

2026-2027 St. Luke's College Catalog



*This catalog is **not** to be construed as a contract. The College reserves the right to change the regulations governing admission, tuition, fees, or other expenses; add or delete courses; revise academic programs; the granting of degrees; or any regulations affecting the student body. Such changes, academic or otherwise, shall take effect whenever the administration determines that such changes are prudent.*

Students have the responsibility to read this catalog, official announcements, notices posted on bulletin boards, and otherwise to be informed completely in regard to the programs of study, diploma requirements, credits, degree requirements, and other facts relating to life at St. Luke's College.

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.

TABLE OF CONTENTS

MISSION STATEMENT	6
VISION STATEMENT	6
ACCREDITATION AND APPROVAL	6
THE CAMPUS	8
HISTORY	8
Articulation Agreements	8
NON-DISCRIMINATION POLICY	9
ADMISSIONS	9
General Admissions Policy	9
Recommended High School Curriculum	10
Application Procedures and Admissions Policy	10
High School Seniors and First-Year Students	10
Application Process	10
Application Deadlines	11
Admission Criteria for Professional Programs	12
Application Procedure and Admissions Policy for International Students	12
Transfer Students	12
Application Procedure and Admissions Policy for Students Seeking Readmission	12
Application Procedure and Admissions Policy for an Additional Degree	13
Notification of Admission	13
FINANCIAL AID	13
How to Apply	13
St. Luke's College Scholarships and Grants	14
Rn-BSN Program Scholarship	14
STATE AND FEDERAL FUNDS	14
Future Ready Iowa Grant	16
Federal Direct PLUS (Parent Loan for Undergraduate Students) Loan	17
WORK AWARDS	18
RA Stipends, Student Government Stipends and Other Campus Employment	18
Off Campus Employment	18
GENERAL INFORMATION	18
Satisfactory Academic Progress	18
Transfer Credits and GPA	19
Non-Credit Course Work and Repeated Courses	19
Changes In Academic Load	19
Incomplete Grades	19
STUDENT LIFE	20

CAMPUS REGULATIONS	22
Academic Administrative Structure	24
Nylon School of Nursing & Health Sciences	24
DEGREES AND REQUIREMENTS	25
General Education Core Requirements	25
Other Requirements for the Baccalaureate Degree	25
Grade Point Average Requirements	25
Graduation	26
ACADEMIC POLICIES	27
Student Responsibility	27
Catalog Regulations	27
Course Levels	27
Semester Designations	27
Registration for Course	28
Prerequisite Courses	28
Changes in Registration	28
Class Attendance	29
Last Date of Attendance	29
Credit Hour	30
Course Load	30
Grading System	29
Grading Scale	30
Auditing of Classes	32
Change of Grade	31
Grade Appeal Policy	31
Incompletes	32
Academic Warning, Probation, Suspension, and Discontinuance	33
Academic Warning	33
Academic Probation	33
Academic Suspension	33
Appealing A Suspension	34
Probation	34
Discontinuance	34
Standards for Decisions	34
Financial Aid	34
Appeals	35
Request for a New GPA	35
Repeating a Course	35
Independent Study	36
Departmental Tutorials	36
Withdrawal	36
Administrative Withdrawal	37
Student Leave Policy and Withdrawals	37
Leave of Absence (LOA)	37
Transfer of Credit	39
Transfer Credit for Courses	39
Final Examinations Policy	40
ACADEMIC HONORS	40
SPECIAL COURSES	41
Internships	41
Internship Guidelines	41

Department of Associate of Science in Nursing Education (ASN)	42
Mission	42
Philosophy	42
Program Goals	42
Graduate Outcome	43
General Education Requirements	43
Background Check/Drug Testing	43
Prerequisite Requirements	44
Refresher Experience	44
Department of Accelerated Bachelor of Science in Nursing Education (ABSN)	46
Department of Nursing Education Mission	46
Department of Nursing Education Philosophy	46
Accelerated BSN Program Goals	46
Accelerated BSN Graduate Outcomes	47
ABSN transfer credit requirements	47
Background Check/Drug Testing	47
Prerequisite Requirements	48
Department of Imaging Sciences Education	51
Mission	51
Philosophy	51
Goals	51
Student Learning Outcomes	51
Program Effectiveness Outcomes	51
ARRT Eligibility	51
Radiology Program of Study	53
Department of Respiratory Care	54
Mission	54
Philosophy	54
Goals	54
General Education Course Requirements	55
Advanced Placement	55
Prerequisite Courses	56
Eligibility for Licensure	56
Program of Study	57
Department of Bachelor of Health Sciences Education Online (BHS)	58
Mission	58
Philosophy	58
Program Outcomes	58
Graduate Outcomes	58
Course Requirements	58
Prerequisite Requirements	58
Background check/Drug Testing	59
Department of Medical Laboratory Science Education	60
Goals	60
Essential Requirements	60
Affiliated Colleges and Universities	54
Graduate Competency	60
Admission Requirements	61
Progress Requirements	61
Course Descriptions	62

Specialized Units (Specialized Topics)	63
Course Descriptions	64
General Education	64
Department of Associate of Science in Nursing Education	65
Department of Imaging Sciences Education	67
Department of Respiratory Care Education	69
Bachelor Program Course Descriptions	71
BUSINESS OFFICE	77
Tuition and Fees	77
Educational Charges	77
Fees and Tuition	69
Payment Policy	78
Credit Terms and Conditions	79
Debit/Credit Card and E-Check Payments	79
2026-2027 Refund/Repayment Policy	80
Dismissal from Morningside University	80
Dropping a Class/Partial Withdrawal	80
Return of Tuition Assistance	91
Policy for Reserves Called to Active Duty	91
Reserves Called to Active Duty	92
Veteran's Benefits	92
Other Fees	94
Transcripts	94
Late Registration	94
Changes In Requirements and Expenses	94
How do I file a complaint against a school or university?	94
How Do I File a Complaint Against St. Luke's College/Morningside University?	94
How Do I File a Complaint Against a School or College?	94
The Family Educational Rights and Privacy Act Official Notification of Rights Under FERPA	95
BOARD OF DIRECTORS	97
Organization of the Board of Directors of St. Luke's College	97
2026-2027 OFFICERS	98
St. Luke's College/Morningside University Undergraduate Academic Calendar	102

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.

VISION STATEMENT

A recognized innovative leader exclusively educating healthcare professionals.

Common Learning Outcomes Upon completion of the program, the graduate will:

- Apply the skills of reading, writing and communication in the application of knowledge to practice.
- Demonstrate a broad knowledge base of biological and psychosocial principles.
- Utilize critical thinking in computation, decision-making and problem-solving.
- Display an appreciation and sensitivity for the needs and diversity of individuals, community, and global society.
- Assume the responsibility of intellectual growth and lifelong 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 Common Learning 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 lifelong learning process to achieve social, emotional, spiritual, and intellectual competence.

General Education Core Requirements: General education requirements 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 degree-granting programs include:

- **Humanities:**

- English
- Ethics

- **Natural Sciences:**

- Anatomy with Lab or Anatomy and Physiology I (A&P I)
- Physiology with Lab or Anatomy and Physiology II (A&P II)

- **Social Sciences:**

- Psychology

General education courses are taken in conjunction, typically, with programmatic courses. Thus, earning a 78% or better in the course is required. General Education courses must be taken at St. Lukes/Morningside University once a student matriculates into the program.

ACCREDITATION AND APPROVAL

St. Luke's College and its programs are approved and/or accredited by the following agencies:

- St. Luke's College is accredited by the Higher Learning Commission
<https://www.hlcommission.org>, a regional accreditation agency recognized by the U.S. Department of Education, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440.

- Accreditation for the Bachelor of Nursing program by the Commission on Collegiate Nursing Education(CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791
<https://ccneaccreditation.org>.
- The Associate of Science in Nursing (ASN) program is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing Program is continuing Accreditation. View the public information disclosed by the ACEN regarding this program at
<http://www.acenursing.us/accreditedprograms/programsearch.htm>.
- Approval of the Nursing programs by the Iowa Board of Nursing, Division of the Iowa Department of Inspections, Appeals, and Licensing, 6200 Park Avenue, Suite 100, Des Moines, IA 50321
- 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 by the Commission on Accreditation for Respiratory Care, 264 Precision Blvd, Telford, TN 37690, (817) 283-2835.
- Accreditation of the Medical Laboratory Science program by the National Accrediting Agency for Clinical Laboratory Science, 5600 N River Road, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880.
- St. Luke's College is registered by Iowa College Aid to operate educational programs in Iowa and approved by the State of Iowa to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). If an Iowa student has a complaint about St. Luke's College they may contact Iowa Department of Education, Bureau of Iowa College Aid, 400 E 14th St, Des Moines, IA 50319, (877) 272-4456 (toll-free).
- Approval to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is an agreement among member states that establish comparable national standards for interstate offering of postsecondary distance education courses and programs. For more information, please visit www.nc-sara.org/sara-states-institutions.

Submit a question: <https://eduate.iowa.gov/higher-ed>

File a Student complaint: <https://eduate.iowa.gov/higher-ed/student-complaints#student-complaint-process>

THE CAMPUS

St. Luke's College is located in the heart of Sioux City, Iowa, a metropolitan area of approximately 140,000 people. This area is often referred to as Siouxland because it is located where Iowa, Nebraska, and South Dakota meet. The three-state region on the Missouri River has a variety of restaurants, sporting events, entertainment and shopping opportunities. All are within a short drive from the College campus.

St. Luke's College is located on the campus of UnityPoint Health - St. Luke's Hospital. Offering health system-based education in a dynamic setting, the campus houses classrooms, practice labs, a Student Success Center, a new Simulation Center, as well as faculty and administrative offices. Ample parking is also available near the College building.

HISTORY

Located in Sioux City, Iowa, St. Luke's College is the region's smallest and most unique institution of higher learning. St. Luke's College is a private, non-profit institution that has been committed to educating knowledgeable, competent and compassionate healthcare professionals for nearly a century. More than 3,300 alumni from St. Luke's College are now employed in a variety of healthcare positions throughout the community and nation.

Predating all but one of the area's post-secondary institutions, St. Luke's traces its earliest roots back to the late 1890's with indirect ties to Samaritan Hospital School of Nursing. St. Luke's College is also directly linked to two schools of nursing that were established in the first quarter of the twentieth century, Lutheran Hospital School of Nursing, established in 1902 and Methodist Hospital School of Nursing, established in 1920, both of which provided nursing education continuously until 1967. In 1966 the schools' sponsoring hospitals merged to create St. Luke's Medical Center (now UnityPoint Health - St. Luke's). The Board of Directors of the newly established Medical Center demonstrated their ongoing commitment to nursing education by merging the two schools and establishing St. Luke's School of Nursing. Since then, additional degree and certificate programs have been added, beginning with allied health sciences in 1993.

In 2001, the College's Board of Directors authorized the change of the institution's official name to St. Luke's College. The College's educational values, beliefs and foundation have been built upon for more than one hundred years by preparing nurses and healthcare professionals for careers involving selfless service to others in their time of need.

St. Luke's College is proud of its excellent reputation for preparing graduates to pass national licensure examinations and to practice as registered healthcare professionals. The long-standing tradition of providing quality healthcare education in a hospital setting continues for St. Luke's College, which now offers bachelor's degrees, associate degrees and certificate programs.

Morningside University officially acquired St. Luke's College following approval from the Higher Learning Commission on November 11, 2025. Effective January 1, 2026, St. Luke's College began functioning as an operating division of Morningside University. This strategic move aims to expand access to high-quality nursing and health sciences education while helping address critical healthcare workforce needs in Sioux City and the surrounding region.

Articulation Agreements

St. Luke's College accepts transfer credits from other institutions through articulation agreements. St. Luke's College has articulation agreements with the following institutions:

- Iowa Central Community College, Fort Dodge, Iowa

- Iowa Lakes Community College, Estherville, Iowa
- Iowa Western Community College, Council Bluffs, Iowa
- Northeast Community College, Norfolk, Nebraska
- Northwest Iowa Community College, Sheldon, Iowa
- Western Iowa Tech Community College, Sioux City, Iowa

NON-DISCRIMINATION POLICY

St. Luke's College/Morningside University believes in and promotes non-discrimination and follows its obligation to prohibit unlawful discrimination in all forms. It is our policy and practice to promote equal opportunities without regard to age, sex, religion, creed, race, color, gender identity, sexual orientation, disability, genetic information (employment only), national origin, or other characteristics protected by state and federal law ("protected and immutable characteristics"). This basic philosophy applies not only in searching for new employees, but also in the recruiting of students. It is believed that there should be no discrimination on the basis of these protected and immutable characteristics in the selection or placement of employees, as well as in administration, supervision, compensation, training, promotions, and termination of employment. Every other practice or procedure, both in the areas of academics and business, must subscribe to the intent of this basic philosophy which is inherent in Judeo-Christian principles.

The University/College is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, activities, and facilities. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University has made modifications to some of its buildings and grounds and will provide reasonable auxiliary aids and modifications in order to allow such equal access to the regular programs, activities, and degree objectives offered by the University, for qualified individuals with disabilities.

Persons wishing additional information about this policy or assistance to accommodate individual needs should contact the Equal Employment Opportunity Officer at the Business Office. The telephone number is 712-274-5128.

Title IX Coordinator.

Lewis Hall 120, 1501 Morningside Ave., Sioux City, IA, 51106

phone: 712-274-5034

email: titleix@morningside.edu

ADMISSIONS

General Admissions Policy

St. Luke's College is a private, health science college that offers Associate of Science degrees in nursing, radiologic technology and respiratory care, pre-licensure Accelerated Bachelor of Science in Nursing degree, as well as Bachelor of Science degree completion programs in nursing and health sciences. Applicants are evaluated through a competitive admission process. St. Luke's accepts students, who demonstrate the potential to successfully complete the College 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.

St. Luke's College is dedicated to educating competent and compassionate health care professionals who are prepared to practice in a global community. The programs at St. Luke's are academically challenging and applicants are evaluated on the following criteria:

- High School Record (GPA)
- Quality of High School Coursework
- ACT Examination Results (or equivalent), if available
- College Record (if applicable)
- Application Essay
- Shadowing Experience (varies by program)

Admission applications for the academic programs at St. Luke's College are reviewed on a continual basis, with academic programs beginning in the Fall (radiology, respiratory care, nursing Associate Degree), Spring (Accelerated BSN), and rolling admission in the Nurse Refresher and Modalities. Bachelor's degree completion programs and general education courses are offered each semester. Applicants are encouraged to have all required documents submitted well in advance.

Recommended High School Curriculum

The following high school courses are recommended:

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

Application Procedures and Admissions Policy

HIGH SCHOOL SENIORS AND FIRST-YEAR STUDENTS

Full-time students, part-time students requesting financial assistance, and veterans receiving veterans' benefits must apply for admission. An official transcript of credits from the high school must accompany a completed application.

St. Luke's College Office of Admissions must receive official FINAL high school transcripts prior to registering for classes.

Admission decisions are based on the following primary criteria:

1. Academic Performance – High school cumulative grade point average (GPA) and/or class rank
2. Character and personal abilities.

Students who have earned a cumulative high school GPA of 2.5 or higher on a 4.0 scale, or who rank in the top 50% of their graduating class, are considered to have met the academic expectations for admission.

While St. Luke's strives to provide educational opportunities to a broad range of students, the College has the right to deny admission to applicants whose conduct or background raises significant concerns about their ability to contribute to and benefit from the campus community.

Students who have not completed high school may be admitted on the basis of a GED or HiSET score.

Students who wish to enter St. Luke's College from a home-schooling environment must complete the application for admission and submit the following: a satisfactory transcript evaluation. In lieu of a transcript, a completed "Home School Credit Evaluation Form" is accepted. (Contact the Office of Admissions to obtain a form.)

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:

- Admission application

- Official academic high school transcripts and official academic college credits.
- Score from the American College Test (ACT) assessment examination or its equivalent.
- Other requirements, as necessary, according to the program of study.
- After acceptance. A \$100.00 non-refundable enrollment deposit is required to ensure enrollment.
- All transcripts become St. Luke's College/Morningside University property and will not be reproduced, reissued, or returned.

Other items needed after acceptance to St. Luke's College are:

The following are clinical requirements for students enrolled in a St. Luke's College/Morningside University programs. While St. Luke's College/Morningside University does not independently require the listed immunizations, clinical sites mandate these vaccinations/immunizations as part of their placement criteria. Exemptions are only permitted in accordance with the exemption policies of individual clinical sites.

All students enrolled in these programs must complete all clinical requirements to remain in good standing and meet program completion standards. Failure to meet these requirements will impact a student's ability to progress in or complete the program. Complio is the vendor used as the compliance tracking platform for this information.

Compliance Requirements

1. **Background check**
2. **MMR Vaccine:** Documentation of series of 2 MMR vaccines or positive titer test results for all 3 components.
3. **Varicella Vaccine:** Documentation of series of 2 Varicella vaccines or positive titer test result.
4. **Tdap Vaccine:** Documentation of Tdap booster within the last 10 years.
5. **Hepatitis B Vaccine:** Documentation of Hepatitis B series or positive titer is recommended but not required. Respiratory Care students are required to obtain the Hepatitis B Vaccine.
6. **Influenza vaccine**
7. **American Heart Association or American Red Cross BLS for Healthcare Providers certification:** The CPR certification must be Healthcare Provider BLS.
8. **IA Mandatory Reporter Training for Child and Dependent Adult Abuse**
9. **HIPAA & OSHA training**
10. **Proof of personal health insurance**
11. **Physical exam/fit for duty**
12. **TB:** Upon program start, 2 TB skin tests administered within the past 12 months or 1 blood test (QuantiFERON Gold/T-spot)
13. **COVID vaccines** if received

Application Deadlines

To be considered for admission, students must have their completed application form, official academic transcripts, and other pertinent materials submitted to St. Luke's College/Morningside University Office of Admissions. Once the application file is complete, it is forwarded to the requested program for review.

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

Admission Criteria for Professional Programs

To be considered for admission to the College, applicants must meet the following minimum criteria:

- Applicants who do not meet the above criteria may be considered upon completion of transferable college coursework with a cumulative grade point average of 2.30. College coursework will be evaluated on the quantity, quality, and relationship to the St. Luke's College curriculum.

Associate programs in nursing, radiologic technology, and respiratory care programs will follow the above College Admission Criteria for Professional Program Requirements.

TRANSFER STUDENTS

Students desiring to transfer to St. Luke's College/Morningside University from a college or university MUST complete an application for admission and submit official transcripts of credits from high school or GED or HiSET record, and ALL previous collegiate records. Failure to provide information on all previous collegiate records may result in the loss of financial aid.

The Registrar makes an evaluation of credits earned at other institutions. 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.

Note: All transfer credit, including credit by examination, online, or independent courses, should be completed and submitted to St. Luke's College/Morningside University prior to the first date of attendance. After that time, all other courses need to be completed through Morningside University/ St. Luke's College offerings.

Morningside's/St. Luke's College's admissions program is based on the following criteria:

1. Evaluation of official collegiate transcripts.
2. High school grade point average or class rank.
3. Character and personal abilities.

APPLICATION PROCEDURE AND ADMISSIONS POLICY FOR STUDENTS SEEKING READMISSION TO MORNINGSIDE UNIVERSITY/ST. LUKE'S COLLEGE

A student who has withdrawn or has been dismissed from St. Luke's College may reapply for admission unless the student has been dismissed from St. Luke's College for a Code of Ethics or a Code of Conduct violation. In that case, the student is not eligible for readmission to St. Luke's College. The Admissions Office provides the application. Readmission is not automatic. If the student has attended another college since leaving Morningside/St. Luke's, an official transcript of credits is required from that college prior to readmission. The readmission process includes clearance by the Business Office, the Registrar's Office, the Office of Student Financial Planning, and the Academic Affairs Office. Readmission does not guarantee eligibility for financial aid.

Readmission following academic suspension is not automatic. There should be evidence to support that readmission will produce a more positive outcome than the previous attendance. Types of evidence could be: successful academic work after the suspension; documented success in employment or the military; successful addressing of underlying problems that caused the poor academic performance; any combination of the above.

A student who has been dismissed from Nylen School of Nursing and Health Sciences for a Code of Ethics or a Code of Conduct violation may not be eligible for readmission. Students may only be readmitted to their program once.

Readmission to Nylen School of Nursing and Health Sciences is not guaranteed to students and each case is evaluated individually. Readmission is based on course and clinical availability. If a student has been out for more than one year, or there has been a change in curriculum, the student may have to repeat courses.

APPLICATION PROCEDURE AND ADMISSIONS POLICY FOR AN ADDITIONAL DEGREE

Students wishing to acquire a degree from Morningside/St. Luke's, in addition to a degree previously attained, must

submit an application for admission and official transcripts of ALL collegiate work. This information is required to be admitted to Morningside/St. Luke's and to be eligible for financial aid.

Notification of Admission

The university/college will notify each applicant of its decision on admission once the application file is complete. Admitted applicants do become students of St. Luke's College when the admitted applicant has accepted the offer of admission, forwarded a \$100 enrollment deposit to the Admissions Office, and registered for one or more courses.

No applicant shall be denied admission to the university/college on the basis of age, sex, religion, creed, race, color, national or ethnic origin, sexual orientation, gender identity, or physical or mental disability. In order to provide a more stimulating learning environment reflecting the nature of our society today, the university/college seeks students representing diverse social, cultural, ethnic, racial, and national backgrounds.

While the university/college seeks students meeting our admission criteria, each applicant is considered on an individual basis; there is no arbitrary cut-off point in class rank, grade point average, or aptitude test scores. St. Luke's College/Morningside University reserves the right to deny admission to any person, as well as rescind an offer of admission prior to an admitted applicant's enrollment in courses, for any reason not prohibited by law, including specifically conduct which undermines the University's/College's criteria for admission or violates a conduct code, in the University's/College's sole discretion. The Academic Standards Committee considers students who may not fully meet the academic standards for admission at Morningside University/St. Luke's College. The committee members make their judgments based on high school academic preparation, collegiate work, and test scores.

FINANCIAL AID

How to Apply

1. File formal application for admission. Submit all required admissions credentials as requested by the Admissions Office and/or Graduate Office.
2. Submit a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** form to Federal Student Aid Programs after October 1 of each year for the prior to the year you are enrolling in college. This form is available electronically at studentaid.gov. Request that FAFSA information be sent to St. Luke's College (**Federal school code 00729**). Please note that a properly completed FAFSA will serve as an application for most sources of financial aid, including college, state, and federal programs.
3. Iowa students should also complete the Iowa Financial Aid Application at <https://icaps.iowacollegeaid.gov/ICAPS/ApplicationProcess/ApplicationMainPage> by December 1st of the year prior to attending St. Luke's College.

The terms under which financial aid is given are as follows:

- Eligibility for each financial aid award varies and students are advised to contact the Office of Student Financial Planning with any questions.
- Morningside University/St. Luke's College funded assistance may be used for direct costs of attendance only. Direct costs are defined as tuition, fees, housing, and food if contracted with Morningside University/St. Luke's College unless otherwise specified.
- Aid programs funded by Morningside University/St. Luke's College are for the regular academic year. They typically may not be used during summer school or May Term.
- **Students receiving Morningside University/St. Luke's College funded aid programs should file a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) yearly.**

ST. LUKE'S COLLEGE SCHOLARSHIPS AND GRANTS

RN-BSN PROGRAM SCHOLARSHIP

A student employed as a registered nurse is eligible to receive a tuition discount rate based on the student's enrollment each semester, as outlined below:

- Student enrolled in 3 credit hours, or not employed, receives a 25% discount rate
- Student enrolled in 6 credit hours receives a 30% discount rate
- Student enrolled in 9 or more credit hours receives a 35% discount rate. The student must be continually enrolled in at least 6 credit hours each fall and spring semester and at least 3 credit hours during the summer term until graduation to be eligible to receive the discount. If a student is unable to enroll in at least 6 credit hours during the fall or spring semesters because of their plan of study, and they are in their last semester, the student will be eligible to receive the appropriate discounted rate.

If the student ceases continual enrollment, they are no longer eligible to receive the discount. Students receiving the discount should plan for reasonable tuition increases in subsequent year(s) of enrollment.

Procedure:

The College will obtain employment verification from the student

1. Financial Aid Coordinator will verify enrollment each term and award the tuition discount each semester of eligibility.
2. The award will be named "Registered Nurse Scholarship"
3. The student is responsible for payment of the remaining tuition, fees and other educational expenses according to the timelines indicated by St. Luke's College policy.

Helen Walker Endowed Scholarship

This fund was established to assist nursing students in their first or second year who maintain a minimum of a 2.5 GPA and are dependents of a single-parent household; full-ride scholarship. Students interested in applying for this award can complete the St. Luke's Foundation Scholarship Application at <https://campusweb.morningside.edu/form/mf/view.php?id=297173>.

STATE AND FEDERAL FUNDS

Iowa Tuition Grant (ITG)

This program, administered by the Iowa College Student Aid Commission (ICSAC), provides aid based on significant financial need to qualified undergraduate Iowa residents who are enrolled at least one-quarter time (3 credit hours) at a private institution in Iowa. Eligible full-time students may receive up to 8 semesters of ITG. Part-time students may receive up to 16 semesters of ITG. Application is made by completing the FAFSA by July 1st and having a Student Aid Index (SAI) at or below \$16,000. ITG awards vary up to \$7,500 per academic year based on State Tuition Rates and number of credit hours of enrollment each term. The ITG awards will not be finalized until it is confirmed that the student meets Iowa residency requirements. This may require a student to complete a residency form. The amount of the state grant is determined by Iowa's General Assembly using information from the FAFSA. The amount of grant money you receive from the Iowa Department of Education may change based on state funding. State grant funds will not be replaced by Morningside University/St. Luke's College if the student is considered ineligible by the state due to incomplete paperwork, late filing, or insufficient funding, or if funding ends.

Iowa National Guard Service Scholarship

This grant provides annual awards to Iowa National Guard members who attend eligible Iowa colleges and universities. Maximum individual awards cannot exceed the resident tuition rate at Iowa Regent Universities. The Iowa Adjutant General determines eligibility. Applications are required to complete both the Iowa Financial Aid Application and the Free Application for Federal Student Aid (FAFSA). Applications should be submitted on or before July 1st, through the Iowa Financial Aid Application online at <https://icaps.iowacollegeaid.gov/ICAPS/ApplicationProcess/ApplicationMainPage.aspx> and the FAFSA at studentaid.gov Spring-only applications should be submitted on or before December 1st. The 2026-2027 full-time award is \$11,804 (parttime awards are pro-rated based on the number of enrolled credit hours.) The amount of grant money you receive from the Iowa Department of Education may change based on

state funding. State grant funds will not be replaced by Morningside University/St. Luke's College if the student is considered ineligible by the state due to incomplete paperwork, late filing, insufficient funding, or if funding ends.

All Iowa Opportunity Scholarship

This program provides aid based on financial need. First-time applicants must complete both the Iowa Financial Aid Application (<https://icaps.iowacollegeaid.gov/ICAPS/ApplicationProcess/ApplicationMainPage.aspx>) and the Free Application for Federal Student Aid (FAFSA). Both applications must be submitted on/before April 1. Students renewing their AIOS award must file the FAFSA on/before April 1. Scholarships are awarded by Iowa College Aid to on-time applicants whose 2026-2027 SAI levels are at or below \$10,971. The 2026-2027 award amount is \$5,486 for students enrolled full-time. Students enrolled less than full-time will be awarded based on their enrollment intensity percentages. If all applicants cannot be served due to funding limitations, priority will be given to: eligible foster care students under age 26, dependents of deceased public safety officers, AIOS renewal students, students in certain TRIO programs, students who graduated from an alternative high school or participated in eligible alternative high school programs, and students in Federal Gear Up programs. In the event all students in a given priority group can't be funded, applicants will be ranked by SAI (lowest to highest). If all applicants with a given SAI cannot be funded, those applicants will be ranked by the date of submission of the AIOS application (earliest to latest). ICAPS determines the semester maximum by the usage of points. AIOS has a maximum lifetime limit of 4 points. Full-time semester points for 12 or more credits equals .5 points. Three-quarter-time semester points for 9-11 credits equal .375 points. Half-time semester points for 6-8 credits equal .25 points. Less-than-half-time semester points for 3-5 credits equal .125 points. The amount of grant money you receive from the Iowa Department of Education may change based on state funding. For more information, please call 1-877-242-4456. State grant funds will not be replaced by St. Luke's College/Morningside University if the student is considered ineligible by the state due to incomplete paperwork, late filing, insufficient funding, or if funding ends.

Education and Training Voucher (ETV) Program

This program provides aid to students who have been in a licensed foster care placement under a court order as described in Iowa Code chapter 232 under the care and custody of the Department of Human Services or Juvenile Court Services on the date the youth reached the age of 18 or during the 30 calendar days before or after that date; under court order under Iowa Code chapter 232 to live with a relative or other suitable person on the date the youth reached the age of 18 or during the 30 calendar days before or after that date; in a licensed foster care placement under an order entered under Iowa Code chapter 232 prior to being legally adopted after reaching the age of 16; or in a court-ordered Subsidized Guardianship after the age of 16. Application is made online at <https://icaps.iowacollegeaid.gov/ICAPS/ApplicationProcess/ApplicationMainPage.aspx>. The priority application date is December 1st for first-time students. Eligible Iowa students must complete the FAFSA. The ETV program provides grants of up to \$5,000 per year for students enrolled full-time. Awards are prorated for part-time enrollment. The amount of grant money you receive from the Iowa Department of Education may change based on state funding. State grant funds will not be replaced by Morningside University/St. Luke's College if the student is considered ineligible by the state due to incomplete paperwork, late filing, insufficient funding, or if funding ends. For more information, please call 1-877-242-4456.

Future Ready Iowa Grant

This program provides aid to students who are residents of the state of Iowa; United States citizens or nationals or U.S. permanent residents or other eligible noncitizens (as stipulated for Federal Student Aid eligibility). An eligible FRG recipient must be at least 25 years old on July 1 preceding the academic year. The eligible student must enroll continuously on at least a part-time basis (6 hours minimum). Continuous enrollment/receipt is required during the fall and spring terms of enrollment, and the student must attend at least half-time; summer enrollment is not required for a student to meet the continuous enrollment provision. However, a student enrolled in at least 6 credit hours during the summer term may be eligible to receive a FRG award if summer awards are authorized. Any student who establishes (attends) the required minimum enrollment and partially withdraws, but does not

completely withdraw, will be allowed to continue to receive the FRG and will be considered to have met the minimum enrollment threshold for continuous enrollment. A student who is awarded FRG during a semester but withdraws from all courses after the add/drop date would not meet the continuous enrollment requirement in subsequent terms. If a student is enrolled in a modular program and it is anticipated the student will be eligible for FRG at the time of award, the institution may disburse FRG based on the anticipated enrollment in late start courses. In the event a student does not attend a course or set of courses, FRG must be reduced to reflect accurate enrollment for courses attended, and the student will lose future eligibility for FRG if the minimum enrollment threshold is not maintained during that term of enrollment. Schools should follow their refund/recalculation policies and award accordingly. An otherwise eligible student may enroll in fewer than 6 credit hours in the term that the program of study will be completed if fewer than 6 credit hours are required to complete the eligible program of study.

Applicants must complete the Iowa Financial Aid Application (<https://icaps.iowacollegeaid.gov/ICAPS/ApplicationProcess/ApplicationMainPage.aspx>) and the FAFSA (studentaid.gov) prior to July 1st. The 2026-2027 maximum award is \$3,000 for students enrolled full-time, and the award is prorated for part-time enrollment. The amount of grant money you receive from the Iowa Department of Education may change based on state funding. State grant funds will not be replaced by St. Luke's College/Morningside University if the student is considered ineligible by the state due to incomplete paperwork, late filing, insufficient funding, or if funding ends. Recipients of the Future Ready Iowa Grant must meet certain criteria to keep their grant. Recipients are also encouraged to participate in a volunteer mentor program – visit IowaCollegeAid.gov/FutureReadyGrantOngoing.

Future Ready Iowa Last Dollar Scholarship

This program is funded by the Iowa Department of Education and provides financial assistance to Iowa residents enrolled in certain career and technical education (CTE) programs leading to certificate, diploma, and associate degrees at Iowa community colleges and eligible private colleges and universities. This program provides aid to students admitted to and attending an eligible Title IV program of student of at least 15 weeks in length that confers no more than an associate degree. The maximum eligible Student Aid Index (SAI) for recipients for the 2026-2027 academic year is 30,000. Students who received the Last-Dollar Scholarship in the 2025-2026 academic year, but whose SAAI is now above 30,000 are eligible for the Last-Dollar Scholarships during the 2026-2027 academic year as long as they meet all other eligibility requirements. If a dependent student's parents refuse to provide information and the student is forced to only be awarded loans due to parent refusal, the student is not eligible for LDS. Eligible students will be placed in one of two groups: Group 1 – Enroll in an eligible program of study at an eligible institution on at least a half time basis (minimum 6 credits) after graduating from an Iowa high school or completion of a homeschool program or an equivalency diploma. Group 2 – Following completion of high school or a high school equivalency diploma, and on or after attaining age twenty, enroll on at least a half-time basis (minimum 6 credits or the equivalent) in an eligible program at an eligible institution. Age is calculated as of July 1 prior to the year of enrollment. Once a student receives a payment in a certain group, they will remain in that group until they are no longer eligible for LDS. Award amounts can be up to \$5,490 for the 2026-2027 academic year based on other financial aid offered to the students as well as the average full-time tuition and institution-wide fees at Iowa's community colleges in the prior academic year. "As a recipient of the Future Ready Iowa Last-Dollar Scholarship, you must meet certain criteria to keep your scholarship. Visit educate.iowa.gov for more information about ongoing requirements."

Federal Pell Grant

This program provides aid based on significant financial need to undergraduate students enrolled at least one quarter time (3 credit hours). Additional ways to qualify for Federal Pell Grant eligibility is if your parent or guardian died in the line of duty while either (a) serving on active duty as a member of the U.S. Armed Forces on or after September 11, 2001, or (b) actively serving as and performing the duties of a public safety officer; and you are under 33 years old as of January 1 of the year prior to the start of the school. Students apply by completing the FAFSA. The amount of the Federal Pell Grant is based on the student aid index (SAI) as calculated by a standard formula established by Congress. For 2026-2027, the

(SAI) level must be at or below \$6,655. The Federal Pell Grant can range up to \$7,395. Federal grant funds will not be replaced by St. Luke's College/Morningside University if the student is considered ineligible by the state due to incomplete paperwork, late filing, insufficient funding, or if funding ends.

Federal Supplemental Educational Opportunity Grant (SEOG)

This program provides aid based on significant financial need to undergraduate students. The grants are made by the Federal Government to Morningside University/St. Luke's College. St. Luke's College/Morningside University then selects full-time Federal Pell Grant recipients with the highest financial need to receive these awards. The maximum eligibility for these grants is \$4,000 per student per year. St. Luke's College/Morningside University typically awards \$1,000 per student. Additional Pell Grant eligibility: if your parent or guardian died in the line of duty while either (a) serving on active duty as a member of the U.S. Armed Forces on or after September 11, 2001; or (b) actively serving as and performing the duties of a public safety officer; and you are under 33 years old as of January 1 of the year prior to the start of the school. Federal grant funds will not be replaced by St. Luke's College/Morningside University if the student is considered ineligible by the state due to incomplete paperwork, late filing, insufficient funding, or if funding ends.

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. Students must be enrolled at least half-time (6 credits) to be eligible. The interest rate is 5%. Repayment begins nine months after enrollment ceases. An additional promissory note must be completed prior to receiving the funds.

Federal Direct Subsidized Stafford Loan (Need Based) Federal Direct Unsubsidized Stafford Loan (Non-Need Based)

The Federal Direct Subsidized Stafford Loan is a federally funded loan based on demonstrated financial need and is interest free while the student is enrolled at least half-time. The Federal Direct Unsubsidized Stafford Loan is a federally funded loan not based on demonstrated financial need and accrues interest while the student is enrolled in school. Application for a Federal Direct Stafford Loan is made by completing a Master Promissory Note at studentaid.gov. Stafford Loans must be repaid.

During enrollment periods, interest may be paid on an Unsubsidized Direct Stafford Loan on a quarterly basis or deferred until payment of principal begins. Repayment of principal (and accrued interest, if any) begins 6 months after enrollment is less than half-time. The interest rate for a Subsidized Loan and an Unsubsidized Loan is fixed at 6.52% as of July 1, 2026. The maximum amount that may be borrowed each year is as follows: \$3,500 for a freshman student; \$4,500 for a sophomore student; \$5,500 each year for the remaining years plus an additional \$2,000 Unsubsidized Loan per year up to a total of \$31,000 for dependent undergraduate students. Students are required to receive loan counseling prior to the first disbursement of the Stafford Loan borrowed, which can be done electronically at studentaid.gov. Note: The federal government may deduct up to 1.057% as of October 1, 2020, of the loan before disbursing the proceeds to the College.

Federally determined independent students and dependent students whose parents do not qualify for the Federal Direct PLUS Loan are eligible to borrow additional Federal Direct Unsubsidized Stafford Loans up to the following amounts: \$4,000 for freshman and sophomore students, then \$5,000 each year for up to three additional years of undergraduate study. Independent undergraduate students may receive up to a maximum of \$57,500 in Stafford Loan funding (this includes both Subsidized and Unsubsidized Loans).

Graduate students may receive up to \$20,500 per year in Federal Direct Unsubsidized Stafford Loans. The maximum lifetime loan limit is \$138,500 in Federal Direct Stafford Loan funding (this includes both Subsidized and Unsubsidized Loans) of which a maximum of \$65,000 in Subsidized funding is allowed.

Federal Direct PLUS (Parent Loan for Undergraduate Students) Loan

This program is not need-based. It is available to parents of enrolled, dependent students. To qualify, the parent

must not have an adverse credit history. The Federal Direct PLUS Loan must be repaid. Repayment typically begins within 60 days after the second disbursement, or the parent can request a deferment of repayment while the student is in school and for up to 6 months after. The interest rate is fixed at 9.07% as of July 1, 2026. The Federal Direct PLUS Loan offers alternative financing that replaces some or all of the expected family contribution. Parents can borrow the full cost of education, less any financial aid received by the student. Application for a Federal Direct Parent PLUS Loan is made by completing the Federal Direct Parent Loan Application and Master Promissory Note at studentaid.gov. **Note: The federal government may deduct up to 4.228% as of October 1, 2020 for origination and default fees.**

WORK AWARDS

Federal Work Study

These programs are based on demonstrated financial need. Work study is not deducted from the college bill. Students work from the 16th of one month to the 15th on the following month. Students are paid on the last working day of each month after the student has worked and earned the funds. The amount of work study listed on the award letter is the maximum amount that may be earned. A job fair is held the first week of the fall semester to assist students in finding a job. Jobs will also be posted online through Handshake. It is the student's responsibility to look for and interview with prospective employers. Employment is available in most departments on campus and with nonprofit agencies in the community. Pay rates vary with experience and job classification. Payroll forms (Payment Authorization Form, Federal W-4, State W-4, and I-9) are available from the Business Office and must be completed prior to beginning employment.

RA Stipends, Student Government Stipends and Other Campus Employment

These programs, completely funded and administered by Morningside University, are not based on financial need. These programs offer opportunities to work on campus for total annual wages not to exceed the amount listed on the award letter. Campus employment is not deducted from the college bill. Students work from the 16th of one month to the 15th on the following month. Students are paid on the last working day of each month or at the end of the semester after the student has worked and earned the funds. Jobs will be posted online through Handshake. It is the student's responsibility to look for and interview with prospective employers. Employment is available in most departments on campus. Pay rates vary with experience and job classification. Payroll forms (Payment Authorization Form, Federal W-4, State W-4, and I-9) are available from the Business Office and must be completed prior to beginning employment.

Off Campus Employment

Part-time jobs are posted through the Career Services Office, and jobs will be posted online through Handshake.

GENERAL INFORMATION

Final awards in federally and state-funded programs are dependent upon appropriations from the state and federal governments.

Federal or state funds will not be replaced by St. Luke's College if the student is considered ineligible due to incomplete paperwork, late filing, insufficient funding, or if funding ends.

Enrollment at the University/College implies the acceptance of these financial aid conditions. Information concerning financial aid programs is available from the Office of Student Financial Planning.

Satisfactory Academic Progress

The Higher Education Act of 1965, as amended, requires students to maintain satisfactory academic progress toward their degree in order to receive financial aid. These standards apply to students who receive aid from federal, state, private, or institutional resources. These resources include grants, scholarships, work, and loan programs.

Academic standards contain both a quantitative (cumulative credit hours earned divided by cumulative credit hours attempted) component and a qualitative (cumulative GPA) component. These are the minimum standards required in order to maintain financial aid eligibility.

The academic progress of financial aid recipients will be monitored at the end of each semester (December, May/June, and August). Students should contact the Office of Student Financial Planning with questions.

- All students must earn 66.7% of their attempted credit hours in order to continue to receive financial aid. Financial aid eligibility will end when the student has attempted more than 150% of the credit hours required for a specific program or degree. Beyond this timeframe, the student is ineligible for financial aid for the remaining time it takes to attain a degree

Each student must maintain a minimum cumulative GPA of 2.0 and successfully complete 67% of the credits attempted in each academic year in order to be making satisfactory academic progress. Satisfactory clinical performance requirements are specified in each program of study.

After the first semester of not completing the required number of credits and/or GPA, the student will be placed on financial aid warning. During this time, a student will be given one more semester of aid. After the end of the second term, attempted and completed credits and GPA will again be reviewed. If at this time the student has not completed the required credits and GPA, the student will be placed on financial aid suspension, which is a loss of all aid. If the student has been placed on financial aid suspension, the student has the ability to appeal the suspension by writing a letter explaining what happened and why the student did not meet the required expectations, along with an academic plan to rectify the situation and achieve their degree in a timely manner. If the student's appeal is granted, the student will be given an agreement of expectations for the following term, which is a term of financial probation. The student's situation will again be reviewed after the end of the next term to see if the expectations were met. If those expectations have not been met, the student will again be placed on financial aid suspension. Students will receive notice of any financial aid warnings or suspensions via email to their student email accounts.

TRANSFER CREDITS AND GPA

Upon admission, transfer students are assumed to be maintaining satisfactory academic progress. After admission to St. Luke's, courses successfully completed in subsequent terms at another institution that fulfill degree requirements at St. Luke's may be used to achieve satisfactory academic progress standards. Students must provide documentation to the Office of Student Financial Planning regarding such credit. Transfer GPA is only used for Admission purposes. Once you are enrolled at St. Luke's College, your St. Luke's College/Morningside University GPA will only include the courses that you completed at St. Luke's.

NON-CREDIT COURSE WORK AND REPEATED COURSES

Repeats in which a passing grade was previously earned, non-credit coursework, and audits will not be included when determining the number of credit hours a student has attempted or completed. The better GPA will be used in calculating the cumulative GPA. Students will receive credit for the course only one time counted in the minimum credit requirement.

CHANGES IN ACADEMIC LOAD

During the first week of the term (or the first day of Summer Sessions), students will have the opportunity to change their registration. After that point, the student locks in the number of credit hours they are attempting for satisfactory academic progress requirements. Course withdrawals after the drop/add period will be included as attempted credits. A dropped course grade is not used in the determination of the cumulative GPA.

INCOMPLETE GRADES

Courses in which a student received delayed/incomplete grades will be counted as hours attempted but will not be counted as successfully completed until a final passing grade is officially posted to the student's permanent record. The final grade will be used in determining the cumulative GPA.

Students who have met all degree requirements are no longer eligible for financial aid.

- Financial Aid will end when the student has attempted more than 150% of the credit hours required for a specific program or degree.

- Undergraduate students who have completed the total required hours for the major and all other degree requirements.

STUDENT LIFE

The personal growth and development of each student is the goal of student life at St. Luke's College. Our objective is to provide programs and services for students that will enhance their college experience and provide opportunities for success. A variety of activities, programs, organizations, and religious and cultural opportunities support student life at the university/college and complement the academic program.

The Program Student Handbook outlines campus and residence hall policies and regulations, available services and facilities, and a statement of the rights, freedoms, and responsibilities of students at the University/College. All students can access the most current Program Student Handbook on the Nylen School of Nursing and Health Sciences Moodle Resource Center.

Campus Housing: Campus housing is available upon request. Students will follow all residency life and housing policies. Housing priority will be given to those required to live on campus. **Each resident student, with the exception of those in Garretson housing, must have a meal plan.** Several different meal plans are offered from which the student may choose.

Address Policy: It is the policy of St. Luke's College/Morningside University to require students to report residence/permanent address and location/temporary address during the start of the first term of enrollment. Students must inform St. Luke's College/Morningside University of address changes as they occur while enrolled.

"Residence" is the student's permanent address (street address, city, state, zip code). This may be the address of the student's parent/guardian if the student is considered "dependent." Adult students who are no longer financially dependent on their parent/guardian may have the same address for residence and location.

"Location" is the physical address (street address, city, state, zip code) where the student is living while receiving the instruction and may not refer to the student's official residence.

If the residence/permanent address is different from the location, students must provide their residence/permanent address and their location on the application for admission to each program to which they apply at Morningside University/St. Luke's College. It is the student's responsibility to provide St. Luke's College/Morningside University with residence and location changes during their enrollment at Morningside University/St. Luke's College. Residence and location changes should be initiated by the student and maintained/updated on myMorningside portal.

Career Services: The Career Services Center aids students in planning for careers that fit with their interests, skills, and values. Professional career counselors work with students to guide them through self-assessment, career awareness, career decision, and the job search process.

Accommodations: St. Luke's College/Morningside University offers reasonable accommodations for students who have documented disabilities. Appropriate accommodations for each student are determined from the documentation. Contact the Advising and Disability Services Coordinator for more information 712-274-5131.

Health Services: St. Luke's College/Morningside University provides an on-site nurse management program for all St. Luke's College/Morningside University students. The Student Health Office is located in the Olsen Student Center and has office hours Monday through Friday. Check for current hours. Complete health facilities are available to all students through local medical facilities at the student's expense.

Student Wellness: St. Luke's College/Morningside University offers an array of student support services through our Student Assistance Program (SAP), including counseling services, mental health support, crisis intervention, wellness programs, substance abuse prevention, and financial

advising.

Student Location Policy for Licensure Disclosures: To ensure accurate professional licensure disclosures, St. Luke's College/Morningside University considers a student's location to be in Iowa if any of the following apply:

- The student is living in campus housing provided through the Office of Residence Life in their first term of enrollment in their program.
- The student is enrolled in a program that holds instruction primarily on campus.
- The student's "Location" (physical address where the student is living while receiving instruction) on file with the institution at initial enrollment is located in the state of Iowa.

If none of these apply, the student's location is based on the state or territory listed as their "Location" at initial enrollment (defined as the first day of the first term in which the student is registered for coursework).

Students are responsible for notifying the university/college of any change in their physical location during their enrollment at Morningside University/St. Luke's College.

This location policy is used solely for the purpose of disclosing professional licensure information, as required by applicable regulations. It does not determine a student's local or permanent address or residency, and it has no impact on any other institutional processes or classifications.

Student Insurance: All students enrolled in the Nylen School of Nursing and Health Sciences programs are required to submit proof of health insurance coverage.

Renters Insurance: For all students living on campus, Morningside/St. Luke's recommends purchasing renter's insurance.

Student Activities: St. Luke's College/Morningside University provides a wide range of co-curricular student activities and student organizations to engage students through social, cultural, intellectual, spiritual, artistic, political, and service opportunities. With over 50+ organizations on campus sponsoring activities such as films, comedians, musicians, and guest lectures, there are always ways for students to get involved.

Bookstore: Students have access to Barnes & Noble College online bookstore at <https://bncvirtual.com/morningside> to purchase or rent most required textbooks. However, students are not required to use Barnes & Noble College and may purchase their textbooks from other vendors.

Program Compliance Requirements: All students are required to fulfill all compliance requirements (immunizations, health history, fit for duty, health insurance, any other required clinical compliance).

Student Success Center: The Faculty and Staff of St. Luke's College are dedicated to helping students succeed. It is the goal of the College to promote academic achievement by providing assistance with critical tools in time management, study skills, writing, note-taking, and other areas related to student success. These tools can be beneficial for students in the College's rigorous, medically focused curriculum.

The Student Success Center staff are dedicated advocates for students and their learning experience. If students need academic assistance or guidance-or simply want encouragement-they should drop into the center. When students visit, they can expect a warm and welcoming environment, professional assistance, and positive academic support. Our team has a passion for helping students succeed!

The Student Success Center is on the 2nd floor of the college. To learn more, contact the Student

Success Center at (712) 279-3758.

The Student Success Center has a Computer Center, Library, Bookstore and services to help students succeed in the classroom including:

- Academic Coaching
- Accessibility Services
- APA Writing Resources
- Career Services
- Advising
- Learning Style Assessments
- Licensure Preparation Tools
- Orientation
- Personal and Professional Development
- Research Assistance
- Stress Management Resources
- Tutoring - [Tutoring Request](#)
- Writing Assistance

College Cupboard Food Pantry: The College Cupboard Food Pantry is a resource for St. Luke's College students who find themselves struggling to feed themselves or their families. Students can stop by or call/email to schedule a time to stop by the College Cupboard to pick up needed items. For questions, ask seamand@morningside.edu.

There are a variety of items available, including:

- non-perishable food items
- hygiene products
- toiletry items
- cleaning supplies
- gently used clinical uniforms
- budget-friendly recipe options
- monthly meal kits
- suggestion box

CAMPUS REGULATIONS

Academic Integrity: Academic integrity is basic to all academic activities so that grades and degrees will have validity. St. Luke's College/Morningside University expects its students to:

- perform their academic work honestly and fairly
- not hinder other students in their academic work
- not unfairly assist other students

These expectations of St. Luke's College/Morningside University and the penalties for not meeting these expectations are outlined below. A student in doubt about his or her responsibility as a scholar or unsure that a particular action is appropriate should consult the instructor of the course.

In an academic community, students are encouraged to work together to help each other learn. Because of the many different learning styles, this kind of environment will foster the academic development of all students involved. Yet all work a student submits or presents as part of course assignments or requirements must be his or her own original work unless expressly permitted by the instructor. This includes individual and group work in written, oral, and electronic forms as well as any artistic medium.

Plagiarism is a major form of dishonesty. When students use another person's ideas, thoughts, or expressions (in writing or other presentations), each instance must give some form of acknowledgment to the source. Examples include:

Deliberate Copying

- buying (from a "paper service" or individual) or borrowing a paper and submitting it as one's own
- copying someone else's paper, homework, computer program, lab report or any written or oral assignment and submitting it as one's own
- submitting a paper or other presentation in more than one class without the instructor's permission
- unauthorized and/or unacknowledged use of artificial intelligence writing tools

Inaccurate Documentation

- using a direct quote from a source without both putting it in quotation marks and providing appropriate documentation
- submitting direct quotes as a paraphrase
- changing only a few words in a quote and using it as a paraphrase
- invention of information or citation

Some Actions/Behaviors

- provide unauthorized help in taking tests, quizzes or in preparing any other requirements of a course
- communicate answers in any way to another student during an exam
- tampering or damaging the work of another student
- reading or observing the work of another student without his/her consent
- lying to an instructor
- damaging or abusing library and other academic resources
- unauthorized and/or unacknowledged substantial use of artificial intelligence writing tools

Consequences of Violations of the Academic Honesty Policy: An instructor who suspects a student of violating the Academic Honesty Policy will consult with the Department Head or another member of the department. If the violation is verified, the instructor will (as a minimum penalty) assign a grade of zero for the assignment. The maximum penalty is a failing grade in the course in which the violation occurred. If there is more than one violation in the same course, the instructor will assign a failing grade in the course. A student receiving a failing grade due to Academic Honesty Policy violations may not withdraw from the course. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office of Academic Affairs.

If the violation occurs in a 100-level course and it is the first reported violation for a first-year student, the instructor may allow the student to resubmit the assignment for half credit. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office of Academic Affairs.

The student has the right to file an appeal to either the charge of academic dishonesty or the penalty imposed. The appeal must be filed within two weeks of the instructor's filing of the violation. The student should first consult with the faculty member for the course. If the student is not satisfied with the outcome, they should meet with the Department Head or department member who verified the violation. If the student wishes to appeal beyond this, they should file a written appeal with the chair of the Academic Standards Committee. The faculty member will be asked to submit an explanation of the alleged violation in writing. Either the student or the faculty member may submit letters from material witnesses. If the charge is found to be valid, the Academic Standards Committee will determine whether the penalty was reasonable.

If the penalty is determined to be unreasonable, the committee will impose a different penalty but not less than assigning a grade of zero for the assignment.

If this is not the first reported violation for the student, the student will receive a failing grade, and the Office of Academic Affairs may intervene to pursue suspension or expulsion from the university/college or other penalties. Information regarding violations of the Academic Honesty Policy will be kept in the Office of Academic Affairs until a student completes his/her degree program, at which point all such records will be removed from the student's

permanent record.

AI Policy: St. Luke's College recognizes the potential that artificial intelligence (AI) has as both a teaching and learning tool. However, there are significant risks for unethical use that infringe upon academic honesty. Unauthorized and/or unacknowledged use of AI tools constitutes a violation of academic integrity and may be subject to the same processes and/or disciplinary actions as plagiarism, as outlined in the Academic Integrity Policy. 'AI tools' includes, but is not limited to, generative AI (ChatGPT, Gemini, Meta, etc.), substantial smart editing/writing assistant programs (Grammarly, QuillBot, etc), AI tools embedded into approved software, and others that can create images, analyze data, and assist with research. Students are expected to understand the specific AI policies of each course, department, and/or school and ask questions to ensure compliance. Individual faculty members may determine appropriate AI use within their courses and may prohibit or limit its use at their discretion.

AI Framework (Stoplight Model): Morningside University/St. Luke's College has adopted the Stoplight Model as a shared framework for communicating expectations regarding student use of artificial intelligence (AI) in coursework. The Stoplight Model provides a clear, consistent, and shared vocabulary for describing when and how AI tools may be used in a course.

Under the Stoplight Model:

- **Red Light: AI use is not permitted.**
 - Red Light assignments/courses prohibit AI use because such use would undermine the learning objectives.
- **Yellow Light: AI use is permitted in limited or clearly defined ways.**
 - Yellow Light assignments/courses permit AI use in clearly defined ways that support learning without replacing essential cognitive work.
- **Green Light: AI use is permitted or encouraged.**
 - Green Light assignments/courses permit or encourage AI use because it aligns with the learning objectives.

Faculty expectations regarding AI use in coursework should be clearly communicated to students and included in course syllabi. Faculty may determine additional ways to communicate expectations to students through course materials or learning management systems.

This framework affirms that faculty retain full authority over instructional decisions for their courses, including when and how AI tools may be used. This authority extends to emerging forms of artificial intelligence, including autonomous or "agentic" systems. Additional information regarding the AI Framework can be found on the Office of Academic Affairs faculty information website.

Academic Administrative Structure

NYLEN SCHOOL OF NURSING & HEALTH SCIENCES

Dean of Nursing & Health Sciences – Jackie Barber

Associate Dean of Nursing & Health Sciences – Amanda Van De Berg

Department of Graduate Nursing (Department Head – Brenda Wimmer)

Certificate Programs, MSN, and DNP Programs

Assistant Professor Sam Rozeboom

Assistant Professor Shannon Stewart

Associate Professor Kari Varner

Assistant Professor Brenda Wimmer

Department of Undergraduate Nursing Programs (Department Head – Angie Keller)

- ASN Program** (Program Coordinator – Sonya Hiserote)
- Accelerated BSN Program** (Program Coordinator – Sonya Hiserote)
 - Associate Professor Kelli Flack*
 - Assistant Professor Kali Hill*
 - Assistant Professor Angie Keller*
 - Assistant Professor Whitney Lloyd*
 - Associate Professor Courtney Ott*
 - Assistant Professor Kourtney Wilcox*
 - Assistant Professor Vanessa Alexander*
 - Associate Professor Sonya Hiserote*
 - Assistant Professor Teresa Kelley*
 - Assistant Professor Maria Magana*
 - Assistant Professor Meghan McClure*
 - Assistant Professor Nichole Olhausen*

- Department of Undergraduate Health Science Programs** (Department Head – Brittni VanderMolen)
 - Associate of Science in Radiologic Technology Program** (Program Director – Brittni VanderMolen)
 - Assistant Professor Megan Parker, Clinical Coordinator*
 - Assistant Professor Sarah Phelps*
 - Assistant Professor Brittni VanderMolen*
 - Associate of Science in Respiratory Care Program** (Program Director – Cynthia Duncan)
 - Assistant Professor Cynthia Duncan*
 - Assistant Professor Ashley Ellensohn*
 - Medical Laboratory Science Certificate Program** (Program Director – Rhonda Oedekoven)
 - Assistant Professor Rhonda Oedekoven*

DEGREES AND REQUIREMENTS

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 degree-granting 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

General education courses are taken in conjunction, typically, with programmatic courses. Thus, earning a 78% or better in the course is required.

Other Requirements for the Baccalaureate Degree

GRADE POINT AVERAGE REQUIREMENTS

A minimum cumulative average of 2.0 and minimum averages of 2.0 in the major and minor are required for graduation. A grade of C or better is required in all courses to count for the major. Some state and national

accrediting agencies require some departments to have higher minimum standards. The student should consult the department for major requirements.

GRADUATION

Upon graduation, the diploma/certificates will be held if there are financial obligations to the University/College. All graduates will receive a complimentary copy of their transcript.

Degree Completion Requirements

It is each student's responsibility to understand and fulfill all requirements of the academic program.

Degrees/certificates will be conferred to candidates who satisfy the following requirements:

- Satisfactory completion of the prescribed course study
- Achievement of a cumulative grade point average of 2.0 or higher
- Satisfactory completion of a minimum of four hours of an approved community service activity prior to graduation
- Resolution for all financial obligations to the College

Students have six (6) months from their scheduled graduation date to complete any outstanding requirements. Students seeking an associate degree must complete a minimum of 22 credit hours in the program of study at St. Luke's College with a minimum of 15 of the last 30 credits completed at St. Luke's College.

A minimum of 120 credit hours is required for graduation in the bachelor programs. Students must complete at least 36 credits at St. Luke's College to satisfy the degree requirements of the bachelor program. A minimum of 30 of the last 60 credit hours must be completed at St. Luke's College.

Commencement

Commencement is the ceremony celebrating the accomplishments of graduating students. To recognize the significant milestone that graduation marks in a student's life, St. Luke's College provides a Spring Commencement Ceremony in May. Degrees are conferred once the student has fulfilled the graduation requirements.

Arrangements regarding date, time, place, and program are the responsibility of the College administration.

Graduation

Students who have completed all program requirements (or are deemed eligible to participate) and applied for graduation may participate in the commencement ceremony. Participation in the ceremony does not obligate the College to confer a degree should the student subsequently fail to meet degree requirements.

Prospective graduates taking part in the commencement ceremony must be attired in appropriate academic regalia, unless excused by the Vice President of Academic Affairs. The graduation fee is required whether the student participates in the graduation ceremony or not.

Students that will be invited to participate in the commencement ceremonies will include: (1) students who have completed degree requirements since the last commencement ceremony and were not previously invited to participate; (2) students who are in good academic standing and who, by February 2, have officially declared their intent to graduate following the upcoming summer session, and (3) students who, following the spring semester, will have all graduation requirements completed except a May Term and/or 1 course to be completed during the upcoming summer session. Students participating in graduation ceremonies before finishing all requirements will be designated as such in the commencement program. For questions about this policy, contact the Registrar's Office.

Upon graduation, the diploma will be held if there are financial obligations to the University. All

graduates will receive a complimentary copy of their transcript.

Students should declare with the Registrar's Office their intent to graduate. The final date to declare an intent to graduate is listed on the academic calendar each semester.

Graduation Fee

A graduation fee will be charged to graduating students in their final semester. The fee is non-refundable should a student choose not to participate in the ceremony.

Graduation Honors

The honors standards for the College are based on Cumulative Grade Point Average (GPA) as follows:

Cum Laude:	3.50-3.70 GPA
Magna Cum Laude:	3.71 -3.89 GPA
Summa Cum Laude:	3.90-4.00 GPA

The College does not round GPA's when calculating honors.

Recognition of honors will be given to outstanding associate and bachelor's degree students. Students who have earned honors based upon the cumulative GPA from the semesters prior to graduation will be publicly recognized the day of the commencement. Final honors will be reflected on the diploma after final grades are posted.

Diplomas

Graduating students are presented with a keepsake diploma cover during the commencement ceremony. College diplomas are mailed within six weeks after commencement or after the completion of all degree requirements and financial obligations; whichever is later.

Note: The diploma is a symbol of academic accomplishments, but it is not a legal document. The legal document is the official college transcript, which lists the student's degree and date of completion. Duplicate diplomas are not available. Once a student earns a degree or certificate, the record is considered final. No further transfer work, grade changes, or enrollment adjustments will be made.

ACADEMIC POLICIES

Student Responsibility

Students must be familiar with the academic guidelines and regulations of the university/college. While the college makes every effort to advise and counsel students on their academic programs and degree requirements, the student is ultimately responsible for fulfilling all requirements for a degree. To help students enact their responsibility, all academic plans and programs must be approved by a student's academic adviser.

The Registrar applies and interprets academic regulations, often in consultation with the Vice President of Academic Affairs. The Academic Standards Committee of the faculty hears petitions and appeals of students concerning academic requirements and regulations.

Catalog Regulations

A student may graduate only by meeting graduation requirements from a catalog which is current or was in effect during the seven years preceding his or her graduation, provided that the catalog date does not precede the student's original date of entry.

The college or academic department may request substitution of courses when requirements for degrees have changed or when courses have been dropped from the curriculum. Students may be requested to change to a

new program when major changes have been made, but adequate provisions for students to complete the new program on time will be provided.

Course Levels

Course levels (100, 200, 300, 400) are distinguished by the expectations for initial skill levels of students enrolling in a course, and by the expectations for further skill development within each level. Each level has higher expectations for both entering skills and skill development as the level number increases.

Semester Designations

St. Luke's College is a semester-based program with a summer term component. The fall and spring semesters consist of 15-weeks and/or first-half or second-half terms. The summer term consists of 4 and 8-week terms.

Registration for Course

Students are provided an opportunity to pre-register for classes well in advance of the beginning of the semester and will likely find it advantageous to do so. If students are not able to pre-register during advanced pre-registration, they may do so upon payment of a late fee. No registration is permitted after the published date of the last day to register.

Students are responsible for meeting all listed prerequisites before enrolling in a class.

Students will receive contact from their advisor and the college regarding registration information. Students will be expected to meet with their advisor to determine the class schedule and register for their courses through the portal. See academic calendar for registration dates.

The University reserves the right to change instructors or cancel or otherwise change courses should conditions require. However, every attempt is made to maintain the schedule as published. In order to more evenly distribute students between various sections of courses, the university also reserves the right to move a student to a different section of a course provided there are not course conflicts. If a student has any other types of conflicts (i.e., work, athletics, music rehearsal, etc.) they will need to get approval from the Associate Vice President for Academic Affairs to maintain the original schedule.

Prerequisite Courses

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

Changes in Registration

Once registered, a student remains enrolled in a course until its completion or the Registrar receives a completed course withdrawal ("drop-add") form. Courses from which a student elects to drop during the add/drop period (approximately the first week of classes) of a regular term will not appear on the permanent records, except for those students who withdraw from all courses. Withdrawals after the add/drop period, but before the official deadline to drop a course, will be recorded as a "W." Students are not allowed to withdraw from individual courses after the official deadline to drop a course.

Any student-initiated change in registration made after the regular add/drop period (approximately the first week of classes) must be approved by the student's academic adviser and the course instructor.

Class Attendance

Students are expected to attend all class sessions. Attendance regulations (and their impact on final grades) are the responsibility of each faculty member, who will announce the policy in writing to the students at the beginning of each course, subject to the conditions below:

- Participation in university-sanctioned activities (e.g., athletics, academic conferences, leadership events) is recognized as part of a student's educational experience. Students must inform instructors in advance of such absences and will be permitted to make up missed work within a reasonable timeframe.
- In cases of illness or emergency, final permission to make up missed work rests with the instructor. For routine illnesses such as colds, the flu, or other minor health concerns, students are not required to provide documentation or a doctor's note. Campus health professionals, including the nurse, should not be asked to supply medical excuse notes in these cases. Students should contact their instructors as soon as possible to arrange any necessary accommodations. For more serious health issues-such as hospitalizations, concussions, or car accidents-students may submit documentation through Student Services, who will notify faculty as needed. This documentation should be submitted within 2 weeks.

Last Date of Attendance

The last date of attendance is the last date that a student has participated in an academically related activity. The U.S. Department of Education defines an academically related activity (school must be able to document) as including, but not limited to:

- Physically attend a class/clinical where there is an opportunity for direct interaction between the instructor and students
- Submit an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction.
- Attend a study group that is assigned by the school
- Participate in an online discussion about academic matters; and
- Initiate contact with a faculty member to ask a question about the academic subject studied in the course.

It does not include any activity at which a student is present but not academically engaged, such as, living in institutional housing, participating in the school's meal plan, logging into an online class without active participation, or participating in academic counseling or advisement.

In distance education, documenting that a student has logged into an online class is not sufficient by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- Student submission of an academic assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Posting by a student showing the student's participation in an online study group that is assigned by the institution
- Posting by the student in a discussion forum showing that student's participation in an online discussion about academic matters, and email from the student or other documentation showing that the student-initiated

contact with a faculty member to ask a question about the academic subject studied in the course.

Credit Hour

St. Luke's College/Morningside University defines a credit hour based upon the standard Carnegie unit for face-to-face course offerings (i.e., 3 hours of work, per credit offered, per week, for 15 weeks). At the undergraduate level, this equates to approximately 50 minutes of class time plus two hours of work outside of class per credit, per week for 15 weeks for 1 credit. Typical Morningside University undergraduate courses (including May Term courses) are worth 4 credits. There are some 1- or 2-credit courses, but no 3-credit courses for traditional undergraduate programs. For internships, research hours, externships, independent studies, tutorials, practicum, student teaching, hybrid and online courses, seat time equivalences are considered less appropriate measures. In these instances, credit hours are determined by the defined outcomes of the course and are verified by the quantitative and qualitative assessment of student learning. Thus, the evaluation of successful completion of a credit hour is affected by the type of learning experience and mode of delivery.

Course Load

The standard unit of work is the semester credit. A full-time student is one who is enrolled for at least 12 semester credits of classwork. The typical course load is 12-15 credit hours per 15-week semester. Students are encouraged to limit the credit hours during the summer term to around 9 credit hours. Exception: accelerated programs may have a higher course load per term.—A student will be withdrawn from the College if not continuously enrolled in a course and may reapply for admission. A student in a degree completion program may be withdrawn after three semesters of non-enrollment.

Grading System

1. Morningside University uses alphabetic characters to indicate levels of achievement in courses. Grades with + or - are recorded as follows:

GRADE		GRADE POINTS PER CREDIT
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
D-		0.7
F	Failure	0.0

2. The grades "W" and "WF" indicate withdrawal from a course before completion. A "W" is assigned for all withdrawals prior to the official withdrawal deadline, typically before the final four weeks of a fall or spring term; a "WF" is assigned if a total withdrawal takes place after the official withdrawal deadline. An "AW" is assigned for an administrative withdrawal before the last day to drop a class. An "AF" is assigned for an administrative withdrawal after the last day to drop a class. A "WF" and "AF" are computed in the grade point average (GPA) in the same manner as a grade of "F". A grade of "W" or "AW" does not affect the GPA.
3. The grades "X", "P", and "U" are automatically assigned according to the registration option selected by the

student. The “W” or “WF” is assigned by the Registrar upon notice of withdrawal by the student. The “AW” or “AF” is assigned by the Registrar upon notification by the administration. The “N” is assigned by the Registrar upon notification from the course instructor.

N	0.0 No Pass
W.....	0.0 Withdraw
WF.....	0.0 Withdraw Failing
AW.....	0.0 Administrative Withdrawal
AF	0.0 Administrative Withdrawal Failing
X	0.0 Audit
P.....	0.0 Passing
U	0.0 Continuing Education

- The grade point average (GPA) is computed by dividing the total number of grade points earned by the number of corresponding credits attempted. Designators “I”, “X”, “P”, “W”, “N”, “AW” and “U” are not included in the computation. The student’s grade point average will be recorded to two decimal places, e.g., 3.54. Pass/fail may also be accepted in the major or minor through the use of CLEP and CEEB with the permission of the appropriate Department Head. The pass/fail option may adversely affect student entrance to certain graduate or professional schools. Before electing the pass/fail option, the student should ascertain its impact on future educational objectives.

Grading Scale

A percentage grading scale is used for grading achievement in the specified courses. ALL courses taken at St. Luke’s College must be completed with a 78% (C) or better to be considered passing. This applies to all program-specific and General Education coursework. Each letter grade represents a range on the percentage scale and is assigned a grade point value.

A	92-100%	4.0
B+	90-91%	3.5
B	85-89%	3.0
C+	83-84%	2.5
C	78-82%	2.0
D+	76-77%	1.5
D	70-75%	1.0
F (Fail)	0-69%	0.0

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.

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:

- The need for the course audit will be established on an individual basis as determined by the Program Director of the student’s program and the course instructor.
- The customary course outlines and handouts for the class will be provided.

- Regular quizzes and examinations may be taken.
- Purchase of current textbooks for the class is optional.
- Participation in the class is encouraged.
- Audit fees will be one-half the regular tuition for the course.
- 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.
- Financial Aid will not be given.

Change of Grade

Students who question a grade should consult with the faculty member involved. Grade changes are only allowable for computational or recording errors. Under no circumstances may a faculty member accept work after the end of the semester. Any grade change, other than from an Incomplete, must be filed as a petition by the faculty member to the Academic Standards Committee no later than 30 days following the published date of the official opening of the next regular academic semester.

Grade Appeal Policy

When a student feels that the end-of-semester grade assigned by a professor is incorrect, the student has the right to appeal the grade. The appeal must be initiated within thirty days of the end of the semester.

The process for a grade appeal is:

- The student contacts the professor, in writing, stating his or her concern and a recommended resolution
- If the student and professor are in disagreement after they have communicated, the student may appeal the professor's decision to the Department Head. Both parties must submit written statements to the Department Head. The Department Head makes a ruling in the matter. All communications must be shared with all parties.
- If either party is dissatisfied with the result of the department chair's ruling, they may appeal to the Academic Standards Committee. All written statements must be forwarded to the committee, and the committee will make the final ruling.

Incompletes

An Incomplete may be given at the discretion of the instructor only when the student is unable to finish the work of a course because of grave circumstances beyond the student's control.

When the advisor submits the Incomplete form to the Registrar, a grade of Incomplete must be accompanied by a completed student/faculty contract detailing the work to be completed and deadlines for completion. Since an Incomplete could affect the awarding of financial aid, the contract must also be signed by the Director of Financial Planning. Incomplete grades must be completed and converted to a permanent grade no later than 30 days following the published date of the official opening of the next regular academic semester. Failure to complete the required coursework as a basis for conversion of the Incomplete to a permanent grade within the required period of time will result in automatic conversion to the grade of "F." A grade of Incomplete may be extended only until the end of the full semester which follows the term in which the "I" was given. (The summer does not count as a full semester.)

Academic Warning, Probation, Suspension, and Discontinuance

The Academic Warning, Probation, Suspension, and Discontinuance policy is designed to keep students on track to graduate in a reasonable time period (typically four years). At the end of a term, the academic record

of students who are on academic

warning, students who are on academic probation, and those students whose cumulative GPA is below the minimum required for graduation (2.00) will be evaluated by the Academic Standards Committee. **Please note that specific Nylen School of Nursing and Health Sciences programs may have additional GPA requirements to remain in good standing within the program.** The Committee may take any of the following actions:

- Give the student an academic warning
- Place the student on Academic Probation
- Continue the student on probation for an additional term
- Remove the student from probation
- Suspend the student for one or more terms before they can apply for readmission
- Discontinue the student for failure to meet academic standards.

ACADEMIC WARNING

Academic Warning is for students whose cumulative GPA is greater than the standards for probation, but whose term GPA is less than 2.00. Students on academic warning are encouraged to seek assistance from Academic Support Services and to meet with their advisers to develop a plan for improving their academic standing. Students who have a cumulative GPA greater than 2.00, but whose records indicate a marked decline in performance, may also receive an academic warning.

ACADEMIC PROBATION

When students are placed on academic probation, the Academic Standards Committee may set a grade point average that must be attained in subsequent terms if the student is to successfully progress toward graduation. The Committee may also recommend a maximum number of credit hours to be attempted in the next academic term. Students placed on probation must meet with their academic adviser prior to validation to review their class schedule, to set a goal for the semester GPA, and to learn about the mentoring program for probation students. They are also strongly encouraged to seek assistance from Academic Support Services. Other requirements may also be placed on students on probation. When a student's cumulative GPA improves to greater than the standards for probation, they will be removed from probation.

ACADEMIC SUSPENSION

Students who are placed on academic suspension for one or more terms may not enroll as a full-time student at St. Luke's College/Morningside University and will not receive financial aid during their suspension. They may enroll as part-time students at St. Luke's College/Morningside University during their suspension. If students on suspension enroll as part-time students, they will continue to be evaluated by the Academic Standards Committee at the end of each fall and spring term and are subject to additional committee actions. Suspended students must apply to be readmitted as full-time students. If a suspended student enrolls in college coursework elsewhere during the suspension, evidence of this coursework must be presented to St. Luke's College/Morningside University and may be used to determine whether or not to readmit the student.

APPEALING A SUSPENSION

Students who are suspended from St. Luke's College/Morningside University have the right to appeal the suspension based on extenuating circumstances. Those students whose appeals are approved can continue at the university, on probation, and are subject to the following terms:

- acceptance of a class schedule assigned by their academic adviser;
- weekly meetings with their academic adviser. If more than two of these meetings are missed prior to midterm, the student may be administratively withdrawn from all classes;
- mandatory class attendance in all classes. More than two unexcused absences in the first three weeks of the semester or more than two consecutive unexcused absences anytime during the semester may result in administrative withdrawal from all classes. Students are required to notify the instructor of the class before the class meets in order to qualify for an excused absence. Each instructor will apply

his/her standards for excused absences according to the syllabus.

PROBATION

Students placed on probation must meet with their academic adviser prior to validation to review their class schedule, to set a goal for the semester GPA, and to learn about the mentoring program for probation students.

DISCONTINUANCE

Students who are discontinued may not enroll at St. Luke's College/Morningside University and are ineligible for financial aid. Students who are discontinued may not reapply for admission to Morningside/St. Luke's College for at least five years after their discontinuance, and they may or may not be readmitted.

Standards for Decisions

A student whose cumulative GPA falls below the following standards will be placed on probation and may be subject to academic suspension.

St. Luke's College/Morningside University Credits Attempted Plus <u>Transfer Hours</u> <u>Completed</u>	St. Luke's/Morningside <u>Cumulative GPA</u>
12-18	1.60
18-36	1.80
More than 95	2.00

Any student in the first term of study at Morningside University/St. Luke' College who attempts at least 12 credits and achieves a GPA of less than 0.60 will be suspended.

Whether or not they have been on probation or suspension in previous terms, students are subject to discontinuance if they fail to attain the following cumulative GPA.

St. Luke's College/Morningside University Credits Attempted Plus <u>Transfer Hours</u> <u>Completed</u>	St. Luke's/Morningside <u>Cumulative GPA</u>
24-47	1.40
48-71	1.70
72-95	1.80
More than 95	2.00

Financial Aid

Students who receive financial aid are subject to different course completion requirements and academic standards for continuation of their aid. See the section on Financial Aid in this catalog.

Appeals

Students may appeal the decisions of the Academic Standards Committee. All appeals must be in writing to the Committee and explain the circumstances that the student believes justify an exception to the policy.

Request for a New GPA

Individuals who have been discontinued as students from Morningside University/St. Luke's College, or who have formerly been students at St. Luke's College/Morningside University and have not been enrolled at St. Luke's College/Morningside University for at least three years, may appeal to the Academic Standards Committee to begin a new St. Luke's College/Morningside University cumulative GPA. To be eligible for such an appeal, the student must first be readmitted as a full-time student, successfully complete at least 12 credits at Morningside/St. Luke's College with a term GPA of no less than 2.00 in the first term in which the student is readmitted, and have a cumulative GPA of no less than 2.00 at the end of that same term. Students who are approved to start a new cumulative GPA must complete no fewer than 30 credits at St. Luke's College/Morningside University under the new cumulative GPA in order to graduate.

The Academic Standards Committee will consider the student's previous cumulative GPA, any college-level coursework completed while the student was away from Morningside University/St. Luke's College, and the student's written appeal describing why starting a new GPA is appropriate in deciding whether or not to grant a new GPA. The appeal must document that a significant improvement in academic performance has occurred and that the current cumulative GPA would delay progress toward graduation. If a new GPA is granted, it would begin from the date that the student was readmitted. All previous courses at St. Luke's College/Morningside University would then be treated as transfer courses. That is, the credit hours would count toward graduation, but not be factored into the new cumulative GPA. All other policies regarding transfer courses would also apply to these courses.

NOTE: Students who are granted a new GPA are subject to immediate discontinuance if their new cumulative GPA falls below 2.00. A new GPA will not be granted more than once for any student.

Repeating a Course

A student may repeat a course either at Morningside/St. Luke's College or at another accredited institution. If the course is repeated at Morningside/St. Luke's College, the better grade will be used in calculating the current cumulative grade point average; all grades will appear on the transcript of record. If the course is repeated at another accredited institution, neither grade will be used in calculating the current cumulative grade point average. Once a student matriculates into their program, they must complete all required courses at Morningside/St. Luke's College. If a student is experiencing extenuating circumstances and is unable to complete/repeat a course at Morningside/St. Luke's College, they must petition to the Dean of the Nylen School of Nursing for approval to take the course elsewhere.

Students must repeat any required major course of study (i.e., NUR, RES, RAD) courses in which a minimum grade of "C" (78%) was not achieved. Courses may be repeated only once. The records of both the original and repeated courses will be retained on the student's transcript. Students who choose to repeat a course that they have already completed successfully at St. Luke's College and/or that has transferred successfully from an accredited institution must be informed that they will not be able to include such a course toward eligibility for financial aid.

Independent Study

Students may choose to take an Independent Study course. Independent study provides students with an opportunity to undertake a program of supervised reading, research, or artistic production not provided within existing courses. Independent study is open only to students who have attained junior or senior standing and have a cumulative GPA of at least 2.50. Independent study courses must be sponsored by a member of the faculty in the department within which the study is being conducted, or by a person designated by the head of that department, and must be undertaken with close faculty supervision and guidance both in defining the project and pursuing it to a satisfactory completion. A maximum of four credits will be allowed for any independent study course. A student may not take more than one independent study course in any semester or summer session. Students may use no more than three independent studies in any degree program.

Each independent study course must be approved by the faculty sponsor, the chair of the department in which the study is undertaken, the student's academic adviser, the Associate Vice President for Academic Affairs, and the Registrar.

Departmental Tutorials

Courses listed in this catalog and offered for credit may not be taken as independent study. In rare cases, class scheduling may preclude a student from taking a required course when it is offered. That student may elect a departmental tutorial, working individually with the instructor to earn credit for that course. Students must have achieved junior or senior standing to register for a departmental tutorial. A departmental tutorial will be approved only if there is an irreconcilable conflict between scheduled courses, both of which are needed for major, minor, or degree requirements, or if a course needed for such a requirement is not offered during the semester in which it is needed, and there has been and will be no reasonable opportunity for the student to take it when regularly offered. The number of credit hours must correspond to that officially listed for the course, and the tutorial must be taken from an instructor who normally offers the course.

A departmental tutorial must be approved by the instructor, the head of the department in which the course is offered, the student's academic adviser, the Associate Vice President for Academic Affairs, and the Registrar.

Neither the department nor the instructor is obligated to offer a course as a tutorial. A student may not take more than one such tutorial in any semester or summer session, nor more than three courses by tutorial in any degree program.

Withdrawal

A student who finds it necessary for any reason to withdraw from the university should make an appointment to see the Office of Student Life and complete an official withdrawal form. If this is not possible, the student should submit to the Office of Student Life a letter or email stating the reason for withdrawal.

If a student withdraws from the university before the end of a term, but prior to the official course withdrawal deadline, a grade of "W" is assigned to all courses. If the withdrawal from the university occurs after the official course withdrawal deadline, a "W" is assigned to each course in which the student has earned a passing grade at the time of withdrawal and "WF" to each course in which the student has earned a failing grade at the time of withdrawal. In the case of illness or other extenuating circumstances a dean may authorize a grade of "W".

If a student has no financial obligations to the university, an official transcript may be transferred, with the student's written request, to another institution. The student's withdrawal is noted on the transcript.

A student who simply leaves the university without officially withdrawing receives the grade of "F" in every course and cannot receive a refund of any portion of tuition or fees. If there is no financial obligation to the university, an official transcript may be transferred, with the student's written request, to another institution.

Administrative Withdrawal

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class. The university/college may administratively withdraw a student (totally or partially) who is not attending class, exhibits disruptive or unruly behavior, or is otherwise not demonstrating a serious academic effort. Administrative withdrawals through the final day to drop a class within that semester will receive a grade of "AW" in the course(s). Administrative withdrawals from a course after the final day to drop a class within that semester will be recorded with an "AF", which is computed as an "F".

Student Leave Policy and Withdrawals

Leave of Absence (LOA)

A leave of absence is a temporary separation from the university for a specific time period during which a program when a student is not in attendance. If approved, the duration of the leave will generally be one academic term. The LOA is a temporary situation and must not exceed a total of 180 days in any 12-month period. The 12-month period begins with the first day of the initial request. After one academic term of non-enrollment, any student who has not returned to the university will be withdrawn based on the date of the start of the leave of absence. There are two types of leaves of absence: voluntary and involuntary.

Voluntary Leave of Absence: A voluntary leave may be requested for personal (non-medical), financial reasons, medical, or academic. A student considering a voluntary leave of absence should consult their academic program, department, or school to discuss specific criteria for voluntary leave as well as the Business Office and Student Financial Planning Office to see how this decision may impact your student account balance and/or financial aid eligibility.

1. **Planned Leave of Absence:** Students should request their planned leave of absence prior to the beginning of the term they intend to be gone. Students applying for a planned leave of absence agree to complete any courses in the current term, understanding that if approved, the leave of absence will begin the following term.
2. **Immediate Leave of Absence:** An immediate or unplanned leave of absence is reserved for the unusual situation (non-medical) where a student is unable to complete the current term. Students may request an immediate leave of absence from the first day of classes through last day of classes.
 - a. If approved, the student will be coded as approved for leave of absence.
 - b. If denied, the student may
 1. continue with coursework as originally planned
 2. drop one or more courses to lighten their academic load
 3. withdraw from all coursework
3. **Medical Leave of Absence:** The university recognizes that students may experience health issues that significantly impact their ability to function successfully or safely in their role as students. In those situations, students may request a medical leave of absence, which, if granted, permits them to take a planned or immediate leave of absence so that they may receive treatment.
 - a. If approved, the student will be coded as approved for leave of absence.
 - b. If denied, the student may
 1. continue with coursework as originally planned
 2. drop one or more courses to lighten their academic load
 3. withdraw from all coursework

Involuntary Leave of Absence: The university may place a student on involuntary leave of absence when a student is unwilling or unable to request a voluntary leave of absence and when there is evidence to suggest that:

1. The student poses significant danger of imminent or serious harm to self or others, or to the property of the campus.
2. The student, although not posing the risk of imminent or serious harm to self or others, impedes the activities of other members of the campus community. Examples of such behavior include being disruptive to the environment or having needs which exceed the level of care and supervision the university can reasonably provide.
3. The student has a medical reason that will prevent them returning to the university in the foreseeable future.

An involuntary leave of absence may be executed at any time.

1. If an involuntary leave of absence is executed for the current term prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.

2. If an involuntary leave of absence is executed for the current term after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.

Approved Leave of Absence Process

The student will complete the [Leave of Absence Request Form](#). The request must be submitted prior to non-attendance unless unforeseen circumstances prevent the student from doing so. The LOA must be complete and the reason for requesting the LOA should be substantiated by the request form. The LOA request should give a reasonable expectation that the student will return from the LOA to complete classes. The student may submit additional supporting documentation as deemed appropriate. The following data must be provided on the LOA request:

1. Complete name
2. Student ID number
3. E-mail address
4. Degree program
5. Semester the LOA is being submitted for
6. Start and end date for the LOA
7. Current enrollment hours
8. Complete explanation for the LOA request

A Committee (made up of staff and/or faculty from the Registrar's Office, Business Office, Financial Aid Office, Academic Division, etc.) will review the LOA request and will either approve, deny, or request additional information. The student will be notified by University email of the decision. Appeals to the decision can be submitted to the Provost of the Institution.

The Student Financial Planning Office will review all financial aid and follow the appropriate procedures and requirements of the U.S. Department of Education, the Iowa Department of Education, and our Institution.

LOA and Direct Loans

Direct Loans for the student during the LOA may not be disbursed (34CFR 682604(c) (4)). A student who has an approved LOA remains in an in-school status. If the student does not return from the LOA, the school will report the last date of attendance as the approved start date of the LOA. Possible consequences of LOA may include but are not limited to: loss of grandfathering for certain Federal Loans, grace period for a Title IV program might be exhausted, etc.

Leave of Absence and Return of Title IV Funds

A student who has an approved LOA is considered to be attending school. A return of Title IV funds may not be required at the time of the LOA. If the student fails to meet the requirements of the LOA the student will be considered to have ceased attending classes. A return of Title IV funds will be completed with the last date of attendance being the approved start date of the LOA. If the student fails to meet Standards of Progress and receives all "F" grades, this will be considered a withdrawal for which a Title IV computation will be completed.

School charges for student on LOA

Students are considered to be continuously enrolled while on an LOA. As such, they are not assessed additional charges while they are on the LOA or once they return from the LOA. While students are not charged any additional charges in either case they may not also receive any additional Title IV monies for the period once they have returned. Students who are approved for the LOA during the first week of full-term courses or the first day of a May Term course, or the first three days of a summer term or second-half course will not be charged for tuition, fees, housing, or food, nor will any financial aid be disbursed.

Completion of Coursework upon return

The student is required to resume training at the same point in the academic program that he/she began the LOA. The student will complete all coursework from the approved date of the LOA. Additionally, the school must allow a student returning from an LOA to complete coursework that

he/she began prior to the LOA approval.

Transfer of Credit

Only credits earned at a regionally accredited college or university may be transferred to Morningside University. Only courses for which the student received the grade of “C-” (1.7) or better will be accepted as part of the general studies, major, or minor requirements. (Some state and national accreditation agencies require some departments to have higher minimum standards, e.g., nursing, health sciences). Courses that the student passed and received a grade of less than “C-” may be used as elective credits only. Failing grades will be calculated to determine financial aid status, but no failing grades will be transcribed.

Courses and corresponding grades that are eligible for transfer will be listed on the Morningside transcript but will not be included in any grade point calculations. Quarter hours do not transfer to exact semester credits. Equivalency in those cases will be determined by the Registrar with consultation, if necessary, with the Vice President of Academic Affairs and the relevant academic Department Head.

Credits earned at unaccredited institutions may be considered for transfer on a case-by-case basis, and the student will be expected to provide all requested documentation (e.g., syllabus, texts, instructor qualifications).

A maximum of 94 semester credits in transfer will be accepted from a 4-year institution toward an undergraduate degree. The degree completion program will accept a total of 94 transfer credits, and the Accelerated Bachelor’s of Science program accepts a total of 64 credits.

Courses satisfying general studies requirements or major/minor requirements in each degree program must be equivalent in methodology, subject matter, level of instruction, and requirements to the same, or similar, courses at Morningside/St. Luke’s College. The Registrar will determine equivalency in consultation with the Vice President of Academic Affairs and the heads of academic departments within which the courses are offered for credit.

Transfer Credit for Courses

Courses submitted for transfer credit must be equivalent in methods, subject matter, level of instruction, and requirements to the Morningside/St. Luke’s College courses. The Registrar will determine equivalency in consultation with the Provost and the heads of the academic departments involved as necessary.

Courses submitted as transfer credit for open electives are not subject to the “equivalency test.” They are, however, subject to approval by the Vice President of Academic Affairs and the Registrar. The transfer student must meet the minimum of 120 semester credits required for a baccalaureate degree from St. Luke’s College.

Final Examinations Policy

Final exams occur during the last few days of each semester. All classes should meet during the final exam period—even those in which no exam is given. A 2-hour block is designated for each exam period. The exam schedule is on the Registrar’s Office website. It is the responsibility of all students to be properly informed as to the time and place for each of their final exams.

The following guidelines are used for Exam Week:

1. All final examinations must be given during the final exam period.
2. Instructors are not required to give final exams; however, the final exam class period must be used for regular class instruction or some other class activity.
3. All classes scheduled at traditional times throughout the day are assigned one exam class period during

finals.

4. Evening classes are scheduled for exams at their regular meeting times.
5. Extracurricular activities may not be scheduled during the final exam period. These activities include athletic events, trips, dramatic productions, operation of the campus radio station, music recitals, faculty committee meetings, student organization activities, and other similar activities.
6. Students who have three final exams scheduled on the same day may request an alternate makeup final examination time from one of their instructors. If a student has two or more final exams scheduled for the same exam period, they also may request a makeup final examination time from their instructor.
7. Faculty seeking to change the time for which a final exam is scheduled must receive prior approval by the Office of Academic Affairs, which will be given in only the most extreme of circumstances.
8. Student requests to change final exam times must be approved by the Associate Vice President for Academic Affairs, and will be granted in only the most extreme of circumstances. Travel plans, job interviews, family events, or other personal reasons do not constitute valid excuses.

ACADEMIC HONORS

Graduation Honors

The honors standards for the College are based on Cumulative Grade Point Average (GPA) as follows:

Cum Laude: 3.50-3.70 GPA
Magna Cum Laude: 3.71-3.89 GPA
Summa Cum Laude: 3.90-4.00 GPA

The College does not round GPA's when calculating honors. Recognition of honors will be given to outstanding associate and bachelor's degree students. Students, who have earned honors based upon the cumulative GPA from the semesters prior to graduation, will be publicly recognized the day of the commencement. Earning either distinction will result in communication with the student from the college. This distinction will be shared via social media and the college website. Students who do not wish to have this information published must notify the Student Services office in writing no later than one week after the beginning of the semester.

SPECIAL COURSES

Internships

Many departments offer internships for credit as listed in the following departmental offerings. The Department Head in a student's major or minor can provide further information. In contrast to an independent study, an internship centers on practical experiences in the world of professional work. These courses provide students the opportunity to apply previous classroom theory to professional situations; an internship must, however, also include an opportunity to reflect on experience through discussion and writing. Since internships are designed to meet genuine needs in public or private sectors of society, the project must first earn the support of the sponsoring agency or individual before the registration process may be completed. An intern must normally have an on-site supervisor in addition to a faculty supervisor.

Students entering an internship will file with the Registrar a Proposal for Internship Study (available at the Office of the Registrar) within the add/drop period (approximately the first week of classes) of each full semester, and before the last day to add for the Summer Session.

INTERNSHIP GUIDELINES

Internships are assigned from 1 to 8 credit hours. A student may take more than one internship, but no more than 8 credits of internship may apply toward the 124 credit hours required for graduation. For students completing a second degree, no more than 10 credits of internship may apply toward the required 160 credits for graduation. To register for an internship, a student must have sophomore standing or have completed at least one semester at St. Luke's/Morningside University. Students must minimally be in good academic standing (not on academic probation) to register for an internship. Departments may require higher academic standards. Students are expected to complete a minimum of 40 hours of field experience for each credit hour earned. The student and faculty supervisor are responsible for the academic soundness of the proposal. A student may undertake an internship in any field of study. Internships will be graded in accordance with standard letter grade policy. Internships may begin and end at any time during the academic year or summer. The student should register for the term during which the majority of the work will be completed. Internship proposals will have an established amount of credit, a description of the experience, a statement of the educational objectives, and a means of evaluation.

International students must be authorized by a Designated School Official (DSO) prior to the start of any internship or academic learning experience.

Department of Associate of Science in Nursing Education (ASN)

Mission

St. Luke's College provides quality, health system-based nursing education building on prior experience, knowledge, and skills of individuals. Learners are prepared to think critically to coordinate competent and compassionate client care to improve the health and health care delivery in a multicultural and evolving world.

Philosophy

Health:

Health is defined as an individual's perception of physical and psychological well-being. It is a dynamic state influenced by internal and external factors, including, biological and environmental elements. Health reflects an individual's optional level of functioning which is influenced by the profession of nursing.

Environment:

The ever-changing, global environment that influences the internal and external factors surrounding and affecting individual's and group's overall health.

Nursing:

The profession of nursing employs the sciences to guide cares with the goal of health promotion and maintenance. Nurses, individually and in collaboration with other health care professionals, provide holistic health care of individuals and groups through the application of knowledge. Nursing advocates an ethical, legal, and regulatory framework, ensuring quality in the care of individuals, families, groups, and populations.

Education:

Nursing education consists of evidence-based teaching strategies promoting critical thinking, clinical reasoning, and application of knowledge in caring for the complex and diverse client. Education is a self-directed, yet interactive lifelong process empowering learners to promote health and contribute to the profession of nursing.

Person:

Person is viewed as a unique, multi-dimensional individual who has the capacity to care and promote health in oneself and others. Each person encompasses the richness of one's diverse culture and background allowing the ability to interact and facilitate positive change in others.

Student & Faculty:

Students are unique with individual knowledge, skills, and attitude influenced by their cultural background and life experiences. They are active partners engaged in the learning process.

Faculty facilitate a supportive and caring educational environment to encourage the development of students' full potential. The student-faculty collaboration is designed to achieve educational outcomes with the goal of preparing and enriching individuals for practice in contemporary health care environments.

Program Goals

St. Luke's College Department of Associate of Science in Nursing Education will:

- Offer a program of excellence, employing critical thinking in general and nursing education to meet the needs of diverse learners.

- Provide graduates with the skills and knowledge for successful completion of the national registered nurse licensure examination.
- Prepare graduates to function as beginning nurse generalists.
- Meet the preparatory educational expectations of the graduate and employer.

Graduate Outcome

Upon completion of the program of study, the graduate will possess the abilities of a safe beginning generalist and will:

- Perform caring nursing actions with competence and cultural sensitivity in diverse settings.
- Establish effective communication to promote a therapeutic environment with clients, significant support person(s), and the health care team.
- Interact collaboratively in education, assumption of responsibilities, problem resolution, and achievement of client outcomes.
- Demonstrate professionalism in the practice of nursing within ethical, legal, and regulatory guidelines.
- Manage the resources of the healthcare setting by prioritization, delegation, coordination, and supervision of client care activities directed at promoting, maintaining, and restoring health.
- Make clinical judgments based on assessment findings and evidence-based information.

General Education 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

Background Check/Drug Testing

To maintain a safe patient care environment while fulfilling regulatory requirements, all students will be subject to a criminal background check prior to clinical education components of the nursing program. Students found to have a criminal record may be excluded from participating in enrollment or clinical experiences.

It is the student's/applicant's responsibility to complete the necessary paperwork. Fees may be at the responsibility of the student.

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

Drug testing and background checks may be administered at any time by request of a clinical site, faculty, or program director.

Criminal History Checks on Nursing Students: Iowa Administrative Code 147.3 Qualifications:

This Code requires that, effective February 11, 2015, 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. The Board of Nursing may consider the past criminal record of an applicant if the conviction

relates to the practice of the nursing profession and will make the final decision regarding licensure. Information pertaining to individual criminal records prior to completion of an education program cannot be obtained from the Iowa Board of Nursing. 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.

For an individual to become a licensed nurse in Iowa, the person must first graduate from a state board approved nursing program. Questions concerning acceptance into a nursing program, due to history of a criminal conviction(s), will need to be addressed by the nursing program.

Iowa Administrative Code 655(2.13(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 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.

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 graduate is eligible to take the National Council Licensure Examination (NCLEX). The NCLEX-RN is a computerized adaptive test designed to assess the knowledge, skills, and abilities necessary to enter 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 graduate should select a testing location and time after receiving authorization to test. Examination results are available only from the board of nursing to which the candidate has applied for licensure. Passage of the NCLEX-RN is required for licensure and to practice as a registered nurse. Each board of nursing has a retake policy indicating the minimum time frame between testing dates.

Enrolled students are expected to report all child abuse, dependent adult abuse, or criminal activity (any offenses except traffic violations) in which they are involved, to the Associate Dean of Nursing at St. Luke's College within two business days of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program. The student understands that they may be unable to participate in clinical experiences due to the criminal charges. If the student is unable to participate in clinical experience, this may lead to dismissal from the program. The department clinical coordinator will work with the clinical sites to ensure compliance as directed by the clinical site agreements. Students are responsible for any fees.

Prerequisite Requirements

College prerequisites are established to facilitate the appropriate 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) who licensure is currently suspended, surrendered or revoked in any U.S. jurisdiction or (c) whose license/registration is currently suspended, surrendered, or evoked in another country due to disciplinary action may not take the clinical component of nursing courses. Students must notify the Associate Dean of Nursing Education if they are in violation of this code.

Refresher Experience

Any student who has had a break in the progression of the nursing program may be required to

complete a no credit clinical refresher experience. A fee will be assessed for this refresher experience.

Suggested Full-Time Course Schedule

Semester I	Credit Hours
NUR100 Introduction to Nursing	1
NUR102 Nursing Skills	2
NUR103 Fundamentals of Nursing	7
ENG108 English Composition	3
PSY106 General Psychology	3
BIO201 Anatomy and Physiology I.....	4
	20
Semester II	
NUR211 Medical Surgical Nursing I.....	5
NUR213 Medical Surgical Nursing II.....	5
BIO202 Anatomy & Physiology	4
	14
Summer Session	
PSY120 Developmental Psychology	3
NUT212 Nutrition	3
SOC104 Sociology.....	3
	9
Semester III	
NUR221 Medical Surgical Nursing III.....	5
NUR223 Medical Surgical Nursing IV.....	5
BIO218 Microbiology.....	4
	14
Semester IV	
NUR231 Role Transition.....	1
NUR233 Advanced Nursing	9
NUR241 Nursing Practicum	2
PHI220 Ethics	3
	15
ASN Core Credits	42
General Education Core Credits.....	30
Total Program Credits	72

Department of Accelerated Bachelor of Science in Nursing Education (ABSN)

Department of Nursing Education Mission

St. Luke's College provides quality, health system-based nursing education building on prior experience, knowledge, and skills of individuals. Learners are prepared to think critically to coordinate competent and compassionate client care to improve the health and health care delivery in a multicultural and evolving world.

Department of Nursing Education Philosophy

Health: Health is defined as an individual's perception of physical and psychological well-being. It is a dynamic state influenced by internal and external factors, including biological and environmental elements. Health reflects an individual's optimal level of functioning which is influenced by the profession of nursing.

Environment: The ever-changing, global environment that influences the internal and external factors surrounding and affecting individual's and group's overall health.

Nursing: The profession of nursing employs the sciences to guide cares with the goal of health promotion and maintenance. Nurses, individually and in collaboration with other health care professionals, provide holistic health care of individuals and groups through the application of knowledge. Nursing advocates an ethical, legal, and regulatory framework, ensuring quality in the care of individuals, families, groups, and populations.

Education: Nursing education consists of evidence-based teaching strategies promoting critical thinking, clinical reasoning, and application of knowledge in caring for the complex and diverse client. Education is a self-directed, yet interactive lifelong process empowering learners to promote health and contribute to the profession of nursing.

Person: Person is viewed as a unique, multi-dimensional individual who has the capacity to care and promote health in oneself and others. Each person encompasses the richness of one's diverse culture and background allowing the ability to interact and facilitate positive change in others.

Student & Faculty: Students are unique with individual knowledge, skills, and attitudes influenced by their cultural background and life experiences. They are active partners engaged in the learning process.

Faculty facilitate a supportive and caring educational environment to encourage the development of students' full potential. The student-faculty collaboration is designed to achieve educational outcomes with the goal of preparing and enriching individuals for practice in contemporary health care environments.

Accelerated BSN Program Goals

St. Luke's College Accelerated Bachelor of Science in Nursing Education program will:

1. Offer a program of excellence fostering evidence-based practice and clinical judgement in nursing education.
2. Provide graduates with the skills and knowledge for successful completion of the national registered nurse licensure examination.
3. Promote a climate of inquiry, self-efficacy, empowerment, and professionalism, establishing the foundation for life-long learning and service.
4. Create a nurturing environment, promoting self-care, resilience, and well-being.

Accelerated BSN Graduate Outcomes

St. Luke's College Accelerated Bachelor of Science in Nursing Education program will:

1. Exemplify competence in the provision of compassionate, person-centered, culturally sensitive care to diverse individuals, families, communities, and populations across the lifespan and throughout the healthcare continuum.
2. Demonstrate effective communication using a variety of modalities in practice, education, and leadership settings.
3. Embrace the value of life-long learning and professional behaviors integrating altruism, integrity, social justice, and respect for diversity and human dignity.
4. Establish intentional collaboration to strengthen outcomes in the delivery of evidence-based person, family, and community-centered care.
5. Utilize knowledge, skills, and technology in leadership, quality improvement, health promotion, and safety to provide cost-effective quality healthcare.
6. Manage resources in healthcare through prioritization, delegation, and coordination of care directed at promoting, maintaining, and restoring health.
7. Integrate evidence-based practice and clinical judgement into the holistic care of individuals, families, communities, and populations across the lifespan and throughout the healthcare continuum.

ABSN transfer credit requirements

Required	Credits	Required	Credits
Natural Sciences & Math		Social & Behavioral Sciences	
Anatomy & Physiology I	4	General Psychology	3
Anatomy & Physiology II	4	Developmental Psychology	3
Microbiology	4	Sociology (Intro)	3
Nutrition	3	Ethics	3
Elective	3	Elective	15
Total	18	Total	27
Humanities		Other elective in either Natural Science, Math, Social Sciences, Humanities	
English	3	Elective	4
Elective	12		
Total	15	Total	4
Transfer			64
ABSN Core			56
Total			120

Background Check/Drug testing

To maintain a safe patient care environment while fulfilling regulatory requirements, all students will be subject to a criminal background check prior to the start of St. Luke's College nursing courses. Students found to have a criminal record may be excluded from participating in clinical experiences enrollment. Students with a criminal record, if allowed to enroll, may be eligible for licensure or certification.

To maintain a safe patient care environment while fulfilling regulatory requirements, all students will be subject to a criminal background check prior to clinical education components of the nursing program. Students found to have a criminal record may be excluded from participating in enrollment or clinical experiences.

It is the student's/applicant's responsibility to complete the necessary paperwork. Fees may be at the responsibility of the student.

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

Drug testing and background checks may be administered at any time by request of a clinical site, faculty, or program director.

All results will remain confidential.

Criminal History Checks on Nursing Students: Iowa Administrative Code 147.3 Qualifications:

This Code requires that, effective February 11, 2015, 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. The Board of Nursing may consider the past criminal record of an applicant if the conviction relates to the practice of the nursing profession and will make the final decision regarding licensure. Information pertaining to individual criminal records prior to completion of an education program cannot be obtained from the Iowa Board of Nursing. For questions regarding this matter, individuals should contact the Iowa Board of Nursing, Enforcement Division at (515) 281-6472, or the Board of Nursing in the state of initial licensure.

For an individual to become a licensed nurse in Iowa, the person must first graduate from a state board-approved nursing program. Questions concerning acceptance into a nursing program, due to a history of criminal conviction(s), will need to be addressed by the nursing program.

Iowa Administrative Code 655(2.13(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 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.

Enrolled students are expected to report all child abuse, dependent adult abuse, or criminal activity (any offenses except traffic violations) in which they are involved to the Associate Dean of Nursing at St. Luke's College within two business days of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program. The student understands that they may be unable to participate in clinical experiences due to the criminal charges. If the student is unable to participate in clinical experience, this may lead to dismissal from the program. The department clinical coordinator will work with the clinical sites to ensure compliance as directed by the clinical site agreements. Students are responsible for any fees.

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 graduate is eligible to take the National Council Licensure Examination (NCLEX). The NCLEX-RN is a computerized adaptive test designed to assess the knowledge, skills, and abilities necessary to enter 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 graduate should select a testing location and time after receiving authorization to test. Examination results are available only from the board of nursing to which the candidate has applied for licensure. Passage of the NCLEX-RN is required for licensure and to

practice as a registered nurse. Each board of nursing has a retake policy indicating the minimum time frame between testing dates.

Prerequisite Requirements

College prerequisites are established to facilitate the appropriate 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) who licensure is currently suspended, surrendered or revoked in any U.S. jurisdiction or (c) whose license/registration is currently suspended, surrendered, or evoked in another country due to disciplinary action may not take the clinical component of nursing courses. Students must notify the Associate Dean of Nursing Education if they are in violation of this code.

Accelerated Bachelor of Science in Nursing Plan of Study

	Course Name	Credits
Semester 1 Spring	NUR300: Nursing Fundamentals	5
	NUR305: Nursing Health Assessment	2
	NUR315: Medical-Surgical Alterations in Nursing 1	6
	NUR320: Pharmacology	3
	BIO321: Pathophysiology	3
	NUR330: Professional Concepts 1	2
	Total	21 credits
Semester 2 Summer	NUR335: Medical-Surgical Alterations in Nursing 2	6
	NUR345: Maternal Child Nursing	6
	NUR350: Professional Concepts 2	2
	NUR410: Introduction to Nursing Research and Evidence Based Practice	3
	Total	17 credits
Semester 3	NUR400: Medical-Surgical Alterations in Nursing 3	6
	NUR405: Mental Health Nursing	3
	NUR415: Community Health Nursing	4
	NUR430 Professional Concepts 3	2
	NUR440: Practicum	3
	Total	18 credits
Program Total		56 Credits

Department of Imaging Sciences Education

Mission

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.

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.

Goals

- Students will demonstrate clinical competency in the delivery of medical imaging.
- Students will use effective communication skills.
- Students will illustrate critical thinking skills.

Student Learning Outcomes

- Students will apply positioning skills to accurately demonstrate anatomical structures.
- Students will apply the principles of radiation safety.
- Students will demonstrate effective oral communication skills.
- Students will develop and apply effective written communication skills.
- Students will critique images for proper evaluation criteria.
- Students will perform non-routine radiographic imaging.

Program Effectiveness Outcomes

- Graduates will pass the ARRT examination.
- Students will complete all program requirements of the 21-month program.
- Graduates will be employed after graduation.
- Graduates will acknowledge that their knowledge and skills meet the expectations of employers.
- Employers will be satisfied with the knowledge and skills of the program graduates.

ARRT Eligibility

Good moral of 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 predictor of future behavior.

A conviction of a felony, gross misdemeanor or misdemeanor is a violation of the Standards of Ethics (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. 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

General Education Course Requirements

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

- BIO201 Anatomy and Physiology I
- BIO202 Anatomy and Physiology II
- BIO220 Radiobiology
- ENG108 English Composition
- MAT111 College Algebra
- PHI220 Ethics
- PSY106 General Psychology

Advanced Imaging Modality Internships

The Department of Imaging Sciences offers Advanced Imaging Internships for licensed, registered radiologic technologists. Internship programs are available in the following medical imaging modalities:

- Computerized Tomography (CT)
- Sonography
- Mammography
- Magnetic Resonance Imaging (MRI)

Contact the Program Director for additional information about these internships opportunities

Radiology Program of Study

Suggested Full Time Course Schedule:

Semester I Credit Hours

RAD100 Introduction to Radiology & Patient Care	2
RAD103 Radiographic Procedures & Pathology I.....	4
RAD105 Fundamentals & Radiographic Physics	3
RAD108 Clinical Practicum I.....	3
BIO201 Anatomy & Physiology I.....	4
ENG108 English Composition.....	3
	<u>19</u>

Semester II

RAD123 Radiography Procedures & Pathology II.....	4
RAD127 Radiographic Imaging & Fundamentals	4
RAD128 Clinical Practicum II.....	4
BIO202 Anatomy & Physiology II	4
MAT111 College Algebra	4
	<u>20</u>

Summer Term

RAD203 Radiographic Procedures & Pathology III	1
RAD205 Radiographic Imaging.....	1
RAD208 Clinical Practicum III.....	3
RAD210 Radiologic Pharmacology	<u>1</u>
	6

Semester III

RAD224 Image Critique I.....	2
RAD227 Advanced Radiographic Imaging.....	4
RAD228 Clinical Practicum IV	5
BIO220 Radiobiology.....	3
PSY106 General Psychology... ..	<u>3</u>
	17

Semester IV

RAD230 Seminar.....	3
RAD231 Modality Imaging.....	2
RAD234 Image Critique II.....	2
RAD238 Clinical Practicum V.....	5
PHI220 Ethics.....	<u>3</u>
	15

Total Imaging Sciences Core Credits	53
Total General Education Core Credits	24
Total Program Credits	<u>77</u>

Department of Respiratory Care

Mission

The mission of the Department of Respiratory Care Education is to produce graduates who have demonstrated the cognitive, psychomotor, and behavioral skills as required of a registered respiratory therapist.

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 or 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

- To prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Background Check/Drug Testing/Health Screens

It is the policy of St. Luke's College that background checks and drug testing will 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. Fees may be the responsibility of the student.

The background check is performed during the fall semester of the first year. Records are checked in all counties where the student has lived in the past seven years. In addition to a background check, records are reviewed for adult and child abuse and the sex offender registry is checked. If the checks reveal a record, the student may not be allowed to enter clinical rotations or participate in the classroom in the spring semester. It is the responsibility of the student to reveal any incidents that are likely to be found on a background check. In the event that the background

check reveals any undisclosed information, disciplinary action may be taken. The student will be counseled on future ramifications based on these findings. Convictions that would prevent progression in the program included but are not limited to the offenses listed below:

- Crimes in which a person is harmed including murder, manslaughter, or assault
- The sale of drugs for profit
- Any crime in which a child is harmed
- Theft
- Multiple OWI's
- Multiple misdemeanors

All results are evaluated on a case-by-case basis.

In the event a student has an offense listed above, or when there is a question as to whether an offense could prevent a student from obtaining a license in a particular state, the student will be expected to contact the particular state's licensure board for direction. Results of the communication must be shared with the program director.

Drug testing is performed for fall semester of the first year. In the event a student tests positive for drugs, they may not be allowed to continue in clinical rotations. Any prescribed medications may require additional information from the prescribing physician for completion of the drug test.

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

Results may be released to those clinical sites that require the information be submitted to them. Drug testing and background checks may be administered at any time by request of a clinical site, faculty, or program director.

Students are required to attend clinical rotations at Children's Nebraska in Omaha, NE during their final semester. Per Children's requirements, students are to have a Hepatitis B vaccination series and a positive (reactive) titer in order to attend clinical rotations. If the student's titer is negative, the student is expected to begin a second vaccination series. The vaccinations are at the student's expense. This should be completed prior to the final semester.

General Education Course Requirements

The following general education courses are required for the respiratory care program:

	Credits
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Introduction to Sociology.....	3
General Psychology	3
English composition.....	3
Ethics	3
Microbiology	4

Advanced Placement

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

- Hold a valid state license to practice respiratory care.
- Obtain a letter for 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 of Science degree program, the individual must meet the following criteria:

- Completion of all general education courses in the curriculum.
- Completion of all respiratory care coursework in the second year of the curriculum.
- Completion of all graduation requirements listed in the handbook.

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.

Eligibility for Licensure

Licensure policies vary by state. In general, a student with a felony conviction, or a crime against a person, including but not limited to abuse, may have difficulty in obtaining a state license. An individual application is reviewed on a case-by-case basis. The decision is not made until the individual makes an application for a license to practice respiratory care. Applicants with felony convictions, child/adult abuse, any assault convictions and/or theft of any kind are encouraged to contact the licensing agency in the state in which they wish to practice.

Sources of Information

American Association for
Respiratory Care (Information about
the Respiratory Care profession)
16479 Dallas Parkway Ste 420
Addison, TX 75001
1-972-243-2272
www.aarc.org

Commission on Accreditation for Respiratory Care
(Information on program accreditation and
program outcomes) 264 Precision Blvd.
Telford, TN 37690
1-817-283-2835
www.coarc.com

National Board of
Respiratory Care
(Information about
credentialing exams)
10801 Mastin Street,
Suite 300 Overland Park,
KS 66210
1-888-341-4811
Nbrc-info@nbrc.org

Respiratory Care Plan of Study

Suggested Full Time Course Schedule:

Semester I	Credit Hours
RES101 Fundamentals of Respiratory Care I	3
RES102 Cardiopulmonary Anatomy and Physiology	3
RES103 Introduction to Respiratory Care	3
RES104 Respiratory Care Science	1
RES120 Clinical Practice I.....	1
ENG108 English Composition I.....	3
BIO201 Anatomy and Physiology I.....	4
	18
Semester II	
RES105 Fundamentals of Respiratory Care II	4
RES106 Respiratory Pharmacology	3
RES107 Respiratory Disease	3
RES121 Clinical Practice II.....	3
BIO202 Anatomy and Physiology II.....	4
	17
Summer Session	
RES208 Fundamentals of Respiratory Care III	4
RES222 Clinical Practice III.....	2
SOC104 Sociology.....	3
	9
Semester III	
RES209 Cardiopulmonary Monitoring	3
RES210 Neonatal/Pediatric Respiratory Care.....	4
RES223 Clinical Practice IV	4
BIO218 Microbiology.....	4
PSY106 General Psychology	3
	18
Semester IV	
RES211 Critical Care	2
RES212 Comprehensive Respiratory Care.....	3
RES224 Clinical Practice V	6
PHI220 Ethics	3
	14
Total Credits for program:	
Respiratory Care Core Credits	52
General Education Core Credits	24
Total Program.....	76

Department of Bachelor of Health Sciences Education Online (BHS)

Mission

St. Luke's College provides contemporary health sciences education for learners who wish to develop careers in government, private, and non-profit organizations.

Philosophy

The St. Luke's College Health Sciences Program strives to build and sustain a respectful and nurturing environment for a community of learners who wish to develop professional competence as leaders in health care environments. We wish to develop leaders open to change and continuous learning; to enhance personal growth and development; to facilitate self-actualization; and to reform organizations and society.

Program Outcomes

St. Luke's College Department of Health Sciences will:

- Foster an environment of collaboration and cultural sensitivity.
- Provide opportunities to develop leadership skills through academic inquiry, partnership, service, and advocacy.
- Promote a climate of compassion, empowerment, and professionalism.
- Create learning opportunities that encompass political, social, legal, and ethical issues that impact health care practices.
- Provide a foundation for lifelong learning.

Graduate Outcomes

BHS program graduates will possess the competencies required to:

- Communicate and write effectively in health care.
- Analyze the legal, ethical, and political environments that influence health care policy.
- Evaluate and apply problem-solving and decision-making skills.
- Demonstrate leadership skills in the health care setting.
- Demonstrate critical thinking in evaluating, modifying, and implementing organizational goals.

Course Requirements

The following courses are required for the BHS Program:

- ENG315: Communication for Health Care Professionals
- HCB315: Business Management in Health Care
- HCB325: Health Care Finance
- HCD335: History of Health Care Systems
- HIT301: Informatics in Health Care
- HSC310: Education in Health Care
- HSC420: Evidence Based Practice in Health Care
- LDR311: Leadership in Health Care
- LDR321: Law & Ethics in Health Care
- LDR331: Strategic Decision Making
- LDR441: Health Policy & Leadership
- LDR431: Independent Research Project
- MAT321: Statistics I

Students must complete 9 credit hours of electives and the last 30 credit hours must be taken

at St. Luke's College. The following courses are electives for the BHS program:

- BIO321: Pathophysiology
- HCB415: Quality Management Systems
- HSC410: Health Promotion and Disease Prevention
- LDR421: Leadership: Power and Voice
- Mat421: Statistics II
- SOC330: Culture and Diversity in Health Care
- SOC320: Death, Dying and Grief

Prerequisite Requirements

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.

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. Fees may be at the responsibility of the student.

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.

Drug testing and background checks may be administered at any time by request of the clinical site, faculty, or Associate Dean of Institutional Effectiveness/Health Professions.

Department of Medical Laboratory Science Education

Goals

- To provide an educational program in accordance with standards established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- To maintain a curriculum and standard of academic education consistent with criteria acceptable for a college program culminating in a baccalaureate degree.
- To provide the community and region with qualified medical laboratory scientists.
- 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 follow the current regulations of the Rehabilitation's Act, the American Disabilities Act, Civil Rights Act, and the Standards of NAACLS. The Medical Laboratory Science program requires that all applicants read and sign the form at the time of application.

Affiliated Colleges and Universities

- Briar Cliff University, Sioux City, IA
- Dordt University, Sioux Center, IA
- Minnesota State University, Mankato, MN
- Morningside University, Sioux City, IA
- Mount Marty University, Yankton, SD
- North Dakota State University, Fargo, ND
- Northwestern College, Orange City, IA
- Southwest Minnesota State University, Marshall, MN
- University of South Dakota, Vermillion, SD
- 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:

- 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.
- Develop and analyze test systems and interpret findings.
- Demonstrate proficiency in clinical decision-making, analysis, evaluation, and interpretation of compliance with applicable regulations.
- Demonstrate a desire of continuing education and professional development.
- Participate in quality assessment/performance improvement and system for continuing improvement of the clinical laboratory and patient care.
- 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.
- Participate in the management financial, operational, material, and human resources which leads to a cost-effective, high-quality laboratory environment.

- Demonstrate possession of knowledge and skills to effectively use information management in the timely, accurate, and cost-effective reporting of laboratory-generated information.
- Demonstrate possession of knowledge of principles of research design/practice.
- Participate in education and training of laboratory and healthcare professionals and supportive personnel.
- 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 and/or molecular biology, microbiology, immunology (2 credit hour content minimum). 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 requirements.

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

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 an application, however they will be evaluated and considered only after the candidates with GPA's 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 component of the program.

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

The program follows a rolling admissions process, with spring and summer start dates and no established application deadline; applications are accepted and reviewed until enrollment is filled with qualified applicants. An application can be accessed from the Medical Laboratory Science Education section of the St. Luke's College website.

Advanced Placement

The student with previous clinical laboratory experience (CLA-C, MLT-AD) will be evaluated on an individual basis and will have to demonstrate competency 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 their educational background by researching and developing special tests and instrument 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 program orientation.

Grade Scale

Each letter grade represents a range on the percentage scale and is assigned a grade point value.

A	92-100%	4.0
B+	90-91%	3.5
B	85-89%	3.0
C+	83-84%	2.5
C	78-82%	2.0
D+	76-77%	1.5
D	70-75%	1.0
F (Fail)	0-69%	0.0

Criminal Background Check

A passed criminal background check will be required prior to clinical participation. The student is responsible for all costs associated with the criminal background check.

Course Descriptions

**Detailed course objectives are available from the Program Director upon request.

Suggested Semester

Major Subjects:

Range of Credit Hours

Clinical Microscopy/Urinalysis

2-3 sem. hrs.

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 or renal function in health and disease.

Clinical Hematology/Coagulation

5-8 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

8-12 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

2-3 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

8-12 se. 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 analysis of special body fluids such as amniotic, synovial, cerebrospinal, and pleural

fluids. Includes special procedures utilized for toxicology, endocrinology, and immunoassay.

Clinical Immunoematology

4-6 sem. hrs.

Lecture, supervised laboratory instruction, quality control, instrumentation, computer applications, and experience in theory and practice of immunoematology as applied to blood transfusion, component therapy, autoimmune diseases, immunologic diagnostic procedures and blood component preparation and administration.

Specialized Units (Specialized Topics)

Introduction to Medical Laboratory Science

0-1 sem. hrs.

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 paraprofessionals.

Computer application 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-Hasselbalch equation, enzyme activity, renal clearance, hematology calculations. Principles and practice of quality assurance. Includes statistical techniques, method evaluation, and pipette calibration.

Management and Supervision

0-4 sem. hrs.

Lecture and/or seminars on theory and techniques of laboratory-oriented management practices utilized in planning, organizing, directing, controlling, and supervising a clinical laboratory facility.

Education Methodologies

0-4 sem. hrs.

Lecture 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

0-1 sem. hrs.

Faculty-guided study, research, scientific writing, case study presentation and/or projects in specialty area(s) of medical laboratory science.

Total Semester credit hours

40 sem. hrs.

Course Descriptions

General Education

BIO201: Anatomy and Physiology I.....CREDITS: 4

This course will provide students 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, structures, and organs of the different systems will be presented.

Includes a laboratory component.

BIO202: Anatomy and Physiology II.....CREDITS: 4

Prerequisite: BIO202

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.**

BIO220 RadiobiologyCREDITS: 3

This course will present the effects of ionizing radiation on biological molecules, cells, and systems, including mutagens and genetic diseases. The course will provide a fundamental knowledge of the mechanisms and biological responses to ionizing radiation. The course will also develop the ability to make objective decisions regarding the risks and benefits of ionizing radiation use in a variety of health care applications. Associated readings will be integrated into this course.

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

This course emphasizes properties of functions and relationships. Linear, polynomial, exponential, logarithmic and inverse functions, composition of functions, absolute value, theory and systems of equations, complex numbers, matrices, sequences, and the binomial theorem are covered. Graphing calculators are required.

NUT212 Nutrition CREDITS: 3

The course covers the principles of nutrition and their relationship to health and wellness throughout the life cycle. The socioeconomic, cultural, and psychological factors that 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

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 CREDITS: 3

Prerequisite: PSY106

This course examines theories and issues of normal human development across the lifespan. Research related to different age groups is reviewed.

SOC104 Sociology CREDITS: 3

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

Department of Associate of Science in Nursing Education

NUR100 Introduction to Nursing CREDITS: 1

This course transitions students into the nursing profession with an emphasis on the development of student success strategies. Concepts include nursing history, theories, and roles, regulatory, ethical, and legal guidelines, and healthcare systems. The student will be introduced to basic informatics, evidence-based practice, and essential academic success skills. The course encourages interpersonal communication, personal growth, and community service.

NUR102 Nursing Skills CREDITS: 2

Prerequisite: NUR100 or concurrently enrolled in NUR 100

This course introduces fundamental nursing skills and knowledge required to provide basic patient care. Concepts include safety, essential communication, infection control, privacy practices, personal care, mobility, vital signs, skin care, elimination, and feeding. Clinical laboratory experiences provide opportunities for practice and demonstration of competencies in a controlled environment. **Includes clinical/lab component.**

NUR103 Fundamentals of Nursing CREDITS: 7

Prerequisite: NUR 100 or concurrently enrolled in NUR100, NUR102, BIO201 or concurrently enrolled in BIO201

This course is designed to expand and integrate fundamental skills essential for providing safe patient-centered care throughout the lifespan. The course introduces the student to pharmacological concepts including parenteral medication administration, physical assessment, growth and development, therapeutic communication, holistic care, health promotion, and disease prevention. Clinical Laboratory experiences provide opportunities for practice and demonstration of beginning competencies and introduce the student to clinical nursing practice. **Includes a clinical/lab component.**

NUR211 Medical Surgical Nursing I CREDITS: 5

Prerequisite: NUR100, NUR103, BIO201, BIO202 or concurrently enrolled in BIO202

The course expands upon nursing skills and disease processes. The focus is on gastrointestinal, musculoskeletal, cardiac, respiratory, metabolic, and neurological alterations throughout the lifespan. The clinical experiences will allow learners to provide a variety of patient-centered, safe, and culturally sensitive care while expanding critical thinking and clinical reasoning. **Includes clinical component.**

NUR213 Medical Surgical Nursing II CREDITS: 5

Prerequisite: NUR100, NUR103, NUR211, BIO202 or concurrently enrolled in BIO202

This course is designed to expand on previously learned knowledge and nursing principles to provide safe, culturally sensitive, and patient-centered care in the populations of childbearing families, children, and medical-surgical patients throughout the lifespan. The focus will be on maternal/newborn, reproductive, select medical-surgical, and pediatric alterations. The clinical

experiences are selected to expand assessment skills and develop appropriate critical thinking and clinical reasoning decisions in the care of childbearing families, children, and medical-surgical patients in various settings. **Includes a clinical component.**

NUR221 Medical Surgical Nursing III..... CREDITS: 5

Prerequisite: NUR213

This course expands on the previous knowledge and skills about medical-surgical conditions throughout the lifespan. Select cardiac, respiratory, gastrointestinal, endocrine, and neurological alterations are included. The clinical experiences allow learners to enhance critical thinking and clinical reasoning in medical-surgical settings, while providing patient-centered, safe, and culturally sensitive care. **Includes clinical component.**

NUR223 Medical Surgical Nursing IV..... CREDITS: 5

Prerequisite: NUR221

This course focuses on populations who are experiencing mental and behavioral health alterations, addictive disorders, and select neurological conditions throughout the lifespan. Psychological theorists, pharmacologic concepts, and treatment modalities are included. The clinical experiences provide learners opportunities to explore specialized and community mental health settings to provide patient-centered, safe, culturally sensitive care in selected settings.

Includes clinical component.

NUR231 Role Transition CREDITS: 1

Prerequisite: NUR223

This course builds upon the concepts of nursing roles, ethical, legal, and regulatory guidelines, communication, evidence-based practice, critical thinking and clinical reasoning, leadership, management, and system-based practice. The course focuses on current issues and trends in healthcare, advanced communication, clinical reasoning, and cultural competence with an emphasis on transition to practice.

NUR233 Advanced Nursing CREDITS: 9

Prerequisite: NUR223, BIO218

This course builds upon the knowledge gained from prerequisite courses focusing on advanced health alterations throughout the lifespan. The clinical experiences allow students to enhance and refine leadership, prioritization, delegation, and nursing skills while caring for patients in emergency, critical care, medical-surgical, and oncology environments. **Includes clinical component.**

NUR241 Nursing Practicum..... CREDITS: 2

Prerequisite: NUR231, NUR233

This is the final course in the ASN curriculum. The course includes a guided self-review of nursing 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 & 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 aspect 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 course identifies the radiographer's role in patient education. Age-specific procedure variation is described, including neonates through geriatrics. 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. Words are included pertaining to all body systems, as well as the field of medicine.

RAD103 Radiographic Procedures & Pathology I CREDITS:

The course is a lecture/laboratory study of radiography and pathology of the chest, ribs, abdomen, upper extremities, shoulder girdle, and lower extremities. Radiographic image critique will be integrated throughout the course. **Includes a laboratory component.**

RAD105 Fundamental & Radiographic Physics.....CREDITS: 3

The course introduces the fundamental professional practices and organizations that contribute to the art and science of radiologic technology. The student will learn effective radiation protection methods, fundamental forces, atomic structure, and explore 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

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 and Pathology I. Radiographic image critique will be correlated with procedures learned in RAD103. Students will meet requirements and competencies in the areas specified in the clinical procedure manual.

RAD123 Radiographic Procedures & Pathology II CREDITS: 4

Prerequisite: RAD103

This course is a lecture/laboratory study of the radiography and pathology of the pelvis, hip, skull, cervical, thoracic, and lumbar spine, gastrointestinal system, and biliary system. Preparation, precautions and administration of contrast media will be explored. Radiographic image critique will be integrated throughout the course. **Includes a laboratory component.**

RAD127 Radiographic Imaging & Fundamentals.....CREDITS: 4

Prerequisite: RAD105

The course introduces the theories and applications of radiographic imaging and the fundamental physics components that contribute to radiographic image exposure, production, and image display. Students will develop an understanding of the factors that affect radiographic quality. Associated readings and research will be integrated into the course.

RAD128 Clinical Practicum II CREDITS: 4

Prerequisite: RAD103, RAD108

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 and Pathology II. Radiologic image critique is correlated with procedures throughout the course.

RAD203 Radiographic Procedures & Pathology III CREDITS: 1

Prerequisite: RAD123

The course is a lecture/laboratory study of the radiography and pathology of the gastrointestinal system, urinary tract, and advanced imaging procedures. Emphasis is given to those procedures most commonly performed in the Radiology Department. The course explores preparation, precautions, and administration of contrast media. Radiographic image critique of these procedures is integrated throughout the course.

RAD205 Radiographic Imaging & Physics..... CREDITS: 1

Prerequisite: RAD 127

A hybrid course with an introduction to digital imaging, with a focus on the fluoroscopy unit and radiation protection. Specific topics in medical imaging and health care will be introduced. Associated readings and research will be integrated into the course.

RAD208 Clinical Practicum III CREDITS: 3

Prerequisite: RAD123, RAD128

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

Prerequisite: RAD 123, RAD 127

This course is an integrated study of the principles of pharmacology as they pertain to the imaging professional. Pharmacodynamics of drug interactions, radiopaque contrast media, and emergency medications are discussed. The role of the imaging professional in drug administration and the proper procedure for venipuncture is discussed and integrated during clinical practicum.

RAD224 Imaging Critique I CREDITS: 2

Prerequisite: RAD 203

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, and upper extremity. Students will apply these principles during clinical practicum and special rotations.

RAD227 Advanced Radiographic Imaging..... CREDITS: 4

Prerequisite: RAD205

This course provides a comprehensive review of exposure factors and 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. Associated readings and research will be integrated into the course.

RAD228 Clinical Practicum IVCREDITS: 5

Prerequisite: RAD208

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 clinical procedures.

RAD230 Seminar CREDITS: 3

Prerequisite: RAD203, RAD 224, RAD227

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

RAD231 Modality Imaging CREDITS: 2

This course explores modality imaging including bone densitometry, cardiac-interventional, computed tomography, magnetic resonance, mammography, medical dosimetry, nuclear medicine, radiation therapy, ultrasound and vascular intervention. This course will also help the learner establish a knowledge base in cross-sectional anatomy. Structures and locations for basic cross-sectional anatomy of the head, thorax, abdomen and pelvis will be presented.

RAD234 Imaging Critique II.....CREDITS: 2

Prerequisite: RAD224

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 pelvis/hip, lower extremity and spine. Students will apply these principles during clinical practicum and special rotations.

RAD238 Clinical Practicum V..... CREDITS: 5

Prerequisite: RAD224, RAD228

Students will continue to rotate 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 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

This course introduces the students 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 PhysiologyCREDITS: 3

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

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..... CREDITS: 1

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, with an emphasis on acid-base balance. Medical terminology is incorporated into this course.

RES105 Fundamentals of Respiratory Care II..... CREDITS: 4

Prerequisite: RES101, RES102, RES103, RES104

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: RES101, RES102, RES103, RES104

This course places an emphasis on the drugs administered by the respiratory therapist. Topics include general problems of pharmacology, dosage calculations, autonomic nervous system, bronchodilator therapy, corticosteroids, anti-asthmatics, cardiovascular drugs, and neuromuscular drug.

RES107 Respiratory Disease CREDITS: 3

Prerequisite: RES101, RES102, RES103, RES104

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

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: RES120

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 therapy, and chest physiotherapy.

RES208 Fundamentals of Respiratory Care III CREDITS: 4

Prerequisite: RES105, RES106, RES107

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: RES208

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 and analysis of arrhythmias.

RES210 Neonatal/Pediatric Respiratory Care..... CREDITS: 4

Prerequisite: RES208

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

Prerequisite: RES209, RES210

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

Prerequisite: RES209, RES210

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.**

RES222 Clinical Practice III.....CREDITS: 2

Prerequisite: RES121

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. The course continues to emphasize patient assessment and evaluation of therapy.

RES223 Clinical Practice IV.....CREDITS: 4

Prerequisite: RES222

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.

RES222 Clinical Practice V..... CREDITS: 6

Prerequisite: RES223

This course allows the students to integrate all previously learned skills in the clinical setting. An emphasis is placed on critical care. Students rotate through neonatal, pediatric, and adult critical care units.

Bachelor Program Course Descriptions

BIO321 PathophysiologyCREDITS: 3

This course examines the pathophysiologic basis for alterations of health across the lifespan. This course focuses on etiology, epidemiology, cellular and systemic responses, and clinical manifestations, as well as evaluation and treatment of various disease processes. *Must be enrolled in a bachelor's degree program

ENG315 Communication for Health Care ProfessionalsCREDITS: 3

This course analyzes the field of communication through opportunities to practice and engage in written and oral communication utilizing inter/intra professional collaboration. Topics include effective communication techniques and negotiation and conflict resolution that contribute to a dynamic, collaborative, and multicultural health care environment.

HCB315 Business Management in Health Care CREDITS: 3

This course provides an overview of management theories and functions, including strategic planning, organizing, directing, and controlling of operations in health care organizations. Students are introduced to basic organizational culture, productivity measurement, management theories, resource allocation, and mission and values development.

HCB325 Health Care Finance..... CREDITS: 3

This course provides students with a practical understanding of health care financial issues, financial reporting, and analysis. The focus is on common practices in health care organizations. Topics include financial management tools and methods used in budget preparation, evaluation of investment alternatives, financial forecasting, and capital structures.

HCB335 History of Health Care Systems.....CREDITS: 3

This course explores different health care systems around the world, examines system cost-effective strategies, and equitable implementation and accessibility. The origins and ongoing development of the United States health care system will be examined. Historical origins and issues that have influenced change within the United States health care system will be examined.

HCB415 Quality Management Systems CREDITS: 3

This course introduces the business of quality, performance improvement, and management in health care. Topics include analysis of elements required for effective systems of care,

assessment of different systems, and strategies to improve and manage efficiency and effectiveness in health care.

HIT301 Informatics in Health Care CREDITS: 3

This course integrates health science with computer technology and information science to identify, gather, process, and manage information for the support of professional practice. Emphasis is on technology-based health care applications which support clinical practice, administration, research, and educational decision-making. Current trends and issues in health care information systems will be examined.

HSC310 Education in Health Care..... CREDITS: 3

This course introduces skills necessary to provide education in various health care roles. The course examines education theories, learning styles, and variables affecting adult learning. Methods of presentation, communication, and strategies for success will be discussed. The use of technology in health care education will be identified.

HSC410 Health Promotion and Disease Prevention CREDITS: 3

This course provides a foundation for disease prevention and holistic health promotion with a focus on wellness. Topics include definition of health, protective and predictive factors, and roles of the healthcare professional in health promotion and disease prevention across the lifespan.

HSC420 Evidence-Based Practice in Health Care..... CREDITS: 3

This course introduces students to the basic concepts of evidence-based health care practice. Principles of the research process, research designs, methods, and data analysis will be examined. Emphasis is placed upon critique, interpretation of evidence, and application of research concepts.

LDR311 Leadership in Health Care CREDITS: 3

This course introduces skills to help the student develop leadership strategies. Topics include leadership skills, communication, motivation, change theories, team building, problem solving, conflict and negotiation, and decision making.

LDR321 Law and Ethics in Health Care..... CREDITS: 3

This course introduces legal and ethical principles associated with the health care system. Emphasis is placed on legal terms, professional attitudes, and basic concepts of how the law regulates aspects of health care in accordance with ethical principles.

LDR331 Strategic Decision-Making..... CREDITS: 3

This course focuses on building creative and analytical skills for making decisions across the range of managerial settings. Topics include decision analysis and modeling, uncertainty and risk assessment, preference and utility evaluations, and game theory and applications.

LDR411 Health Policy and Leadership CREDITS: 3

This course introduces basic theories and concepts of political science. Students will examine various forms of political organizations, political institutions, public affairs, and public policy with special emphasis on the policies affecting health care. The course builds on emerging theories of leadership. Students will explore the use of collective power as leaders and advocates in policy processes.

LDR421 Leadership: Power and Voice CREDITS: 3

This course examines the changing context of health care systems, strategies that affect health care policy decisions which shape those systems, and an overview of decision-making processes used by health care professionals. Sociocultural, ethical, legal, economic, and political issues affecting the access, delivery and utilization of health care services are examined. Students will investigate the use of personal power for career planning goals and will discuss ways to promote

career advancement in the chosen health care career and the advancement of the student's profession.

LDR431 Independent Research Project CREDITS: 3

This course provides the student with an opportunity to enhance the quality of health practices through an original and individualized study project chosen for its particular interest to the student. Student proposals must be approved by an appropriate faculty member who will supervise and grade the project outcomes. Each student's experience will be unique.

MAT321 Statistics I..... CREDITS: 3

This course introduces the student to statistical reasoning. Topics include sampling and experimentation, descriptive statistics, probability, binomial and normal distributions, estimation, and single-sample and two-sample hypothesis tests for means and proportions.

MAT421 Statistics II..... CREDITS: 3

Prerequisite: MAT321

This course builds on Statistics I by introducing students to descriptive measures of location and spread, correlation, the regression line, Simpson's paradox, probability, binomial and normal distributions, and the behavior of the average of samples. Topics include inference methods such as estimations, confidence intervals, hypothesis tests for averages and percentages, the chi-square test of independence and goodness-of-fit, and the analysis of variance (ANOVA) test.

NUR300 Nursing Fundamentals..... CREDITS: 5

Corequisite: NUR305, NUR320, NUR330, BIO320

This course is designed to introduce the student nurse to fundamental principles of nursing. A basic foundation is built with topics such as nursing skills, safety, activity, nutrition, oxygenation, communication, and pain management. Person-centered care is established with the inclusion of health promotion and disease prevention, culture and diversity, and social determinants of health. Clinical and laboratory experiences provide the opportunity to practice and demonstrate beginning competencies and introduce the student to clinical nursing practice. ***Must be accepted in the ABSN program of study**

NUR305 Nursing Health Assessment CREDITS: 2

This course presents the theory and application of knowledge, skills, and competencies utilized to complete holistic health assessments of clients across the lifespan. Through didactic and laboratory experiences, the course assists the student nurse in developing comprehensive health assessments and interviewing techniques. Health promotion and prevention strategies are incorporated into the assessment process. ***Must be accepted in the ABSN course of study.**

NUR310 Health Assessment CREDITS: 3

This course expands on the RN to BSN student's knowledge, skills, and competencies needed to complete holistic health assessments of clients across the lifespan. Through didactic and practicum experiences, this course assists the registered nurse in developing comprehensive health assessments and interviewing techniques. Health promotion and prevention strategies are incorporated into the assessment process.

NUR315 Medical-Surgical Alterations in Nursing 1 CREDITS: 6

Prerequisites: NUR300, NUR305 Corequisites: NUR320, NUR330, BIO321

Medical-Surgical Alterations in Nursing 1 is the first in a series of three courses. Didactic content will focus on alterations of various body systems, including cardiovascular, respiratory, gastrointestinal, urological, endocrine, integumentary, and musculoskeletal. The clinical experiences will allow learners to provide safe, person-centered, and culturally sensitive care while expanding critical thinking and clinical decision-making.

NUR320 Pharmacology..... CREDITS: 3

This course explores the fundamentals of pharmacology in nursing with a focus on clinical application. Emphasis is placed on physiological actions, prioritization of needs, clinical judgment, and social

responsibility. This course integrates principles of safe administration, nursing implications, and client education when administering medications to diverse populations. ***Must be accepted in the ABSN program of study**

NUR330 Professional Concepts 1CREDITS: 2

This course focuses on the profession of nursing at the novice nursing student level. Emphasis is on professional nursing concepts including, but not limited to, nursing theory, history, teamwork and collaboration, professionalism, communication, and resilience. These concepts are foundational to the development of the professional nurse. ***Must be enrolled in the ABSN program of study.**
Course Requirement: 2 hours of community service

NUR325 Proactive Nursing..... CREDITS: 3

This course fosters professionalism. Interaction between the nursing profession, society and the evolving health care system is examined. This course uses collaborative strategies to address current nursing trends that influence practice and education. Topics include the evolution of professional nursing, nursing theories, and the political, economic, legal, and ethical dimensions. Contemporary issues in nursing practice and the exploration of proactive strategies are included.

NUR326 Population Focused Nursing CREDITS: 3

This course provides RN to BSN students a perspective of professional nursing in a community setting. Emphasis is placed on the role of the nurse in addressing health care concerns of selected populations. Current public health problems, epidemiology, trends in health care delivery, and community resources will be examined. Students will analyze the sociocultural, political, economic, ethnic, and environmental factors that influence community and global health utilizing a holistic approach. **RN license required.**

NUR335 Medical-Surgical Alterations in Nursing 2 CREDITS: 6

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321

Corequisites: NUR350, NUR410

Medical-Surgical Alterations in Nursing 2 is the second in a series of three courses. Didactic content will introduce neurological and renal alterations as well as expand on the cardiovascular, respiratory, gastrointestinal, and endocrine systems. Clinical experiences will allow learners to provide safe, person-centered, and culturally sensitive care while enhancing critical thinking and clinical decision-making.

NUR336 Population Focused Nursing Practicum.....CREDITS: 3

Prerequisite or co-requisite: NUR326

This course provides the student with an opportunity to focus on health care of selected populations. Students will design the practicum in consultation with course faculty. RN license required.

NUR345 Maternal Child Health Nursing CREDITS: 6

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, NUR335, BIO321

Corequisites: NUR350, NUR410

This course is designed to expand on previously learned knowledge and nursing principles to provide safe, culturally sensitive, and person-centered care for childbearing families and pediatric populations. The focus will be on maternal, newborn, pediatric, and women's health promotion and disease management. Clinical experiences are selected to expand assessment skills and develop appropriate critical thinking and clinical decision-making in the care of childbearing families and pediatric clients in various settings.

NUR350 Professional Concepts 2 CREDITS: 2

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321

Corequisites: NUR335, NUR345, NUR410

This course focuses on the profession of nursing at the advanced beginner nursing student level, building upon the concepts learned in Professional Concepts 1. Emphasis is on expanding

professional nursing concepts including, but not limited to, leadership, advocacy, ethics, legal, and informatics. These concepts are foundational to developing the professional nurse.

Course Requirement: 2 hours of community service

NUR400 Medical-Surgical Alterations in Nursing 3 CREDITS: 6

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321, NUR335, NUR345, NUR350, NUR410

Corequisites: NUR405, NUR430

Medical-Surgical Nursing 3 is the final course in the series of three. This course builds upon the knowledge gained from previous courses with a focus on advanced health alterations. The clinical experiences allow students to enhance and refine leadership, prioritization, delegation, and nursing skills, while caring for clients in emergency, critical care, medical-surgical, and oncology environments.

NUR405 Mental Health Nursing..... CREDITS: 3

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321, NUR335, NUR345, NUR350, NUR410

Corequisites: NUR400, NUR430

This course is designed to expand on previously learned knowledge and nursing principles to provide safe, culturally sensitive, and person-centered care for populations who are experiencing mental and behavioral health alterations. Clinical experiences provide learners opportunities to explore specialized and community mental health settings to provide person-centered, safe, and culturally sensitive care.

NUR410 Introduction to Nursing Research and Evidence-Based Practice... CREDITS: 3

ABSN Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321 ABSN

Corequisites: NUR335, NUR345, NUR350

This course introduces the basic concepts of nursing research including the principles of the research process, research designs/methods, and data analysis. Students will critique, interpret, and integrate evidence-based practice that focuses on positive outcomes, client safety, cost-effective strategies, and holistic client care. RN license required. ***Must be enrolled in ABSN or RN-BSN program of study.**

NUR415 Community Health Nursing CREDITS: 4

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321, NUR335, NUR345, NUR350, NUR400, NUR405, NUR410

Corequisites: NUR430, NUR440

This course will focus on the frameworks of population focused practice and evidence-based research. It will assist the student in developing skills in community assessment and program planning as well as practice interventions that promote optimal health. Emphasis will be placed on identifying social determinants of health and risk factors that may impede healthcare access for aggregate populations. Students will explore principles of epidemiology and demographic measurements to develop prevention focused strategies for diverse populations.

NUR420 Synthesis for Nursing Practice..... CREDITS: 3

Prerequisites: NUR310, NUR325, NUR336 and NUR410

This capstone course allows the student to focus on the synthesis of knowledge acquired throughout the curriculum. Opportunities to develop personal and professional strategies to make the transition from student to baccalaureate nurse will be offered. Accountability and preparation for critical reasoning as part of the health care team will be emphasized. **RN license required.**

NUR430 Professional Concepts 3 CREDITS: 2

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321, NUR335, NUR345, NUR350, NUR410 **Corequisites:** NUR400, NUR405, NUR415, NUR430, NUR440

This course focuses on the profession of nursing at the competent nursing student level building upon the concepts learned in Professional Concepts 1 and 2. Emphasis is on synthesis and integration of professional nursing concepts including, but not limited to, evidence-based practice, policy, delegation, and management. These concepts are foundational to the development of the professional nurse.

Course Requirement: 1 hour of community service

NUR431 Special Focus Topic in Nursing: Adaptation to Chronic Health Issues.CREDITS: 3

This course examines the nurse's role in positively impacting the quality of life for individuals and families while promoting a holistic, healthy adaptation across the lifespan. This course explores human psychosocial responses, readiness for change, and coping strategies for those with a chronic illness or disability.

NUR440 PracticumCREDITS: 3

Prerequisites: NUR300, NUR305, NUR315, NUR320, NUR330, BIO321, NUR335, NUR345, NUR350, NUR400, NUR405, NUR410

Corequisites: NUR415, NUR430

This course focuses on transitioning the student to the role of registered nurse. This immersive experience will pair the student with a registered nurse in a clinical setting.

NUR441 Special Focus Topic in Nursing: Nursing Care of the Older Adult...CREDITS: 3

This course provides the opportunity for students to continue building positive perspectives toward the aging process and the older adult. Health policy, theories of aging and health protection will be explored. Settings of care, resources, caregivers, and the future of the care of the older adult will be discussed.

NUR451 Special Focus Topic in Nursing: Women's Health Issues..... CREDITS: 3

This course promotes an understanding of health issues concerning women. Health promotion and disease management strategies among women of all ages and backgrounds will be explored.

NUR461 Special Focus Topic in Nursing: Palliative Nursing Care CREDITS: 3

This course examines the role of the nurse in enhancement of the quality of life for individuals, families, and populations experiencing advanced illness. Symptom management, opportunities for growth at the end of life, caregivers, holistic and hospice care, and coping processes will be explored.

NUR471 Special Focus Topics in Nursing: PharmacologyCREDITS: 3

This course provides a study of pharmacologic principles as they relate to nursing. Medications are addressed by classification through the integration of pathophysiology, indications for use, anticipated side effects, and impact on the individual's health. The course provides specific instruction on safe medication administration, risk-reduction principles, and patient/family teaching across the lifespan.

SOC320 Death, Dying, and Grief CREDITS: 3

This course examines death, dying, and grief from multiple perspectives. An interdisciplinary approach, using a variety of sources to consider different attitudes and beliefs related to death, the dying process, and grief will be utilized. The course will examine basic theories and concepts, as well as psychosocial, mental health, behavioral, medical, clinical, legal, and ethical issues associated with the end of life.

SOC330 Cultural and Diversity in Health Care CREDITS: 3

This course integrates knowledge of diversity in health care practices. Cultural influences on beliefs, values, and practices in relation to health, illness, and health-seeking behaviors will be examined. Knowledge and skills to effectively respond to health care needs in a multicultural society through non-discriminatory and culturally appropriate care will be utilized.

BUSINESS OFFICE

Tuition and Fees

Tuition and fees at St. Luke's College/Morningside University cover both instructional and supporting services.

Educational 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.

Fees and Tuition

All fees are subject to change. Note: Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the Academic Year.

Associate of Science in Nursing Program:

- Enrollment fee \$100
- Tuition \$555 per credit hour
- General Fee \$500.00 per term
- Assessment Technologies, Inc. (ATI) \$4,265.00 (paid in the first semester)
- Background check performed at admission – one-time fee \$45.00 paid to a third-party vendor
- Compliance tracking service – one-time fee \$40.00 paid to a third-party vendor
- Clinical make-up fee \$10.00 per hour
- Course fee/textbooks TBA by course
- Clinical site fees TBA per site if applicable

Accelerated Bachelor of Science in Nursing Program:

- Enrollment fee \$100
- Tuition \$620 per credit hour
- General Fee \$350.00 per term
- Program Fee \$50.00
- Assessment Technologies, Inc. (ATI) \$3,500.00 (2026 rate) (paid in January)
- Background check performed at admission – one-time fee \$45.00 paid to a third-party vendor
- Compliance tracking service – one-time fee \$40.00 paid to a third-party vendor
- HIPAA/OSHA training: \$23 paid to a third-party vendor
- Clinical make-up fee \$10.00 per hour
- Course fee/textbooks TBA by course
- Clinical site fees TBA per site if applicable

Respiratory Care Program:

- Enrollment fee \$100
- Tuition \$555 per credit hour
- General Fee \$500.00 per term
- Program Fee \$450.00 (annual)
- Background check performed at admission – one-time fee \$45.00 paid to a third-party vendor
- Compliance tracking service – one-time fee \$40.00 paid to a third-party vendor
- HIPAA/OSHA training: \$23 paid to a third-party vendor
- Trajecsyst practicum hour tracking: \$50 paid to a third-party vendor
- Clinical make-up fee \$10.00 per hour
- Course fee/textbooks TBA by course
- Clinical site fees TBA per site if applicable

Radiologic Technology Program:

- Enrollment fee \$100
- Tuition \$555 per credit hour
- General Fee \$500.00 per term
- Program Fee \$450.00 (annual)
- Background check performed at admission – one-time fee \$45.00 paid to a third-party vendor
- Compliance tracking service – one-time fee \$40.00 paid to a third-party vendor
- HIPAA/OSHA training: \$23 paid to a third-party vendor
- Trajecsystics practicum hour tracking: \$50 paid to a third-party vendor
- Clinical make-up fee \$10.00 per hour
- Course fee/textbooks TBA by course
- Clinical site fees TBA per site if applicable

Health Sciences and RN-BSN Bachelor's Degree Completion

- Enrollment fee \$100
- Tuition \$620 per credit
- General Fee \$700 (annual)
- Program fee \$50 (semester)

Medical Laboratory Science Program:

- Tuition \$475 per credit hour \$19,000 total
- \$300 Enrollment fee
- Background check performed at admission – one-time fee \$45.00 paid to a third-party vendor
- Compliance tracking service – one-time fee \$40.00 paid to a third-party vendor
- HIPAA/OSHA training: \$23 paid to a third-party vendor
- Trajecsystics practicum hour tracking: \$50 paid to a third-party vendor
- Course fee/textbooks TBA by course
- Clinical site fees TBA per site if applicable

Certificate/Internship Programs

- Mammography: Cost \$2,440 (\$1.27/contact hour)
- Computed Tomography: Cost (CT) \$4,630 (\$2.41/contact hour)
- Magnetic Resonance Imaging (MRI): Cost \$4,630 (\$2.41/contact hour)
- Ultrasound \$7,320
- Background check performed at admission – one-time fee \$45.00 paid to a third-party vendor
- Compliance tracking service – one-time fee \$40.00 paid to a third-party vendor
- HIPAA/OSHA training: \$23 paid to a third-party vendor
- Trajecsystics practicum hour tracking: \$50 paid to a third-party vendor

Nurse Refresher

- Cost \$1700
- Clinic fee \$141
- Enrollment fee \$100
- Background check: \$45 paid to a third-party vendor
- Compilo immunization/compliance tracker: \$40 paid to a third-party vendor
- HIPAA/OSHA training: \$23
- Trajecsystics practicum hour tracking: \$50

Miscellaneous Fee:

- Summer fee \$150
- Science Fee \$100
- Late Payment fee \$100 for any balances over \$1000
- Deferred Payment Plan Fee (per semester) \$25
- Service Charge for Return Checks (per occurrence) \$25
- Graduation Fee \$150

- Parking Permit per year (Morningside campus) \$125
- Transcript Fee \$10; overnight transcripts \$50
- Late Registration Fee \$100
- Re-admit Fee \$100
- Payment Plan Fee (ACH) \$25
- Payment Plan Fee (check) \$25
- Monthly Finance Charge 1.5% per month, 18% A.P.R
- Meal Plans and Housing upon request and upon completion of an approved application while available

Payment Policy

Satisfactory financial arrangements must be made before a student may complete his/her registration. All new and readmitted students pay a reserve deposit of \$100.00 at the time of acceptance. Students who are readmitted after leaving school for at least one semester must pay the balance of any outstanding charges from the previous enrollment plus the \$100.00 reserve deposit.

Balance of the charges for a term are due on the first day of the term unless the student completes a Financial Responsibility Agreement. The Student Financial Responsibility Agreement provides credit for the duration of the term and carries a 1.5% monthly FINANCE CHARGE. The FINANCE CHARGE is assessed on the last day of the month on the balance of charges older than thirty days less all credits and outstanding FINANCE CHARGES. The ANNUAL PERCENTAGE RATE is 18%. The balance of the charges for the term must be paid in full before registration for a new term will be allowed.

Full-time undergraduate students who owe \$1,000.00 or more per semester after deducting gift aid and loans should set up a monthly payment plan. No student should owe over \$1,000.00 by September 30 (for Fall Term) or February 15 (for Spring Term) without being on a payment plan. There are ten-month and eight-month payment plans available through ACH direct debit (Auto Plan) or through a check plan which allows students to make ten or eight monthly payments, respectively. Contact the Business Office (712) 274-5117 to set up these plans. Students owing \$1,000.00 or more per semester after deducting gift aid and loans, who fail to set up a payment plan will be charged monthly FINANCE CHARGES plus a \$100 monthly late payment fee. A late payment fee of \$100 will also be charged if schedule payments are missed. On September 30 (for Fall Term) or February 15 (for Spring Term), or any time thereafter a student may be suspended for non-payment of indebtedness to the University. If the account is later paid, the student may seek reinstatement.

May term, Summer, and second half class charges are due 30 days after the class begins.

Students who do not complete the requirements for graduation may be required to pay their account balance in full before they will be allowed to receive an official transcript of grades.

Students who have completed their degree requirements will be eligible to receive a diploma and official transcripts of their academic work provided their account balance is paid in full.

Credit Terms and Conditions

1. A FINANCE CHARGE will be assessed on the last day of the month on the unpaid balance of charges older than 30 days less all credits and outstanding FINANCE CHARGES. The ANNUAL PERCENTAGE RATE is equal to 18%.
2. Students may not register for a new academic term if the account balance is not paid in full.

Debit/Credit Card and E-Check Payments

The University accepts cash, check, MasterCard, Visa or Discover card payments. Debit/Credit card and e-check payments can only be made using <http://my.morningside.edu>, click on Student, scroll down to My Financial Account, click on Make Payment, and follow the instructions to enter your payment information. You will be charged a 2.75% service fee for credit and debit card payments. There is no service fee for e-check payments.

2026-2027 Refund/Repayment Policy

If a student officially withdraws from St. Luke's College/Morningside University prior to completing 60 percent of the term, institutional charges for tuition, technology fee, housing, and food will be refunded based on the percentage of the term that has not been completed. Financial aid awarded will be returned to the federal, state, and Morningside/St. Luke's College programs based on the same percentage. Excluding flex points purchased voluntarily, they are non-refundable.

Class Fees.....no refund after the first week of the term
 Parking Fees no refund
 General Fees no refund
 Technology Fees..... same as tuition
 Flex Points (Purchased Voluntarily).....no refund
 (. unless student enters the military service, in which case the premium will be pro-rated.)

All unearned Federal, State, and Institutional funds will be returned to the appropriate Federal, State, and Institutional program(s) no later than 45 days after determining the student has withdrawn.

If a student has withdrawn prior to receiving earned Federal, State, and/or Institutional funds, a written notification will be sent to the student to accept or decline their earned Federal Funds. The student has 14 days to accept all or part of their earned Federal funds (any accepted amount will count toward Federal grant and/or loan academic year and lifetime limits). All accepted aid will be disbursed to the student's account within 45 days of the date of withdrawal. If the refund calculation results in a credit balance on the student's account, the credit balance will be issued to the student no later than 14 days.

Dismissal from St. Lukes/Morningside University

Students who are dismissed from the university/college must vacate the campus and their rooms within 24 hours in applicable. No tuition, housing, food, or fees will be refunded. If the student received Federal Title IV financial aid and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on the percentage of the term not completed.

Dropping a Class/Partial Withdrawal

During the first week of a semester (first day of May Term, first three days for summer sessions or 8-week courses), 100% of tuition, housing, food, and technology fee is refunded. There is no refund for partial reductions in enrollment after the last day to register or change course status of a semester during the fall and spring semester. For the summer term, withdrawals during the first 60% of the term are given a pro rata refund of tuition by class.

2026-2027 Refund Policy Chart - Fall 2026 UG							
Date	Day	% Comp	% Refund	Date	Day	% Comp	% Refund
08/19/26	1	0.9%	100.0%	10/16/26	59	53.6%	46.4%
08/20/26	2	1.8%	100.0%	10/17/26	60	54.5%	45.5%
08/21/26	3	2.7%	100.0%	10/18/26	61	55.5%	44.5%

08/22/26	4	3.6%	100.0%	10/19/26	62	56.4%	43.6%
08/23/26	5	4.5%	100.0%	10/20/26	63	57.3%	42.7%
08/24/26	6	5.5%	100.0%	10/21/26	64	58.2%	41.8%
08/25/26	7	6.4%	100.0%	10/22/26	65	59.1%	40.9%
08/26/26	8	7.3%	100.0%	10/23/26	66	60.0%	40.0%
08/27/26	9	8.2%	91.8%	10/24/26	67	60.9%	0.0%
08/28/26	10	9.1%	90.9%	10/25/26	68	61.8%	0.0%
08/29/26	11	10.0%	90.0%	10/26/26	69	62.7%	0.0%
08/30/26	12	10.9%	89.1%	10/27/26	70	63.6%	0.0%
08/31/26	13	11.8%	88.2%	10/28/26	71	64.5%	0.0%
09/01/26	14	12.7%	87.3%	10/29/26	72	65.5%	0.0%
09/02/26	15	13.6%	86.4%	10/30/26	73	66.4%	0.0%
09/03/26	16	14.5%	85.5%	10/31/26	74	67.3%	0.0%
09/04/26	17	15.5%	84.5%	11/01/26	75	68.2%	0.0%
09/05/26	18	16.4%	83.6%	11/02/26	76	69.1%	0.0%
09/06/26	19	17.3%	82.7%	11/03/26	77	70.0%	0.0%
09/07/26	20	18.2%	81.8%	11/04/26	78	70.9%	0.0%
09/08/26	21	19.1%	80.9%	11/05/26	79	71.8%	0.0%
09/09/26	22	20.0%	80.0%	11/06/26	80	72.7%	0.0%
09/10/26	23	20.9%	79.1%	11/07/26	81	73.6%	0.0%
09/11/26	24	21.8%	78.2%	11/08/26	82	74.5%	0.0%
09/12/26	25	22.7%	77.3%	11/09/26	83	75.5%	0.0%
09/13/26	26	23.6%	76.4%	11/10/26	84	76.4%	0.0%
09/14/26	27	24.5%	75.5%	11/11/26	85	77.3%	0.0%
09/15/26	28	25.5%	74.5%	11/12/26	86	78.2%	0.0%
09/16/26	29	26.4%	73.6%	11/13/26	87	79.1%	0.0%
09/17/26	30	27.3%	72.7%	11/14/26	88	80.0%	0.0%
09/18/26	31	28.2%	71.8%	11/15/26	89	80.9%	0.0%
09/19/26	32	29.1%	70.9%	11/16/26	90	81.8%	0.0%
09/20/26	33	30.0%	70.0%	11/17/26	91	82.7%	0.0%
09/21/26	34	30.9%	69.1%	11/18/26	92	83.6%	0.0%
09/22/26	35	31.8%	68.2%	11/19/26	93	84.5%	0.0%
09/23/26	36	32.7%	67.3%	11/20/26	94	85.5%	0.0%
09/24/26	37	33.6%	66.4%	11/21/26	95	86.4%	0.0%
09/25/26	38	34.5%	65.5%	11/22/26	96	87.3%	0.0%
09/26/26	39	35.5%	64.5%	11/23/26	97	88.2%	0.0%
09/27/26	40	36.4%	63.6%	11/24/26	98	89.1%	0.0%
09/28/26	41	37.3%	62.7%	11/25/26	Break Of Five Or More Days		
09/29/26	42	38.2%	61.8%	11/26/26			
09/30/26	43	39.1%	60.9%	11/27/26			
10/01/26	44	40.0%	60.0%	11/28/26			
10/02/26	45	40.9%	59.1%	11/29/26			
10/03/26	46	41.8%	58.2%	11/30/26	99	90.0%	0.0%
10/04/26	47	42.7%	57.3%	12/01/26	100	90.9%	0.0%
10/05/26	48	43.6%	56.4%	12/02/26	101	91.8%	0.0%
10/06/26	49	44.5%	55.5%	12/03/26	102	92.7%	0.0%

10/07/26	50	45.5%	54.5%
10/08/26	51	46.4%	53.6%
10/09/26	52	47.3%	52.7%
10/10/26	53	48.2%	51.8%
10/11/26	54	49.1%	50.9%
10/12/26	55	50.0%	50.0%
10/13/26	56	50.9%	49.1%
10/14/26	57	51.8%	48.2%
10/15/26	58	52.7%	47.3%

12/04/26	103	93.6%	0.0%
12/05/26	104	94.5%	0.0%
12/06/26	105	95.5%	0.0%
12/07/26	106	96.4%	0.0%
12/08/26	107	97.3%	0.0%
12/09/26	108	98.2%	0.0%
12/10/26	109	99.1%	0.0%
12/11/26	110	100.0%	0.0%

Fall 2026			
1st Half	UG		
Date	Day	% Comp	% Refund
08/19/26	1	1.9%	100.0%
08/20/26	2	3.8%	100.0%
08/21/26	3	5.8%	100.0%
08/22/26	4	7.7%	100.0%
08/23/26	5	9.6%	100.0%
08/24/26	6	11.5%	100.0%
08/25/26	7	13.5%	100.0%
08/26/26	8	15.4%	100.0%
08/27/26	9	17.3%	82.7%
08/28/26	10	19.2%	80.8%
08/29/26	11	21.2%	78.8%
08/30/26	12	23.1%	76.9%
08/31/26	13	25.0%	75.0%
09/01/26	14	26.9%	73.1%
09/02/26	15	28.8%	71.2%
09/03/26	16	30.8%	69.2%
09/04/26	17	32.7%	67.3%
09/05/26	18	34.6%	65.4%
09/06/26	19	36.5%	63.5%
09/07/26	20	38.5%	61.5%
09/08/26	21	40.4%	59.6%
09/09/26	22	42.3%	57.7%
09/10/26	23	44.2%	55.8%
09/11/26	24	46.2%	53.8%
09/12/26	25	48.1%	51.9%
09/13/26	26	50.0%	50.0%
09/14/26	27	51.9%	48.1%
09/15/26	28	53.8%	46.2%
09/16/26	29	55.8%	44.2%
09/17/26	30	57.7%	42.3%
09/18/26	31	59.6%	40.4%
09/19/26	32	61.5%	0.0%
09/20/26	33	63.5%	0.0%

Fall 2026			
2nd Half	UG		
Date	Day	% Comp	% Refund
10/12/26	1	1.8%	100.0%
10/13/26	2	3.6%	100.0%
10/14/26	3	5.4%	100.0%
10/15/26	4	7.1%	92.9%
10/16/26	5	8.9%	91.1%
10/17/26	6	10.7%	89.3%
10/18/26	7	12.5%	87.5%
10/19/26	8	14.3%	85.7%
10/20/26	9	16.1%	83.9%
10/21/26	10	17.9%	82.1%
10/22/26	11	19.6%	80.4%
10/23/26	12	21.4%	78.6%
10/24/26	13	23.2%	76.8%
10/25/26	14	25.0%	75.0%
10/26/26	15	26.8%	73.2%
10/27/26	16	28.6%	71.4%
10/28/26	17	30.4%	69.6%
10/29/26	18	32.1%	67.9%
10/30/26	19	33.9%	66.1%
10/31/26	20	35.7%	64.3%
11/01/26	21	37.5%	62.5%
11/02/26	22	39.3%	60.7%
11/03/26	23	41.1%	58.9%
11/04/26	24	42.9%	57.1%
11/05/26	25	44.6%	55.4%
11/06/26	26	46.4%	53.6%
11/07/26	27	48.2%	51.8%
11/08/26	28	50.0%	50.0%
11/09/26	29	51.8%	48.2%
11/10/26	30	53.6%	46.4%
11/11/26	31	55.4%	44.6%
11/12/26	32	57.1%	42.9%
11/13/26	33	58.9%	41.1%

09/21/26	34	65.4%	0.0%
09/22/26	35	67.3%	0.0%
09/23/26	36	69.2%	0.0%
09/24/26	37	71.2%	0.0%
09/25/26	38	73.1%	0.0%
09/26/26	39	75.0%	0.0%
09/27/26	40	76.9%	0.0%
09/28/26	41	78.8%	0.0%
09/29/26	42	80.8%	0.0%
09/30/26	43	82.7%	0.0%
10/01/26	44	84.6%	0.0%
10/02/26	45	86.5%	0.0%
10/03/26	46	88.5%	0.0%
10/04/26	47	90.4%	0.0%
10/05/26	48	92.3%	0.0%
10/06/26	49	94.2%	0.0%
10/07/26	50	96.2%	0.0%
10/08/26	51	98.1%	0.0%
10/09/26	52	100.0%	0.0%

11/14/26	34	60.7%	0.0%
11/15/26	35	62.5%	0.0%
11/16/26	36	64.3%	0.0%
11/17/26	37	66.1%	0.0%
11/18/26	38	67.9%	0.0%
11/19/26	39	69.6%	0.0%
11/20/26	40	71.4%	0.0%
11/21/26	41	73.2%	0.0%
11/22/26	42	75.0%	0.0%
11/23/26	43	76.8%	0.0%
11/24/26	44	78.6%	0.0%
11/25/26	Break Of Five Or More Days		
11/26/26			
11/27/26			
11/28/26			
11/29/26			
11/30/26	45	80.4%	0.0%
12/01/26	46	82.1%	0.0%
12/02/26	47	83.9%	0.0%
12/03/26	48	85.7%	0.0%
12/04/26	49	87.5%	0.0%
12/05/26	50	89.3%	0.0%
12/06/26	51	91.1%	0.0%
12/07/26	52	92.9%	0.0%
12/08/26	53	94.6%	0.0%
12/09/26	54	96.4%	0.0%
12/10/26	55	98.2%	0.0%
12/11/26	56	100.0%	0.0%

2026-2027 Refund Policy Chart - Spring 2027 UG							
Date	Day	% Comp	% Refund	Date	Day	% Comp	% Refund
01/13/27	1	1.0%	100.0%	03/14/27			
01/14/27	2	1.9%	100.0%	03/15/27	53	50.5%	49.5%
01/15/27	3	2.9%	100.0%	03/16/27	54	51.4%	48.6%
01/16/27	4	3.8%	100.0%	03/17/27	55	52.4%	47.6%
01/17/27	5	4.8%	100.0%	03/18/27	56	53.3%	46.7%
01/18/27	6	5.7%	100.0%	03/19/27	57	54.3%	45.7%
01/19/27	7	6.7%	100.0%	03/20/27	58	55.2%	44.8%
01/20/27	8	7.6%	100.0%	03/21/27	59	56.2%	43.8%
01/21/27	9	8.6%	91.4%	03/22/27	60	57.1%	42.9%
01/22/27	10	9.5%	90.5%	03/23/27	61	58.1%	41.9%
01/23/27	11	10.5%	89.5%	03/24/27	62	59.0%	41.0%
01/24/27	12	11.4%	88.6%	03/25/27	Break Of Five Or More Days		
01/25/27	13	12.4%	87.6%	03/26/27			
01/26/27	14	13.3%	86.7%	03/27/27			
01/27/27	15	14.3%	85.7%	03/28/27			

01/28/27	16	15.2%	84.8%
01/29/27	17	16.2%	83.8%
01/30/27	18	17.1%	82.9%
01/31/27	19	18.1%	81.9%
02/01/27	20	19.0%	81.0%
02/02/27	21	20.0%	80.0%
02/03/27	22	21.0%	79.0%
02/04/27	23	21.9%	78.1%
02/05/27	24	22.9%	77.1%
02/06/27	25	23.8%	76.2%
02/07/27	26	24.8%	75.2%
02/08/27	27	25.7%	74.3%
02/09/27	28	26.7%	73.3%
02/10/27	29	27.6%	72.4%
02/11/27	30	28.6%	71.4%
02/12/27	31	29.5%	70.5%
02/13/27	32	30.5%	69.5%
02/14/27	33	31.4%	68.6%
02/15/27	34	32.4%	67.6%
02/16/27	35	33.3%	66.7%
02/17/27	36	34.3%	65.7%
02/18/27	37	35.2%	64.8%
02/19/27	38	36.2%	63.8%
02/20/27	39	37.1%	62.9%
02/21/27	40	38.1%	61.9%
02/22/27	41	39.0%	61.0%
02/23/27	42	40.0%	60.0%
02/24/27	43	41.0%	59.0%
02/25/27	44	41.9%	58.1%
02/26/27	45	42.9%	57.1%
02/27/27	46	43.8%	56.2%
02/28/27	47	44.8%	55.2%
03/01/27	48	45.7%	54.3%
03/02/27	49	46.7%	53.3%
03/03/27	50	47.6%	52.4%
03/04/27	51	48.6%	51.4%
03/05/27	52	49.5%	50.5%
03/06/27	Break Of Five Or More Days		
03/07/27			
03/08/27			
03/09/27			
03/10/27			
03/11/27			
03/12/27			
03/13/27			

03/29/27			
03/30/27	63	60.0%	40.0%
03/31/27	64	61.0%	39.0%
04/01/27	65	61.9%	38.1%
04/02/27	66	62.9%	37.1%
04/03/27	67	63.8%	36.2%
04/04/27	68	64.8%	35.2%
04/05/27	69	65.7%	34.3%
04/06/27	70	66.7%	33.3%
04/07/27	71	67.6%	32.4%
04/08/27	72	68.6%	31.4%
04/09/27	73	69.5%	30.5%
04/10/27	74	70.5%	29.5%
04/11/27	75	71.4%	28.6%
04/12/27	76	72.4%	27.6%
04/13/27	77	73.3%	26.7%
04/14/27	78	74.3%	25.7%
04/15/27	79	75.2%	24.8%
04/16/27	80	76.2%	23.8%
04/17/27	81	77.1%	22.9%
04/18/27	82	78.1%	21.9%
04/19/27	83	79.0%	21.0%
04/20/27	84	80.0%	20.0%
04/21/27	85	81.0%	19.0%
04/22/27	86	81.9%	18.1%
04/23/27	87	82.9%	17.1%
04/24/27	88	83.8%	16.2%
04/25/27	89	84.8%	15.2%
04/26/27	90	85.7%	14.3%
04/27/27	91	86.7%	13.3%
04/28/27	92	87.6%	12.4%
04/29/27	93	88.6%	11.4%
04/30/27	94	89.5%	10.5%
05/01/27	95	90.5%	9.5%
05/02/27	96	91.4%	8.6%
05/03/27	97	92.4%	7.6%
05/04/27	98	93.3%	6.7%
05/05/27	99	94.3%	5.7%
05/06/27	100	95.2%	4.8%
05/07/27	101	96.2%	3.8%
05/08/27	102	97.1%	2.9%
05/09/27	103	98.1%	1.9%
05/10/27	104	99.0%	1.0%
05/11/27	105	100.0%	0.0%

1st Half	UG	Spring 2027	
Date	Day	% Comp	% Refund
01/13/27	1	2.0%	100.0%
01/14/27	2	4.0%	100.0%
01/15/27	3	6.0%	100.0%
01/16/27	4	8.0%	92.0%
01/17/27	5	10.0%	90.0%
01/18/27	6	12.0%	88.0%
01/19/27	7	14.0%	86.0%
01/20/27	8	16.0%	84.0%
01/21/27	9	18.0%	82.0%
01/22/27	10	20.0%	80.0%
01/23/27	11	22.0%	78.0%
01/24/27	12	24.0%	76.0%
01/25/27	13	26.0%	74.0%
01/26/27	14	28.0%	72.0%
01/27/27	15	30.0%	70.0%
01/28/27	16	32.0%	68.0%
01/29/27	17	34.0%	66.0%
01/30/27	18	36.0%	64.0%
01/31/27	19	38.0%	62.0%
02/01/27	20	40.0%	60.0%
02/02/27	21	42.0%	58.0%
02/03/27	22	44.0%	56.0%
02/04/27	23	46.0%	54.0%
02/05/27	24	48.0%	52.0%
02/06/27	25	50.0%	50.0%
02/07/27	26	52.0%	48.0%
02/08/27	27	54.0%	46.0%
02/09/27	28	56.0%	44.0%
02/10/27	29	58.0%	42.0%
02/11/27	30	60.0%	40.0%
02/12/27	31	62.0%	0.0%
02/13/27	32	64.0%	0.0%
02/14/27	33	66.0%	0.0%
02/15/27	34	68.0%	0.0%
02/16/27	35	70.0%	0.0%
02/17/27	36	72.0%	0.0%
02/18/27	37	74.0%	0.0%
02/19/27	38	76.0%	0.0%
02/20/27	39	78.0%	0.0%
02/21/27	40	80.0%	0.0%
02/22/27	41	82.0%	0.0%
02/23/27	42	84.0%	0.0%
02/24/27	43	86.0%	0.0%

2nd Half	UG	Spring 2027	
Date	Day	% Comp	% Refund
03/04/27	1	1.8%	100.0%
03/05/27	2	3.6%	100.0%
03/06/27	Break Of Five Or More Days		
03/07/27			
03/08/27			
03/09/27			
03/10/27			
03/11/27			
03/12/27			
03/13/27			
03/14/27			
03/15/27	3	5.5%	100.0%
03/16/27	4	7.3%	92.7%
03/17/27	5	9.1%	90.9%
03/18/27	6	10.9%	89.1%
03/19/27	7	12.7%	87.3%
03/20/27	8	14.5%	85.5%
03/21/27	9	16.4%	83.6%
03/22/27	10	18.2%	81.8%
03/23/27	11	20.0%	80.0%
03/24/27	12	21.8%	78.2%
03/25/27	Break Of Five Or More Days		
03/26/27			
03/27/27			
03/28/27			
03/29/27			
03/30/27	13	23.6%	76.4%
03/31/27	14	25.5%	74.5%
04/01/27	15	27.3%	72.7%
04/02/27	16	29.1%	70.9%
04/03/27	17	30.9%	69.1%
04/04/27	18	32.7%	67.3%
04/05/27	19	34.5%	65.5%
04/06/27	20	36.4%	63.6%
04/07/27	21	38.2%	61.8%
04/08/27	22	40.0%	60.0%
04/09/27	23	41.8%	58.2%
04/10/27	24	43.6%	56.4%
04/11/27	25	45.5%	54.5%
04/12/27	26	47.3%	52.7%
04/13/27	27	49.1%	50.9%
04/14/27	28	50.9%	49.1%
04/15/27	29	52.7%	47.3%

02/25/27	44	88.0%	0.0%
02/26/27	45	90.0%	0.0%
02/27/27	46	92.0%	0.0%
02/28/27	47	94.0%	0.0%
03/01/27	48	96.0%	0.0%
03/02/27	49	98.0%	0.0%
03/03/27	50	100.0%	0.0%

04/16/27	30	54.5%	45.5%
04/17/27	31	56.4%	43.6%
04/18/27	32	58.2%	41.8%
04/19/27	33	60.0%	40.0%
04/20/27	34	61.8%	0.0%
04/21/27	35	63.6%	0.0%
04/22/27	36	65.5%	0.0%
04/23/27	37	67.3%	0.0%
04/24/27	38	69.1%	0.0%
04/25/27	39	70.9%	0.0%
04/26/27	40	72.7%	0.0%
04/27/27	41	74.5%	0.0%
04/28/27	42	76.4%	0.0%
04/29/27	43	78.2%	0.0%
04/30/27	44	80.0%	0.0%
05/01/27	45	81.8%	0.0%
05/02/27	46	83.6%	0.0%
05/03/27	47	85.5%	0.0%
05/04/27	48	87.3%	0.0%
05/05/27	49	89.1%	0.0%
05/06/27	50	90.9%	0.0%
05/07/27	51	92.7%	0.0%
05/08/27	52	94.5%	0.0%
05/09/27	53	96.4%	0.0%
05/10/27	54	98.2%	0.0%
05/11/27	55	100.0%	0.0%

May Term		UG 2027	
Date	Day	% Comp	% Refund
05/17/27	1	4.8%	100.0%
05/18/27	2	9.5%	90.5%
05/19/27	3	14.3%	85.7%
05/20/27	4	19.0%	81.0%
05/21/27	5	23.8%	76.2%
05/22/27	6	28.6%	71.4%
05/23/27	7	33.3%	66.7%
05/24/27	8	38.1%	61.9%
05/25/27	9	42.9%	57.1%
05/26/27	10	47.6%	52.4%
05/27/27	11	52.4%	47.6%
05/28/27	12	57.1%	42.9%
05/29/27	13	61.9%	0.0%
05/30/27	14	66.7%	0.0%
05/31/27	15	71.4%	0.0%

06/01/27	16	76.2%	0.0%
06/02/27	17	81.0%	0.0%
06/03/27	18	85.7%	0.0%
06/04/27	19	90.5%	0.0%
06/05/27	20	95.2%	0.0%
06/06/27	21	100.0%	0.0%

Summer UG 2027					Summer UG 2026 1st Half					Summer UG 2026 2nd Half			
Date	Day	% Comp	% Refund		Date	Day	% Comp	% Refund		Date	Day	% Comp	% Refund
06/07/27	1	1.9%	100.0%		06/07/27	1	3.8%	100.0%		07/05/27	1	3.8%	100.0%
06/08/27	2	3.7%	100.0%		06/08/27	2	7.7%	100.0%		07/06/27	2	7.7%	100.0%
06/09/27	3	5.6%	100.0%		06/09/27	3	11.5%	100.0%		07/07/27	3	11.5%	100.0%
06/10/27	4	7.4%	92.6%		06/10/27	4	15.4%	84.6%		07/08/27	4	15.4%	84.6%
06/11/27	5	9.3%	90.7%		06/11/27	5	19.2%	80.8%		07/09/27	5	19.2%	80.8%
06/12/27	6	11.1%	88.9%		06/12/27	6	23.1%	76.9%		07/10/27	6	23.1%	76.9%
06/13/27	7	13.0%	87.0%		06/13/27	7	26.9%	73.1%		07/11/27	7	26.9%	73.1%
06/14/27	8	14.8%	85.2%		06/14/27	8	30.8%	69.2%		07/12/27	8	30.8%	69.2%
06/15/27	9	16.7%	83.3%		06/15/27	9	34.6%	65.4%		07/13/27	9	34.6%	65.4%
06/16/27	10	18.5%	81.5%		06/16/27	10	38.5%	61.5%		07/14/27	10	38.5%	61.5%
06/17/27	11	20.4%	79.6%		06/17/27	11	42.3%	57.7%		07/15/27	11	42.3%	57.7%
06/18/27	12	22.2%	77.8%		06/18/27	12	46.2%	53.8%		07/16/27	12	46.2%	53.8%
06/19/27	13	24.1%	75.9%		06/19/27	13	50.0%	50.0%		07/17/27	13	50.0%	50.0%
06/20/27	14	25.9%	74.1%		06/20/27	14	53.8%	46.2%		07/18/27	14	53.8%	46.2%
06/21/27	15	27.8%	72.2%		06/21/27	15	57.7%	42.3%		07/19/27	15	57.7%	42.3%
06/22/27	16	29.6%	70.4%		06/22/27	16	61.5%	0.0%		07/20/27	16	61.5%	0.0%
06/23/27	17	31.5%	68.5%		06/23/27	17	65.4%	0.0%		07/21/27	17	65.4%	0.0%
06/24/27	18	33.3%	66.7%		06/24/27	18	69.2%	0.0%		07/22/27	18	69.2%	0.0%
06/25/27	19	35.2%	64.8%		06/25/27	19	73.1%	0.0%		07/23/27	19	73.1%	0.0%
06/26/27	20	37.0%	63.0%		06/26/27	20	76.9%	0.0%		07/24/27	20	76.9%	0.0%
06/27/27	21	38.9%	61.1%		06/27/27	21	80.8%	0.0%		07/25/27	21	80.8%	0.0%
06/28/27	22	40.7%	59.3%		06/28/27	22	84.6%	0.0%		07/26/27	22	84.6%	0.0%
06/29/27	23	42.6%	57.4%		06/29/27	23	88.5%	0.0%		07/27/27	23	88.5%	0.0%
06/30/27	24	44.4%	55.6%		06/30/27	24	92.3%	0.0%		07/28/27	24	92.3%	0.0%
07/01/27	25	46.3%	53.7%		07/01/27	25	96.2%	0.0%		07/29/27	25	96.2%	0.0%
07/02/27	26	48.1%	51.9%		07/02/27	26	100.0%	0.0%		07/30/27	26	100.0%	0.0%
07/03/27	27	50.0%	50.0%										
07/04/27	28	51.9%	48.1%										
07/05/27	29	53.7%	46.3%										
07/06/27	30	55.6%	44.4%										
07/07/27	31	57.4%	42.6%										
07/08/27	32	59.3%	40.7%										
07/09/27	33	61.1%	0.0%										
07/10/27	34	63.0%	0.0%										
07/11/27	35	64.8%	0.0%										
07/12/27	36	66.7%	0.0%										
07/13/27	37	68.5%	0.0%										
07/14/27	38	70.4%	0.0%										
07/15/27	39	72.2%	0.0%										
07/16/27	40	74.1%	0.0%										
07/17/27	41	75.9%	0.0%										
07/18/27	42	77.8%	0.0%										
07/19/27	43	79.6%	0.0%										
07/20/27	44	81.5%	0.0%										
07/21/27	45	83.3%	0.0%										
07/22/27	46	85.2%	0.0%										
07/23/27	47	87.0%	0.0%										
07/24/27	48	88.9%	0.0%										
07/25/27	49	90.7%	0.0%										
07/26/27	50	92.6%	0.0%										
07/27/27	51	94.4%	0.0%										
07/28/27	52	96.3%	0.0%										
07/29/27	53	98.1%	0.0%										
07/30/27	54	100.0%	0.0%										

Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program									
Student's Name:		Joe Morningside		ID# or Social Security #:		1234567			
Date Completed:		2/3/2027		Date Student Withdrew:		2/3/2027			
Period used for calculation (check one)		☐ Payment Period		☒ Period of enrollment					
Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (For example: .4486 = .449 or 44.9%)									
Step 1: Student's Title IV Aid Information									
Title IV Grant Programs		Net Amount Disbursed		Net Amount That Could Have Been Disbursed		E. Total Title IV aid disbursed for the period.			
1. Pell Grant		\$ 3,698.00				A. \$ 3,698.00 + B. \$ 2,722.00 = E. \$ 6,420.00			
2. FSEOG						F. Total Title IV grant aid disbursed and that could have been disbursed for the period. A. \$ 3,698.00 + C. \$ - = F. \$ 3,698.00			
3. TEACH Grant		\$ -							
4. Iraq Afghanistan Service Grant		A. \$ 3,698.00		C. \$ -					
		Subtotal		Subtotal					
Title IV Loan Programs						G. Total Title IV aid disbursed and that could have been disbursed for the period. A. \$ 3,698.00 B. \$ 2,722.00 C. \$ - + D. \$ - = G. \$ 6,420.00			
5. Unsubsidized Direct Stafford Loan		\$ 990.00							
6. Subsidized Direct Stafford Loan		\$ 1,732.00							
7. Direct PLUS (Graduate Student)									
8. Direct PLUS (Parent)		B. \$ 2,722.00		D. \$ -					
		Subtotal		Subtotal					
Step 2: Percentage of Title IV Aid Earned									
Start date		01/13/27		Scheduled end date		05/11/27		Date of withdrawal	
								02/03/27	
A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.									
H. Percentage of payment period or period of enrollment completed Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence). 22 / 105 = 21.0% Completed days Total days									
> If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3. > If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.									
H. 21.0%									
Step 3: Amount of Title IV Aid Earned by the Student									
Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G). 21.0% x \$ 6,420.00 = I. \$ 1,348.20 Box H Box G									
Step 4: Title IV Aid to be Disbursed or Returned									
> If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement). > If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K). > If the amounts in Box I and Box E are equal, STOP . No further action is necessary.									
J. Post-withdrawal disbursement From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement. Stop here , and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet). \$ 1,348.20 - \$ 6,420.00 = J. \$ - Box I Box E Step 4 continued>									
You may use this form when the withdrawal date is on or after 7/01/2021.									
Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program									
Student's Name:		Joe Morningside		ID# or Social Security #:		1234567			
Step 4: Aid to be Disbursed or Returned CONTINUED									
K. Title IV aid to be returned From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned. \$ 6,420.00 - \$ 1,348.20 = K. \$ 5,071.80 Box E Box I									
Step 5: Amount of Unearned Title IV Aid Due from the School									
L. Institutional charges for the period									
Tuition		\$ 20,635.00							
Housing		\$ 3,395.00							
Food		\$ 2,905.00							
Tech Fee		\$ 600.00							
Health/Activity Fee		\$ 155.00							
Books		\$ -							
Other		\$ -							
Total Institutional Charges (Add all the charges together)		= L. \$ 27,690.00							
M. Percentage of unearned Title IV aid 100% - 21.0% = M. 79.0% Box H									
N. Amount of unearned Title IV aid Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M). \$ 27,690.00 x 79.0% = N. \$ 21,875.10 Box L Box M									
O. Amount for school to return Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount. O. \$ 5,071.80									
Step 6: Return of Funds by the School									
The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.									
Programs				Amount for School to Return					
1. Unsubsidized Direct Stafford Loan		\$ 990.00							
2. Subsidized Direct Stafford Loan		\$ 1,732.00							
3. Direct PLUS (Graduate Student)		\$ -							
4. Direct PLUS (Parent)		\$ -							
Total loans the school must return.		= P. \$ 2,722.00							
5. Pell Grant		\$ 2,349.80							
6. FSEOG		\$ -							
7. TEACH Grant		\$ -							
8. Iraq Afghanistan Service Grant		\$ -							
Step 7: Initial Amount of Unearned Title IV Aid Due from the Student									
From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O). \$ 5,071.80 - \$ 5,071.80 = Q. \$ - Box K Box O									
> If Box Q is <= zero, STOP . If greater than zero, go to Step 8.									
Step 8: Repayment of the Student's Loans									
From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R). \$ 2,722.00 - \$ 2,722.00 = R. \$ - Box B Box P									
> If Box Q is less than or equal to Box R, STOP . The only action a school must take is to notify the holders of the loans of the student's withdrawal date. > If Box Q is greater than Box R, proceed to Step 9.									
Step 9: Grant Funds to be Returned									
S. Initial amount of Title IV grants for student to return From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R). \$ - - \$ - = S. \$ - Box Q Box R									
T. Amount of Title IV grant protection Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%. \$ 3,698.00 x 50% = T. \$ 1,849.00 Box F									
U. Title IV grant funds for student to return From the initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T). \$ - - \$ 1,849.00 = U. \$ (1,849.00) Box S Box T									
> If Box U is less than or equal to zero, STOP . If not, go to Step 10.									
Step 10: Return of Grant Funds by Student									
Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.									
Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.									
Title IV Grant Programs				Amount to Return					
1. Pell Grant									
2. Iraq Afghanistan Service Grant									
3. FSEOG									
4. TEACH Grant									
You may use this form when the withdrawal date is on or after 7/01/2021.									

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET							
Student's Name:		Joe Morningside		ID# or Social Security #:		1234567	
Date of school's determination that student withdrew				2/3/2027			
I. Amount of Post-withdrawal Disbursement (PWD)							
Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet						Box 1	\$
II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account							
Total Outstanding Charges Scheduled to be Paid from PWD (Note: Prior-year charges cannot exceed \$200.)						Box 2	\$
III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent							
From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.							
		\$	Box 1	-	\$	Box 2	= Box 3 \$
IV. Allocation of Post-withdrawal Disbursement							
Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student	
Pell Grant	N/A	N/A		N/A	N/A		
Iraq Afghanistan Service	N/A	N/A		N/A	N/A		
FSEOG	N/A	N/A		N/A	N/A		
TEACH Grant	N/A	N/A		N/A	N/A		
Subsidized Direct	N/A	N/A		N/A	N/A		
Unsubsidized Direct							
Direct Grad PLUS							
Direct Parent PLUS							
Totals:							
V. Authorizations and Notifications							
Post-withdrawal disbursement loan notification sent to student and/or parent on							
Deadline for student and/or parent to respond							
☐ Response received from student and/or parent on						Response not received	
☐ School does not accept late response							
VI. Date Funds Sent							
Date Direct Disbursement mailed or transferred:				Grant		Loan	

You may use this form when the withdrawal date is on or after 7/01/2021.

Student's Name:		Joe Morningside		ID# or Social Security #:		1234567	
Student Account Information							
Prior Balance:						+	\$ -
Current Semester Charges:		Originally Billed	% of Refund	Refund Amount	Final Bill	Balance	
Tuition		\$ 20,635.00	79.0%	\$ 16,301.65	\$ 4,333.35		
Tech Fee		\$ 600.00	79.0%	\$ 474.00	\$ 126.00		
Heath/Activity Fee		\$ 155.00	0.0%	\$ -	\$ 155.00		
Room		\$ 3,395.00	79.0%	\$ 2,682.05	\$ 712.95		
Board		\$ 2,905.00	79.0%	\$ 2,294.95	\$ 610.05		
Books		\$ -	0.0%	\$ -	\$ -		
Other:		\$ -	0.0%	\$ -	\$ -		
Total:		\$ 27,690.00		\$ 21,752.65	\$ 5,937.35	+	\$ 5,937.35
Current Semester Aid:		Original Award	% of Refund	Aid Returned	Revised Award		
Unsub. Staf. Loan		\$ 990.00	Calculated Above	\$ 990.00	\$ -		
Sub. Staf. Loan		\$ 1,732.00		\$ 1,732.00	\$ -		
Perkins Loan		\$ -		\$ -	\$ -		
PLUS Loan		\$ -		\$ -	\$ -		
Pell Grant		\$ 3,698.00		\$ 2,349.80	\$ 1,348.20		
AC SMART		\$ -		\$ -	\$ -		
National Smart Grant		\$ -		\$ -	\$ -		
FSEOG		\$ -		\$ -	\$ -		
TEACH Grant		\$ -		\$ -	\$ -		
Founder Award		\$ 5,500.00	79.0%	\$ 4,345.00	\$ 1,155.00		
Music Grant		\$ -	79.0%	\$ -	\$ -		
Athletic Grant		\$ -	79.0%	\$ -	\$ -		
Achievement Award		\$ -	79.0%	\$ -	\$ -		
Morningside Grant		\$ -	79.0%	\$ -	\$ -		
Iowa Tuition Grant		\$ 3,750.00	79.0%	\$ 2,962.50	\$ 787.50		
Travel Visit Grant		\$ -	79.0%	\$ -	\$ -		
IA Education Training Voucher		\$ -	79.0%	\$ -	\$ -		
Private Loan		\$ -	0.0%	\$ -	\$ -		
Private Scholarship		\$ -	0.0%	\$ -	\$ -		
Total:		\$ 15,670.00		\$ 12,379.30	\$ 3,290.70	-	\$ 3,290.70
Balance:					This Semester	Total	
					\$ 2,646.65	\$ 2,646.65	

RETURN OF TUITION ASSISTANCE

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, St. Luke's College/Morningside University will return any unearned TA funds on a pro rata basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student withdraws. These funds are returned to the military Service branch.

POLICY FOR RESERVES CALLED TO ACTIVE DUTY

Students who are members of any branch of the U.S. military reserves or the National Guard may be involuntarily called to active duty during a term in which they are currently enrolled. The following policy is provided in order to minimize disruptions or inconveniences for those students fulfilling their military responsibilities. Students who are unable to complete a semester due to having been called to active duty shall be provided one of the following options:

1. Withdrawal from all courses for the current term and receive 100% refund of tuition and fees. Housing and food service refunds will be calculated as a percentage of the unused portion of the total charges paid. Students receiving financial aid who choose this option should be aware that they may be liable for any required refunds to state or federal financial aid funds.
2. Take an incomplete in all courses and complete the courses upon release from active duty. The student may complete work for up to 12 months after release from active duty. Course completion may be accomplished by tutorial or by retaking the course without payment of tuition and fees. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load. Eligible students who receive an incomplete for any course for which they are enrolled shall not be entitled to any refund of tuition or fees paid.
3. If in the instructor's judgment the student has completed sufficient course work to earn a C or better, the student may be given the earned grade. Students are not eligible for refunds for courses for which they receive credit.
4. The student is able to complete some or most courses for the term but would like to withdraw from some of the courses. The refund if there is any on withdrawn courses would be refunded at 100% tuition and fees. Room and Board would be refunded based on guidelines for all students. A student may not withdraw from some courses and take an incomplete or grade in others. If a student wants to withdraw, it must be from all courses for which he/she is currently enrolled. Likewise, a student cannot receive a grade in some classes and withdraw or take an incomplete in others. If Option 1, 2, or 3 is chosen, it is used for all courses for which the student is registered. Students who are activated and wish to sell their books for the semester may return them for full refund if there is no writing in the books. If the books have writing in them, the student will receive the price for used books or may sell them privately. The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester, and agreements that can be made with the instructors. All students requesting special consideration regarding their call to active military duty must provide to the Registrar full written verification through the submission of their orders or alert notice. The student must also complete and sign a form, available from the Registrar or the Registrar's Office web site, indicating which option he/she is selecting. If Option #2 is selected, each instructor must approve the incomplete with his/her signature. If Option #3 is selected, each instructor must submit a final grade and his/her signature on the form. The Registrar's Office will contact all appropriate offices. However, if the student lives on campus, he/she should check out of the residence hall through normal check-out procedures. Morningside University is committed to assisting students as they transition to active duty and back again. Students needing additional support services are encouraged to discuss their needs with the appropriate staff member from Student Services.

RESERVES CALLED TO ACTIVE DUTY

All students requesting special consideration regarding their call to active military duty must provide the Registrar of St. Luke's College/Morningside University full written verification through the submission of a copy of their orders or alert notice. I am unable to complete the current semester because I have been called to active duty. Therefore, I am choosing the option marked below.

_____ OPTION 1

The student will be withdrawn from all courses for which he/she is currently registered and will receive 100% refund of tuition and fees. Housing and food service refunds will be calculated as a percentage of the unused portion of total charges paid. Students receiving financial aid who choose this option should be aware that they may be liable for any required refunds to state or federal financial aid funds.

_____ OPTION 2

The student will take an incomplete in all courses and complete the courses upon release from active duty. The student may complete work for up to 12 months after release from active duty. Course completion may be accomplished by tutorial or by retaking the course without payment of tuition and fees. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load. Eligible students who receive an incomplete for any course for which they are enrolled shall not be entitled to any refund of tuition or fees paid. Each instructor must approve the incomplete with his/her signature.

Veteran's Benefits

Effective December 1, 1976, the following will be the criterion for determining satisfactory progress for a veteran or dependent attending St. Luke's College/Morningside University under Veteran's assistance programs:

1. A student will be placed on academic probation any time his or her cumulative grade point average falls below 2.00 and will then have one semester in which to bring the average up to 2.00 by Morningside standards.
2. When a veteran or dependent falls below either of the above criteria, he or she will be placed on probation for one semester during which they must bring their cumulative grade point up to the required level or face suspension of Veteran's benefits for one semester, following which they may apply for reinstatement with V.A. counseling.
3. Veterans or dependents who miss three consecutive classes in a course will be presumed to have dropped and the V.A. will be notified. This will cause an adjustment in benefits and likely a request for repayment of the money paid to the veteran for said course. The presumed date of withdrawal will be the date of the first absence.
4. A grade of "I" received by one drawing benefits will result in a claim for reimbursement if not made up by the required date in the following semester.
5. WHAT DOES THIS MEAN TO THE VETERAN OR DEPENDENT RECEIVING V.A. BENEFITS? It means that benefits are only payable for coursework that counts towards the degree objective of the recipient. Therefore, the V.A. will not pay for "W" grades if elected after the last day to ADD a course, and the recipient should expect to be billed for a refund of the money received for such courses, assuming they reduced the load to less than 12 hours full-time status. This ruling applies to work begun after January 10, 1977.

Section 103 of the Veterans Benefits and Transition Act of 2018

If payment for any student receiving VA educational benefits under Chapter 33 (Post 9/11) or Chapter 31 (Vocational Rehabilitation and Employment) is pending from VA, then [Morningside University] will not:

- Prevent the student from enrolling;
- Assess the student a late penalty fee;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution. Examples include (but are not limited to) access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, Morningside University may require an eligible recipient of VA educational benefits to provide the following:

- VA Certificate of Eligibility by the first day of class;
- A written request to be certified;
- Additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

This policy supersedes any policy that Morningside University may have regarding payment of tuition, fees, and other charges.

Other Fees

TRANSCRIPTS

Official transcripts may be requested from the Registrar's Office for \$10.00 each. Transcripts sent by overnight mail will cost \$50.00 each. Morningside University has partnered with Parchment to offer a secure, electronic way to request and send official transcripts.

https://my.morningside.edu/campus_offices/registrar_office/transcript_request/Requests can also be submitted in writing to the Registrar's Office. An official transcript will be released only when financial obligations for enrollment periods prior to the current period are paid in full. An unofficial transcript will be released to any Morningside student upon written request.

LATE REGISTRATION

A late registration fee of \$100.00 is charged to those who do not complete their enrollment on validation day at the start of each semester. Enrollment is not completed until settlement for tuition, fees, and any other charges has been made at the Business Office.

CHANGES IN REQUIREMENTS AND EXPENSES

The university/college reserves the right to change the regulations governing admission, tuition, or other expenses, the granting of degrees, or any regulation affecting the student body. Such changes, academic or otherwise, shall take effect whenever the administration determines that the changes do not create hardship or injustice to students already registered.

How do I file a complaint against a school or university?

HOW DO I FILE A COMPLAINT AGAINST ST. LUKE'S COLLEGE/MORNINGSIDE UNIVERSITY?

SARA Student Complaints

The student should begin the complaint process with the institution and if resolution is not found, the student would contact the institution's home state SARA Portal Entity. NC-SARA maintains a directory of State Portal Entity (SPE) Contacts and SARA Student Complaint Process Information by State.

The Bureau of Iowa College Aid - Iowa Department of Education is the State Agency that accepts student complaints for students who are attending an Iowa College or University. Complaints can be filed electronically with the Bureau of Iowa College Aid at <https://educate.iowa.gov/higher-ed/student-complaints>.

Bureau of Iowa
College Aid Iowa
Department of Education
400 E. 14th St. Des
Moines, IA 50319-0416
Toll Free
877-272-4456
<https://educate.iowa.gov/>

You should address complaints to local or state officials. First address your public school complaint to the local school district (<http://nces.ed.gov/ccd/districtsearch/>) and then to the state department of education (<http://www2.ed.gov/about/contacts/state/index.html>).

HOW DO I FILE A COMPLAINT AGAINST A SCHOOL OR COLLEGE?

Colleges and universities operate independently, although they have some state supervision. If you have complaints against a postsecondary institution, contact the state department of higher education (<http://www2.ed.gov/about/contacts/state/index.html>) for help with resolving the complaint.

For issues about financial aid, fraud, waste or abuse of federal funds, special education or civil rights contact the U.S. Department of Education. Listed below is contact information for these issues:

1. Office of the Inspector General
 - a. investigates fraud, waste or abuse of federal educational funds, including federal student aid funds.
2. Federal Student Aid's Ombudsman
 - a. will help resolve issues regarding student loan complaints by working with you and the lender.
3. Office for Civil Rights
 - a. Enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. You may contact their office directly at 1(800) 421-3481.

The Family Educational Rights and Privacy Act Official Notification of Rights Under FERPA

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Office of the Registrar to determine the location of appropriate records and the procedures for reviewing such records.
2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records. Generally, the College must have written permission from the student before releasing any information from the student's record. FERPA does, however, authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record.

A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (i.e., an auditor, attorney or collection agency); contractors, volunteers, and other non-employees performing institutional services and functions; a person serving on the Board of Trustees; a student serving on an official committee or assisting another school official in performing his/her task. A legitimate educational interest exists if the school official needs to view the education record to fulfill his or her professional responsibility.

Upon request, St. Luke's College/Morningside University will disclose education records, without consent, to officials of another school in which the student seeks or intends to enroll.

St. Luke's College/Morningside University may also disclose "directory" information without the student's prior consent. Directory information is defined as:

- Name
- Local and permanent addresses
- Telephone number(s)
- E-mail address
- Date and place of birth
- Major or field(s) of study

- Dates of attendance
- Grade level
- Enrollment status (FT/PT; undergraduate/graduate)
- Degrees, awards, and honors received and dates
- Expected date of completion of degree requirements and graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent educational institution attended
- Photograph

Students have the right, while enrolled, to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a non-release form in the Registrar's Office by the end of the first week of the semester. This release restriction is effective for one academic year only and must be renewed each year. If a student requests non-disclosure of directory information in his or her last term of attendance, that request will be honored until the student requests its removal.

A student should carefully consider the consequences of a decision to withhold directory information, as future requests for such information from other schools, loan or insurance companies, prospective employers or other persons or organizations will be refused as long as the request for non-disclosure is in effect.

Students may indicate that they would like non-disclosure of directory information, and all college personnel should honor this request. However, official notification of non-disclosure must still be made in writing at the Registrar's Office.

4. The right to file a complaint with the U.S. Department of Education concerning an alleged failure by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue S.W.
 Washington, D.C. 20202-605
 Phone: (202) 260-3887
 Fax: (202) 260-9001
 Email: ferpa@ed.gov

BOARD OF DIRECTORS

Organization of the Board of Directors of St. Luke's College

2026-2027 OFFICERS

MR. CURTIS N. WHITE, Chair, Westfield, Indiana

MRS. ROBERTA J. ROHLENA, Secretary, Sioux City, Iowa

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MR. JOHN J. STEELE, Omaha, Nebraska

MR. JAMES A. WALKER, Wayzata, Minnesota

MR. CURTIS N. WHITE, Westfield, India

ADMINISTRATIVE OFFICES, 2026-2027

PRESIDENT'S OFFICE

President	Chad Benson
Administrative Assistant to the President	Lisa Krohn

ACADEMIC AFFAIRS

Provost and VP for Academic and Student Affairs	Christopher L. Spicer
Academic Affairs Coordinator	Karrie A. Alvarez
Associate VP for Academic Affairs	Taylor Clemens
Dean of Nylen School of Nursing and Health Sciences	Jacklyn R. Barber
Dean of Students	Beth Boettcher
Advising and Disability Services Coordinator	Loren Schmoll

UNIVERSITY ENGAGEMENT

Vice President for University Engagement	Stacie Hays
Associate VP for Marketing & Communication	Tasha Goodvin
Web Development & Digital Strategy Director	Tim Cohoon
Strategic Communications Specialist	Alisanne Struck
Sports Information Director	Nick Buth
Communication and Athletic Information Specialist	Zach James
Alumni Engagement Director	Alex Watters
Student Experience & Retention Coordinator	Katie Koithan
Careers, Life, and Success Coordinator	Ceydi Arriola

REGISTRAR

Registrar	Jennifer Dolphin
Associate Registrar of Graduation and Degree Audit	Tiana Hall
Associate Registrar	

BUSINESS OFFICE

Vice President for Business and Finance	Jeanette Frey
Associate VP for Business Services/Controller	Melissa Jensen
Director of Human Resources	Cindy Welp
Payroll/Administrative Coordinator	Ellen Dirks
Business Office Associate	Stacia Schuur
Accounts Payable/Analyst	Johnathon Valdez
Central Scheduling Manager	Tami Burnett
Print Shop and Mailroom Coordinator	Calissa Hanson

NYLEN SCHOOL OF NURSING AND HEALTH SCIENCES

Dean	Jacklyn Barber
Associate Dean	Amanda Van De Berg
Undergraduate Nursing Department Head	Angela Keller
Graduate Nursing Department Head	Brenda Wimmer
Health Sciences Department Head	Brittni VanderMolen
Radiology Technology Program Director	Brittni VanderMolen
Respiratory Care Program Director	Cynthia Duncan
Medical Laboratory Sciences Program Director	Rhonda Oedekoven
Clinical/Practicum Placement Coordinator	Kristin Samuelson
Enrollment and Transition Coordinator	Jennifer Walker
Education Technology Specialist	Michelle Ouellette
Student Success Coordinator	Nancy Zubrod
Senior Administrative Coordinator	Debra Seaman
Senior Administrative Coordinator	Megan Hegna
Administrative Assistant.....	Kristen Willson

THE MSIDE STORE

Director of The Mside Store	Kindra Johnson
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BUILDINGS, GROUNDS AND CUSTODIAL SERVICES

Assistant Vice President Facilities.....	Jason Reynoldson
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CAMPUS SECURITY

Director of Campus Safety and Security	Brett Lyon
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ENROLLMENT/ADMISSIONS

Vice President for Enrollment Management.....	Stephanie Peters
Senior Associate Director of Admissions.....	Amy Williams
Admissions Counselor	Annalea Chytka

STUDENT FINANCIAL PLANNING

Senior Associate Vice President for Enrollment (Financial Aid)	Karen Wiese
Office Coordinator Student Financial Planning.....	Tiffany Ballantyne

INSTITUTIONAL ADVANCEMENT

Associate VP for Institutional Advancement	Jennifer (J.J.) Marlow
Assistant Vice President for Institutional Advancement	Mike Freeman

INFORMATION SERVICES

Help Desk Team Lead	Matt Powell
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THE LEARNING CENTER

Library Director..... Adam Fullerton
Academic Support Center Director/Instructor..... Regina Bade
Circulation Manager Karen Wascher
Personal Counselor Bobbi Meister
College Ministry/Community Service Coordinator Rev. Andy Nelson

Residence Life

Director of Residence Life..... Sheri Hineman

Student Health

Health Director..... Judi Neswick

St. Luke's College/Morningside University

Undergraduate Academic Calendar 2026-2027

Fall 2026 (Term 2027/10)

August 18-Tuesday Registration	Fall Validation &
August 19-Wednesday Begin	Day and Evening Classes
August 26-Wednesday Pass/Fail	Final Day to Register or Change Course Status to
September 7-Monday Classes)	Labor Day (No
September 14-Monday Courses	Midterm Reports Due in Office of Registrar for 1st Half
September 15-Tuesday Graduation	Final Day to File for December
September 18-Friday	Deadline for Incomplete Grades from
Spring/May/Summer September 23-Wednesday Half Course	Final Day to Drop a 1st
September 23-Wednesday	All Campus Event Day (Evening
Classes Meet) October 9-Friday Classes End	1st Half
October 12-Monday Begin	2nd Half Classes
October 14-Wednesday	Midterm Reports Due in Office of Registrar for Full
Semester Classes October 15 & 16 Thursday & Friday (No Classes)	Fall Break
October 19-Monday Course	Final Day to Register for a 2nd Half
November 3-Tuesday Meet)	All Campus Event Day (Evening Classes
November 4-Wednesday Course	Final Day to Drop a Full Semester

November 9-Monday	Midterm Reports Due in Office of Registrar for 2nd
Half Courses November 18-Wednesday	Final Day to Drop a 2nd
Half Course	
November 25-Wednesday Begins	Thanksgiving Holiday
November 30-Monday Resume	Classes
December 4-Friday Classes	Last Day of
December 7-Monday Begin	Final Exams
December 9-Wednesday AM Period	Reading
December 11-Friday Exam	Fall Semester Ends after Last
December 14-Monday Registrar	Final Grades Due in Office of

Spring 2027 (Term 2027/20)

January 12-Tuesday Registration	Spring Validation &
January 13-Wednesday Begin	Day and Evening Classes
January 20-Wednesday Pass/Fail	Final Day to Register or Change Course Status to
February 3-Wednesday Meet)	All Campus Event Day (Evening Classes
February 5-Friday Courses	Midterm Reports Due in Office of Registrar-1st Half
February 8-Monday Graduation	Final Day to File for May
February 12-Friday 2025	Deadline for Incomplete Grades from Fall
February 16-Tuesday Course	Final Day to Drop a 1st Half

March 3-Wednesday Classes End	1st Half
March 4-Thursday Begin	2nd Half Classes
March 5-Friday Class	Spring Break Begins After Last
March 15-Monday Resume	Classes
March 15-Monday Classes	Midterm Reports Due in Office of Registrar for Full Semester
March 18-Thursday Course	Final Day to Register for a 2nd Half
March 24-Wednesday Class	Easter Holiday Break Begins After Last
March 30-Tuesday Resume	Classes
March 31-Wednesday Course	Final Day to Drop a Full Semester
April 13-Tuesday Meet)	Palmer Undergraduate Research Symposium (Evening Classes
April 13-Tuesday	Midterm Reports Due in Office of the Registrar for 2nd
Half Courses April 14-Wednesday Half Course	Final Day to Drop 2nd
May 4-Tuesday Classes	Last Day of
May 5-Wednesday PM Begins	Final Exam Week
May 11-Tuesday Exam	Spring Semester Ends after Last
May 13-Thursday Registrar	Final Grades Due in Office of the
May 14-Friday TBA)	Baccalaureate Services (Time and Place

May 15-Saturday TBA)	Commencement (Time and Place
Summer 2027	
May 17-June 6 (2027/24) Term	May
June 7-July 30 (2027/30) r	Summe
June 7-July 2 (2027/30) I	Summer Session
July 5-July 30 (2027/32) II	Summer Session

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