

Welcome to Mercy College!

We are pleased you have chosen Mercy College and wish you great success.

This 1997-1998 edition of the Mercy College Student Handbook will tell you where to find resources and how to handle many situations. A supplemental handbook specific to your program of study will be given to you at your first class. Course-specific information can be found in the syllabus that you will receive for each course.

The information contained in this Handbook was current as of the date printed. *As a Mercy College student, you are responsible for knowing the information herein and for complying with all regulations, policies, and procedures of the College.* The College reserves the right to revise regulations, policies, procedures and curricula as may be deemed necessary or desirable. Students are responsible for checking the hallway monitors, the *Mercy Messenger* and bulletin boards to keep abreast of changes, and for asking staff members for clarification when necessary.

It is the Mercy College policy to conduct academic and business activities in a manner that is free from discrimination and to provide equal opportunity and treatment for students regardless of race, color, creed, religion, sex, age, national origin, or disability.

Revised and approved July 1997

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Mercy College Academic Calendar, 1997

1997 Fall Semester

New Student Orientation	August 22
First day of classes	August 25
Labor Day, no classes	September 1
Fall recess	October 10
Homecoming	October 17 - 18
Registration for Spring Semester	November 10 - 14
Thanksgiving, no classes	November 27 - 28
Final exams	December 15 - 18
Christmas break	December 19 - January 4

1998 Spring Semester

First day of classes	January 5
President's Day, no classes	February 16
Spring break, no classes	March 23 - 27
Registration for Summer and Fall	April 6 - 10
Final exams	May 4 - 7
Commencement	May 9

1998 Summer Session I

First day of classes	May 11
Memorial Day, no classes	May 25
Final exams	June 24 - 25

1998 Summer Session II

First day of classes	June 29
Independence day, no classes	July 4
Final exams	August 12 - 13

Mercy College Mission, Goals, and Objectives

Mission

Mercy College of Health Sciences is a health-system-affiliated, Catholic institution of higher education. Guided by the core values of the Spirit of Mercy - compassion, hospitality, excellence, stewardship and dignity of the individual - the primary purpose of the College is to prepare students for service and leadership roles in health care. By providing coherent general and professional educational experiences, the College offers programs leading to academic degrees, certificates and continuing professional development in selected health care disciplines.

Goals and Objectives

To fulfill its mission, Mercy College is committed to achieving the following goals and objectives.

1. Develop an intellectually stimulating and caring environment that will facilitate student academic achievement and clinical competence by:
 - a) Engaging professional role models for general education and selected health care disciplines;
 - b) Offering student services which facilitate success in the college;
 - c) Providing learning resources to enhance the student's academic and professional development;
 - d) Fostering caring relationships within the college community.
2. Provide general education that facilitates personal development and community involvement by enhancing the student's ability to:
 - a) Think analytically and creatively;
 - b) Communicate effectively in writing and speech;
 - c) Acquire knowledge from the arts and sciences;
 - d) Articulate personal values in relation to ethical standards;
 - e) Participate responsibly in the community.
3. Prepare students for entry level positions in their chosen profession by providing opportunities for students to:
 - a) Demonstrate competencies in knowledge, skills and attitudes for their chosen profession;
 - b) Develop caring, ethical, and professional behaviors.;
 - c) Participate in diverse educational experiences in the health care system;
 - d) Interact with professional role models in selected health care settings;
 - e) Display leadership ability through participation in health care-related and service-oriented activities.
4. Provide continuing and community health-related education by:
 - a) Offering educational opportunities that enable health care professionals to remain current in and across disciplines;
 - b) Sponsoring health related programming for the community.

How to Find Your Way Around Campus

See insert

How To Obtain Current Information

Monitors

Mercy College information, updated daily, can be seen on the video monitors in five locations.

- Building One Lobby
- Building One Commons
- Brennan Hall Lobby
- Brennan Hall Classroom Area
- Building Two Hallway

Information Desk

Building One Lobby, 247-3180

Dissemination of information, including telephone messages and mail, among students, faculty and staff occurs at the Information Desk. This desk is covered by personnel on a 24-hour basis, seven days per week.

College Newsletter

The *Mercy Messenger* is a bi-weekly publication of important campus news and information and is available to all students free of charge. Students are encouraged to submit information for publication to the Director of Student Services.

Student Directory

The *Student, Faculty and Staff Directory*, available at the Information Desk, lists addresses, telephone numbers and majors of all students.

Bulletin Boards

Students may utilize bulletin boards by having appropriate items signed and dated at the Information Desk. Postings will be removed after two weeks.

Telephones

Telephones available for student use are located in the Building One Commons and the second floor hallway of Building Two

Weather Emergencies

Weather emergencies affecting Mercy College will be announced on radio stations WHO 10.40 AM, KGGO 94.9 FM, and STAR 102.5 FM and via local television channels 5 (ABC), 8 (CBS) and 13 (NBC). These announcements will be made by 6:00 a.m. for day classes and 3:00 p.m. for evening classes.

Registration and Student Records

How to Register for Classes

Mercy College notifies new students of registration dates by mail following admission to the College. Students who cannot attend on their assigned date may register by appointment. Returning students will register during the last four weeks of each semester for the following semester, or by appointment with the Registrar.

Registration is not official until tuition is paid or a payment plan is arranged.

How Grades Are Disseminated

After grades are recorded by the Registrar at the conclusion of each semester, grade reports are mailed to the student's home address. Grade reports will not be released if the student's academic status is on hold.

How to Obtain A Transcript

Transcripts are issued by the Registrar upon receipt of a written request from the student. A form for this purpose is available from the Registrar. The first transcript following graduation is provided at no charge; all others cost \$3. Transcripts will not be released if the student's academic status is on hold.

How To Review Your Student Records

Mercy College students, former students, graduates, and parents of minor students have the right to review their official records, except for confidential recommendations for which such right has been waived.

Records may be reviewed by appointment with the Academic Dean, which will be scheduled within ten working days of a request. The record may be reviewed in the office and in the presence of the Academic Dean or his designee. If a student believes that any record is inaccurate or misleading, a meeting may be scheduled with the Student Record Review Board composed of the Academic Dean, Registrar and the student's Advisor.

Confidentiality of Your Student Records

Mercy College complies with federal and state laws in the maintenance of, access to and release of student records. No third party access to non-directory information is permitted without the students' written consent, except as allowed by law. At its discretion, the institution may provide Directory Information which is defined as: student name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards, most recent previous educational institution attended, and participation in College activities.

Student requests for release of non-directory information must include the date, the information being sought and the signature of the student.

Persons, agencies, or organizations desiring to access a student's records are required to sign a form stating the date, person desiring access and reason for viewing the records. The College will release records *only if the student involved also gives written consent*, reason for release and the name and address of the party to receive the records. This data is mailed to the authorized third party with a warning that no other party should have access to the information. Documents will be mailed within ten working days of receiving the signed requests and the student will be billed \$2 per item, per copy.

Faculty and staff of Mercy College must have access to student records in order to fulfill their responsibilities. Paper records of current students and graduates are maintained in locked files in the Registrar's Office.

Faculty members may write recommendations upon the student's written request and completion of a *Release of Information* form. The request and a copy of the recommendation will be maintained in the student's file.

The person responsible for records is:

*Deanne M. Remer, College Chief Executive Officer
Mercy College of Health Sciences
928 Sixth Avenue, Des Moines, IA 50309-1239*

Resources for Students

Mercy College offers supportive services and resources throughout the college experience in an effort to help every student succeed.

Academic Counseling and Tutoring

Monday noon workshops develop note-taking, test-taking, and other learning skills. *Individual tutoring may be arranged upon request.* Ask your advisor, or pick up a Tutor Request Form at the Information Desk.

Employment Counseling

Each semester, career-seeking skills workshops are also offered. The library maintains a selection of career resources. Professional job opportunities are posted on Building One bulletin boards as they become available.

Financial Aid Counseling

Office 110, 362-6611

Two Financial Aid officers assist students in applying for financial assistance.

Personal Counseling

Office 111; 362- 6609

Personal counseling is available through the Director of Student Services, who may refer students to Mercy Hospital Employee Health, Pastoral Care, Social Services, Franklin Center or other appropriate agencies. Students may be responsible for the costs associated with referrals.

Libraries

Mercy College Library, Brennan Hall 125; 362-6612

Levitt Library, Hospital A Level; 247-4189

Mercy College Library is an active participant in the interlibrary loan program and has an electronic library system, enabling students to access information in many libraries, via the internet, from CD-ROMs and videos. Mercy also maintains an agreement with Drake University which allows students to access Drake Library materials.

College Library Hours	Monday - Thursday	9:00 a.m. - 10:00 p.m.
	Friday	9:00 a.m. - 5:00 p.m.
	Saturday	9:00 a.m. - 2:00 p.m.
	Sunday	5:00 p.m. - 10:00 p.m.

Levitt Library Hours	Monday, Wednesday, Friday	7:00 a.m. - 5:30 p.m.
	Tuesday, Thursday	7:00 a.m. - 8:00 p.m.
	Sunday	2:00 p.m. - 6:00 p.m.

Computer Center

Brennan Hall Room 122

The Mercy College Computer Center offers individual work stations and interactive video units and is available to all students during posted hours. Guidelines for using the system are available in the Computer Center.

Computer Center User Rights and Responsibilities

Computer resources are available for research, coursework and the professional development of students. Resources are shared and therefore users are expected to be considerate of others by working quietly, keeping food and fluids out of computer rooms and leaving workstations clean and orderly. Children are not allowed in the computer lab.

It is the user's responsibility to save work on diskettes. Files will be routinely purged.

The College's computer resources may be used for lawful purposes only. Uses prohibited include, but are not limited to, the following:

- Activities that have the potential to adversely affect Mercy's reputation;
- Attempts to gain access to Mercy College records or those of any other organization;
- Destruction of programs, data or equipment;
- Uses that benefit any political or commercial organization or that are for profit;
- Transmission of copyrighted material;
- Transmission of threatening or obscene material;
- Illegal copying of software.

If the propriety of any computer use is unclear, it is the responsibility of the student to seek clarification from the Computer Specialist or a staff member.

Bookstore

Building One, Lower Level; 362-6607

The Bookstore offers textbooks, classroom and medical supplies, Mercy College imprinted clothing and gift items, food and convenience items. You are encouraged to suggest additional items and ideas for bookstore sales. Open 7:30 a.m. - 7:00 p.m. Monday through Thursday;; 7:30 a.m. - 1:00 p.m. Friday

- Bookstore Textbook Return Policy: The bookstore will accept returns on new books within 30 days after the first day of the current semester, with receipt, if not used or written in. There is no buyback of workbooks or study guides unless still in original shrink-wrap.
- Bookstore Repurchase of Used Textbooks Policy: During the last week of each semester, the bookstore will arrange to host an independent book dealer who will pay cash for books that the book company determines can be used again.

Study Areas

Mercy College provides students with the following areas for study:

- Brennan Hall Commons.
- Brennan Hall Library.
- Building One Commons
- Building One Residence Hall Lounges, when accompanied by a resident.
- Building Two. Students may check at the Information Desk for available classrooms.

Wellness Center

Hospital First Floor; 247-3066

The Mercy Wellness Center is available to all Mercy College students at the employee rate. Students may earn free memberships by volunteering at the Center, which includes a gymnasium, swimming pool, whirlpool, racquetball court, treadmills, exercise bicycles, Nautilus and Stairmaster equipment. Hours: 6:00 a.m. - 1:00 a.m. daily (summer weekend hours vary).

Chapel

Brennan Hall

Students, faculty and staff are encouraged to use the Chapel for individual and group worship, reflection and solitude. Chapel services for the College community are scheduled monthly. All students are welcome to participate in planning and conducting these services. If interested, contact the Director of Student Services.

Student Lounges

The Student Commons is located on the lower level of Building One next to the Bookstore. Comfortable furniture, a television, piano, change machine, microwave, refrigerator, lockers and vending machines are available in this lounge. A smaller lounge on the second floor of Building Two offers vending machines and a microwave.

Student Lockers

Students may request a locker at the bookstore. Rental is free, student's provide their own lock and are expected to empty the locker by the last day of class. If the student fails to do this within ten working days of the final class session, the lock will be removed and the contents of the locker discarded. Lockers are subject to unannounced searches.

Student Residence Hall

The Mercy College Residence Hall, located on the second and third floors of Building One, is available to any Mercy College student who is currently enrolled and in good standing. Persons enrolled in various Mercy Hospital educational programs are eligible to obtain temporary residence as well. Arrangements for using the Residence Hall may be made at the Bookstore or Information Desk.

Residents must read and agree in writing to abide by resident regulations. Failure to comply with these regulations will result in disciplinary action and may include immediate eviction with no refund.

Meal Options

Food may be purchased in the Mercy College Bookstore, as well as at the Mercy Court Coffee Shop across Sixth Avenue. Meals are also available in the McDonald's Restaurant and the cafeteria located on the hospital's lower level.

Mercy Child Development Center

1150 6th Avenue, 243-6232

Mercy's Child Development Center is conveniently located across the street from Mercy Hospital and accepts children of employees and students on a regular or drop-in basis.

Mercy Credit Union

1053 5th Avenue, 247-3096

The Mercy Credit Union offers special rates to full-time students, including reduced fees and a low deposit requirement. Stafford Loans are also available through the Credit Union. Credit Union staff will provide money management workshops at the college as well as individual financial advising upon request.

Organizations for Students

Student Senate

Student Senate provides an exceptional opportunity for students to participate in College decision-making by electing student representatives to the College Senate and to the College Curriculum, Student Services and Institutional Effectiveness Committees. Senate members will also work with the Director of Student Services to establish activities that foster communication and positive relationships among students, faculty and administration.

An excellent leadership opportunity, Student Senate meets in Brennan Hall at Noon, the second Monday of every month, September through April.

Professional Organizations

All Mercy College students are encouraged to sponsor a local chapter of their respective national professional organization. Start a new organization by contacting your Program Director or join one of two existing organizations:

- Iowa Association of Nursing Students
- Nurses Christian Fellowship.

Employment Opportunities for Students

Student Ambassador Program

The Student Ambassador Program offers students an opportunity to exercise leadership and communicate their enthusiasm for Mercy College by assisting prospective students and their families. Selected and trained by Admissions Counselors, Ambassadors host tours and participate in recruitment events.

Residence Assistance Program

The Residence Assistance Program also enables students to develop leadership skills. Selected, trained and supervised by the Director of Student Services, the Resident Assistants assure that dormitory residents have their concerns properly addressed and that all cooperate in healthy community living.

Work-Study Program

The Work-Study Program offers employment opportunities for students who demonstrate competence in a specific area. Eligible students must demonstrate behaviors consistent with the values of Mercy College and be currently enrolled and in good standing.

Campus Safety

Security is provided at all times. Buildings are locked at 7:00 p.m. and can only be accessed with an employee or student identification card.

Security Office

Hospital A Level; 247-3111

A lost and found service is maintained at the Security Office and missing articles should be reported to them. Mercy College is not responsible for money, jewelry, or any other articles lost on campus.

Students should report any vandalism and security incidents to a member of the College faculty or staff. Incidents between the hours of 11:00 p.m. and 7:00 a.m. should be reported to the Information Desk or the hospital Security Office.

1996 Security Report

Mercy College has no record of crimes committed on campus. Had any offenses occurred, details would be available in the Security Office. The following breakdown is presented as a courtesy, in consideration of your right to know.

1996 Crimes Committed on Campus

Murder	0	Burglary	0
Rape	0	Robbery	0
Car theft	0	Assault	0
Forcible sexual offense	0		
Non-forcible sexual offense	0		

Arrests Made--1996

Liquor law violations	0
Drug abuse violation	0
Weapon possession	0
Forcible sexual offense	0
Non-forcible sexual offense	0

What to Do in an Emergency

If immediate assistance is required, contact the Des Moines Police Department (9-911) and *specify that the call is being made from 928 Sixth Avenue.*

- Fire Alarm. Close all doors and use the stairs to exit the building. Do not use elevators. Fire extinguishers, hoses, sprinklers and alarms are located throughout all campus buildings (see diagrams posted in hallways).
- Tornado Warning. *Building One:* proceed to the Student Commons (lower level); use first floor hallway for any overflow. *Brennan Hall:* proceed to restroom. *Building Two:* proceed to any first-floor restroom.
- Bomb Threat. Vacate area and notify hospital Security Office (247-3111). An immediate search will be conducted by security personnel. An object suspected to be a bomb should never be disturbed; trained personnel will handle all suspicious objects.
- Disaster. Students may be requested to assist with patients and families.

Student Parking and Shuttle Service

Because busy hospital parking lots have a high volume of emergency vehicles and time-critical situations, hospital parking rules require extreme respect.

Parking Permits

Security Office, Hospital A Level; 247-3111

To provide safe and secure parking for the students of Mercy College, all student vehicles must display an appropriate parking permit, available at no cost at the Security Office, and are restricted to certain areas and times.

Shuttle Service

247-4246

Shuttle transportation between Mercy College and Mercy Hospital is provided so students may easily park at the College. The shuttle makes regularly scheduled trips between 6:15 a.m. and 7:15 a.m., Monday through Friday, and is available upon request from 8:00 a.m. to 8:00 p.m. College Information Desk staff will gladly request a shuttle for you.

Parking Areas

Student vehicles must not be parked on the following hospital lots between the hours of 6 a.m. and 1:30 p.m., Monday through Friday: East Lot, East Ramp, Education Center, Education Center East, Holiday Inn, Laurel Center, Visitor Lot, West Lot, and West Ramp.

City streets north of University Avenue cannot be monitored effectively by the Security Department and the College strongly discourages parking on those streets.

Student vehicles may be parked in any lot of Mercy Hospital ***except the visitor lot*** between the hours of 1:30 p.m. and 6 a.m., Monday through Friday, and at any time on Saturday and Sunday. ***Yellow traffic control markings and posted signs give directions for authorized and unauthorized parking.***

Parking Violations

Vehicles without an appropriate Mercy permit that are parked on the lots of the hospital will receive a parking citation. Student vehicles parked in restricted or unauthorized areas will also receive a parking citation. ***Students will be billed \$15 for each citation received.***

Student Health

Required Physical Examination

All students accepted into a degree program must submit a Physical Exam Form, including results of a tuberculin skin test, urinalysis and blood test before being allowed to register. Also required is documentation, signed by a physician, of required immunizations. Evidence of tuberculin skin tests at 12 month intervals following admission must be filed with the Student Health Nurse.

Required Health Insurance Coverage

All students admitted to Mercy College are required to have health insurance. Insurance information is provided at Orientation and at the Information Desk, ***and may only be purchased during the first 30 days of each semester.*** Call Mercy Human Resources, 247-3100, for details.

Required CPR Certification

Degree-seeking students must provide verification of current certification in Cardiopulmonary Resuscitation (CPR) for Health Care Providers to their instructor prior to providing patient care. Certification must be from a nationally recognized agency and must include: One-Person CPR--Infant, Child and Adult; Two-Person CPR--Adult; Airway Obstruction--Conscious, Becoming Conscious and Unconscious in the Infant, Child and Adult; and Barrier Devices.

Infection Control

Mercy College follows the rules and regulations established by host worksites, the Occupational Safety and Health Administration, the Center for Disease Control and the State of Iowa.

Universal Precautions

Students are expected to use universal precautions and to comply with all safety standards and procedures. Failure to do so will result in disciplinary action. Students must immediately report to their instructor any exposure to potentially infectious materials. The instructor will follow host agency protocol and students will be monitored by Employee Health at no charge. Students are also responsible for reporting any injury or illness which occurs during a clinical experience.

Employee Health

Hospital Fourth Floor West 247-3097

Mercy Hospital Department of Employee Health assessment services are available at no cost when students become ill. If a referral is made, students will be responsible for expenses. Twenty-four hour emergency medical care is available through the Mercy Hospital Emergency Department at regular emergency room fees.

Returning to Clinical or Field Following Absence

Students absent for three or more days because of illness or injury must report to Employee Health to obtain clearance to return. Students who have been absent for five days or more, and students who have undergone outpatient surgery, hospitalization, casting or splinting must provide a signed physician's statement to Employee Health. Employee Health will notify the student's instructor of permission to return. A physician's release may be requested at the instructor's discretion.

College Community Expectations

Ethical and Professional Conduct

Mercy College expects students to be honest, respectful, accountable for their actions and protective of confidentiality and to adhere to the standards of professional conduct established by their respective professions.

Confidentiality of Patient Information

Strict confidentiality of patient information is maintained in all clinical areas and fieldwork. *Absolutely no portion of any chart may be removed from the institution or photocopied. Patient information needed for coursework may be handwritten on the Data Collection Tool or the Student Care Plan.* Initials are the only form of patient identification to be used in coursework.

Professional Malpractice/Liability

Students who are currently enrolled in a Mercy College degree program, are functioning within the scope of their practice, and are being supervised by an approved instructor/preceptor during a scheduled clinical or field internship on Mercy's campus or with a contracted affiliate, are covered under the Professional Malpractice Insurance of Mercy Hospital Medical Center.

Academic Dishonesty

Academic dishonesty consists of any deliberate misrepresentation of an academic record, academic status, examination performance, papers or other work prepared outside of class, or of one's efforts toward the fulfillment of course or degree requirements.

Plagiarism is the representation of another's ideas, statements or research as one's own and includes having another person write a paper or do an assignment and copying, summarizing or paraphrasing another's work without appropriate and standard documentation.

Cheating refers to dishonesty in examinations and includes copying from another student's paper and use of unauthorized materials during an exam.

Students who plagiarize or cheat *and students who provide the material for plagiarism or for cheating* are guilty of academic dishonesty. The penalty will depend upon the nature, extent and frequency of the infraction and ranges from a failing grade for the exam or assignment to dismissal from the College.

For a first offense, the instructor shall determine the penalty, up to and including failure of the course. For a second offense, the instructor shall inform the Academic Dean who will determine the penalty, up to and including dismissal from the College.

In all cases of academic dishonesty, the student will be notified in writing of the determined penalty. A student who wishes to deny the instructor's allegations or appeal the instructor's penalty may do so through the Student Grievance and Appeal Procedure.

Student Attire

Neat, clean, wrinkle-free attire will enhance the patient's and the community's confidence in Mercy College students. Footwear is always required and good grooming is expected. Jeans are acceptable for the classroom only. When at a clinical or field site, students must comply with the dress code of site and hair must be styled so that it will not fall in a sterile field or in a patient's face. Fingernails must be clean, trimmed and free of nail polish.

Please refer to your *Program Supplement to the Student Handbook* for a detailed dress code. Faculty members reserve the right to determine appropriateness of dress. Students or staff who have a complaint with respect to student attire should contact the Director of Student Services.

Attendance

Mercy College students are expected to attend all assigned class, laboratory and clinical/field sessions and to be punctual. Tardiness or leaving a session early may be recorded as an absence.

Attendance is critical and will be recorded. It is always the students responsibility to follow specific program procedures in notifying instructors of absences, and to request make-up assignments and complete them promptly.

Legitimate reasons for absence include compassionate leave (up to three calendar days for the death of a mother, father, spouse, child, brother, sister, grandparent, grandchild, mother-in-law or father-in-law), illness or accident.

Within Mercy College, each program has specific attendance guidelines. Consult your *Program Supplement to the Student Handbook* for additional information and always use the following Notification of Absence Procedures:

EMS Notification of Absence Procedure

It is the student's responsibility to notify the EMS lead instructor and the field site of absence or tardiness. *Only if the instructor is not available should the student leave a message.*

RT/DMS Notification of Absence Procedure

It is the student's responsibility to notify the Program Director or instructor of any absence or tardiness ***within 30 minutes after the beginning of class or clinical assignment, or prior to Noon if on a 1:00 - 9:00 p.m. clinical rotation. The student must speak directly to the Program Director or instructor.*** Only if both of these persons are unavailable should a message be left; *this message must include a telephone number where the student may be reached.*

ASN/BSN/ST Notification of Absence Procedure

It is the student's responsibility to notify his or her instructor of any absence ***one hour prior to the beginning of class or clinical assignment.***

Drug Free Environment

Mercy College is committed to providing a drug-free environment and expects the same commitment from students, faculty and staff. The College complies with all federal and state laws, regulations, and orders which pertain to providing a drug-free campus and workplace. At orientation, all students are given information concerning the health risks associated with alcohol and drug abuse and related sanctions imposed by local, state and federal agencies. Substance abuse counseling is available to students on a self-referral basis.

Students may not report to class, learning experiences or college-related activities under the influence of alcohol or illegal drugs. Neither shall students bring in, make, distribute, sell, use or have in their possession alcohol or illegal drugs when on college premises or participating in any college-related activity. Violation of this policy will result in discipline of the student up to and including expulsion. The minimum disciplinary measure will be one semester of probation, with the student's continued status being determined by the Director of Student Services at the end of the probationary period.

If a student of Mercy College is convicted of violation of any criminal drug statute, the student is required to inform the Director of Student Services of the conviction within five days. Any drug or alcohol-related conviction will result in discipline of the student up to and including expulsion.

The Director of Student Services will notify all appropriate agencies, registries, and authorities of any drug or alcohol-related convictions within thirty days of receiving the information. Students licensed in Iowa as LPNs are additionally subject to all sanctions imposed by the Iowa Nurse Practice Act and will be referred to the Iowa Board of Nursing for disciplinary action where appropriate.

Mercy College reserves the right to remove a student from the College or a College-related activity if the student's appearance or conduct is unprofessional or inappropriate. This includes but is not limited to the use of foul language, inappropriate dress and the smell of alcohol.

Discipline Procedure

Mercy College reserves the right to initiate discipline at any of the following levels, including immediate expulsion. However, disciplinary action shall normally follow this sequence:

- Step 1.* The observing party shall attempt to resolve the matter privately with the student. If unable to resolve, the observing party shall bring it to the attention of the Program Director.
- Step 2.* Discussion between student and Program Director. Student will be given a written warning regarding the consequence of any future offense (copy to be placed in the student's file and removed at graduation if there are no further offenses). If unable to resolve, the Program Director shall notify the Director of Student Services.
- Step 3.* Discussion between student and Director of Student Services to form a written plan outlining action steps for correcting the problem. The plan is retained by the student, a copy is placed in the student's file. The Director of Student Services will monitor the student's conduct during a probationary period, (length determined by Director of Student Services). If the matter remains unresolved, the Director of Student Services shall suspend the student.
- Step 4.* Discussion between student and Director of Student Services followed by termination of participation in class, clinical and College-related activities for a length of time to be determined by Director of Student Services. Suspended students (residents included) are banned from campus. A written report by the Director of Student Services will be placed in the student's file. If the matter remains unresolved, the Director of Student Services shall notify the Student Services Committee.
- Step 5.* Discussion between student and Student Services Committee. If unable to resolve, the student shall be immediately dismissed from the College. All courses for which grades have yet to be received shall be recorded as either "W" or "WF" depending upon whether the student was passing when dismissed. The student shall be ineligible to apply for re-admission to the College. A report by the Student Services Committee will be placed in the student's file and the student's transcript will indicate that the student was dismissed for non-academic reasons.

Student Grievance and Appeal Procedures

Students have thirty days to challenge any grade or any decision or action affecting their academic record.

Failure of a student to adhere to specified time limits or to appear at related meetings shall result in dismissal of the grievance. All grievance and appeal proceedings will be conducted in strict confidentiality. However, the College reserves the right to discuss any matter with appropriate external authorities.

Student Grievance and Appeal Procedures for Academic Issues

- Step 3.* Student shall attempt to resolve the matter privately with instructor.
- Step 2.* Student may file an Academic Grievance Form with Program Director or Academic Dean's designee no later than five academic working days following the private attempt to resolve the matter.
- Step 3.* Program Director or Academic Dean's designee shall meet with student and instructor to propose a resolution. This meeting shall take place no later than ten academic working days following receipt of the properly completed Grievance Form.
- Step 4.* Program Director or Academic Dean's designee shall, within five academic working days, inform the parties involved of the proposed resolution and place a report on the issue in the files of the student and the instructor.
- Step 5.* A student may write an appeal to the Academic Dean within five academic working days of the decision.
- Step 6.* The Academic Dean shall meet with student and any other party to the original grievance within ten academic working days of receipt of the appeal. The parties shall be notified of this meeting at least three academic working days prior its scheduled occurrence.
- Step 7.* The Academic Dean shall, at his discretion, meet separately or jointly with all parties, each of which shall be given a reasonable time to present relevant information.
- Step 8.* The Academic Dean shall inform all parties of the resolution of the matter within five academic working days. The decision of the Academic Dean shall be binding.
- Step 9.* The Academic Dean shall place a copy of the written resolution into the file of each party involved.

Student Grievance and Appeal Procedures for Non-Academic Issues

- Step 1.* The student shall attempt to resolve the matter in private conversation with the other party.
- Step 2.* The student may complete and file a Grievance Form with the Director of Student Services no later than five academic working days following the private attempt to resolve the matter.
- Step 3.* The Director of Student Services shall meet with the student and the party against whom the grievance has been filed no later than ten academic working days following receipt of the properly completed Grievance Form.
- Step 4.* The Director of Student Services shall, within five academic working days, inform the parties involved of her proposed resolution. Copies of this resolution and a report if the incident shall be provided to each party and placed into each person's file.
- Step 5.* A student may file a written appeal with the Director of Student Services within five academic working days of the decision.
- Step 6.* The Director of Student Services shall arrange a meeting of the Student Services Committee to take place within ten academic working days of receipt of the appeal. The Director of Student Services shall inform all parties to the original grievance of the date, time and place of the Committee meeting and forward all materials to committee members at least three academic working days prior to its scheduled occurrence.

- Step 7.* The Student Services Committee shall, at its discretion, meet separately or jointly with the parties involved, each of which shall be given a reasonable time to present relevant information.
- Step 8.* The Student Services Committee shall discuss the case privately and immediately inform all parties of its resolution and provide a written report to the Director of Student Services within five academic working days of the meeting. The decision of this Committee shall be binding.
- Step 9.* The Director of Student Services shall provide copies of this report to each party and place copies into the file of each person involved.

Sexual harassment cases shall be resolved in accord with the procedure detailed in the following specific policy:

Sexual Harassment Complaint Procedure

Sexual harassment will not be tolerated at Mercy College. Harassment includes, but is not limited to, sexual advances, requests for sexual favors and verbal or physical contact of a sexual nature; when submission to these actions is implicitly or explicitly made a condition of maintaining academic status or receiving a favorable educational decision; or when the conduct has the purpose or effect of interfering with class or clinical performance or creates an intimidating, hostile, or offensive environment.

Written materials designed to educate students regarding sexual harassment shall be distributed to all new students at College Orientation.

A student who has a complaint of sexual harassment against another member of the College community shall be responsible for taking steps to resolve the matter within 180 days of the alleged incident. Incidents involving another student shall be reported to the Director of Student Services; those involving a faculty or staff member shall be reported to the Academic Dean.

Sexual Harassment Complaint Procedure

- Step 1.* The student shall obtain a Sexual Harassment Complaint Form from the Director of Student Services when a fellow student is involved, or from the Academic Dean when a faculty or staff member is involved. The student must complete and return this form within five academic working days.
- Step 2.* Within five academic working days of receipt of a properly completed Sexual Harassment Complaint Form, a Sexual Harassment Complaint Resolution Committee, appointed by the Director of Student Services or Academic Dean, will interview the individual who filed the report, and any witnesses.
- Step 3.* If the Committee determines that the accusation of sexual harassment is credible, a meeting will be scheduled with the alleged perpetrator within five academic working days. At this meeting, the committee will provide all parties involved with reasonable time to present relevant information. The Committee shall meet immediately in private to discuss the case and appropriate disciplinary action will be taken if appropriate.

- Step 5.* The Complaint Resolution Committee shall provide a written report of its decision within five academic working days of resolution. A completed Resolution of Complaint Form shall accompany this report. All parties shall be notified in writing of the Committee's decision and copies shall be provided to the Director of Student Services or Academic Dean and placed into the file of each party involved.
- Step 6.* Student may file a written appeal with the Director of Student Services or Academic Dean within five academic working days of the decision.
- Step 8.* The Director of Student Services or Academic Dean shall inform both parties, in writing, of the final resolution of the matter within five academic working days of the meeting. The decision of the Director of Student Services or Academic Dean shall be binding.
- Step 9.* The Director of Student Services or Academic Dean shall place a copy of the written resolution into the file of each party involved.

The Director of Student Services or Academic Dean shall be responsible for monitoring this process to assure that all time limits are met and may grant a reasonable extension of the time limits at the request of the student. Failure of a student to adhere to the time limits or failure to appear at a meeting scheduled to resolve the matter shall result in dismissal of the complaint.

These proceedings will be conducted in strict confidentiality. All parties involved are prohibited from discussing the case with uninvolved persons. However, the College reserves the right to discuss the matter with appropriate external authorities.

Appendix

Bylaws of the Student Senate

Article I -- Name

The name of this organization shall be the Mercy College Student Senate.

Article II -- Purpose

The purpose of the Student Senate shall be to:

- A. Provide a forum for Mercy College students to discuss ideas and policy matters that impact upon the College and its students.
- B. Present ideas and policy recommendations to the College Senate, the deliberative body of the College faculty and staff.
- C. Participate in College decision-making by electing Student Senate representatives to the following standing committees of the College: Curriculum, Student Services, and Institutional Effectiveness.
- D. Work with the Student Counselor to establish a program of activities for Mercy College students.
- E. Foster communication, positive relationships, and unity among students, faculty, and administration.
- F. Promote personal and professional integrity among students.
- G. Provide an opportunity for student's to develop leadership abilities.

Article III -- Membership

The membership of the Student Senate shall consist of all currently enrolled students of Mercy College. All members of the Senate are eligible to vote.

Article IV -- Organization

A. Meetings

1. Regular Meetings. The Student Senate shall meet on the second Monday of every month, September through April.
2. Special Meetings. The Student Senate Chairperson shall call other Senate meetings as needed. Special meetings shall be announced at least two weeks in advance in the *Mercy Messenger*.
3. Presiding Officer. The Student Senate Chairperson shall preside at all regular and special meetings of the Senate.
4. Agenda. The Chairperson and the Student Counselor shall establish the agenda for each meeting of the Student Senate.
5. Minutes. The minutes of Student Senate meetings shall be recorded by the Secretary/Treasurer and placed into the permanent record book. A reproduction of these minutes shall appear in the edition of the *Mercy Messenger* that appears immediately following the Senate meeting.

B. Officers and Their Responsibilities

1. Chairperson. The Chairperson of the Student Senate shall establish the agenda of all Senate meetings in concert with the Student Counselor, preside at all meetings of the Senate, approve the minutes of Senate meetings, and appoint the members of the nominating committee.
2. Chairperson-Elect. The Chairperson-elect shall preside at meetings of the Student Senate in the absence of the Chairperson, chair the nominating committee, and monitor the Student Senate Bylaws to assure that they are current.
3. Secretary/Treasurer. The Secretary/Treasurer shall record the minutes of Student Senate meetings, have them approved by the Chairperson, place them into the permanent record book, and assure that they appear in the next issue of the *Mercy Messenger*. The Secretary/Treasurer shall also maintain a Student Senate checking account, receive and disperse all monies, and provide an accounting of fund revenues, expenditures, and the account balance at each regularly-scheduled meeting of the Student Senate.

C. *Election of Officers*

1. Chairperson. A Chairperson of the Student Senate shall be elected by the membership as Chairperson-elect the year before assuming the office of Chairperson. The Chairperson shall hold office for one year.
2. Chairperson-Elect. A Chairperson-elect shall be elected by the membership at the last regularly scheduled meeting of the academic year. The Chairperson-elect shall hold office for one year and become the Chairperson for the new academic year after the next Chairperson-elect is elected.
3. Secretary/Treasurer. The Secretary/Treasurer of the Student Senate shall be elected by the membership at the last regularly scheduled meeting of the academic year. The Secretary/Treasurer shall hold office for one year.
4. Nominating Committee. A nominating committee of five members shall be appointed by the Student Senate Chairperson at least one month prior to the last regularly scheduled meeting of the academic year. Chaired by the current Chairperson-elect, the nominating committee shall prepare ballots for the offices of Chairperson-elect and Secretary/Treasurer. Should the current Chairperson-elect be unable to assume the office of Chairperson the following year, the nominating committee shall prepare a ballot for the election of a Chairperson and a Chairperson-elect.
5. Election. Election to office shall be by a majority ballot vote at the last regularly scheduled meeting of the academic year.
6. Vacancies. Should any of the Student Senate offices become vacant during the academic year, the Chairperson (or the Chairperson-elect, in the absence of the Chairperson) shall appoint a temporary replacement until a special election can be held to fill the vacancy. Nominations for filling vacancies shall come from the floor.

Article V -- Ad Hoc Committees

Ad hoc committees may be appointed by the Student Senate Chairperson as needed. An *ad hoc* committee shall function until it has achieved its specifically identified purpose.

Article VI -- Parliamentary Procedures

All meetings of the Student Senate shall be conducted in accordance with the provisions contained in *Robert's Rules of Order (revised)*.

Article VII -- Quorum

A quorum of the Student Senate membership must be present for a vote to be taken. A quorum shall be defined as the presence of the Student Counselor and at least 20% of the Student Senate membership at a meeting of the Senate.

Article VIII -- Amendments

The Bylaws of the Student Senate may be amended at any meeting of the Senate by a two-thirds vote of the quorum. The proposed amendment(s) shall have been published in the *Mercy Messenger* at least four weeks prior to the meeting at which the vote is to be taken. Amended Bylaws shall be made available by the Secretary/Treasurer to all Senate members.

Adopted at Inaugural Meeting of the Student Senate, Monday, April 22, 1996.

