criteria so that potential applicants can independently evaluate their own ability to meet, participate in education activities and successfully fulfill the expected competencies required of a medical laboratory scientist. These performance criteria are in compliance with the current regulations of the Rehabilitation’s Act, the American Disabilities Act, Civil Rights Act and the Standards of NAACLS. The Committee on Medical Laboratory Education (COMLE) requires that all applicants read and sign the form at the time of application.

AFFILIATED COLLEGES AND UNIVERSITIES
Augustana College, Sioux Falls, SD
Briar Cliff University, Sioux City, IA
Dordt College, Sioux Center, IA
Minnesota State University, Mankato, MN
Morningside College, Sioux City, IA
Mount Marty College, Yankton, SD
North Dakota State University, Fargo, ND
Northwestern College, Orange City, IA
University of South Dakota, Vermillion, SD
Wartburg College, Waverly, IA
Wayne State College, Wayne, NE

GRADUATE COMPETENCY
St. Luke’s College Medical Laboratory Science program provides students with an educational environment in which the following competencies will be attained upon completion:

1. Demonstrate possession of the knowledge and technical skills to be proficient in performing the full range of clinical laboratory tests and the capability to adapt this knowledge to new situations.
2. Develop and analyze test systems and interpret findings.
3. Demonstrate proficiency in clinical decision-making, analysis, evaluation, and interpretation of compliance with applicable regulations.
4. Demonstrate a desire for continuing education and professional development.
5. Participate in quality assessment/performance improvement systems for continuing improvement of the clinical laboratory and patient care.
6. Communicate effectively with a variety of persons both within and beyond the clinical laboratory, including all members of the healthcare team, external customers, and patients.
7. Participate in the management of financial, operational, material, and human resources which leads to a cost-effective, high-quality laboratory environment.
8. Demonstrate possession of knowledge and skills to effectively use information management in the timely, accurate, and cost-effective reporting of laboratory-generated information.
9. Demonstrate possession of knowledge of principles of research design/practice.
10. Participate in education and training of laboratory and healthcare professionals and supportive personnel.
11. Apply ethical principles to all aspects of work performance.

ADMISSION REQUIREMENTS

Applicants must possess a baccalaureate degree or have satisfactorily completed a minimum of 90 semester hours (135 quarter hours) in an affiliated college/university and be eligible for a baccalaureate degree upon successful completion of the professional year of study at the hospital.

Minimal pre-clinical and credit requirements are:
- 16 semester hours chemistry, to include: general chemistry, organic and/or biochemistry
- 16 semester hours biological sciences, to include: anatomy/physiology, genetics/molecular biology, microbiology, immunology. It is strongly recommended that immunology be a separate course.
- One course of college level mathematics to include statistics. Remedial mathematics will not satisfy the requirement.

The content of chemistry and biological science courses must be acceptable toward a major in those fields or in medical laboratory science. Survey courses do not qualify as fulfillment of the prerequisites. Remedial mathematics courses will not satisfy the requirement.

Applicants must have a minimum cumulative grade point average (GPA) of 2.80 and a minimum science GPA of 2.80. Applicants with GPA’s below 2.80 may submit a COMLE application, however they will be evaluated and considered only after candidates with GPA’s of 2.80 or higher have been processed.

Individuals who have met the minimal pre-clinical requirements seven or more years before application must update their academic preparation in a manner acceptable to NAACLS and the program. Individuals who possess a foreign degree and meet program requirements must have their transcript evaluated by a qualified transcript evaluation agency. Contact the Program Director for information.

Students meeting the stated criteria and possessing certification in laboratory science (CLA, MLT) may be considered for advanced placement in the clinical laboratory rotation portion.

Meeting minimum requirements for application does not guarantee admission into the Program.

Fall application deadline is October 1 for all students interested in the Medical Laboratory Science program, please contact the Medical Laboratory Science Department Chairperson to obtain an application.

ADVANCED PLACEMENT

The student having previous clinical laboratory experience (MLT-C, MLT-AD) will be evaluated on an individual basis and will have to demonstrate expertise in the clinical laboratory to the satisfaction of the Department Supervisor and the Program Director. Upon demonstration of competency, the exceptional student would be encouraged to broaden his/her educational background by researching and developing special tests and instruments, and assisting with special projects.

The didactic portion of the program does not lend itself to advanced placement.

PROGRESS REQUIREMENTS

During the clinical year of study the student must maintain a minimum grade of C (70%) or better in each course. The didactic (lecture) subject area constitutes 50% of the grade while the clinical performance constitutes the other 50%.

Grading in the didactic portion of the program is based upon written examinations. Progress in the clinical portion of the program is evaluated after each assigned rotation through the department. The grading system is explained during the week of orientation.

Grading System
A  90-100%
B  80-89%
C  70-79%
Program Withdrawal
If a student chooses to withdraw from the program, he/she must submit a written statement of withdrawal to the Program Director. The Program Director will notify the college/university of the student’s withdrawal or dismissal from the program. The college/university will be sent a transcript of any final grades attained. A final grade for a course is earned after satisfactory completion (70% or higher) of all requirements for a course, including both didactic and clinical rotation requirements.

When the student has satisfactorily completed all requirements of the program, they are eligible to take national certifying examinations. The student will be awarded a certificate and pin from the program and a baccalaureate degree from the college/university. Issuing of the baccalaureate degree or program certificate is not contingent upon students passing any type of external certification or licensure examination.

COURSE DESCRIPTIONS

Suggested Semester

<table>
<thead>
<tr>
<th>Major Subjects:</th>
<th>Hour Credits</th>
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<tbody>
<tr>
<td>Clinical Microscopy/Urinalysis</td>
<td>2 sem. hrs.</td>
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<tr>
<td>Lecture, supervised laboratory instruction, quality control, instrumentation, computer applications and experience in body fluids and urine in regard to chemical and cellular composition. Anatomy and physiology, theory of renal function in health and disease.</td>
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| Clinical Hematology/Coagulation         | 8 sem. hrs.  |
| Lecture, supervised laboratory instruction, quality control, instrumentation, computer applications and experience in the analysis of cellular elements of the blood and bone marrow, both normal and abnormal, and on the hemostatic mechanisms of the blood. |

| Clinical Microbiology                   | 10 sem. hrs. |
| Lecture, supervised laboratory instruction, quality control, instrumentation, computer applications and experience in the isolation and identification of pathogenic organisms and their susceptibility to anti-microbial agents. Includes Bacteriology, Mycology, Parasitology, and Virology. |

| Clinical Serology/Immunology            | 3 sem. hrs.  |
| Lecture on antigen/antibody structure-function-interaction, supervised laboratory instruction, quality control, instrumentation, computer applications, and experience in applying the principles of immunology to serologic diagnosis. |

| Clinical Chemistry                      | 9 sem. hrs.  |
| Lecture, supervised laboratory instruction, quality control, computer applications, instrumentation, and experience in medically oriented biochemistry as applied to normal and abnormal physiology and analyses of body constituents. Includes analyses of special body fluids such as amniotic, synovial, cerebrospinal, and pleural fluids. Includes special procedures utilized for toxicology, endocrinology, and immunoassay. |

| Clinical Immunohematology               | 6 sem. hrs.  |
| Lecture, supervised laboratory instruction, quality control, instrumentation, computer applications and experience in theory and practice of immunohematology as applied to blood transfusion, component therapy, autoimmune diseases, immunologic diagnostic procedures and blood component preparation and administration. |
SPECIALIZED UNITS (SPECIALIZED TOPICS)

Orientation to Medical Laboratory Science

Introduction:
Introduction to basic techniques, principles of safety, infection control, professional ethics, personal and professional responsibilities in the clinical laboratory. Review of program’s rules and regulations. Introduction to clinical significance of laboratory procedures in diagnosis and treatment.

Phlebotomy:
Anatomy and physiology of the arm, blood collection techniques from vein, capillary, artery and difficult draw sites. Specimen variables and handling techniques. Interactive communication skills with patients and para-professionals.

Computer Applications in the Clinical Lab:
An introduction to techniques, principles, and concepts common in laboratory data processing systems. Utilization of mini-computers in the laboratory and within instruments.

Laboratory Mathematics/Quality Assurance:
Laboratory oriented mathematics with emphasis on performing calculations related to units of measure, pH, Beer’s law and calibration curves, Henderson-Hasselbach equation, enzyme activity, renal clearance, hematology calculations. Principles and practice of quality assurance. Includes statistical techniques, method evaluation, and pipette calibration.

Management and Supervision
Lectures and/or seminars on theory and techniques of laboratory oriented management practices utilized in planning, organizing, directing, controlling and supervising a clinical laboratory facility. Includes supervised clinical application projects.

Education Methodologies
Lectures and/or seminars on the principles of education. Includes methods of instruction, writing objectives and evaluation devices for didactic and clinical practice.

Introduction to Research:
Faculty guided study, research, scientific writing, case study presentations and/or projects in specialty area(s) of medical laboratory science.

Total Semester Hours Credit .................................................................................................................. 40 sem. hr
PHLEBOTOMY CERTIFICATE PROGRAM

PROGRAM GOALS
1. To provide an educational program in accordance with standards established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
2. To provide the community and region with qualified, professional phlebotomists.
3. To enhance and promote the role of the phlebotomist within the healthcare industry and to the public, in general.
4. To encourage and provide a background in clinical laboratory science to those students who may wish to pursue other careers in the clinical laboratory or healthcare.

DESCRIPTION OF CAREER ENTRY COMPETENCIES OF THE PHLEBOTOMIST
St. Luke’s College Phlebotomy Certificate Program provides students with an educational environment in which the following competencies will be attained upon completion:

1. Recognize components of the health care delivery system and understand the integral role specimen collection has in this system.
2. Demonstrate proficient knowledge and techniques in the ordering, collecting, transporting, handling, and processing of blood and various body fluid specimens.
3. Demonstrate basic understanding of the anatomy and physiology of body systems and knowledge of medical terminology.
4. Associate the major areas of the clinical laboratory with the laboratory tests ordered to evaluate patients’ pathologic condition.
5. Identify and select collection equipment, supplies, and various types of additives used.
6. Recognize factors that can interfere in specimen collection procedures and clinical analysis and the appropriate actions needed to resolve problems.
7. Demonstrate knowledge of infection control and safety procedures.
8. Demonstrate understanding of quality control in phlebotomy.
9. Recognize the importance of the responsibilities of other laboratory and health care personnel.
10. Demonstrate stress management, communication skills with patients, co-workers, other health care personnel, and the public, and the legal implications of the work environment.
11. Demonstrate a desire for continuing education and professional development.
12. Apply basic principles in learning new techniques and procedures.
13. Apply ethical principles to all aspects of work performance.

ADMISSION REQUIREMENTS
Applicants must be high school graduates or equivalent and will be accepted for admission to the program after evaluation of all application requirements:

1. Completed application with $50 application fee
2. Signed essential requirements form
3. Two written references from non-family sources
4. Official high school transcripts or official copy of GED
5. Minimum high school GPA of 2.5
6. Official college transcripts for any college courses taken
7. Good school/work attendance record
8. Good verbal and written communication skills
9. Personal interview with a program official

ESSENTIAL REQUIREMENTS
The Essential Requirements provide criteria so that potential applicants can independently evaluate their own ability to meet, participate in educational activities, and successfully fulfill the expected competencies required of a phlebotomist. These performance criteria are in compliance with the current regulations of the Rehabilitation’s Act, the American Disabilities Act, Civil Rights Act, and the Standards of NAACLS. St. Luke’s College requires that all applicants read and sign the form and submit with the application.
APPLICATION PROCEDURE

Applications for entrance into the program will be accepted until a class is filled and may be obtained from St. Luke's College, 2720 Stone Park Blvd., Sioux City, IA 51104 (712) 279-3149) or at www.stlukescollege.edu. A personal interview will be scheduled once all forms, references, and transcripts are received. St. Luke's does not accept more students than it has available clinical positions. Application will be kept on file for one year. St. Luke's College adheres to the Fair Practices in Education. The program does not discriminate with respect to age, sex, marital status, race, color, creed, national origin, or handicap, except those handicaps which may affect bonafide professional performance or academic standards.

PROGRESS REQUIREMENTS

The grade for this program is based on both the classroom performance and the clinical practicum performance. Each component is worth 50% of the course grade. The student must maintain a minimum grade of C (70%) or better in both the classroom and the clinical portions. Grading of classroom performance is based on quizzes, lab exercises, and final and practical examinations. The clinical practicum grade is based on the clinical evaluation and assigned projects. The student must achieve 70% or better in the classroom component in order to participate in the clinical practicum.

Grading System:

A = 90—100%
B = 80—89%
C = 70—79%

When students satisfactorily complete all requirements of the program, they are eligible to take national certifying examinations. The student will be awarded a certificate from the program. Issuing of the program certificate is not contingent upon students passing any type of external certification or licensure examination.

TUITION AND EXPENSES

Tuition is $800. (Tuition is subject to change and is reviewed on an annual basis.) A $100 nonrefundable enrollment fee must accompany a letter of acceptance and is applied toward the tuition. Tuition is required in full prior to the admission start date.

Textbook: Approximately $40 - $50
Housing/Meals: Students are responsible for their own lodging and meals
Transportation: Students are responsible for providing their own transportation to and from their personal residence, St. Luke's College and clinical sites.

REFUNDS

The student is entitled to a 100% tuition refund if withdrawal from the program occurs prior to the first day of class. No refunds will be made once classes begin except under extraordinary circumstances as determined by the Program Director and Department Chair of Student and Administrative Services.

PROGRAM WITHDRAWAL

If a student chooses to withdraw from the program, he/she must submit a written statement of withdrawal to the Program Director, with refund policy as stated.

COURSE MODULES

1. Phlebotomy and the Healthcare Setting
2. The clinical Laboratory
3. Medical Terminology
4. Safety
5. The Circulatory System
6. Basic Anatomy and Physiology
7. Venipuncture Equipment
8. Routine Venipuncture
9. Venipuncture Complications
10. Special Venipuncture Collection
11. Dermal Puncture
12. Special Dermal Puncture
13. Arterial Blood Collection
14. Point of Care Testing
15. Quality Phlebotomy and Legal Issues
16. Additional Duties of the Phlebotomist

**COURSE DESCRIPTIONS**

1. **Phlebotomy:** This program is designed to educate the phlebotomy student in basic medical terminology, anatomy and physiology of the body, and components of health care delivery and clinical laboratory structure. The student will learn phlebotomy theory, principles and techniques through classroom lectures, hands-on activities, and supervised clinical performance. The course will cover quality assurance, point-of-care testing, legal and ethical considerations, communication skills, and safety regulations as well as specimen collection and handling.

2. **Clinical Practicum:** The clinical experience is designed to provide the student with entry-level competencies in routine blood collecting techniques. The practicum will consist of 120 clock hours and requires the completion of 100 successful venipuncture and 25 dermal punctures, as well as a study project.
GENERAL EDUCATION

BIO201: Human Anatomy and Physiology I ................................................................. Credits: 4
Prerequisite for BIO202. Concurrently with or prior to NUR116.
Prerequisite for NUR225, NUR226
This course will provide the student with an overview of the structure and function of the human body. This course reviews the structure of the following systems and how they relate to the function of the body: Integumentary system, Skeletal system, Muscular system, Nervous system, Sensory system. In this semester the concepts of anatomy and physiology will be introduced. The tissues and organs of the different systems will be presented. Includes a laboratory component.

BIO202: Human Anatomy and Physiology II .............................................................. Credits: 4
Concurrently with or prior to NUR225 and NUR226. Prerequisite for
NUR235, NUR236
This course is a continuation of BIO201; the structure and function of the human body. The student will develop an understanding of the tissues that are found in each of the following systems: Endocrine system, Immune system, Digestive system, Circulatory system, Respiratory system, Reproductive system, Urinary system. Includes a laboratory component.

BIO218 Microbiology ................................................................................................... Credits: 4
This course includes the study of bacteria and other micro-organisms, with focus on their morphology, metabolism, growth, genetics, and interactions with their human hosts. Some chemistry is included, as the natural history and pathogenesis of bacteria, viruses, and some fungi are examined along with infection control and basic immunology. Includes a laboratory component.

ENG108 English Composition ...................................................................................... Credits: 3
This course provides a review of English grammar, usage, sentence structure, and paragraphing. Principles of writing organization and APA style are emphasized. Opportunities in writing expository essays and papers are included.

MAT111 College Algebra ................................................................................................ Credits: 4
Relations and functions: linear, polynomial, rational, exponential, logarithmic and inverse functions, composition of functions, absolute value, theory and systems of equations, complex numbers, matrices, sequences, and the binomial theorem. Graphing calculators are required.

NUT212 Nutrition ........................................................................................................ Credits: 3
This course covers the principles of nutrition and their relationship to health and wellness throughout the life cycle. The socioeconomic, cultural, and psychological factors which influence food and nutrition behavior are studied.

PHI220 Ethics ............................................................................................................. Credits: 3
This course is an introductory examination of ethical theories and concepts. Theoretical and philosophical dimensions of ethics and application to personal and social issues are covered.

PSY106 General Psychology ...................................................................................... Credits: 3
Prerequisite for PSY120
This course is an introduction to the study of psychology. The concepts of personality, social behaviors, memory, learning, and intelligence are examined.
PSY120 Developmental Psychology
This course examines theories and issues of normal human development across the lifespan. Research related to different age groups is reviewed.

SOC104 Sociology
This course is the study of the fundamental concepts and principles of sociology. It includes an examination of societal structure, organization, processes, problems and the dynamics of social change.

DEPARTMENT OF NURSING EDUCATION

NUR110 Professional Development I
Prerequisite for NUR220
This course is the first in a series of four professional development courses. Nursing 110 introduces the concepts of roles of student nurse and health care team members, regulatory guidelines of nursing, therapeutic communication, evidenced-based practice, theory based decision-making, and cultural sensitivity.

NUR112 Pharmacology in Nursing Practice I
Prerequisite for NUR222
This course is the first in a series of three pharmacology courses. Nursing 112 introduces pharmacological concepts with a focus on developing beginning competency in medication administration via percutaneous, enteral, intradermal, subcutaneous, and intramuscular routes. Includes clinical component.

NUR115 Foundations of Nursing I
Prerequisite for NUR116
This course is the first in a series of two nursing foundation courses. Nursing 115 introduces concepts that are fundamental to professional nursing. The concepts include terminology, safety, basic skills, principles of teaching and learning, health assessment, documentation, and the nursing process. Includes clinical component.

NUR116 Foundations of Nursing II
Prerequisite for NUR225, NUR226
This course is the second in a series of two nursing foundation courses. Nursing 116 builds on the concepts introduced in Nursing 112: Pharmacology in Nursing Practice and Nursing 115: Foundation of Nursing I. This course introduces the student to clinical nursing practice and focuses on the basic concepts of protective mechanisms, pain and sensation, mobility, sleep and rest, nutrition, elimination, oxygenation, circulation, and perioperative care. Includes clinical component.

NUR220 Professional Development II
Prerequisite for NUR 230
This course is the second in a series of four professional development courses. Nursing 220 builds on the basic concepts of the health care team member, regulatory guidelines of nursing, therapeutic communication, evidenced-based practice, theory based decision-making and cultural sensitivity.

NUR222 Pharmacology in Nursing Practice II
Prerequisite for NUR232
This course is the second in a series of three pharmacology courses. Nursing 222 introduces the principles of intravenous therapy, and focuses on nursing responsibilities associated with the administration of antimicrobials, and drugs affecting the neurological and reproductive systems. The course builds on the concepts of Pharmacodynamics and safe medication administration introduced in NUR112: Pharmacology in Nursing Practice I. Includes clinical component.
NUR225 Reproductive and Childbearing Nursing:  

**Prerequisite for NUR235, NUR236**

This second level course focuses on the care of families throughout the childbearing process from conception through the postpartum and neonatal period. Nursing 225 also addresses concepts related to the reproductive health of men and women, building on the principles of professional development, pharmacology, and foundations of nursing care introduced in prerequisite courses. *Includes clinical component.*

NUR226 Neurological and Psychiatric Nursing:  

**Prerequisite for NUR235, NUR236**

This second level course focuses on the care of adults and families experiencing neurological, psychiatric, and sensory alterations. Nursing 226 builds on the principles of professional development, pharmacology, and foundations of nursing care introduced in pre-requisite courses. *Includes clinical component.*

NUR230 Professional Development III:  

**Prerequisite for NUR240**

This course is the third in a series of four professional development courses. Nursing 230 builds on the concepts of the nursing roles, regulatory guidelines, therapeutic communication, evidenced-based practice, critical thinking, and cultural sensitivity introduced in NUR110 and NUR220: Professional Development I and II, respectively. The course focuses on nursing leadership skills, assertiveness, professional competency, and managing client care.

NUR232 Pharmacology in Nursing III  

**Prerequisite for NUR245**

This course is the third in a series of three pharmacology courses. Nursing 232 focuses on nursing responsibilities associated with the administration of antineoplastic agents, and drugs affecting the gastrointestinal, urinary, cardiovascular, respiratory, and endocrine systems, and the body’s response to toxins. The course builds on the concepts of Pharmacodynamics, safe medication administration, and intravenous therapy introduced in NUR112 and NUR222: Pharmacology in Nursing Practice I and II, respectively.

NUR235 Nursing Care Across the Lifespan  

**Prerequisite for NUR245**

This third level course is focuses on the care of children, adults, and their families throughout the lifespan from childhood through death. Nursing 235 addresses concepts related to growth and development, pediatric and geriatric health alterations, death and dying, and basic community health nursing. The course builds on the principles of professional development, pharmacology, foundations of nursing care, and reproductive, childbearing, neurological, psychiatric, and sensory concepts introduced in pre-requisite courses. *Includes clinical component.*

NUR236 Medical-Surgical Nursing  

**Prerequisite for NUR245**

This third level course focuses on the care of adults experiencing gastrointestinal, musculoskeletal, urological, renal, hepatic, and homeostatic alterations and surgical intervention. Nursing 236 builds on the principles of professional development, pharmacology, foundations of nursing care, and reproductive, childbearing, neurological, psychiatric, and sensory concepts introduced in pre-requisite courses. *Includes clinical component.*

NUR240 Professional Development IV  

**Prerequisite for NUR245**

This course is the fourth in a series of four professional development courses. Nursing 240 builds on the concepts of nursing roles, regulatory guidelines, communication, evidenced-based practice, critical thinking, leadership, management, and cultural sensitivity introduced in NUR110, NUR220, and NUR230: Professional Development I, II, and III, respectively. The course focuses on current issues in nursing, advanced communication skills, clinical decision, and cultural competency.
NUR245 Advanced Nursing Care ........................................................................................................... Credits: 9

Prerequisite for NUR246
This fourth level course focuses on the care of individuals experiencing oxygenation, circulation, protective mechanism, metabolic, and oncological alterations, and traumatic injury. Nursing 245 builds on the concepts of the pre-requisite courses including: professional development, pharmacology, foundations of nursing care, maternal-child, psychiatric, pediatric, geriatric, and select medical-surgical nursing. Includes clinical component.

NUR246 Transition to Practice ............................................................................................................. Credits: 2

This fourth level course is the final nursing course of the ASN curriculum. Nursing 246 includes summative review of nursing theory and practice aimed at facilitating the transition from student to novice nurse generalist. The course includes a clinical preceptorship with a registered nurse in clinical practice. Includes clinical component.

DEPARTMENT OF IMAGING SCIENCES EDUCATION

RAD100 Introduction to Radiology and Patient Care ............................................................................. Credits: 2

This course will introduce the student to the important role radiologic technology plays in health care. Students will be given an introduction to clinical education and patient care in radiology. The affective aspects of patient care, such as communication and history taking, will be covered. Students will also be introduced to psychomotor aspects of patient care such as patient transfer techniques, and immobilization techniques. Routine, emergency patient care and trauma procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Age specific procedure variation is described including neonate through geriatric. Students will be introduced to the concept of critical thinking and problem solving skills. This course also includes an independent, technology-based guide to the elements of medical terminology. An introduction to word origins, abbreviations, and symbols are included. Words are included pertaining to all body systems, as well as the field of medicine.

RAD102 Radiographic Procedures I ..................................................................................................... Credits: 4

Prerequisite for RAD122
This course acquaints students with the terminology used in the Radiology Department. It is a lecture/laboratory study of chest radiography, upper and lower extremities, shoulder and pelvic girdle, and abdominal radiography. Radiographic image critique will be integrated throughout the course. Includes a laboratory component.

RAD105 Fundamental and Radiographic Physics ................................................................................. Credits: 4

Prerequisite for RAD206
The course introduces the fundamental forces, atomic structure, and explores the theoretical constructs associated with electrostatics, magnetism, and electrical generation. X-ray production, x-ray tubes and circuits, and the design of equipment will be studied. The course will also explore the theories and practices of quality management and applications to health care and medical imaging.

RAD108 Clinical Practicum I ............................................................................................................... Credits: 3

Prerequisite for RAD128
The radiography student will be thoroughly oriented to the operation of the hospital and radiology department. Students will observe, assist with and gradually perform under direct supervision, procedures learned in Radiographic Procedures I. Radiographic image critique will be correlated with procedures learned in RAD 102. Students will meet requirements and competencies in the areas specified in the clinical procedure manual.

RAD122 Radiologic Procedures II ...................................................................................................... Credits: 4

Prerequisite for RAD222
This course is a lecture/laboratory study of the urinary tract, gastrointestinal system, biliary system, spine, bony thorax, and skull. Emphasis is given to those procedures most commonly performed in the Radiology Department. Preparation, precautions, and administration of contrast media will be explored. Radiographic image critique of these procedures is integrated throughout the course. Includes a laboratory component.
RAD127 Radiographic Imaging and Fundamentals.................................................................Credits: 3
Prerequisite for RAD227
The course introduces the theories and applications of radiographic imaging and the fundamental professional practices and organizations that contribute to the art and science of radiologic technology. The student will learn effective radiation protection methods and develop an understanding of the factors that affect radiographic quality.

RAD128 Clinical Practicum II..........................................................................................Credits: 4
Prerequisite for RAD208
Students will continue to perform radiographic procedures with indirect supervision where competency has been achieved. Students will observe, assist, and gradually perform under direct supervision procedures learned in Radiographic Procedures II. Radiographic image critique is correlated with procedures throughout the course.

RAD200 Directed Readings...............................................................................................Credits: 1
An independent study course with assigned readings about specific topics in medical imaging and health care.

RAD204 Radiographic Pathology ....................................................................................Credits: 1
This course focuses on the common diseases and abnormalities of organs and systems as they relate to radiography. The anatomy and physiology of each system is reviewed preceding the discussion of that system’s diseases. Proper learning and understanding of the material is facilitated by experience in performing radiographic procedures and by identifying specific pathology on radiographic films. The concept of compensating technique changes for pathologic conditions will also be discussed.

RAD206 Radiobiology/Radiation Protection......................................................................Credits: 2
This course considers the areas of radiation interactions, radiosensitivity, and radiation dose/response relationships. The importance of radiation protection, systems of measurements, and NCRP guidelines are discussed. The early and late effects of radiation protection of patient and personnel are thoroughly described.

RAD208 Clinical Practicum III........................................................................................Credits: 3
Prerequisite for RAD228
Under indirect supervision, the student performs routine procedures where competency is achieved. The student will achieve competencies and re-check competencies in radiographic procedures as specified in the clinical procedure manual. Radiographic image critique is integrated throughout the course. Critical thinking skills necessary to produce imaging in surgery, trauma situations, and for pediatric patients is included.

RAD210 Radiologic Pharmacology....................................................................................Credits: 1
This course is an integrated study of the principles of pharmacology as they pertain to the imaging professional. Pharmacodynamics of drug interaction and radiopaque contrast media are discussed. The role of the imaging professional in drug administration and the proper procedure for venipuncture is discussed and integrated during clinical practicum.

RAD215 Principles of CT Imaging and Cross-sectional Anatomy.....................................Credits: 2
This course will help the learner establish a knowledge base in cross-sectional anatomy. Structures and locations for basic cross sectional anatomy of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented. It will also introduce the student to the principles related to computed tomography image formation, radiation dose and safety concerns, scanning procedures, and post-processing procedures.

RAD222 Radiographic Procedures III .............................................................................Credits: 2
Prerequisite for RAD223
This course emphasizes the principles of image evaluation as it relates to technique, collimation and shielding, positioning and radiographic quality. Radiographic rejects are studied in detail. Procedures to improve their diagnostic quality are emphasized, including the study of existing diagnostic exams to demonstrate quality images. Examinations included will be chest, abdomen, ribs, sternum, and upper extremity. The course will also include an independent study for advanced imaging modalities in mammography, computed tomography, MRI, ultrasound,
nuclear medicine, and radiation therapy. Students will apply these principles during clinical practicum and special rotations.

RAD223 Procedures IV..........................................................................................................................Credits: 2

This course emphasizes the principles of film evaluation as it relates to technique, collimation and shielding, positioning and radiographic quality. Radiographic rejects are studied in detail. Procedures to improve their diagnostic quality are emphasized, including the study of existing diagnostic exams to demonstrate quality films. Examinations included will be lower extremities, spines, digestive system, and cranium. The course will also include an independent study of angiography and interventional procedures, and additional diagnostic procedures. Students will apply these principles during clinical practicum.

RAD227 Advanced Radiographic Imaging.................................................................................................Credits: 4

This course provides a comprehensive review of exposure factors and the design of radiographic and fluorographic imaging systems. The course will also concentrate on the specific applications of exposure factors and imaging systems in medical imaging.

RAD228 Clinical Practicum IV.............................................................................................................Credits: 5

Prerequisite for RAD238

Students continue to obtain clinical experience in routine radiographic areas and perform procedures under indirect supervision where competency has been achieved. Image critique is integrated throughout the course. Students will meet requirements for competencies and recheck competencies in radiographic procedures as specified in the clinical procedure manual. Students will be introduced to trauma and medical clinic procedures.

RAD230 Seminar.................................................................................................................................Credits: 4

This course is a capstone course which gives the student the opportunity for the re-examination of previously learned material that is pertinent to the registry. Based on pre-assessment, certain topics will be selected for discussion. This is a comprehensive review of the principles taught in preparation for the registry. Mock board examinations are given.

RAD238 Clinical Practicum V.............................................................................................................Credits: 5

Students will continue to rotate to obtain clinical experience in routine radiographic areas and perform procedures under indirect supervision. Students will completely review all phases of radiology previously learned and put them to practice during the clinical experience. Image critique is integrated throughout the course. Final competency exams are performed as a conclusive evaluation of a student’s clinical skills.

DEPARTMENT OF RESPIRATORY CARE EDUCATION

RES101 Fundamentals of Respiratory Care I ............................................................................................Credits: 3

Prerequisite for RES105, RES106, RES107, RES121

This course introduces the student to basic concepts used in the management of pulmonary disease. Topics include oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, bronchial hygiene therapy, and chest physiotherapy.

RES102 Cardiopulmonary Anatomy and Physiology .............................................................................Credits: 3

Prerequisite for RES105, RES106, RES107, RES121

This course provides the student with in-depth instruction on the anatomy and physiology of the cardiopulmonary system. Topics include the anatomy of the lung, ventilation, gas transport, and respiration. The pulmonary and systemic vascular system is discussed in detail. The relationship of the pulmonary and the cardiovascular systems are presented. The anatomy and physiology of the renal system is included.

RES103 Introduction to Respiratory Care .................................................................................................Credits: 3

Prerequisite for RES105, RES106, RES107, RES121

This course introduces the student to the history of respiratory care, professional organizations, and trends affecting respiratory care. There is a discussion of legal and ethical issues that affect respiratory care and a detailed
discussion of the techniques that are used in physical assessment of the chest. This course also includes the techniques that are utilized in the sterilization and disinfection of respiratory care equipment.

RES104 Respiratory Care Science ......................................................................................................... Credit: 1
Prerequisite for: RES105, RES106, RES107
This course introduces the sciences related to respiratory care. Topics include an introduction to physics including gas laws, density, mass and weight, and other pertinent material. There is an introduction to chemistry including molecular structure, chemical bonds, and chemical equations and an emphasis on acid-base balance. Medical terminology is incorporated into this course.

RES105 Fundamentals of Respiratory Care II.................................................................................. Credits: 4
Prerequisite for: RES208, RES222
This course provides a continuation of the concepts included in Fundamentals I. Topics include arterial puncture and interpretation of arterial blood gases, specialized oxygen therapy, non-invasive ventilation, basic spirometry and evaluation of pulmonary function testing. The course also includes all techniques utilized in airway care including suctioning, tracheostomy care, and endotracheal intubation. This course also includes the techniques utilized in non-invasive monitoring of the critically ill patient. Includes a laboratory component.

RES106 Respiratory Pharmacology ................................................................................................. Credits: 3
Prerequisite for RES208, RES222
This course places an emphasis on the drugs administered by the respiratory therapist. Topics include general principles of pharmacology, dosage calculation, autonomic nervous system, bronchodilator therapy, corticosteroids, anti-asthmatics, cardiovascular drugs, and neuromuscular drugs.

RES107 Respiratory Disease ........................................................................................................... Credits: 3
Prerequisite for RES208, RES222
This course provides an in-depth discussion of the diseases which affect the pulmonary system. Topics include the etiology, pathophysiology, clinical manifestations, and management of obstructive pulmonary disease, pneumonia, pulmonary embolism, neuromuscular disease, pulmonary edema, interstitial lung disease, and other types of infectious lung disease.

RES120 Clinical Practice I ............................................................................................................... Credits: 1
Prerequisite for RES105, RES106, RES107, RES121
This course introduces the student to the hospital environment. There is an emphasis on patient assessment and the various modalities used in the administration of oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, and bronchial hygiene therapy.

RES121 Clinical Practice II .............................................................................................................. Credits: 3
Prerequisite for RES208, RES222
In this course there is an emphasis on physical assessment and the development of the ability to administer general care. The student refines skills in the administration of oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, bronchial hygiene therapy, and chest physiotherapy.

RE200 Respiratory Care Special Topics ..................................................................................... Credits: 1-3
Provides the student an opportunity for an in-depth study of a selected topic. Topics must be selected from pre-approved lists.

RES201 Respiratory Care Special Topics ..................................................................................... Credits: 1-3
Provides the student an opportunity for an in-depth study of a selected topic. Topics must be selected from pre-approved lists.
RES208 Fundamentals of Respiratory Care III ................................................................. Credits: 3
Prerequisite for RES209, RES210, RES213, RES223
This course places an emphasis on the skills involved in the management of mechanical ventilation. Topics include modes of ventilation, physiological effects, monitoring, and management based on blood gas results. The interpretation and performance of electrocardiograms is also included. Includes a laboratory component.

RES209 Cardiopulmonary Monitoring .................................................................Credits: 3
Prerequisite for RES211, RES212, RES224
This course introduces the student to the techniques used in monitoring the patient in the critical care unit. Topics include ventilator graphics and hemodynamic monitoring. There will be an in depth discussion of ECG monitoring and the treatment of analyst of arrhythmias.

RES210 Neonatal/Pediatric Respiratory Care ................................................ Credits: 4
Prerequisite for RES211, RES212, RES224
This course introduces the student to the techniques involved in pulmonary care of the neonatal and pediatric patient. Topics include congenital cardiac disease, neonatal and pediatric pulmonary disease, and monitoring techniques used in the neonatal and pediatric intensive care unit. There is an in-depth discussion of the implementation and management of CPAP and mechanical ventilation in the neonatal and pediatric patient. Includes a laboratory component.

RES211 Critical Care ................................................................................ Credits: 2
This course introduces the student to topics pertinent to care of the patient in the critical care unit. Topics include fluid and electrolyte balance, pulmonary rehabilitation, cardiovascular pharmacology, capnography, chest drainage, and sleep disorders.

RES212 Comprehensive Respiratory Care ........................................ Credits: 3
This course provides a review of previously learned concepts. There is an emphasis on the material evaluated on NBRC credentialing exams. Includes a laboratory component.

RES213 Respiratory Microbiology ...............................................................Credits: 3
Prerequisite for RES211, RES212, RES224
This course will provide the student with a general overview of the structure and function of the various types of microorganisms. This course will provide an in-depth discussion of the microorganisms that result in pulmonary disease. There will be detailed review of drug resistant organisms.

RES222 Clinical Practice III ........................................................................ Credits: 2
Prerequisite for RES209, RES210, RES213, RES223
The student continues to practice previously learned skills. They practice non-invasive ventilation, pulmonary function testing, arterial puncture and analysis, and airway care in the critical care unit. There is continued emphasis on patient assessment and evaluation of therapy.

RES223 Clinical Practice IV .......................................................................Credits: 4
Prerequisite for RES211, RES212, RES224
This course allows the student to practice previously learned skills. Techniques used in management of the artificial airway are practiced. The emphasis of this course is the development of skills utilized in the management of mechanical ventilation. Students practice monitoring and management of patients requiring mechanical ventilation.

RES224 Clinical Practice V ........................................................................ Credits: 6
This course allows the student to integrate all previously learned skills in the clinical setting. An emphasis is placed on critical care. There are rotations through neonatal, pediatric, and adult critical care units.
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**NURSING EDUCATION FACULTY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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| Jodi Kolar, MS, RN, CNE | Department Chair, Nursing Education/Associate Professor | MS, Creighton University, Omaha, NE  
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| Pam Banks, BSN, RN    | Instructor                   | BSN, Morningside College, Sioux City, IA                                         |
| Michelle Barta, MS, BSN, RN | Assistant Professor | MS, Creighton University, Omaha, NE  
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Diploma, St. Luke's School of Nursing, Sioux City, IA |
| Melanie Batien, MSN, BSN, RN | Assistant Professor | MS, Briar Cliff University, Sioux City, IA  
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| Susan Bowers, Ed.D, MSN, BSN, RN | Associate Professor | Ed.D, University of South Dakota, Vermillion, SD  
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Diploma, St. Luke's School of Nursing, Sioux City, IA |
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Diploma, St. Luke's School of Nursing, Sioux City, IA |
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ASN, St. Luke's College, Sioux City, IA |
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BSN, Mt. Marty, Yankton, SD |
| Lorraine Murphy, BSN, RN | Instructor                   | BSN, University of Wisconsin, Eau Claire, WI                                    |
| Mary Otterby, MA, BS, RN | Instructor                   | MA, University of South Dakota, Vermillion, SD  
BSN, South Dakota State University, Brookings, SD |
| Stephanie Palmersheim, MSN, BSN, ASN | Instructor | MSN, University of Phoenix, Phoenix, AZ  
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BA, Augustana College, Sioux Falls, SD                                         |
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BSN, University of Iowa, Iowa City, IA                                           |
| Kari Skalisky, BSN    | Instructor                   | BSN, Morningside College, Sioux City, IA                                          |
| Lori Steenhoven, BS   | Administrative Assistant     | BS, Iowa State University, Ames, IA                                              |

**RESPIRATORY CARE EDUCATION**

<table>
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<tr>
<th>Name</th>
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</table>
| Allen Barbaro, MS, RRT | Department Chair, Respiratory Care Education | MS, Pittsburg State University, Pittsburg, KS  
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| Cynthia Duncan, BS, RRT | Instructor, Clinical Coordinator | BS, Creighton University, Omaha, NE  
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| Ronda Hildebrand, BSN, RN | Instructor                   | BSN, Wichita State University, Wichita, KS                                       |
| Lori Hoesing, MSN, BSN, RN | Instructor                   | MSN, South Dakota State University, Brookings, SD  
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| Lorraine Murphy, BSN, RN | Instructor                   | BSN, University of Wisconsin, Eau Claire, WI                                    |
| Mary Otterby, MA, BS, RN | Instructor                   | MA, University of South Dakota, Vermillion, SD  
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