Regional Accreditation
Mercy College of Health Sciences is accredited by the Higher Learning Commission. Please visit the college website (mchs.edu) and go to the About Us/Accreditation section to find additional accreditation information by clicking on the Higher Learning Commission Mark of Affiliation (icon).

Disclaimer
Mercy College of Health Sciences reserves the right to change, at any time and without notice, their services, policies and procedures, and other related matters addressed in this handbook.

The Mercy College of Health Sciences Student Handbook for the 2019-2020 academic year is an informational document to help guide students through services, policies and procedures that apply to all students enrolled at the College. This document is not a contract.
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Student Handbook

Mercy College of Health Sciences is here to serve and support you, both academically and personally. This Student Handbook, along with the Catalog and other department publications, will acquaint you with Mercy College’s policies and services. If you need additional information or clarification, please consult the appropriate academic or administrative staff.

Switchboard:
515-643-3180

Mailing Address:
928 6th Avenue
Des Moines, IA 50309

University Website:
MCHS.edu (https://www.mchs.edu/)
Vision, Mission, Values, and Institutional Outcomes

Mission
Mercy College of Health Sciences prepares graduates for service and leadership in the healthcare community by integrating its core values with a professional and liberal arts and sciences education.

Vision
To be a national leader for excellence in the delivery and innovation of health sciences education.

Values
Mercy College of Health Sciences is a Catholic institution of higher education, rooted in the heritage of the Sisters of Mercy, guided by our core values of knowledge, reverence, integrity, compassion, and excellence.

Institutional Outcomes
To fulfill its mission, Mercy College of Health Sciences is committed to achieving the following institutional outcomes:

Knowledge Acquisition, Construction, Integration, and Application
1. Gains core knowledge and skills to build capacity for life-long learning.
2. Applies knowledge to a new situation or setting.
3. Demonstrates critical thinking.

Communication
4. Writes effectively in a variety of forms and settings.
5. Speaks effectively in a variety of forms and settings.
6. Listens to comprehend.
7. Reads to comprehend.
8. Collaborates respectfully with others to accomplish a common goal.

Servant Leadership
9. Exhibits personal accountability as a servant leader.
10. Exhibits social accountability as a servant leader.
11. Addresses community, national, and global needs through service.

Evidence-Based Continuous Improvement
12. Gains insights through assessment data.
14. Attains purposeful change to improve outcomes.
15. Monitors outcomes progress.
**Hours of Operation**

Hours may change and do not reflect holidays and periods of the year when classes are not in session. Visit the website for the most current hours of operation: [www.mchs.edu](http://www.mchs.edu). Evening hours available by appointment.

<table>
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<th>Hours</th>
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<td><strong>Regular Campus Business Hours</strong></td>
<td>Monday - Friday 8:00 a.m. to 4:30 p.m.</td>
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<td>Business Office</td>
<td>Monday - Friday 8:00 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td>(515-643-6629)</td>
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</tr>
<tr>
<td>Registrar, Financial Aid and Admissions</td>
<td>Monday - Friday 8:00 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td>(515-643-6715)</td>
<td></td>
</tr>
<tr>
<td>Sullivan Center Receptionist Desk</td>
<td>Monday - Friday 7:30 a.m. to 4:30 p.m.</td>
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<tr>
<td>(515-643-3180)</td>
<td></td>
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<tr>
<td>Josephine Norkaitis Success Center</td>
<td>Monday - Friday 8:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>(515-643-6620)</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Monday - Thursday 7:30 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>(515-642-6700)</td>
<td>Friday 7:30 a.m. – 5 p.m.</td>
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<td></td>
<td>Saturday 10:00 a.m. – 2 p.m.</td>
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<tr>
<td></td>
<td>Sunday 5 p.m. – 9 p.m.</td>
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<tr>
<td>Follet Bookstore</td>
<td>See the website: <a href="http://www.mchs.edu/Academics/Student-Resources/Book-Store-Vendor">www.mchs.edu/Academics/Student-Resources/Book-Store-Vendor</a></td>
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**Badge Access Hours**

Sullivan Center, Brennan Hall & Building 2

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<td>Academic Center for Excellence (ACE)</td>
<td>Monday – Thursday 6:15 a.m. to 9:15 p.m.</td>
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<td></td>
<td>Friday 6:15 a.m. to 5:00 p.m.</td>
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<tr>
<td></td>
<td>Saturday 6:45 a.m. to 5:00 p.m.</td>
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<td></td>
<td>Sunday 8:45 a.m. to 2:00 p.m.</td>
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<td>Holidays 4:45 p.m. to 10:00 p.m.</td>
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<tr>
<td>Josephine Norkaitis Student Success Center</td>
<td>Monday – Thursday 6:30 a.m. to 9:00 p.m.</td>
</tr>
<tr>
<td>(ACE Building First Floor)</td>
<td>Friday 6:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Holidays No Access</td>
</tr>
<tr>
<td>EMS Program &amp; Training Center</td>
<td>Monday – Thursday 6:15 a.m. to 9:15 p.m.</td>
</tr>
<tr>
<td>(ACE Building Garden Level)</td>
<td>Friday 6:15 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Holidays No Access</td>
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Student Resources and Services

Bookstore
All books may be purchased through the Follett Bookstore online. Go to: https://www.mchs.edu/Academics/Student-Resources/Book-Store-Vendor to shop for textbooks.

Cash Machine (ATM)
An ATM machine, operated by Community Choice Credit Union, is available to students and is located in the Sullivan Center Vending Area.

Computer Resources
The Mercy College Computer Lab is located in the Sullivan Center, Rooms 106 and 122. Computers are also available in the Library and can be checked out. Policy concerning laptop checkout can be found at: http://libguides.mchs.edu/ld.php?content_id=43177518.

Credit Union
Community Choice Credit Union, a MercyOne business partner, is located at 700 East Lyon, Des Moines, Iowa. Auto and home equity loans are available through the Credit Union as well as checking and savings accounts, credit and check/debit cards, online banking, and direct deposit.

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

Meal Options (Offsite)
Several food options are also available on the MercyOne Central Campus, when students are attending clinical sessions, including:
- Marketplace & Grille – Level A of Main Tower
- Atrium Deli – Main level of MercyOne
- Mercy Starbucks™ – East Tower, Level One (across from the Surgery Waiting Area)

Mercy Child Development Center
Mercy Child Development Center – Bright Horizons is located across the street from MercyOne and accepts children of students on an arranged or drop-in basis. Contact the Center for more information. Children are not allowed to accompany their parents in the classroom, lab, or clinical areas. You can contact Bright Horizons by calling (515) 643-9090.

Printing
Printing is available in all computer labs, along with the printers and copiers in SC115, which is inside the Library. Students receive 100 free copies each semester to cover essential printing. Students may add money to their account for additional copies. A student ID badge is needed to activate the printing system.
Reception Desk
Staff members may leave mail for students with the Receptionist in the Sullivan Center by placing the mail in a sealed envelope and printing the student’s name and the staff member’s name clearly on the front of the envelope. Mail must be picked up within five working days. After five working days, the item will be returned to the staff member.

Students may leave mail with the appropriate postage at the front desk for pickup by U.S. postal employees. The Receptionist does not accept personal messages or deliveries for students such as food, flowers, cookie bouquets, etc. Deliveries will be returned.

Student Parking
The College provides students with free parking in the following three designated lots:

- **Sullivan Center North** – located between 6th Avenue and 7th Street on the north side of Sullivan Center.
- **Sullivan Center South** – located on 7th Street on the south side of Sullivan Center.
- **Crocker** – located west of 7th Street with entrances on Crocker and 8th Street. This lot is gate-controlled and you must have your student ID badge to access. The College reserves the right to leave gates open for any reason it deems necessary. This lot is equipped with three telephone stations with a direct link to MercyOne Public Safety in the event of an emergency. Exterior video cameras allow Public Safety to maintain visual contact with callers at each station.

*Disclaimer: Mercy College of Health Sciences is not liable for loss or damage to any vehicle or personal property while the vehicle is located in a College or MercyOne Des Moines Medical Center lot. Students must lock car doors and keep valuables hidden. Please contact 515-643-3180 to report a parking lot gate problem or if you notice a parking lot light which is not illuminated.*

Parking Stickers
To provide safe and secure parking for Mercy College students and staff, all vehicles must display an appropriate parking permit. These stickers are distributed at College orientation and are available free from the College receptionist. Failure to display the appropriate permit is a parking violation and may subject the student to a fine.

College Hill Parking
This lot is located between 5th Avenue and 6th Avenue north of Crocker Street. This lot is owned by Newbury Living, not the College and **students are not permitted to utilize this lot** unless they are renting an apartment at College Hill. Newbury Living issues parking stickers only to authorized tenants and any car parked in this lot without the appropriate sticker may be towed. The College is not liable for any towing expenses or any damages to any vehicle or personal property caused by towing or while vehicle is at this location.

Parking at MercyOne Des Moines Medical Center
Students may park in the lot located at 6th and Laurel and the lots immediately north of the Medical Center on the north side of University Avenue and east and west of 4th Street. These lots may be used at any time.

Medical Center Employee Lots
Students are permitted to park in employee lots between 1:00 p.m. and 6:00 a.m., Monday-Friday and any time on Saturday and Sunday. Students may not use these lots between 6:00 a.m. and 1:00
p.m., Monday–Friday. Students who park in employee lots outside of the permitted hours will be ticketed by Mercy Public Safety. Failure to pay the ticket by the due date will result in removal of badge access privileges.

**Medical Center Visitor and Physician Lots**
Students are not permitted to park in visitor or physician lots located on the Medical Center campus. Students using these lots will be ticketed by Mercy Public Safety. Failure to pay the ticket by the due date will result in removal of badge access privileges.

City streets north of University Avenue are not monitored by Mercy Public Safety and the College strongly discourages parking on those streets. If you have questions or are uncertain about parking, you should contact Mercy Public Safety at (515) 247-3111.

**Study Areas**
Mercy College provides students with the following areas for study:
- Brennan Hall Commons
- Sullivan Center, Lower Level Commons
- Sullivan Center, Second Floor, Student Commons
- Student Success Center, Room 184

**Uniform Vendor**
Valley West Uniform, 4100 University Avenue, Suite 230, West Des Moines, is the official uniform vendor for Mercy College. The company provides professional program specific uniforms in a range of sizes. The store also offers a selection of medical equipment used by healthcare professionals.

**Vending Machine Selection and Refunds**
Mercy College, under a contract with an independent vendor, provides on-campus vending machines that are located in Brennan Hall, Academic Center for Excellence - College Hill Lobby, and the Sullivan Center.

In the event that a machine malfunctions or dispenses a product out of date or in poor condition, students may request a refund by visiting the College Receptionist and reporting the machine malfunction or returning the uneaten product. If utilizing the College Hill lobby machines, contact the property manager for information on refunds or to report an issue.

**Office of the Registrar**
The Office of the Registrar maintains the academic records of all students. This office is Mercy College of Health Science’s official agent for such matters as enrollment certification, course registration, academic transcripts, and veteran benefits.

**Registration**
Registration dates are listed in the Academic Calendar at: [https://www.mchs.edu/Academics/Academic-Calendar](https://www.mchs.edu/Academics/Academic-Calendar) and students should register during the assigned registration period. Students need to meet with their academic advisor prior to registration to plan their course of study. The academic advisor will provide students with their assigned online registration date and time.
Registration Tips
Review the program and graduation requirements as specified in the College Catalog.

- Use the Degree Audit and Search for Sections functions in MyMercy to determine what courses remain to be completed and available course sections with days and times. A link to a pdf copy of the course schedule can be found at https://www.mchs.edu/Academics/Course-and-Schedule-Information.
- Refer to the Course Descriptions in the College Catalog to make sure all course pre-requisites are met.
- Meet with your advisor (name and contact information are listed in MyMercy) to determine appropriate course load and course sequencing.
- Be sure to check your schedule in MyMercy prior to the start of classes since classroom assignments may have changed since registration.

Adding/Dropping Courses
- Schedule changes following initial submission are not official until a completed Schedule Change Form is received by the Registrar’s Office. The Schedule Change Form can be found at: https://www.mchs.edu/Portals/0/Pdfs/ScheduleChangeForm.pdf. Guidelines for schedule changes are as follows:
  - Students may not register for a course after the first week of the term without instructor permission.
  - Enrollment in a course will not appear on a student’s transcript if the student drops the course before the end of the first week (or the equivalent of the first week for shorter sessions or terms).
  - All changes in course schedules after the first week of classes should be signed off by both the student and his/her advisor.
  - Students who drop a course after the first week and before the stated last day to drop as specified in the academic calendar will receive a grade of “W.” Withdrawals after this time period will result in a grade of “F.” Students may withdraw from a course that is shorter than 15 weeks with a “W” after 6.7% of the course is completed and before 60% of the course is completed. Refer to the Academic Calendar for specific term dates.
  - Students receiving financial assistance should consult with the Financial Aid Office regarding financial consequences before changing schedules.

Priority Registration for Student Veterans
Mercy College offers priority registration to students receiving veteran’s educational benefits and to veterans and military members who submit appropriate documentation. This allows veterans to be among the first students to register each semester.

Veterans and dependents using veteran’s educational benefits will automatically be assigned priority registration.

Students not using veteran’s educational benefits can receive priority registration by submitting proof of veteran status (i.e. DD-214, US Armed Forces Active Duty Orders, Military I.D. Card) to the Registrar’s Office.

Once a student’s military status is verified, the eligibility for priority registration continues.
Grades
Grades are recorded at the conclusion of each term and posted in MyMercy. Grades cannot be given by telephone. Faculty may post unofficial grades within the College learning management system (D2L), but official grades are posted in MyMercy.

Faculty post midterm grades of C or lower in MyMercy within four days after the midterm date stated in the academic calendar. A student who receives a midterm grade is responsible for arranging meetings with instructors and/or an advisor to discuss the grades and what actions the student should take to improve his or her success. The student is encouraged to contact the Josephine Norkaitis Student Success Center to utilize resources that are available.

Change of Name/Address
Students are responsible for notifying the Registrar’s Office of changes in their name, address, email, and/or telephone number(s). Students may complete a Change of Address/Name Form online at https://www.mchs.edu/Academics/Campus-Services/Registrar and mail it to the Registrar’s Office with legal documentation (marriage certificate or social security documents), if applicable. The College will not assume responsibility when student correspondence is undeliverable.

Emergency Contact Updates
During orientation and registration students have the option to provide the College with information for an emergency contact person to reach in the event that someone is needed to act on behalf of the student. Students may also update this information at any time by contacting the Registrar’s Office.

College Withdrawals and Leaves

College Withdrawal
A student officially withdraws from the College when he or she completes a College Exit Form and submits it to the Registrar’s Office and drops all classes without any credit being awarded for the semester. Tuition charges paid by a student withdrawing will be refunded according to the College Tuition Refund Policies. The College Exit form is available from the Registrar’s Office or at https://www.mchs.edu/CollegeExitForm.pdf. Students who are not enrolled at Mercy College for a period of more than three consecutive semesters must reapply for admission to Mercy College.

Students who withdraw from the College after the first week and before the stated last day to drop as specified in the academic calendar will receive a grade of “W.” Withdrawals after this time period will result in a grade of “F.” Students may withdraw from a course that is shorter than 15 weeks with a “W” after 6.7% of the course is completed and before 60% of the course is completed. Refer to the Academic Calendar for specific term dates.

Students receiving financial assistance should consult with the Financial Aid Office regarding financial consequences before withdrawing.

Medical Withdrawal Policy
A medical withdrawal request may be made in extraordinary cases in which serious illness or injury prevents a student from continuing his or her classes. Medical withdrawal pertains to all courses the student is enrolled in for the remainder of the semester. All documentation must be submitted to the Student Health Services Office by the Friday before the last week of the term.
Students seeking a medical withdrawal must present a Request for Medical Withdrawal to the Dean of Student Affairs along with a Request for Medical Information from a physician, physician’s assistant, nurse practitioner or licensed mental health care provider setting forth with specificity the medical diagnosis which the student believes necessitates the request for a medical withdrawal because of serious physical or psychological illness. The College may, at its own expense, require a second opinion from a different healthcare provider chosen by the College. If there is a conflict of opinion, the College, at its own expense, may require a third opinion from a provider jointly designated by the College and the student. All medical information will be kept confidential. The Student Health Nurse will communicate the approval or non-approval of a medical withdrawal to the student. If approved, the Dean of Student Affairs, Academic Dean, Registrar, Financial Aid, Business Office, and the student’s course professors will be notified.

Medical Withdrawal Procedure (Student’s Responsibility)
1. Contact the Dean of Student Affairs to initiate and discuss a request for medical withdrawal and appropriate forms.
2. Contact the Student Services Department to determine the impact of the medical withdrawal on financial aid and academic performance.
3. Contact the Business Office to determine the impact of the medical withdrawal on existing financial obligations.
4. Submit a completed Request for Medical Withdrawal and a completed Request for Medical Information form to the Dean of Student Affairs. These forms must be submitted in a timely manner.
5. The Student Health Nurse will evaluate the completed documents, determine the approval or non-approval of the medical withdrawal, and inform the student of the determination. The Student Health Nurse will communicate the approval via email and send a Medical Withdrawal Determination Form to the Dean of Student Affairs, Academic Dean, Registrar, Financial Aid, Business Office, and the student’s professors. If approved, the effective date is determined by the Student Health Nurse based on the documentation provided by the student and the healthcare provider.
6. Prior to returning to Mercy College, the student must submit a medical release from the healthcare provider to the Dean of Student Affairs in order to register for courses. The Student Health Nurse will review the documentation and remove the student’s registration medical hold, if appropriate. All guidelines and deadlines for readmission to MCHS as stated in the College Catalog must be followed.

Compassionate Leave
Students should contact the Dean of Student Affairs or designee to request a compassionate leave and may be granted up to three calendar days due to death of the following: biological/adopted or step mother or father, spouse, child, brother, sister, grandparent, grandchild, mother-in-law or father-in-law. Students may be required to provide verification (obituary, funeral bulletin) to Student Affairs. These absences may require clinical makeup.

Jury Duty
Students should contact the Dean of Student Affairs or designee if they receive a jury summons. These absences, if during a clinical course, may require clinical makeup expenses.
Military Leave Policy
The following policies and procedures apply to students called to active duty in the United States armed services.

Military Leave Procedure
Within seven calendar days of receipt of orders, the student will:
1. Complete a Request for Military Leave form and submit to the Registrar’s Office and provide a copy of the military orders for the student’s file.
2. Contact the appropriate program chair for academic program guidelines related to future program start dates to assist with program re-entry planning.
3. Contact the Business Office to complete appropriate documents regarding tuition assistance.
4. Contact the College’s Financial Aid Office.

Returning from Military Leave Procedure
Veterans returning after military leave to perform military service will be readmitted at the same academic status achieved when last in attendance at Mercy College, provided the absence does not exceed five years.
1. Apply for Readmission when appropriate as outlined in the Readmission to the College Policy after Voluntary Leave of the Mercy College Catalog.
2. The student’s re-entry point is dependent on the program course placement examinations they pass, and that point cannot be beyond the program course semester completed at the time of their withdrawal. Students must pass in sequence all program course placement examinations for any one semester before progressing on to the program course placement examination for the next program course level.
3. Should a student pass some but not all program course placement examinations for one semester, the student will be required to repeat all program courses for that semester and all subsequent semesters.
4. Students needing to repeat program courses in which they have earned a “C” or better to regain knowledge and clinical skills are not subject to tuition charges for repeated program courses if students have:
   a. applied for readmission within one year after return from active duty and
   b. begun the program courses they need to repeat the first semester they are offered after readmission.
5. Students will not be subject to tuition charges for repeated program courses but will be subject to tuition charges for other courses they may take during these semesters.
6. Students needing to repeat program courses to regain knowledge and clinical skills and who do not apply for readmission within the allowable time period (one year after return from active duty) will be assessed tuition charges for all courses they take including repeated program courses.
7. Students holding scholarship awards through Mercy College will retain their scholarship awards provided they apply for readmission within one year following return from active duty and use the scholarship immediately following readmission. Students who delay readmission will need to reapply for scholarships.

Graduation
Application for Graduation
Students must complete an Application for Graduation Form the semester prior to the semester of their intended graduation. Verification of eligibility will be determined by the Registrar’s Office. The Application for Graduation Form can be found on MyMercy.
Students must complete the graduation requirements listed in the College Catalog in effect at the time of initial enrollment after admission to the college. They may, however, choose to follow requirements in the catalog in effect at the time of graduation. Students who are readmitted to the College follow the graduation requirements in effect upon enrollment after readmission or they may choose to follow the requirements in the catalog in effect at the time of graduation.

Commencement Ceremony
The commencement ceremony is held in the spring of each year. Candidates for graduation will receive information regarding graduation events from the Registrar’s Office. Other graduation details will be posted to the College website and emailed to students throughout the semester. All graduates are encouraged to attend the commencement ceremony. A graduation fee is required to be paid whether or not students participate in the ceremony commencement.

Josephine Norkaitis Student Success Center
The Josephine Norkaitis Student Success Center (SSC) provides students with opportunities to enhance their education through academic advising, personal counseling, tutoring services, testing accommodations for students with disabilities, and other academic support services. The SSC is designed to provide free services to help students who may need additional support during their academic experience. The SSC is located at the south end of the first floor of Academic Center for Excellence (ACE).

Academic Advising
All students are assigned to an academic advisor who will be a consistent resource throughout the college experience. Advisors assist students by providing individualized advising, occupational information, and academic planning assistance. However, each student is personally responsible for assuring that all academic requirements for graduation are met.

Advisors may refer students to the Josephine Norkaitis Student Success Center for information regarding accommodations as they relate to their educational programs, for counseling, and for assistance with personal or professional concerns.

Upon request, advisors will schedule appointments outside of the posted hours. A record of academic advising sessions is maintained by the advisor.

Advisor Responsibilities
- Post designated office hours for student advising.
- Meet with each advisee to plan his/her program and semester schedules each semester.
- Provide guidance in the selection of courses and monitor the student’s academic progress toward graduation.
- Document advising sessions by placing the appropriate signed and dated paperwork in the student’s advising folder.
- Help students adjust to the college experience, and, when necessary, direct them to appropriate resources and support services.

Advisee Responsibilities
- Know the information contained in the College Catalog and College Student Handbook and act accordingly.
Visit your advisor during registration and at the beginning of each semester.
Contact the advisor immediately if an academic problem occurs, such as notification of unsatisfactory progress from an instructor and/or Registrar.
Create a tentative schedule of classes and contact the advisor for review and approval of registration.
Discuss schedule changes with the advisor before submitting schedule change paperwork to the Registrar and/or Financial Aid office.

Services for Students with Disabilities
The College is committed to equality of educational opportunity for all students. The SSC facilitates academic accommodations and services for students with disabilities so that those students have equal access to College programs and activities and can participate fully in all aspects of the College.
Student disability services administered by the SSC include:
- Establish and communicate criteria for disability services at Mercy College;
- Review documentation to verify eligibility for disability services;
- Facilitate academic accommodations for qualified students with disabilities; and
- Support disability-related services and opportunities for students with disabilities.

Assistive technology products and software are available in the Josephine Norkaitis Student Success Center, including Kurzweil 3000, Dragon Naturally Speaking, Zoom Text, Image Reader, and a Large Print Keyboard.

Academic Accommodations
Academic accommodations may be provided based on individual review and proper documentation. SSC staff review the recommendations from the licensed professional submitted on the student’s behalf and then meet with the student to discuss how the functional impact of his/her disability may relate to course requirements. Together, they develop an accommodations plan in conjunction with the instructor. Students are required to meet with the SSC staff to initiate the interactive process to provide reasonable academic accommodations. A request for accommodation is the responsibility of the student, and approval will be communicated from the Dean of Student Affairs or designee.

ADA Test & Quiz Accommodation
The SSC coordinates with faculty to enable students with approved ADA accommodations to take their tests and quizzes in the SSC. Students are expected to comply with procedures outlined by their instructor in the course syllabus.
- The faculty member will provide the test or quiz to the SSC with the time limit established by the instructor for completion.
- The student should contact the SSC at (515) 643-6620 to schedule an appointment for testing to ensure seating is available.
- The student will need to bring valid photo identification to gain admission to the testing center.

Tutoring
Tutoring is a support service available to all Mercy College students at no charge. The SSC employs peer tutors and other tutors to assist students. Knowledgeable tutors can assist students by reviewing the course material, answering questions, and reviewing for exams. Tutor-led study tables are provided for a variety of courses, and individual tutoring may be arranged upon request each
semester based on tutor and course availability. For the current tutoring schedule, visit https://www.mchs.edu/tutoring.

Personal Counseling
Short-term personal counseling is also available to students through the SSC. All students are eligible to receive up to six counseling sessions each year. Students may call or email the counselor directly for self-referral or make arrangements through their advisor.

Students may be required to arrange and attend sessions at the SSC for counseling for violation(s) of the Student Code of Conduct. Failure to attend required SSC counseling will invoke student discipline measures as outlined in the Student Code of Conduct.

Student Success Seminars
These sessions are designed to assist students to be successful academically. Topics may include, but are not limited to, learning styles, test taking techniques, stress management/anxiety, writing skills (APA format and plagiarism), time management, financial literacy, interviewing, and resume writing. All students are welcome to participate in Student Success seminars.

Career Services
The College makes a concerted effort to help students identify positions in the healthcare field. In an effort to prepare students for employment, mock interviews, job fairs, and resume reviews are hosted by the Student Success Center. The College also maintains a job board in the Brennan Hall Commons. For an online job board please visit https://www.mchs.edu/Academics/Student-Resources/Career-Resources for additional career placement resources.

MercyOne Employment
MercyOne Des Moines is an equal opportunity employer. A wide variety of Medical Center positions are available to students, many with flexible hours to fit student schedules. Students may apply online at http://www.mercydesmoines.org.

Work Study Program
The federal work study program offers employment opportunities for eligible students who are currently enrolled and in good standing. Positions may be available in various areas of the College. Contact the Financial Aid Office for additional information at (515) 643-6715.

Financial Aid Advising
Financial Aid is administered according to the regulations of the current U.S. Department of Education Financial Aid Handbook, available in the Financial Aid Office. Financial aid awards and other resources can be found via the ‘Financial Aid Checklist’ section of MyMercy. The Financial Aid staff will assist students in understanding and applying for federal and state aid and private financial assistance.
**Student Engagement**
The Student Engagement Office oversees student clubs and organizations on campus. The Student Engagement Office also works to provide meaningful programmatic opportunities on campus that assist with learning outside of the classroom setting and support retention of students. Programs such as: Week of Welcome events, the Speaker Series, and much more are led by Student Engagement. Students wishing to get involved on campus are invited to visit the Student Engagement Office, located inside the Josephine Norkaitis Student Success Center.

**Constitution Day**
The College recognizes Constitution Day every September 17 (or the adjacent work day.) This federal observance recognizes the adoption of the United States Constitution. Educational programming and activities are announced to the campus community and all are encouraged to participate.

**Online Professional Program Session**
For programs offered completely online, the Professional Program Session is online. These students are required to complete the session prior to the start of the first course in the program. Access information will be sent via email to students prior to the start of classes.

**Professional Program Day**
All students who are admitted to an academic program are required to attend Professional Program Day prior to their first professional program course. This is an opportunity to learn program specific policies, requirements, and information.

**Voter Registration**
Registration information is available at [https://www.mchs.edu/Academics/Student-Resources/Voter-Registration](https://www.mchs.edu/Academics/Student-Resources/Voter-Registration). Voter registration forms can be downloaded from the Secretary of State’s website for the state in which you reside. In Iowa these forms are found at [http://sos.iowa.gov/elections/voterinformation/voterregistration.html](http://sos.iowa.gov/elections/voterinformation/voterregistration.html). Forms are also available from the College Receptionist or the Financial Aid Office. Students are encouraged to learn more about voter registration by calling 888-SOS-VOTE.

**Student Organizations**

**Student Senate**
Student Senate provides an opportunity for students to participate in college life by electing student representatives to the Student Senate. Student Senate is the overarching organization of all campus organizations and clubs. Student Senate is an excellent leadership opportunity; it meets regularly throughout the year. Senate members also work with the Josephine Norkaitis Student Success Center staff to establish activities that foster communication and positive relationships among students, faculty, and administration. For additional information refer to the Student Senate website [https://www.mchs.edu/Academics/Student-Resources/Student-Organizations/Student-Senate](https://www.mchs.edu/Academics/Student-Resources/Student-Organizations/Student-Senate).
Mercy College Association of Nursing Students (MCANS)
The faculty of Mercy College supports the concept of nursing students enhancing their professionalism through student participation in professional organizations. In support of this, all new students in any nursing program are encouraged to become members of the Mercy College Association of Nursing Students (MCANS). Student membership includes membership in the Iowa Association of Nursing Students (IANS) and the National Student Nurses Association (NSNA). Students learn about the values and culture of the nursing profession through active involvement in the NSNA. Students in MCANS will be involved in fund raising and community service activities, and social and professional events. They will have an opportunity to serve as officers of the organization, be committee chairpersons or members, and to attend state and national conventions as delegates or alternates. Benefits of NSNA are outlined in the registration form.

Mercy College Student Diversity Organization
The Mercy College Student Diversity Organization provides a support system for students from diverse backgrounds and offers an opportunity for students to gather to learn from each other. This organization interacts with various groups throughout the greater Des Moines metro area.

Mercy College Science Club
The Science Club is an organization of students who are interested in exploring science related extracurricular activities. Club activities include speakers on health science related topics, former MCHS students in graduate programs, agar plate art, bake sales, community service, and sponsoring campus wide events. Membership is open to any student at MCHS.

Personal/Club Sites
- In personal posts, students should be clear that they are sharing their personal views and are not representing Mercy College, or a Mercy College student organization, if the students mention in their postings that they are enrolled at the College.
- Students are legally liable for what they post on their own sites and on the sites of others. For example, individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts). Additionally, employers are increasingly conducting web searches on job candidates before extending offers. Therefore, students should be sure that what they post today will not cause concerns in the future.
- Do not use the logo, name or any College marks or images on a personal or club site. The College logo and name are copyrighted and for official use only.
- Students should use photos only of people who have given them permission to do so. Do not post photos from course materials, campus-based presentations, or any photographs of a medical or personal nature even if they appear to be de-identified. Students should use good judgment when posting photos of themselves on sites that prospective employers may be able to view.
- Never post copyrighted material of any sort.

Honor Societies
*Alpha Beta Kappa National Honor Society*
Mercy College sponsors a chapter of the Alpha Beta Kappa National Honor Society to reward intellectual accomplishment.
Alpha Eta National Honor Society
Mercy College sponsors a chapter of the Alpha Eta National Honor Society to reward intellectual accomplishment by students enrolled in Allied Health programs.

Sigma Theta Tau International-Zeta Chi Chapter
Nursing recognizes the academic achievement of BSN students by inviting selected students to join the nursing honor society, Sigma Theta Tau International-Zeta Chi Chapter.

Professional Societies
The Society of Diagnostic Medical Sonography
The Diagnostic Medical Sonography program offers students the opportunity to participate in the Society of Diagnostic Medical Sonography, a professional organization that promotes professional consciousness.

The Association of Surgical Technologists
The Associate of Science in Surgical Technology program offers students the opportunity to participate in the Association of Surgical Technologists, a professional organization that promotes professional consciousness.

The American Society of Radiologic Technologists
The Associate of Science in Radiologic Technology program offers students the opportunity to participate in the American Society of Radiologic Technologists, a professional organization that promotes professional consciousness.

American Association of Medical Assistants
The Medical Assistance Program offers students the opportunity to participate in the American Association of Medical Assistants, a professional organization that promotes professional consciousness.

American Physical Therapy Association and the Iowa Physical Therapy Association
The Physical Therapist Assistant Program offers students the opportunity to participate in the American Physical Therapy Association and the Iowa Physical Therapy Association. These are professional organizations that promote professional consciousness.

American Society for Clinical Laboratory Science
The Medical Laboratory Science Program offers students the opportunity to participate in the American Society for Clinical Laboratory Science and American Society for Clinical Laboratory Science - Iowa. Both are professional organizations that promote professional consciousness.

Campus Ministry
Campus Ministry provides ecumenical opportunities for students, faculty, and staff to explore, challenge, develop and live out their faith. Rooted in the heritage of the Sisters of Mercy, Campus Ministry promotes the school’s Catholic Christian values unifying the community with retreats, service events, friendship and prayer. Located in Brennan Hall (BH 124) Campus Ministry offers a welcoming place where members of the community gather to share stories, reflect on their spirituality, and seek pastoral guidance and support.
**Chapel/Ecumenical Prayer/Meditation Room**
Students are invited to use the Chapel/Ecumenical Prayer/Meditation Room in Brennan Hall for individual and group worship, reflection, and solitude. These ecumenical services are open to all members of the campus community.

The Chapel in Brennan Hall has the Blessed Sacrament in the Tabernacle for Adoration, Stations of the Cross for prayer, and Weekly Mass offered by a Priest of the Roman Catholic Diocese of Des Moines. Please consult the Campus Ministry webpage to see times for Mass and other liturgical celebrations throughout the year.

**Student Health**

**CPR Certification**
Students (except MLS) must submit proof of completion and current certification in the American Heart Association CPR for Healthcare Provider prior to the start of clinical education.

**Health Insurance**
All students enrolled at Mercy College are financially responsible for their medical care. Students are encouraged to have health insurance. Students may be required to provide verification of insurance coverage for participation at some clinical sites. Failure to demonstrate health insurance coverage may prevent clinical access and jeopardize course completion.

**Professional Malpractice / Liability Insurance**
Students who are currently enrolled in a Mercy College degree/certificate program, who are functioning within the scope of their practice, and are being supervised by an approved instructor/preceptor during a scheduled clinical experience on MercyOne’s campus, or with a contracted affiliate, are covered under the Professional Malpractice Insurance of MercyOne — Des Moines.

**Health Records**
If it is necessary for a student to submit health related documentation to the Student Health Nurse, the records become the property of the College and cannot be returned. All student health records are maintained in a separate confidential file and do not become part of the student’s permanent file.

**Seasonal Influenza (Flu) Vaccination Policy**
All students enrolled in classes will be offered free seasonal influenza (flu) vaccination each year. Students enrolled in clinical or practicums in clinical settings are required to obtain and provide documentation of a seasonal influenza vaccination prior to the November date established by MercyOne, the end of the second week of the spring semester, or student’s clinical start date; whichever is first. Students not enrolled in clinical education will not be required to obtain the vaccination as a condition of enrollment but are strongly urged for their personal health to obtain a vaccination. Students enrolled in clinicals or practicums who fail to obtain a seasonal influenza vaccination prior to the times designated by the College will be excluded from participation in clinical or practicum settings until seasonal influenza vaccination is obtained. Students requesting vaccination accommodations will also need to submit all documentation prior to the time line listed above.
**Flu Vaccination Clinics on Campus**
The College offers seasonal influenza (flu) vaccinations on campus at various times during the fall and spring semesters. Students will be required to show their student badges in order to obtain a free influenza vaccination. On-campus flu clinics will be announced by student email, D2L announcements, and displayed on TV monitors throughout campus. Students are required to upload documentation of their seasonal influenza vaccination into their CastleBranch record or provide documentation of the vaccination to the Human Resources Office if the student does not have a CastleBranch account. Students who have obtained a seasonal influenza vaccination elsewhere will be required to upload this documentation into their CastleBranch record or provide documentation of the vaccination to the Human Resources Office. [www.castlebranch.com](http://www.castlebranch.com)

**Seasonal Influenza Vaccination Reasonable Accommodation Request**
Students may request a reasonable accommodation on the basis of (1) a medical contraindication to the influenza immunization, or (2) a religious practice or creed that prohibits immunization. Reasonable accommodation does not exempt you from the annual influenza prevention program but rather is an alternate method of compliance in place of the influenza immunization.

**Accommodation on the Basis of a Medical Discrepancy**
To request a reasonable accommodation, submit all of the following items for review:
1. Medical documentation signed by the healthcare provider describing the medical condition, and an explanation as to why the condition prevents the student from receiving the influenza vaccination.
2. Accommodation suggestions from the healthcare provider to safely continue student responsibilities without an influenza vaccination.
3. Documentation should be turned in to the Human Resources Office.

**Accommodation on the Basis of Religious Practice**
To request a reasonable accommodation, due to religious practice or creed, submit the following items for review:
1. Documentation that supports and demonstrates how your religious practice or creed prevents you from receiving the influenza vaccine.
2. A signed statement from your religious leader.

Documentation for Reasonable Accommodation Request must be submitted to Human Resources prior to the November date established by MercyOne, the second week of spring semester, or clinical start date; whichever is first for the student. Requests for waiver will be reviewed, and students will be notified of a decision.

Students who have been granted an accommodation will be required to wear a surgical mask for the duration of the influenza season while the student is attending clinical or practicum sites. Students may remove the mask during breaks and meal times. The mask should be secured to the face and rest on the bridge of the nose covering the mouth. The mask should be discarded at the end of the clinical and immediately if it becomes soiled or moist.
Medical Excuses
The Josephine Norkaitis Student Success Center staff does not issue medical excuses for academic obligations. Course requirements and attendance are academic matters between the student and the faculty. The responsibility for class attendance and performance rests primarily with the student. The Student Health Nurse or Counseling staff do not excuse students from classes or academic work. Students who miss class because of illness or other emergencies should contact their faculty by telephone or e-mail as soon as possible to make the necessary arrangements to complete missed assignments. Faculty members who wish to verify that a student was in contact with The Student Health Nurse and/or the Josephine Norkaitis Student Success Center may contact the Dean of Student Affairs.

Mercy College expects that students will be honest with their professors regarding their ability to complete work, and professors are expected to work with students on these issues. The Josephine Norkaitis Student Success Center is available to provide assistance to students or faculty members who have concerns about attendance issues.

Library Information
The Mercy College Library provides the College community instructional consultation, research support, and access to information to promote lifelong learning and infuse opportunities to develop information literacy throughout the College experience. For assistance, students may call (515) 643-6700, email (library@mchs.edu), or stop in the library. Additional information regarding library services is available at https://www.mchs.edu/Academics/Library.

Library Hours (Sullivan Center)

Regular Hours
- Monday–Thursday 7:30 am – 9:00 pm
- Friday 7:30 am – 5:00 pm
- Saturday 10:00 am – 2:00 pm
- Sunday 5:00 pm – 9:00 pm

Break Hours
- Monday–Friday 8:00 am – 4:00 pm
- Saturday & Sunday Closed

Online resources are available 24/7 at https://www.mchs.edu/Academics/Library

Holidays and Breaks
The library and the computer labs are closed over holiday weekends, and hours are limited during semester breaks.

Circulation Policy
A Mercy College identification badge or other photo ID is needed to check out physical items.

Circulation Periods

Material Checkout Period for Students
- Books ......................................................... 14 days
- Journal Issues............................................. 7 days
- DVDs.......................................................... 7 days
Maximum number of items checked out concurrently per student

Books ................................................................. 5
Journal Issues .................................................... 10
DVDs ................................................................. 2

If hold requests have not been placed for items, materials may be renewed up to two times by calling the library circulation desk. This does not apply to special collections or reserves.

Online Library Services
Most of the library’s online databases of articles and books can be accessed off campus. The username and password needed to access these materials, both on campus and off, are listed on D2L. It is a violation of the College’s license agreements to publish passwords or provide them to non-authorized users. Students must not make these passwords public. Students have access to electronic books, a virtual reference collection, and full text journal article resources. Students who live at a distance from campus and do not attend classes on campus can also receive physical items from the library’s collection by mail.

Print Books
Requests for print books should be e-mailed to library@mchs.edu and must include the book title, author(s), date of publication, and call number, as well as the student’s name, mailing address, and phone number. Books will be mailed the next business day, to a maximum of three items. Students are responsible for mailing items back, at their expense, within 30 days.

Journal Articles
Requests for article copies from the library’s print collection should be e-mailed to library@mchs.edu and must include the article title, author(s), name of journal, date of publication, volume, issue, and pages. Student name and e-mail address should also be included. A maximum of three articles will be e-mailed the next business day.

Restricted Borrowing
The Mercy College Library may limit both circulation periods and the number and types of items checked out by a student with overdue or lost materials to assure equitable access for all patrons. Patrons with a record of not returning items after receiving multiple notices will be placed on blocked status.

Open Access Program
Mercy College students may go to more than 600 participating libraries in Iowa and borrow from those libraries with their Mercy College identification badge. The student may return borrowed items to the College Library and College library staff will see that the owning library gets them back at no charge to the student. Local libraries participating include the Des Moines Public Library, Des Moines Area Community College, Grand View University, Simpson College, the State Library of Iowa, West Des Moines Public Library, and the Urbandale Public Library.

Interlibrary Loan and Document Delivery
Students may request an Interlibrary Loan (ILL) of any book or article the library does not own. There is no charge for this service. Additional information regarding interlibrary loans is available at https://www.mchs.edu/Academics/Library/Interlibrary-Loan-FAQs.
Reference Assistance
Students can email the library at the general library email listed above, or use the reference question form linked www.mchs.edu/Academics/Library/Email-a-Reference-Question. Students can expect a response within 24 hours of receipt.

Procedure for Overdue Items
The first overdue notice is sent by email one day after the due date. Students are asked to return the materials. The second overdue notice is sent seven days after the first notice is sent. The third notice is sent seven days after the second notice. If the materials are not returned a “library hold” will be placed on the student’s academic record. The student will not able to enroll, re-enroll, graduate, or have transcripts released until the library hold is cleared. Library staff will notify the Registrar to release the library hold when materials are returned or charges paid. See below for details regarding how charges are determined.

Replacement of Lost Items
Books: Cost of replacement plus $5 processing fee for each book lost. If replacement is not an option a $50 fee will be charged.

Library Study Rooms
The library offers four study rooms and room sizes vary to accommodate eight to 12 people. Each room is equipped with a whiteboard and a VCR/DVD player. Study rooms SC116 and SC120 (west side) are available on a first-come, first-served basis. Students can reserve study rooms SC121 and SC122 (east side) by signing up in-person at the reference desk in the Library.

Use of Library Computers
Computing and networking facilities in the Mercy College Library are provided to support the educational and curriculum-related research needs of students and staff. The Library supports free access to research materials and the use of computing technologies to identify, locate and use scholarly resources.

The number of computer workstations in the Library is limited. The Library reserves the right to claim workstations being used for personal or recreational purposes, and to reassign them to patrons who need to locate or access research materials or complete coursework assignments. The Acceptable Use of Information Technology Resources Policy applies to all student use of library computers.

Wireless Laptop Loans
Wireless laptops are available for groups using the study rooms in the Library. Please keep the following in mind:

- Laptop use is on a first-come, first-served basis. They cannot be reserved.
- The laptop must be checked out by an individual who will take responsibility for its use and safe return to the desk.
- The laptop must stay in the library and should not be left unattended.
- Wireless access provides an Internet connection but does not provide share drive or student drive access or printing.
College Communication and Emergency Procedures

Student Email Use
Students at Mercy College are assigned a students.mchs.edu email account. For privacy reasons, and to comply with the College FERPA Policy, students are expected to use their college-assigned email account exclusively when corresponding with faculty and staff.

Procedures for Campus Emergency Notification
During orientation, students have the option to provide the College with cell phone, text and/or email information in case campus-wide communication is necessary. Students may update their preferred communication method or telephone number/email address by contacting the Registrar's Office.

Weather Emergencies
Weather-related class cancellations, or emergencies affecting Mercy College, will be announced on two media outlets serving central Iowa. Students are asked to listen to reports from radio station 1040 AM (WHO Radio) and/or the local television affiliate of NBC (WHO TV13). These announcements will generally indicate whether the cancellation affects day and/or evening classes. The Campus Emergency Notification System will send text and/or email messages regarding cancellations to students who have provided current cell phone or email address contact information. Information will also be posted to our Facebook and home page of our website (www.mchs.edu).

Bulletin Boards
Bulletin boards may be used for posting campus relevant materials. Items to be posted by individuals or outside organizations should be submitted to the Sullivan Center Receptionist who will record a contact name, date received, and the date to remove the posting. Items may be posted for up to 30 days. The receptionist will forward the items to the Dean of Student Affairs or the appropriate office for approval and posting. Items that do not support the values or mission of Mercy College may not be posted.

Student clubs and organizations may adopt the use of one designated bulletin board to promote the organization. Posted materials must be relevant to the organization and maintain a professional appearance. Materials to be posted on bulletin boards must be approved prior to posting by the Dean of Student Affairs or designee. Items may not be posted on walls, doors or windows.

Cell Phones
Cell phones must be powered off in class, laboratory, library, chapel, and clinical settings. Telephone and text messages may be checked during breaks.

Campus Accessibility
Mercy College of Health Sciences is committed to providing access and reasonable accommodations for individuals with disabilities. The College campus is handicapped accessible with designated handicapped parking, accessible doors for each building, elevators, ramps, and bathrooms that have been modified for accessibility. Curb cuts are available at street intersections. Curb cuts or ramps are available near handicapped parking for accessibility to sidewalks and building entrances.
For information related to campus or facilities accessibility, or to request accommodations, contact the Dean of Student Affairs.

**Campus Safety**
Security policies and procedures are in accordance with MercyOne Public Safety Department. Questions about College safety policies should be addressed to the Vice President of Business and Regulatory Affairs or designee.

**Disclosure of Campus Security Policies and Crime Statistics**
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions receiving federal financial support to prepare an annual campus security report. This report contains statistics concerning the occurrence of certain crimes on campus, in or near certain non-campus buildings or property, and on public property. Crime statistics are reported to the U.S. Department of Education annually. The report also includes statements of Mercy College’s policies and procedures for campus security and the reporting of crimes. In accordance with the law, campus crimes reports and policies are made available on the College website and the Mercy College Annual Security Report is located online at [http://www.mchs.edu/Academics/Campus-Services/Campus-Safety-and-Security](http://www.mchs.edu/Academics/Campus-Services/Campus-Safety-and-Security). Crime statistics are submitted to the U.S. Department of Education annually and can be viewed on the Office of Postsecondary Education’s website: [http://ope.ed.gov/security/search.asp](http://ope.ed.gov/security/search.asp).

**Potential Criminal Activity**
In the case of potential criminal activity violations the student may immediately contact Campus Safety. Campus Safety will take appropriate immediate action to ensure the safety of all students.

**Evening Security Staff**
Throughout the academic semester, a private security officer is stationed on campus to respond to student and staff needs. The officer is available from 4:30 to 11 p.m. The officer patrols the campus and provides a campus security presence to support MercyOne Public Safety staff. Students are encouraged to contact the evening security officer to report concerns or to request escorts to student vehicles.

**ID Badge Requirement**
The Mercy College student identification badge is required to be visibly worn by students whenever they are on campus or in clinical settings. Badges are issued at orientation, and are required to access campus buildings, parking lots, printing access, and MercyOne clinical areas. Students enrolled in online programs who use library services on campus will need to complete paperwork to obtain badges, so they have access to the library. Replacement badges are available from the Sullivan Center Receptionist. There is a fee for replacement of lost or stolen badges.

**Materials Safety Data Sheets/Safety Data Sheets**
The Materials Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) book is located at the Sullivan Center Receptionist Desk. A MSDS/SDS is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. These are particularly useful if a spill or other accident occurs. An MSDS/SDS includes information such as physical data (melting point, boiling point, flashpoint, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures.
What to do in an Emergency
In an emergency, if immediate assistance is required, contact the Des Moines Police Department (9-911) and specify the location on campus, including the address or building name.

Fire Alarm/Code Red
Close all doors and use the stairs to exit the building. Do not use elevators. Fire extinguishers, sprinklers, and alarms are located throughout all campus buildings (see diagrams posted in hallways).

Tornado Warning
- Sullivan Center, first floor: proceed to Wellmark Room (SC 102), restrooms, or interior study rooms in Library; Second Floor: proceed to hallway or restrooms.
- Sullivan Center (formerly Building 1), Level One and Three: proceed to the Student Commons lower level; use first floor hallway for any overflow.
- Sullivan Center (formerly Building 1), Level Two: go to restrooms in offices or Student Commons lower level.
- Brennan Hall: proceed to restrooms or Classrooms 132 and 133.
- Building 2: proceed to the south end of the first-floor hallway or restrooms.
- ACE Garden Level: proceed to the inner hallway north of the elevators.
- ACE, Level One and Two: go to the inner hallways or restrooms and close all doors.
- All areas: Stay away from windows. Do not use elevators.

Bomb Threat/Code White
Evacuate area and notify Medical Center Public Safety Office (247-3111). An immediate search will be conducted by Public Safety personnel. An object suspected to be a bomb should never be disturbed; trained personnel will handle all suspicious objects.

Hazardous Materials Bioterrorism/Code Orange
Contact the Receptionist (643-3180) immediately and provide information about the location of the hazardous materials spill and, if known, what chemicals are involved. After hours, contact Mercy Public Safety (247-3111) and inform them of the nature of the hazard and the location on the College campus.

Disaster/City Alert
Students may be requested to assist with patients and families.

Controlled Access to Facilities
Access to campus buildings is restricted at all times. Students may enter campus buildings Monday – Friday, 6:15 a.m. – 10:15 p.m. and Saturday and Sunday 9:30 a.m. – 10:15 p.m. with a valid College identification badge. Students are expected to exit campus buildings by 10:30 p.m. each night. All buildings are closed on holidays. MercyOne Des Moines Medical Center Public Safety Officers periodically patrol the College campus.
College-wide Policies & Procedures

Student Complaint Process
Mercy College of Health Sciences places value on the right of every student to submit a complaint or concern regarding their academic experience.

Complainants have the following rights:

- A complaint will be treated with appropriate confidentiality and in a timely manner.
- A complainant has the right to withdraw the complaint in writing at any point in the process.
- A complainant may file a written complaint without fear of retaliation. If the complaint is filed without basis or with the intent to harm a member of the Mercy College of Health Sciences community, disciplinary action may be taken.
- The procedure will be applied consistently to students across departments/programs, including online-learning students. Depending upon the nature of the complaint, the student should follow the appropriate procedures outlined below.

Academic Complaints
A student who wishes to make a complaint that is specific to a course should direct their concern to the course instructor or course director.

- If the matter is still not resolved to the satisfaction of the student, he or she is encouraged to make an appointment with the program chair to discuss the matter further. If the matter is not resolved to the satisfaction of the student, he or she is encouraged to meet with the Academic Dean. If the matter remains unresolved, the student is encouraged to meet with the Provost/Vice President of Academic Affairs. The decision of the Provost is final.
- A student who wishes to make a formal appeal of any decision arising from an action at the course/program level, e.g. grade appeal, should follow the procedures noted in the Academic Grievance Policy.

Academic Integrity Complaints
A student who wishes to submit a complaint regarding an alleged violation of academic integrity by a fellow student should report the issue in writing via email to the Academic Dean.

Equal Opportunity Complaints
A student who wishes to file a complaint regarding equal opportunity or non-discrimination is encouraged to reference the Equal Opportunity Policy and follow the procedures for reporting by contacting Student Affairs at 515-643-6659, or in person in the ACE Building, Room181, to ensure proper action is taken.

Sex Discrimination and Title IX Complaints
The College does not engage in, or tolerate, discrimination on the basis of sex (which includes sexual harassment and sexual violence) in its education programs and activities, and the institution is committed to respond to any instance of such sex discrimination by taking prompt and effective steps to end the discrimination and address its effects. Students are encouraged to reference the full Title IX and Sex Discrimination Policy and report concerns promptly to our Title IX Coordinator for
Students, Lyneene Richardson, Dean of Student Affairs. Employees of the College are asked to reference the full Title IX and Sex Discrimination Policy and report concerns promptly to Anne Dennis, Vice President of Employee Engagement and Human Resources.

**Campus Environment Complaints**
Any member of the Mercy College of Health Sciences community who wishes to submit a complaint regarding the campus environment including, but not limited to, college-wide services, student programs, counseling services, educational technology, enrollment management, or library services is to be directed via email or in person to the Provost/Vice President of Academic Affairs. The Provost will assist students in appropriate management of the complaint depending on the nature of the concern.

**Concern that Due Process Was Not Followed**
The decision of the Provost/Vice President of Academic Affairs is considered a final decision; however, if the student believes that due process was not followed, he or she has the option of submitting a written appeal to the Provost. In the written appeal, the student must identify how due process was not followed. The Provost’s findings will be communicated in writing to the student.

**Potential Criminal Activity**
In the case of potential criminal activity violations, the student may immediately contact Campus Safety. Campus Safety will take appropriate immediate action to ensure the safety of all students.

**Non-College Options for Dispute and/or Complaint Resolution Complaints**
If a student wishes to file a complaint about the institution having a substantive problem in its ability to meet the Criteria for Accreditation by the Higher Learning Commission (HLC), the regional accrediting body for MCHS, the student can file a complaint with the HLC. The student can go to the HLC’s webpage https://www.hlcommission.org/Student-Resources/complaints.html to see the type of complaints that the commission will review and the process involved for filing an appropriate complaint.

**Student Treatment Policy**
The College will not tolerate student mistreatment. A primary goal of Mercy College of Health Sciences is the education of students who will meet the healthcare needs of society in a caring, competent and professional manner. A profession based on the ideals of service to others should be sensitive to the humanity of its practitioners, especially during training. Insensitivity during training runs counter to the fundamental tenets of the Core Values and impairs the ability of many students to maintain their idealism, caring and compassion past training into their careers. This affects the quality of patient care as well as collegial relationships.

Examples of mistreatment include sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical disability or age; humiliation; psychological or physical punishment; and the use of grading and other forms of assessment in a punitive manner. The occurrence, either intentional or unintentional, of such incidents results in a disruption of integrity, trust, and the spirit of learning. Students who experience “mistreatment” should report the specific incident(s) to the offender’s supervisor and to the College Academic Dean. All incidents will be handled in an equitable manner with the guarantee of each student’s rights with appropriate protection for both the complainant and accused.
Academic Integrity Policy

Mercy College is a learning community dedicated to the core values of knowledge, reverence, integrity, compassion, and excellence.

- **Knowledge** is gained through coursework, labs, and clinical experiences and measured through assignments, written papers, and examinations.
- **Reverence** is demonstrated through respectful behaviors to all in the classroom, patient care settings, and community.
- **Integrity** requires honesty in all academic, laboratory, and clinical work since honesty and trust form the foundation for the ethical standards of all healthcare professions.
- **Compassion** is displayed through honest, caring concern for classmates, colleagues, patients and their families, and through service to the wider community.
- **Excellence** requires continually striving to do the highest quality work in academic, clinical, and personal settings.

Mercy College students are entering healthcare professions where honesty, integrity, and the highest ethical standards are required. These same standards are required in all academic and clinical work. Honesty in class work and clinical documentation is expected, along with maintaining strict confidentiality.

Examples of academic dishonesty include cheating or plagiarism, such as but not limited to:

- Copying answers from another student during a test.
- Using unauthorized resources for quizzes, tests, written work, or assignments.
- Copying or sharing test questions, materials, or assignments without instructor permission.
- Working with others on assignments where instructions state that the assignment is to be completed individually.
- Submitting work as one’s own that was written by someone else.
- Providing a paper or assignment for another student to submit.
- Using phrases from a source without proper use of quotation marks and citation.
- Failing to fully rewrite and sufficiently cite paraphrased information from a source.
- Submitting the same (or nearly the same) paper in more than one course without instructor permission. This is considered self-plagiarism.
- Giving a false reason for missing classes, clinicals, tests, or exams.
- Failing to report to the instructor cheating incidents that are personally witnessed in or out of class or in clinical settings. The standards in healthcare require the reporting of any unethical behavior that is witnessed, and this professional practice begins upon entry into healthcare education.

Academic dishonesty is a serious violation of the Mercy College core values and healthcare professional ethics. Academic dishonesty harms fellow students, faculty, and most importantly, patients whose care may be jeopardized by the student’s resulting lack of knowledge and ethical integrity. Violations of this policy are considered a breach of the Student Code of Conduct, and consequences will follow the Student Discipline Procedure.

Every enrolled student will be required to acknowledge in writing his/her understanding and commitment to the Academic Integrity Policy including honesty and trustworthiness in his/her academic and clinical work.
Plagiarism
Plagiarism is the representation of another person's ideas, statements, or research as one's own; and includes having another person write a paper or do an assignment, or copying, summarizing or paraphrasing another's work without appropriate and standard documentation. Plagiarism falls under academic dishonesty and consequences could consist of, but not limited to, being asked to redo an assignment or earning a failing grade.

Turnitin
Turnitin is plagiarism analysis software which Mercy College instructors use to encourage academic integrity by preventing submissions with improperly cited content. The software service checks written works against Internet content, several databases, and previously submitted work. Turnitin will provide an Originality Report that identifies what, if any, portion of the work matches other sources. Some faculty may also use the Turnitin software to provide grades or feedback. Your faculty will inform you how to use the tool.

Grade Appeal Policy
The purpose of the Grade Appeal Policy is to establish a consistent procedure by which students may seek review of final grades assigned in courses at Mercy College of Health Sciences. Only final course grades may be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance and the right of students to have their academic performance judged in a fair and impartial manner.

Grounds for Grade Appeal
A student may appeal a final course grade only on the grounds that:
1. The grade was assigned based on a miscalculation or clerical error;
2. The grading standards for the course were not clearly articulated by the instructor in the syllabus, or the grade was assigned in a manner inconsistent with articulated standards.

Grade Appeal Procedure (see Academic Grievance Policy)

Academic Grievance Policy
This policy seeks to provide a fair and expeditious process that allows for both informal and formal resolution of conflicts. Students must initiate the student complaint process by the 10th business day after the conclusion of the term.

Purpose
Students of Mercy College of Health Sciences who believe that policy has not been followed with respect to academic matters may initiate the academic grievance procedure. Academic matters are those concerned with instructional activities, grading procedures, or other incidents related to academic affairs. This policy does not address issues regarding student employment or sexual harassment. It deals with academic grievances only. Students should be aware that clear evidence is needed to contest a grade. Belief that a subject or text was too difficult is not grounds for a complaint.

A student must have evidence that specific policy was violated or that he or she was treated in a prejudicial or capricious manner. This policy does not limit the College’s right to change rules, policies, or practices.

Informal Resolution
1. Students must first contact the faculty member who allegedly violated his/her rights to determine if there can be an informal resolution. The contact should be made by the student within ten (10) business days (Monday – Friday excluding observed holidays) of when the alleged violation occurred. The student must provide a written document to the faculty member which includes:
   a. A statement concerning the nature of the complaint
   b. Any evidence on which the complaint is based; and
   c. The outcome that the student seeks

2. The faculty member will respond in writing within ten (10) business days to the student’s written document. The student and faculty member will then meet to determine if an informal resolution can be reached.

**Formal Resolution**

3. If the student is not satisfied with the outcome of meeting with the faculty member, the student may contact, within five (5) business days, the Program Chair/Associate Dean in which the alleged violation of the student’s right has occurred to appeal the outcome. If the faculty member is the Program Chair, the student may proceed to the Academic Dean. (Step 5)

4. The student must present a written appeal to the Program Chair/Associate Dean. The Program Chair/Associate Dean and student will meet within five (5) business days after the student’s written appeal has been received by the Program Chair/Associate Dean. The Chair/Associate Dean will respond in writing to the student’s written appeal within five (5) business days after the meeting. This response will go to both the student and the faculty member.

5. If the outcome of this meeting is not satisfactory to the student, he/she may appeal to the Academic Dean within five (5) business days after receiving the Program Chair’s response in writing. All written documentation up to this point will be sent to the Academic Dean.

6. Within five (5) business days of receiving the documentation, the Academic Dean will meet with the student and the faculty member to attempt to arrive at a mutually satisfactory settlement of the disagreement. If the dispute is not resolved to the student’s satisfaction, the student may initiate an academic grievance hearing in writing to the Academic Dean.

7. Within five (5) business days of receiving a written request for an academic grievance hearing, the Academic Dean will lead an Academic Response Team composed of three neutral faculty members and one student.

8. The Academic Response Team will review written statements and information supplied by the student and faculty member. Both the student and the faculty member have the right to make a personal appearance before the Academic Response Team. The team may make such further investigation as is deemed appropriate and may seek assistance or information from other personnel. All discussions and submitted written documents will be treated as strictly confidential.

9. After this review, the Academic Response Team will make a decision regarding the complaint within five (5) business days. The Academic Response Team will issue their decision to the grievant, the faculty member and the program chair in writing that will include the relevant findings of fact, conclusions and reasons for the decision. Documentation pertaining to the work and decision of the Academic Response Team will be submitted to the Vice President of Academic Affairs/Provost.

10. If there is still no satisfactory resolution, the student may file a written appeal to the Provost/Vice President for Academic Affairs within five (5) business day of the decision from the Academic Response Team. This is considered to be the final step in the academic grievance procedure. The Provost will meet with the student and review the decision of the
Academic Response Team. The Provost will provide a written response within five (5) business days. The Provost’s decision is final.

Acceptable Use of Information Technology Resources Policy

Responsibilities of Mercy College Students
- Consistent with the core values and complies with the policies of Mercy College of Health Sciences.
- Respects the confidentiality of student records, identification numbers, grades, account numbers, personal information, passwords, and complies with HIPAA guidelines.
- Complies with all laws, including copyright, license agreements, and contracts.
- Does not harass, intimidate, threaten, or harm others, computers, or network resources.

Copyright
Educational use of copyrighted materials permits only limited copying for study and research. Copying includes print materials such as books, articles, and pictures as well as music, videos, software, computer files, and graphic images. Additional details are available in copyright tutorials on D2L and from the library staff.

Peer-to-Peer File Sharing
File sharing programs allow users to share files online. Examples of such programs are eMule, Bit Torrent and Gnutella clients like LimeWire. The use of file sharing to share copyrighted music, games, and movies over the Internet without permission violates the Digital Millennial Copyright Act and is illegal. Using a computer to distribute copyrighted materials can incur legal penalties for those offering materials and those downloading them. Criminal penalties for violation of federal copyright law include fines up to $1 million and a maximum jail sentence of 10 years.

Privacy and Monitoring
The College reserves the right to monitor and access any data, including the contents of any College computer, activity logs, or College communications, for legitimate reasons, including but not limited to security, performance, backup, and troubleshooting. Inquiries for reasons of academic integrity may be made after obtaining approval from the Program Chair. Disclosure of information, without notice to the user, will also be made when required by court order or other legal authority, or when the College determines there is an urgent and compelling need.

Examples of Prohibited Behavior
This list is not intended to be a comprehensive list but to provide selective examples of prohibited behavior.
- Attempting to obtain passwords or access other user accounts, sharing a personal user name and password with any other person, or using another person’s account.
- Circumventing any security system or procedure. This includes any unauthorized activities intended to compromise system or network security such as hacking.
- Using information technology resources to obtain unauthorized access to records, data, or other forms of information owned, used by, or pertaining to the College or individuals.
- Modifying system or network facilities or attempting to crash systems or networks.
- Deliberately introducing a computer virus, worm, spyware, or other malicious software into information technology resources that belong to Mercy College.
- Tampering with software protections or restrictions placed on computer applications or files.
• Using the College computer systems or network to send spam, pranks, chain letters, pyramid schemes, "flaming," or other similar types of broadcast messages.
• Sending messages that are malicious, harassing, or threatening.
• Accessing, transmitting, or otherwise making use of pornographic materials of any kind available over the Internet.
• Using College information technology resources for personal for-profit purposes.
• Impersonating another user or otherwise falsifying a user name in email.
• Duplicating or transmitting copyrighted material beyond Fair Use without permission,
• Physically damaging information technology resources.
• Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution.

Social Media Policies
Social media and networking sites (Facebook, Instagram, Twitter, YouTube, blogs, etc.) are dynamic communication tools that help people connect and communicate with various groups and individuals. The College supports student participation in online communities as a communication, learning, and networking tool. Students may be disciplined for personal use of social media when usage is in violation of other Mercy College policies. Because social media is ever-changing, the following guidelines have been developed to help students navigate the online opportunities while following College policies and procedures and protecting their personal and professional reputation.

The following “best practices” have been compiled to serve as a guide as students participate in social networking for a College group or as individuals.

General
When participating in social networking sites remember:
• Students should be honest about their identity. Participate only under the student’s name.
• Students should have all the facts before posting something.
• Cite sources where applicable.
• Be respectful and courteous in posting and communicating.
• Students should think before posting. There’s no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even after it has been deleted.
• Maintain confidentiality. Never post patient, other confidential or proprietary information.

Protecting Student Identity
While students should be honest about themselves, they should not provide personal information that identity thieves could use against them. Students should not list their home address or telephone number or their work telephone or e-mail address.

Mercy College of Health Sciences Family Educational Rights and Privacy Act (FERPA) Policy

Introduction and Purpose
To inform students of their rights and responsibilities pertaining to their college records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate
definitions relating to student records, how they may be accessed and disclosed, the complaint procedure and other information relevant to the student record.

**Scope and Applicability**
College employees (faculty, staff and student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting College business (administrative, financial, teaching, research or service). This policy shall apply to all offices and divisions of Mercy College of Health Sciences and to all current or former students of the College.

**Policy Statement**
The following constitutes College policy concerning student rights of access to personal educational records in compliance with the FERPA. Certain definitions and principles contained in the law and guidelines are as follows:

- A student is defined as one who has attended, or is attending, Mercy College of Health Sciences and whose records are in the files of the college. Attendance is defined as the date of first enrollment at the College or participation in a college-sponsored program or activity, whichever occurs earlier.
- Educational records do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
- Directory (public) information is limited to name, local and home address and telephone, email address, college, class, major field of study, dates of attendance, enrollment status, anticipated graduation date, degrees and awards received, the most recent educational institution attended and a photograph of a student taken for college purposes. Directory (public) information also includes class rosters listing students in College academic courses (Desire to Learn); such rosters may only be used for the purpose of conducting that course.
- Record means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, computer files, microfilm or microfiche.

**Release of Directory Information**
Directory information may be released unless the student files the appropriate form in the Registrar’s Office requesting that directory information not be released. Directory information that cannot be restricted includes whether the individual was ever enrolled and degrees awarded.

**Release of Grades**
Reports of a student’s grades are not routinely mailed. Students may access their grades electronically on MyMercy website. The posting of a student’s grades must be done in a manner designed to maintain confidentiality. Grades or evaluations linked to personal identifiers (names, College ID numbers, or social security numbers) may not be publicly disclosed without specific permission from the student. Grades or evaluations may only be posted on office doors or on websites by using randomly generated codes or numbers.

**Record Storage**
Students have records in one or more of the following offices:
- Registrar’s Office
• Financial Aid
• Student Accounts
• Division of Student Affairs
• Division of Enrollment Management
• Human Resources (Federal Work Study)

Record Access and Exceptions
A student’s record is open to the student, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions:

- Confidential letters of recommendation placed in files before January 1, 1975.
- Financial records of the student’s parents or any information contained therein.
- Employment records, except for those cases in which the employment is required as part of the student’s program.
- Medical and psychological records.
- Letters of recommendation or other documents that carry a waiver of the student’s right to access.
- Records compiled by campus security solely for the purposes of law enforcement.
- Student education records are open to college officials who have a legitimate educational interest in the information contained in the records.
- A college official is an employee or other agent of the college. A college official may also be a person or company with whom the college has contracted to carry out a function on the college’s behalf.
- The determination of a legitimate educational interest will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. A legitimate educational interest requires that the individual seeking access must have the requested information to perform a job function.

Conditions of Access Waivers for Student References
To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

- Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition and candidacy for employment.
- Waivers cannot be required
- The student shall be told, upon request, the names of those supplying references.
- All items in the academic record not covered by waivers are open to the student.
- Material not covered by waivers may not be protected by keeping it out of the student’s file.

Third-Party Access
Normally, records can be released, or access given, to third parties (i.e., anyone not a member of the faculty or staff), only with the written consent of the student.

Without the consent of the student, releases to third parties may be given only as follows:

- To federal officers as prescribed by law
- As required by state law
• To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students
• To accrediting agencies carrying out their functions
• In response to a judicial order or lawfully issued subpoena
• By Campus Security to other law enforcement agencies in the investigation of a specific criminal case
• To parents of students who are dependents as defined and verified by IRS standards
• A student’s parent(s) or legal guardian(s) regarding the student’s use or possession of alcohol or a controlled substance if there has been a determination by the university that the student’s use or possession of alcohol or a controlled substance constitutes a violation of a university rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s)
• A student’s parent(s) or legal guardian(s) in connection with an emergency
• To appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons

Continued Record Maintenance
Nothing in this College FERPA policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student.

Records of Deceased Students
FERPA rights cease upon death. However, it is the policy of College that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased’s estate, by the next of kin or as stipulated in the Record Access and Exceptions section of this policy.

Record Correction Requests
Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The procedures are as follows:
• The student must ask the custodian of the record to amend the record. The student should identify the part of the record that the student wants changed and the reasons.
• Mercy College of Health Sciences may comply or may decide not to comply with the request. If not, the College will inform the student of the decision and advise the student of the right to a hearing. Requests for a hearing are to be sent to the Vice President for Academic Affairs. Upon request, the College will arrange for a hearing and so notify the student.
• The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one or more individuals.
• The College will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
• If the College decides that the challenged information is not inaccurate, misleading or in violation of the student’s right to privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information or set forth reasons for disagreeing with the decision.
• The statement will be maintained as part of the student’s record as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
• If the College decides that the information is inaccurate, misleading or in violation of the student’s right of privacy, it will amend the record and notify the student in writing that the record has been amended.

Creation, Permanence and Disposal of Student Records
The following is a general guideline regarding the disposal of student records:
• Only such records as are demonstrably and substantially relevant to the educational purposes of the university shall be generated or maintained;
• Permanent retention of student records is limited to those records which are of long-range value to the individual or the university;
• All duplicate copies of permanent records, other than those maintained by the custodian of the permanent records shall be maintained only for the minimum period of time required to serve the basic official function of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed (i.e., within one year following graduation or two years after the last date of attendance). A student will be granted access to their records prior to their destruction when the student has an unsatisfied request outstanding.

Directory Information
In compliance with the federally-enacted regulations and College policies, directory information regarding students attending Mercy College of Health Sciences shall be the:
• Student’s name
• Local address
• Permanent address
• Email Address
• Telephone listings
• Year at the university
• Dates of attendance
• Academic college and major field of study
• Enrollment status
• Participation in officially recognized activities and sports
• Degrees, honors and awards received
• Most recent educational agency or institution attended
• Photographic or electronic pictures or images

Public information pertaining to any individual student may be released by the Registrar upon inquiry unless the student has not agreed to release directory information. Partial or whole lists of students by name and address will not be released for commercial purposes.

Each major administrative unit shall define the kinds of reports and information that may be released to the public.

Information contained in personal files of the student is considered confidential information. With the exception of the information noted above, all student records are considered to be confidential and
are open only to College personnel (individuals under contract) who need the information to carry out their official responsibilities (assigned duties and functions).

Although College personnel are authorized access to this information on a “need-to-know” basis (to perform specific duties and functions), they are not permitted to release information to persons outside the College unless authorized in writing by the student, by a court order or according to the exceptions listed in the Record Access and Exceptions section.

Only the official or designated person responsible for the records has the authority to release them. Records may be disclosed to a third party only on condition that the recipient will not permit others to have access to the information without the written consent of the student.

Rights of Access and Review of Records
Students have the right to inspect, review or receive an interpretation of copies of their educational records, except as excluded below. This right may be exercised by completing a written request to access the records. Such requests should be honored as quickly as possible and reasonable, normally within 48 hours; if detailed documentation and/or interpretation are required, the request should be honored within ten days. In all cases, requests for such information must be honored within 45 days.

If a copy(ies) of a portion or all of the records in a student’s file is requested, the custodian of the records may charge a fee for copies made, provided the fee does not effectively prevent students from exercising their right to inspect and review (under supervision of a university employee) their records. No fee will be charged to the student to search for or to retrieve records. Each custodian of records is responsible for requiring proper identification of the individual making the request about their records.

Custodians of Student Records
The Office of the Registrar shall be responsible for the proposal, interpretation, enforcement and publication of general policies and procedures consistent with state and federal laws and guidelines as they relate to the creation, maintenance, use, dissemination and destruction of records of students who are attending or have attended Mercy College of Health Sciences and shall coordinate the development of general policies and procedures with the appropriate university officials listed below.

Each type of student record is the responsibility of a designated university official and only that professional staff member or designate has authority to release records. Please note that some student records listed below are outside the scope of the Office of the Registrar. The responsible officials are:

- **Academic and Admissions Records (after matriculation)**
  o Official: Registrar
  o Location: Office of the Registrar
- **Admissions Records (prior to matriculation)**
  o Official: Director for Admissions
  o Location: Division of Enrollment Management
- **Alumni Records**
  o Official: Manager of Alumni Affairs
  o Location: Office of Alumni Affairs
- **Disciplinary Records**
  - Official: Dean for Student Affairs
  - Location: Division of Student Affairs

- **Employment (Work-Study and Student Employment)**
  - Official: Vice President of Human Resources
  - Location: Human Resources

- **Student Financial Services (Financial Aid and Student Accounts)**
  - Official: Director of Financial Aid Services
  - Location: Office of Student Financial Aid

- **Security Records**
  - Official: Vice President of Business and Regulatory Affairs
  - Location: Office of the Department of Business and Regulatory Affairs

- **Veterans Records**
  - Official: Registrar
  - Location: Registrar’s Office

- **Student Activities**
  - Official: Director of Student Engagement
  - Location: Office of Student Engagement

**Special Considerations for Faculty for Protecting Student Information in the Online Course Environment**

The FERPA policy for online and blended courses typically includes areas of focus and details regarding the protection of student information and also the information that is shared between an instructor and student as part of the online course.

- Faculty teaching online courses for the College will use the institutional Learning Management System (LMS) for delivery of the course to ensure the security of student work and grades.
- Faculty teaching online courses for the College will use the College’s secure online system for electronically submitting grades to the Registrar.
- All emails between the instructor and students in an online course need to occur through the LMS or via the College email system so that communications between the instructor and student, e.g., grades, feedback on student work, etc., remain confidential and protected by the College.
- LMS account information must be kept secure by faculty and students enrolled in online courses. Students in a course cannot access other students’ work or grades. Faculty and students cannot share their personal LMS login information with anyone or give access to the course in the LMS to others who are not officially enrolled in the course. Exceptions are allowed for other College faculty and administration to access a course when the appropriate justification is provided and approved.
- Faculty teaching in the online environment will follow all College FERPA guidelines for sharing educational record information with other College faculty and staff and others outside the College.
- During the online course and once it is archived, all student information is protected including course data and participation.
Complaint Procedure
If a student believes the College is not in compliance with the Family Educational Rights and Privacy Act (FERPA), he/she should check first with the office involved and/or the Vice President of Student Affairs.

If a student wishes to file a complaint with the federal government concerning the College’s failure to comply with FERPA, they must submit the complaint, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 (www.ed.gov/policy/gen/guid/fpco/ferpa/students.html). The Family Policy Compliance Office will notify the student and the College when the complaint has been received. They will investigate the complaint and may require further information. Following its investigation, they will provide written notification of its findings and basis for such findings. In the event the College is found not to be in compliance, it will be afforded the necessary time to comply. If it does not then comply, additional action may be taken by the Family Policy Compliance Office. For guidelines concerning this complaint procedure, see 34 CFR Paragraph and the subsequent regulations of the Family Educational Rights and Privacy Act.

Exclusions or Special Circumstances
Faculty, staff and/or student employees who violate this College policy may be subject to disciplinary action for misconduct and/or performance based on the administrative process appropriate to their employment.

Students who violate this College policy may be subject to proceedings for non-academic misconduct based upon their student status. Faculty, staff, student employees and/or students may also be subject to the discontinuance of specified information technology services based on the policy violation.

Contact:
Office of the Registrar
Mercy College of Health Sciences
515-643-6744

Alcohol and Illegal Drug Use Policy
The laws of the State of Iowa regulating the purchasing, dispensing, possession and consumption of alcoholic beverages shall apply to all members of the College community. Each person shall be expected to abide by those laws and will be held responsible, by civil law enforcement, for his or her own actions in any situation involving violations of Iowa state laws regarding alcoholic beverages.

- Alcoholic beverages may not be consumed, possessed, distributed, or sold on campus without specific authorization.
- Alcoholic beverages may not be served or consumed by students on campus.

Alcohol Concern
The use of alcoholic beverages, though acceptable for persons of legal age, is a matter of concern because Mercy College is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the College community. The College believes that it cannot deny persons of legal age the right to use alcoholic beverages, but sees its responsibility as preventing the abuse of drinking privileges by
encouraging individuals to behave in an appropriate and responsible manner where the use of alcoholic beverages is concerned. It is expected that Mercy students who use alcohol will:

- be of legal age,
- make healthy choices that avoid high-risk behaviors, and
- maintain control of self and circumstances.

Mercy College does not condone alcohol use which results in:

- abuse to one’s self, others, or property
- compromised control of one’s self, circumstances, or values
- negative effects on academics, health, or relationships
- a pattern of problems
- violation of the law

Consistent with the Mercy College core values, it is expected that students will take ownership in and responsibility for establishing and reinforcing community alcohol standards as follows: By creating and maintaining a view on alcohol that:

- alcohol should not be the focal point of any activity
- supports an individual’s decision not to drink
- understands that students who drink together have an obligation to be informed, supportive peers who look out for one another’s welfare

As part of a responsible alcohol educational effort, all students will receive information on:

- alcohol standards and policies
- signs of alcohol problems
- how to explore and understand their own drinking choices
- available campus and off-campus resources
- levels of alcohol impairment
- effects of tolerance on alcohol consumption
- effects of other drugs on alcohol consumption
- how to calculate blood-alcohol levels
- emergency responses and procedures
- issues that drive substance abuse

Drug Free Schools and Communities Act and the Higher Education Amendments of 1998, Section 120.
The Federal Drug-Free Schools and Communities Act and the Higher Education Amendments of 1998, Section 120, require all students and employees to be informed of the institution’s drug and alcohol policy guidelines. The following is Mercy College’s policy related to a drug-free campus environment which applies to all Mercy students, faculty, and staff. Should a student have any questions, please contact the Dean of Student Affairs or designee.

**Alcohol and Drug Abuse Prevention Policy**

1. Mercy College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its programs or activities. Students and employees who engage in prohibited or illegal conduct face sanctions, including suspension, dismissal, expulsion, termination of enrollment and/or employment, and referral
for prosecution. Health risks associated with the use of illicit drugs and alcohol abuse vary with
the nature of the substance and pattern of abuse and include, but are not limited to:

a. depression and/or mood swings
b. dependency
c. organ damage
d. mental problems, hallucinations, confusion
e. accidents
f. violent reactions

Further information concerning the uses and penalties associated with controlled substances is
summarized below. Materials outlining health risks in detail and with specificity concerning particular
drugs are available from Student Health Services.

2. The unlawful use, possession, or distribution of illicit drugs and alcoholic beverages may result
in local, state, and federal legal sanctions which may include fines, imprisonment, or both.
Legislation is extensive in this area, and penalties vary with the type of illicit drug and/or
alcohol abuse. Ordinances and statutes collected in local, state, and federal codes including
but not limited to Title 21, Chapter 13 of the United States Code, Chapters 123, 124, 124A,
and 124B of the Iowa Code, and Chapters 10 and 70 of the Municipal Code of the City of Des
Moines, should be consulted. A partial description of applicable sanctions is listed below.

3. Drug and alcohol counseling is available from the Josephine Norkaitis Student Success
Center. Violators of the Drug and Alcohol Abuse Prevention Policy begin the Student Discipline
Procedure at Step 3. Students, while on campus, in clinical settings, or participating in college-
sanctioned activities, will be subject to College discipline procedures if they:
   a. Use, possess, distribute or sell alcohol.
   b. Are under the influence of alcohol.
   c. Possess, manufacture, distribute, dispense, buy, transfer, sell, or use illegal drugs,
alcohol, or legal drugs without a physician’s prescription.
   d. Engage in off-campus possession, manufacture, distribution, dispensing, buying,
transferring, selling, or using of illegal drugs resulting in a conviction.

4. Parental notification: The College has a responsibility to help students when it is believed that
the student needs assistance. This responsibility extends to the possible notification of
parents.

5. If a student of Mercy College is convicted of any violation, the student is required to inform the
Dean of Student Affairs or designee within five days of the conviction. Drug or certain alcohol-
related convictions may result in disciplinary measures of the student up to and including
expulsion.

6. The Dean of Student Affairs or designee will notify all appropriate agencies and registries of
relevant drug or alcohol-related conviction within thirty days of receiving the information.
Students licensed as LPNs or Allied Healthcare providers are additionally subject to all
sanctions imposed by the Iowa Nurse Practice Act and Allied Health Licensure Guidelines and
will be referred for disciplinary action where appropriate.

**Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance and Alcohol
Related Offenses**

21 U.S.C. 844(a): 1st conviction up to 1 year imprisonment and fined at least $1,000 or both. After 1
prior drug conviction at least 15 days in prison, not to exceed 2 years, and fined at least $2,500, or
both.
After 2 or more prior drug convictions at least 90 days in prison, not to exceed 3 years, and fined at least $5,000, or both.

21 U.S.C. 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year of imprisonment. (See special sentencing provision re: crack.)

21 U.S.C. 862(b): Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses and completion of drug treatment program and community service.

21 U.S.C. 881(a)(4): Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance and any real property used to facilitate such crime.

**Penalties**
Revocation of federal licenses and benefits are vested with the authorities of individual federal agencies.

Note: Federal penalties for manufacture or distribution of controlled substances include various prison sentences ranging up to life in prison and various fines ranging up to $2 million. 21 U.S.C. 960.

**State Penalties and Sanctions**
Iowa Code §123.46: (consumption of alcohol in public places; public intoxication). Either imprisonment, not to exceed 30 days, or a fine of at least $50, but not more than $100.

Iowa Code §§123.47: (Providing alcoholic liquor, wine or beer to persons under age 21; possession or control by persons under age 21). First offense: fine of $200 to $1,000. Second offense: fine of $500 and completion of substance abuse evaluation or suspension of driver’s license for up to 1 year. Third and subsequent offenses: fine of $500 and suspension of driver’s license for up to 1 year.

Iowa Code §123.49: (Providing alcoholic liquor, wine or beer to an intoxicated person). Imprisonment not to exceed 30 days or fine not to exceed $625.

Iowa Code §124.401(1) and (2): (Manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance or counterfeit or simulated controlled substance). Depending on the nature and amount of substance, penalties range from imprisonment for periods not to exceed 2 years, 5 years, 10 years, 25 years or 50 years and/or fines not to exceed $5,000, $6,250, $7,500, $50,000, $100,000 or $1,000,000.

Iowa Code §124.401(5): (Possession of a controlled substance). Substances other than marijuana: imprisonment not to exceed 1 year and/or fine not to exceed $1,875. Marijuana: imprisonment not to exceed 6 months and/or fine not to exceed $1,000. Suspended sentences may include probation and required participation in drug treatment program.
Iowa Code §124.406: (Distribution of a controlled substance to a person under age 18). Depending on nature of substance and ages of parties, penalties range from imprisonment for periods not to exceed 25 years, 10 years, 5 years, or 2 years and/or fines not to exceed $5,000, $6,250, $7,500, or $10,000.

Iowa Code §124.407: (Sponsoring, promoting or assisting with a gathering with knowledge that controlled substance will be distributed, used or possessed there). Controlled substances other than marijuana: imprisonment not to exceed 5 years and/or fine not to exceed $7,500. Marijuana: imprisonment not to exceed 1 year and/or fine not to exceed $1,875.
Second or subsequent offenses of most of the above-referenced offenses may be punished by imprisonment for a period up to three times the term otherwise authorized and/or a fine of up to three times the amount otherwise authorized.

Iowa Code §124A.4: (Manufacture, delivery or possession with intent to deliver an imitation controlled substance). Depending on ages of the participants, penalties may range from imprisonment for periods not to exceed 1 year, 2 years or 5 years and/or fines not to exceed $1,875, $6,250 or $7,500.

Iowa Code §124B.9: (Sale, transfer, furnishing or receipt of a “precursor substance” with knowledge or intent it will be used to unlawfully manufacture a controlled substance). Imprisonment not to exceed 10 years and/or fine not to exceed $10,000.

Local Penalties
Violations of local ordinances dealing with alcohol consumption, such as public intoxication and similar offenses, generally are punishable by fines not to exceed $500 or imprisonment not to exceed 30 days. Please see the Code of Student Conduct section of the Student Handbook for discipline procedures concerning drug or alcohol violations.

Attendance Policy
Mercy College students are expected to attend all assigned class, laboratory, and clinical sessions and to be punctual. It is the student’s responsibility to follow specific procedures as outlined in the course syllabus for notifying instructors of absences, in advance if possible. Please note that individual instructors have their own specific procedures as to the consequences of missing class, tests, exams, and late assignments. Legitimate reasons for absence may include serious illness, documented compassionate leave, jury duty, and cancellation of classes due to weather emergency.

Students must verify their course enrollment by attending class(es) the first week of each term. Students enrolled in online courses must have meaningful interaction in their online course(s) the first week of the term to verify enrollment. Failure to verify enrollment may result in a student being dropped from class(es) for non-attendance.

When weather is severe, students are advised to comply with the recommendations of the Iowa Highway Patrol on road conditions and travel safety. If class is missed due to severe weather, refer to the course syllabus for makeup or attendance policies.

Absence from Classroom Lectures or Skills Laboratories Policy
A student who shows symptoms commonly associated with seasonal flu should self-isolate and refrain from attending classes in order to limit the spread of the disease to other members of the class
or instructor(s). It is the student’s responsibility to notify the instructor(s) regarding the absence. The absence from class for a reported case of the flu will only count as one (1) occurrence (regardless of the number of days a student is away). The classroom teachers will then communicate with the student electronically to determine what areas of class content the student can and should make up while the student is away from the classroom. It is the student’s obligation to follow up with classroom teachers to ensure that required missed content is completed as outlined in course syllabi. Failure to complete required makeup content may lead to a lower grade or failure of the course. The student with computer access should send the form by email for each day he or she is absent with flu symptoms.

**Students must follow these confidentiality rules:**

- Do not discuss clients off the unit. This means anywhere off the unit (e.g., other locations in the medical center, in the cafeteria, in the elevator, in the student’s car, in other public places, at a second place of employment, in the mall, at home with family or friends, in the classroom, and/or any other settings.)
- Do not walk off the unit and say a client’s name for any reason.
- If a student knows a client or the client’s family, notify the instructor or the contact person immediately (e.g., neighbor, classmate, friend, current or former colleague at work, family, etc.).
- If a student knows a client or the client’s family on a professional basis (has taken care of them in another medical setting), notify the instructor or the contact person immediately.
- Students should not acknowledge a client if seen outside the unit or at a later date in any other setting. (e.g., church, the mall, in the medical center, party, school, etc.) Do not nod, smile, greet, or acknowledge the client even casually in any way unless the client first nods, smiles, or greets the student. Limit casual acknowledgement to a polite acknowledgement only.
- Do not discuss anything with the client related to his/her hospital stay anywhere off the unit even if the client initiates the conversation. Students should simply indicate for confidentiality reasons that they can’t enter into any conversation.
- Do not discuss clients with an instructor other than the instructor assigned on the unit.
- Do not send information about clients via email. This includes sending assessment, care plans, or journals.
- Do not use client names or their families’ names in assessment care plans.
- Do not use client names with other clients or with their peers. If a student is approached by a client who wants to discuss another client, refer them to staff immediately.

**Confidentiality of Patient Information Policy/Health Insurance Portability and Accountability Act (HIPAA)**

Students must maintain patient confidentiality at all time without exception. Students are required to comply with regulations contained in the Health Insurance Portability and Accountability Act (HIPPA). Students are legally responsible for maintaining patient confidentiality and are personally liable for any and all breaches in patient confidentiality. A breach of patient confidentiality is considered a Student Code of Conduct violation and will fall under that policy.

**Illness Policy**

Students who are ill should not attend class, lab, or clinical. Students who become ill during class, lab, or clinical time will be sent home at the discretion of the instructor. Students have the option to contact the Student Health Nurse at Mercy College for evaluation. The student is responsible for the cost of any treatments or medications prescribed.
The Attendance Policy will apply. Concerning infectious diseases, the College will follow the MercyOne Infectious Control Policy during class and lab and the specific clinical site’s policy during clinical.

**Information Policy**

Mercy College reserves the right to make changes as necessary, including changes in requirements, programs, policies, and fees. Changes shall go into effect whenever appropriate with such notice as is reasonable under the circumstances. Students may be notified of changes and updates via their student email and/or the College website.

**Injury or Exposures to Blood-borne Pathogens Policy**

Standard Precautions will be observed by all employees and students in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Students sustaining an illness, injury, or accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids or blood-borne pathogen shall comply with the following guidelines.

Students who are injured or exposed to blood-borne pathogens in a clinical setting should follow the policies governing such injuries or exposures of the clinical site. If a student is injured or exposed to blood-borne pathogens during the clinical experience, he/she must report the injury or exposure immediately to the faculty member supervising the clinical experience.

Injuries or exposures shall include but are not limited to actual bodily injury occurring on the premises of the clinical site while the student is on the clinical setting or coming/leaving the clinical site, as well as exposure to blood-borne and/or communicable diseases. Students who incur injuries and/or exposures at a clinical facility must comply with that facility’s policy and procedure pertinent to the injury/exposure. This compliance includes completing all required documentation and reporting as required by the clinical site where the injury and/or exposure occurred.

At a minimum, all student injuries or exposures must be reported via MercyOne Medical Center’s Incident Reporting Information System (IRIS), which can be located on Mercynet.

The faculty member responsible for the student where the injury or exposure occurred shall ensure that the student receives appropriate medical attention and the IRIS report is completed immediately following the injury or exposure. In the case of a serious injury, the faculty member must immediately contact the Academic Dean.

In the event of serious or life-threatening injury or illness, treatment should be implemented at the clinical facility if emergency treatment is available. If emergency treatment is not available on site, emergency personnel should be summoned without delay and the student should be transported to the nearest medical facility for emergency treatment.

If the clinical facility does not provide care indicated for the injury/exposure or it is a non-emergent type situation, the student should seek medical treatment at either a MercyOne Urgent Care or the MercyOne Medical Center Emergency Department depending on the outlined criteria below.

Mercy College is at no time responsible for student healthcare costs. Students will maintain responsibility for their own healthcare insurance and/or costs related to healthcare treatment, whether an injury/exposure occurs on campus or in a clinical setting.
Student Injuries or Exposures to Blood-borne Pathogens Procedure

Standard Precautions will be observed by all employees and students in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Students sustaining an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids or blood-born pathogen shall comply with the following guidelines.

Clinical Site:

- Administer first aid immediately after exposure. Cleanse the wound and surrounding area with soap and water (for a needle stick), or flush eyes, nose, or mouth with copious amounts of tap water (for a splash to the face).
- Faculty and students shall follow the clinical site’s policies regarding OSHA’s blood-borne pathogen and other infection control/isolation policies.
- Students shall promptly contact the faculty in charge of the clinical or laboratory setting following injuries or exposures to blood-borne pathogens. This contact shall be done at the time of the injury/illness/exposure or as soon as the injury/illness/exposure is suspected. Students under the supervision of a preceptor when a clinical faculty is not physically present at the site shall notify their assigned preceptor as well as the lead faculty for the clinical course.
- If exposure/injury occurs at a MercyOne Clinical site Monday-Friday, between 7:30AM-3:30PM, the student will report to MercyOne Medical Center Employee Health Services.
- If exposure/injury occurs after hours or when Employee Health Services is closed the House Supervisor should be contacted for further instructions and assessment.
- Any time the exposure/injury occurs at a location other than MercyOne Clinical Site the student should be directed to follow the clinical site’s policy. If the clinical site refuses to care for the student, the student should be directed to the nearest MercyOne Urgent Care Clinic.
  - All MercyOne Urgent Care Clinics are open Monday-Friday 7:00AM-9:00PM and Saturday-Sunday 9:00AM-4:00PM.
    - MercyOne East Urgent Care
    - MercyOne East Village Urgent Care
    - MercyOne Indianola Urgent Care
    - MercyOne North Urgent Care
    - MercyOne South Urgent Care
    - MercyOne West Urgent Care
  - Any student injury occurring not during MercyOne Urgent Care Clinic hours of operation should report to MercyOne Emergency Department for further evaluation and treatment.

The student and faculty will work together to report details of the incident into Incident Reporting Information System (IRIS) for further investigation by MercyOne’s Risk Management Team. The IRIS incident report should be completed as if the incident were regarding an employee/staff member; later in the report, it can be specified that the individual is a student.

Classroom or Lab

- Administer first aid immediately after exposure. Cleanse the wound and surrounding area with soap and water (for a needle stick), or flush eyes, nose, or mouth with copious amounts of tap water (for a splash to the face).
- Students shall promptly contact the faculty in charge of the classroom or laboratory setting following injuries or exposures to blood-borne pathogens. This contact shall be done at the time of the injury/illness/exposure or as soon as the injury/illness/exposure is suspected.
• Any time the exposure or injury occurs during a classroom or lab setting the student should be
  directed the nearest MercyOne Urgent Care Clinic.
    o All MercyOne Urgent Care Clinics are open Monday-Friday 7:00AM-9:00PM and
      Saturday-Sunday 9:00AM-4:00PM.
        ▪ MercyOne East Urgent Care
        ▪ MercyOne East Village Urgent Care
        ▪ MercyOne Indianola Urgent Care
        ▪ MercyOne North Urgent Care
        ▪ MercyOne South Urgent Care
        ▪ MercyOne West Urgent Care

  Any student injury occurring not during Mercy Urgent Care Clinic hours of operation should report to
  MercyOne Emergency Department for further evaluation and treatment.

  The student and faculty will work together to report details of the incident into Incident Reporting
  Information System (IRIS) for further investigation by Mercy’s Risk Management Team. The IRIS
  incident report should be completed as if the incident were regarding an employee/staff member; later
  in the report, it can be specified that the individual is a student.

  Incident reports will be gathered from MercyOne’s Risk Management team on a monthly basis by
  Services. The office will track the number of student incidents. If incidents occur, a report will be sent
  to the Academic Dean quarterly.

  Directions on how to complete an IRIS form in various situations are located on the Student Health
  webpage at www.mchs.edu/studenthealth.

  Incident Reporting
  Students should promptly report any vandalism or security incidents to the Facilities Manager.
  Between the hours of 4 p.m. and 7 a.m., incidents should be reported directly to the MercyOne Public
  Safety Office, 515-247-3111.

  Lecture/Laboratory/Clinical Cancellation Policy
  In the event that a professor is not present at the beginning of a scheduled class session, students
  should remain in the classroom for at least 10 minutes. In the event that the College receives late
  notice of a course, laboratory session, or clinical cancellation, the College will attempt to post outside
  the assigned classroom notice of cancellation. Students should also check the learning management
  system (D2L) site for the course for further instructions concerning the class session makeup plans.

  Title IX Policy Statement
  notes: No person in the United States shall, on the basis of sex, be excluded from participation in, be
  denied the benefits of, or be subjected to discrimination under any education program or activity
  receiving federal financial assistance. This policy is designed and intended to comply with the
  requirements of Title IX and 110 ILCS 155. Acts amounting to discrimination based on sex are
  sometimes termed “sexual misconduct or sexual violence.” This policy applies to all Title IX/sexual
  misconduct complaints occurring at Mercy College of Health Sciences or within the educational
  programs and activities the College offers. This policy therefore applies to all college faculty, staff,
  and students, and the behavior addressed in this policy includes that which might be exhibited by
  other parties. Should the college become aware that any contractor, vendor, partner or other affiliate
  engages in sexual misconduct, it will take appropriate action.
Non-Discrimination Statement
The College does not engage in or tolerate discrimination on the basis of sex or gender and/or sexual misconduct (which includes sexual harassment and sexual violence) in its educational or employment programs and activities. Such misconduct are forms of unlawful sex discrimination under Title IX and other federal and state laws. Through a thorough and impartial investigation, the college is committed to responding to any instance of such discrimination by taking prompt and effective steps to end the discrimination and address its effects.

Pregnancy/Parenting Statement
Mercy College of Health Sciences prohibits discrimination against students, faculty and staff based on pregnancy, false pregnancy, termination of pregnancy, childbirth, or recovery from any of these conditions.

Retaliation Statement
Mercy College of Health Sciences prohibits retaliation against any individual who, in good faith, reports or discloses an alleged violation of this policy, files a complaint, or otherwise participates in the complaint resolution procedure. Any person who is found to have retaliated in violation of this policy, will be subject to said sanctions up to and including termination of employment or dismissal from the education program, as applicable.

The institutional official responsible for coordinating and overseeing university efforts to comply with the requirements of Title IX and this policy is called the Title IX Coordinator. This policy serves as the governing document for the Title IX Coordinator to conduct investigations of sex or gender discrimination involving employees and students. Questions or concerns regarding Title IX, this policy, or other aspects of the College’s commitment to sex or gender non-discrimination may be directed to Mercy College of Health Sciences Title IX Student Coordinator:

Lyneene Richardson
Dean, Student Affairs
515-643-6659
LRichardson@mercydesmoines.org

Mercy College of Health Sciences Title IX Employee Coordinator:
Anne Dennis
Vice President, Employee Engagement & Human Resources
515-643-6640
ADennis@mercydesmoines.org

Harassment Policy
Mercy College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

This policy applies to administrators, faculty, staff, and students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College’s educational programs and activities, including third-party visitors on campus. The College’s prohibition on sex
discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to: admissions, employment, academics, and student services.

Persons who believe they have been discriminated against or harassed in violation of this policy should file a complaint following the Title IX Complaint Resolution Procedure. Sexual Harassment, whether verbal, physical, or visual, that is based on sex, is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence and discrimination on the basis of pregnancy.

Definitions and Examples

Sexual Harassment Definition
Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, as a term or condition of an individual’s employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Examples of Sexual Harassment
Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- E-mail and Internet use that violates this policy
- Sexual assault (as defined below)

Sexual Assault or Sexual Violence Definition
Sexual violence or sexual assault are terms that refer to non-consensual sex acts, contact or behavior. These terms may be used interchangeably. The term sexual assault will be used throughout this policy.

Sexual assault is a form of prohibited sexual harassment. Sexual assault includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

Examples of Sexual Assault
Some examples of sexual assault include:

- Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent.
• Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation.
• Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent.
• Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation.
• Prostituting another person(s).
• Non-consensual video or audio-taping of sexual activity.
• Knowingly transmitting a sexually transmitted disease to another.

**Domestic Violence, Dating Violence, and Stalking Definitions**
The crimes of Domestic Violence, Dating Violence, and Stalking can also constitute sexual harassment when motivated by a person’s sex. These crimes, no matter the motivation behind them, are a violation of this policy.

**Domestic Violence**
Involves a pattern of abusive behavior in any relationship that is used by a person to gain or maintain power and control over another household or family member. Household or family member is a spouse, cohabitant, or anyone who has a child in common, regardless of if they are married or reside together. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This would include behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating Violence**
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking**
A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. The conduct would include two or more acts, and does not include constitutionally protected activity. Acts might include but are not limited to, unwanted communication by phone, email, text, or mail; harassing threats to harm the victim, victim’s children, relatives, friends, or pets; following or waiting for the victim at places; repeatedly leaving or sending the victim unwanted items, presents, or flowers.

**Definition of Consent**
Consent to engage in sexual activity is a voluntary and knowing act. Lack of consent is critical in determining whether sexual violence has occurred. Consent must be given for each form of sexual contact and with each sexual partner and every encounter. Consent requires affirmative, clear, unambiguous acts or statements by each person involved. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
• If a person is asleep or unconscious, there is no consent.
• Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
• Previous consent for sexual activity does not give consent for future sexual activity.
• Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
• Within the state of Iowa consent cannot be given by a minor under the age of 16.

Title IX Coordinator Roles and Responsibilities
It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to:
• Assist members of the College community in understanding sex discrimination and sexual harassment are prohibited by this policy;
• Ensure investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment;
• Ensure employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and
• Implement the Title IX Complaint Resolution Procedures or to designate appropriate persons for implementing the Title IX Complaint Resolution Procedures.

Administrators, Deans, Program Chairs, and Other Managers
It is the responsibility of administrators, deans, program chairs, and other managers (i.e., those that formally supervise other employees) to:
• Inform employees under their direction or supervision of this policy;
• Work with the Title IX Coordinator to implement education and training programs for employees and students; and
• Implement any corrective actions that are imposed as a result of findings of a violation of this policy.

Students and Employees
It is the responsibility of all students and employees to review this policy and comply with it.

The College

When the College is aware that a member of the College community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment.

The College will act in accordance with its Title IX Complaint Resolution Procedures.

Serious Disease Policy
Students with infectious, long-term, life-threatening, or other serious diseases may continue to attend the College as long as they are physically and mentally able to meet their academic responsibilities without undue risk to their own health or the health of other students, patients, or employees.

Serious Disease Definition
Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune
deficiency syndrome (AIDS). The College will support, where feasible and practical, educational programs to enhance student awareness and understanding of serious diseases.

**Serious Disease Procedure**

The mere diagnosis of a communicable disease including but not limited to HIV, AIDS, AIDS-Related Complex (ARC), or AIDS virus antibodies, or any other serious communicable disease is not in itself sufficient basis for imposing limitations, exclusions, or dismissal from College programs. Harassment of individuals with or suspected of being infected with any disease is not acceptable behavior at the College and is strictly prohibited.

In working with students diagnosed with HIV, AIDS or any other serious communicable disease, the College will proceed on a case-by-case basis. With the advice of medical professionals, these factors will be considered in determining the student’s enrollment eligibility:

- The condition of the person involved and the person’s ability to perform clinical or academic responsibilities
- The probability of infection and possible consequences to other members of the College community based on the expected interaction of the person in the College setting
- Reasonable accommodations and modifications necessary to meet the individual’s needs
- Risk to the person's health by remaining in the College community
- Other appropriate factors. Any additional factors the College, its professors, and clinical instructors deem necessary.

Any determination with respect to a student’s enrollment eligibility will be made following consultation with the affected student, the student’s treating physician (if available), and such other persons as needed. Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed of all cases of diseases required to be reported under state or federal law.

**When to Return to the College**

The Centers for Disease Control and Prevention (CDC) recommends that individuals with influenza-like illness remain at home and away from other people until at least 24 hours after they are free of fever, or signs of a fever, without the use of fever-reducing medications. This could take from two to five days based on the flu season.

Mercy College will not require a medical doctor’s note to return to class or clinical rotations following a bout of the flu. Students do not need to visit the College student health nurse for permission to return to class or clinical rotations for absences caused by the flu.

**Standard Precautions**

Mercy College follows the rules and regulations established by clinical sites, the Occupational Safety and Health Administration, the CDC, and the State of Iowa.

Students are expected to use standard precautions and to comply with all safety standards and procedures. Failure to do so will result in disciplinary action under the Student Code of Conduct. Students must immediately report to their instructor any exposure to potentially infectious materials. The instructor will follow Clinical Site protocols.
Students are responsible for any expenses and should submit charges to their health insurance provider. Students are also responsible for reporting any injury or illness which occurs during a clinical experience via MercyOne's Incident Reporting Information System (IRIS).

Twenty-four-hour emergency medical care is available through the MercyOne Emergency Department at regular emergency room fees. Students may also choose to see their own healthcare practitioner for their healthcare needs.

**Tobacco-Free Environment Policy**
All College property and grounds are tobacco free. The use of all tobacco products (including cigarettes, cigars, chewing tobacco, snuff, pipes, e-cigarettes, etc.) on college property is prohibited. Prohibition includes any and all buildings of the College, grounds, parking lots, sidewalks or plazas. While on campus or on campus property, College students shall not use tobacco products. For students considering employment at Mercy College, a nicotine-free hiring policy applies.

**Weapon Permit Policy**
The College prohibits anyone from possessing, carrying, or storing weapons of any kind on College property, or in privately owned vehicles parked in College parking lots, even if there is no intent to use the item as a weapon, and even if the item is kept in the locked car or other secure place.

**Weapon Definition**
Weapon is defined as any form of weapon or explosive; chemical, toxic, or biological devices; all firearms; sharp-edged instruments, martial arts weapons, and any other item that may be used with the intent to commit violence, as defined above, against person or property. If a student is unsure whether an item is considered a weapon under this policy, he or she should contact MercyOne Public Safety.

**Student Code of Conduct and Discipline Policies and Procedures**

**Student Code of Conduct Policy**
The purpose of the Student Code of Conduct is to provide and maintain an environment conducive to learning at Mercy College, including all clinical education sites. In cases where a student engages in inappropriate conduct, the student will be subject to disciplinary action.

Inappropriate conduct includes, but is not limited to the following: academic dishonesty, alcohol and controlled substances infractions, violations of tobacco-free environment policy, arson, assault, inappropriate computer use, disorderly conduct, fire alarms and equipment tampering, gambling, hazing, hate crimes, possession of unauthorized keys or identification badge, breach of patient confidentiality, perjury, submitting fraudulent records, property damage, harassment or abuse including sex, race, religious, color, ethnic origin, gender identity, sexual orientation, age, disability, cultural harassment or abuse, stalking, theft, trespass, weapon possession, use of tobacco of any kind on campus or at a clinical site, use of foul language, accessing pornography while on campus, and inappropriate dress.

Acts in violation of city, county, state, or federal ordinances, regulations, or laws may violate the Student Code of Conduct. The College may begin the disciplinary process whether or not the act results in an arrest and/or conviction. Alternate transportation from the reporting site will be arranged for the student if the conduct observed involves substance abuse.
Professional and Ethical Conduct

Professional and ethical conduct means that students will demonstrate:

- Honesty
- Accountability
- Confidentiality
- Respect for all persons of race, color, national and ethnic origin, age, sexual orientation, gender identity, religion, creed, physical or mental disability, status as a disabled veteran or veteran of war, or any other factor protected by law
- Adherence to all College policies and procedures
- Active participation in the learning process
- Behavior that supports learning for all students
- Safe practice when caring for clients
- Appropriate requests for supervision / guidance
- Accountability for the conduct of personal guests

Examples of inappropriate behavior include, but are not limited to:

- Disruption of the educational process and atmosphere in the classroom, at clinical sites, and all College property, including but not limited to interfering with the instructors’ ability to teach and students’ ability to learn and refusal to comply with faculty or staff requests regarding vocal or physical behavior
- Abuse and/or neglect of clients and patients
- Accessing pornography at the College
- Unsafe clinical practices
- Cheating
- Plagiarism
- Unauthorized entry, obstruction, or occupation of any room, building, or area of the College
- Falsifying reports
- Breach of patient confidentiality
- Use of inappropriate or threatening language
- Bullying or cyberbullying
- Physical assault
- Chemical or emotional impairment
- Conviction of any crime involving illegal drugs, child abuse, or moral turpitude
- Possession of dangerous weapons
- Use of computers or software in violation of the Acceptable Use of Information Technology Resources Policy
- Discrimination/harassment of any kind on the basis of a protected class status
- Violation of Tobacco-Free Environment Policy

Student Rights Policy and Procedures under the Student Code of Conduct

A student accused of a violation of the Student Code of Conduct has the following rights:

- To receive documentation of the charge of the alleged inappropriate conduct within a reasonable timeframe.
- To file a grievance form contesting the allegation.
- To hear all the evidence upon which the allegation is based and to respond to the allegation.
- To remain silent about any incident in which the accused is a suspect on the basis of self-incrimination.
Student Discipline Procedure
Mercy College reserves the right to initiate discipline at any step of the disciplinary process depending on the severity of the inappropriate conduct. Students who are admitted to or who are seeking admission to a distance education program follow the same procedure, and their meetings may occur via phone, conference call, internet conference, or utilizing web camera technology.

**Step 1.** College staff or faculty who observe or are notified of an act of student misconduct shall attempt to resolve minor, inappropriate conduct privately with the student. The incident will be documented with a report forwarded to the appropriate Program Chair for academic issues or Dean of Student Affairs for nonacademic misconduct violations.

**Step 2.** If the student misconduct is unresolved, or if additional violation(s) of the Student Code of Conduct are observed, the misconduct shall be reported to the appropriate Program Chair or Dean of Student Affairs in writing. The original violation(s) should also be documented. If the observing party is the Program Chair, and the matter is academic, the behavior or violation should be reported to the Academic Dean. Upon a second offense, the Program Chair, appropriate Academic Dean or Dean of Student Affairs will meet with the student and prepare a written warning and develop a written action plan as warranted stating the consequences of the violation and any future violations. The student may be referred to the Josephine Norkaitis Student Success Center if necessary. A copy of this warning and written action plan will be placed in the student’s file and removed at graduation if there is/are no further violations. The Program Chair or appropriate Dean will monitor the student’s conduct.

**Step 3.** Discipline for serious and illegal inappropriate conduct may warrant automatic progression to Step 3 of the Disciplinary Procedure. Students with unresolved or repeated inappropriate conduct will meet with the appropriate Dean or Vice President for Academic Affairs/Provost.

Students may be temporarily suspended during an investigation of any alleged incident of serious and/or illegal inappropriate conduct. The appropriate Dean or Vice President will make a decision on the disciplinary action to be imposed.

- The College will also report illegal conduct to the appropriate authority for legal action.
- The student shall be provided with notice of the written action plan.
- The student may file a grievance as set forth in the Student Code of Conduct Grievance Procedure if the student would like to contest the outcome of the procedure.

Further repeated violations or inappropriate conduct can result in temporary suspension, suspension, dismissal, or expulsion from the College.

Violations of the Academic Integrity Policy may result in a lower grade for the class, failure on the test or assignment, temporary suspension, suspension, dismissal, or expulsion.

Disciplinary action may continue for Student Code of Conduct violations that occurred prior to a student’s withdrawal from Mercy College.

Mercy College reserves the right to refer a student to the Josephine Norkaitis Student Success Center, temporarily suspend, suspend, dismiss, or expel a student from the College or a College-related activity if the student’s conduct is inappropriate.
**Student Discipline Definitions**

**Temporary Suspension:** A student can be suspended from all college classes and activities and not permitted to be on college property or assigned clinical sites for the period of time during which an investigation is being conducted or the discipline is occurring.

**Suspension:** A student can be suspended from all college classes and activities and not permitted to be on college property or assigned clinical sites for a specified period of time due to an infraction of the Student Code of Conduct.

**Dismissal:** A student dismissed from a program or the college may be permitted to return to the college through the Readmission Policy to the College for Academic and/or Disciplinary Reasons (see page 22 of the College Catalog [https://www.mchs.edu/Academics/College-Catalog](https://www.mchs.edu/Academics/College-Catalog)).

**Expulsion:** A student expelled from the College is not permitted to return to the College. Disciplinary action may continue for actions or events that occurred prior to a student’s withdrawal from the College.

**Student Code of Conduct Grievance Procedure**

Students disputing a decision regarding the student’s breach of the Student Code of Conduct may file a Student Code of Conduct Grievance Form with the Student Affairs Office no later than seven (7) academic working days following notification of the final decision or written action plan as set forth in Student Discipline Procedure. The Grievance form is available from the Dean of Student Affairs.

Students who are admitted to or who are seeking admission to a distance education program follow the same procedure, and their meetings may occur via phone, conference call, internet conference, or utilizing web camera technology.

**The Student Grievance Committee** is an ad hoc committee appointed by the Dean of Student Affairs. The membership consists of the Dean of Student Affairs or designee and three (3) voting members consisting of faculty members from various areas of the College that the student has not had instruction from.

**Student Grievance Committee**

**Step 1.** Upon receipt of a timely filed grievance, the Dean of Student Affairs or designee will arrange a meeting of the Student Grievance Committee within seven (7) academic working days of receipt of the written grievance. The seven (7) day academic working deadline may be extended if circumstances warrant an extension. The Dean of Student Affairs shall inform all parties to the initial grievance of the date, time, and place of the committee meeting and provide necessary materials to all parties involved. The student and any other party to the original grievance will attend and will be given a reasonable time to present relevant information. Both the student and the other party to the original grievance may ask a non-attorney support person to accompany him or her to the Grievance Committee meeting. The non-attorney support person does not serve as an advocate on behalf of the student or other party, and he or she must agree to maintain the confidentiality of the process.

**Step 2.** The Dean of Student Affairs or designee shall preside over the Student Grievance Committee, which shall review relevant materials, hear discussion presented by all parties, and consider the matter. The voting members of the Student Grievance Committee shall make a recommendation to the Dean of Student Affairs or designee presiding.
Step 3. The Dean of Student Affairs or designee at his or her discretion shall be free to accept or reject the recommendation of the Committee. The Dean shall make a decision and inform all parties in writing of the decision within five (5) academic working days of receipt of the recommendation of the Student Grievance Committee. The five (5) academic working days deadline may be extended if warranted. The decision of the Dean shall be final and binding unless appealed as set forth below.

Step 4. The Dean shall place a signed and dated copy of the written decision in the separate grievance file maintained with the Vice President for Academic Affairs & Provost’s Office.

Any student who has filed student code of conduct grievance should continue to attend all classes, labs, and clinical sessions unless specifically notified to the contrary.

Student Code of Conduct Grievance Appeal Procedure
Students disputing the Dean of Student Affairs or designee’s decision regarding a Student Code of Conduct Grievance may file a written appeal letter with the Vice President for Academic Affairs & Provost no later than five (5) academic working days following notification of the Dean’s decision.

Step 1. The appeal must state the reasons justifying further consideration of the decision rendered by the Dean or designee.

Step 2. The Vice President for Academic Affairs & Provost shall review the Student Grievance Committee records and the student’s written appeal. If warranted, additional information may be requested by the Vice President from the participants of the Student Grievance Committee.

Step 3. The Vice President Of Academic Affairs & Provost will inform the student in writing of the decision within ten (10) academic working days of the receipt of the Student Code of Conduct Grievance Appeal letter from the student. The ten (10) academic working days deadline may be extended if warranted. The decision of the Vice President and Provost regarding the Student Code of Conduct Grievance Appeal shall be final and binding.

Clinical Policies and Procedures

National Background Check and Electronic Health Records as Post-Admission Requirement for Academic Programs – CastleBranch
A national criminal background check and child and dependent adult abuse checks will be conducted on each student seeking admission to an academic program that includes a clinical, preceptorship, internship, or similar experiences that require patient interaction. These background checks ensure the safety of all clients served by Mercy College students and to meet regulations of our clinical partners regarding student participation in clinical site rotations as determined by the standards of The Joint Commission (TJC) and in compliance with state and federal laws. Students are also required to provide documentation of current immunizations and personal health information as required by the clinical standards of the profession they have been admitted to study.

When seeking admission to an academic program with clinical, preceptorship, or internship opportunities, students will be required to establish an account with CastleBranch. The account will include paying the necessary fees directly to the vendor for these background checks and to collect these health records to finalize admission to the academic program. Students who choose not to participate in these checks or are found to have criminal backgrounds may not be able to be admitted to the academic program or remain in the academic program. Students who are unable to fulfill the
Failure to disclose a criminal record or founded case of abuse, regardless of whether perceived to be expunged in the past and later found on documentation provided to the College, or as part of the information supplied to the vendor at the time of admission to an academic program may also result in a denial of admission to the academic program.

A student's background is checked based on information obtained from the student's residency history. When the College is notified by the vendor that a student has a criminal record, the student will be expected to provide clarifying information about each conviction listed on the record for further evaluation by the Mercy College Background Check Review Committee. Students who have a criminal record may be denied admission to an academic program. They may be considered for admission only after undergoing a review by the Iowa Department of Human Services and/or an evaluation by the Mercy College Background Check Review Committee.

If the student wishes to dispute the findings reported by the vendor, the student will be granted an opportunity to do so as outlined under the Fair Credit Reporting Act (FCRA), guided by the instructions of the vendor. Denial of admission may be appealed to the Vice President of Academic Affairs & Provost if documentation of a resolution to the case can be made. Criminal and abuse registry documents are maintained by the vendor and are required to be accessible while the student is enrolled at the College. Criminal records are not part of a student's permanent academic record. Various licensing boards may restrict eligibility for professional licensure/certification if a person has been convicted of a felony or has participated in other illegal or unethical behaviors. Students under these situations are encouraged to contact the appropriate licensure/certification board prior to seeking admission to an academic program. In cases where a licensure/certification board does grant permission to eventually test for certification/licensure following successful graduation from a Mercy College academic program, the College makes no stipulations on the ability of the student to find employment within the certification/licensure career field.

Clinical Reporting Policy
Students must first contact their clinical instructor as soon as possible to report suspected patient abuse or other inappropriate conduct in a clinical setting.

Clinical Responsibility and Compensation Restrictions Policy
In a clinical setting/session, students must not take the responsibility for or the place of qualified staff. However, after demonstrating competency, students may be permitted to undertake certain defined activities under appropriate supervision and direction. Students may be employed in a clinical setting outside regular educational hours, provided the work does not interfere with regular academic responsibilities. The work must be at the student's discretion, paid, and subject to standard employment policies.

Nursing Programs – Policies and Procedures
These policies apply to students in the pre-licensure Nursing programs. Students are responsible for knowing and complying with the information provided in the College Catalog, Student Handbook, course syllabi, and program-specific information. Students are responsible for obtaining clarification, if needed, for all program requirements, policies and procedures.
Students are expected to read the course syllabus, course calendar, and assignment instructions that are posted in the College’s learning management system (D2L). Students are expected to check D2L and emails for course communications a minimum of two times per week. The Nursing Program reserves the right to change policies, course syllabus, and/or revise curriculum as necessary and these changes may occur at any time during the academic year. Students will be notified of any changes in a timely manner prior to implementation.

CastleBranch
Students are responsible for maintaining their records in CastleBranch. Students are not permitted to attend clinical until their records are up-to-date. Clinical absences by students for non-compliant CastleBranch records may be subject to the clinical make-up fee(s).

Attendance
In Class: Students are expected to attend class, lab, and clinical rotations as set forth in the College-wide attendance policies. Non-compliance due to extenuating circumstances may include earning an incomplete grade (“I”) and completing the course requirements within a maximum of 30 days after the course is finished. It also may require payment of any clinical make-up fee(s). The course instructor or clinical coordinator will work with the student to create a plan to complete course requirements.

It is the student’s responsibility to inform the instructor each day he/she will be absent. See the course syllabi for policies and procedures on reporting absences and making up tests and assignments. Students are not required to live in the Des Moines area. However, the attendance standards for classroom instruction apply to all students.

Online: Presence in the online components of these courses are just as important as in face-to-face classes. The student is expected to log in a minimum of three (3) times each week to check e-mails, announcements, and any other pertinent areas of discussion. Faculty have access to review student log-in times, log-in dates and footsteps/ tracking within the course. It is important for students to regularly check online courses for updates, announcements, and weekly assignments.

Absences from Class to Attend Professional Nursing Activities
Attendance at professional activities helps students gain insight to the role of the professional nurse. Professional points *may be offered* in some nursing courses for students to attend professional nursing activities.

Grading Scale
The following Classroom/Clinical Grading Scale will be followed. A letter grade for nursing courses will be given according to the following values:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>92 to 93%</td>
<td>A -</td>
</tr>
<tr>
<td>90 to 91%</td>
<td>B+</td>
</tr>
<tr>
<td>85 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>83 to 84%</td>
<td>B-</td>
</tr>
<tr>
<td>81 to 82%</td>
<td>C+</td>
</tr>
<tr>
<td>75 to 80%</td>
<td>C</td>
</tr>
<tr>
<td>70 to 74%</td>
<td>C-</td>
</tr>
<tr>
<td>67 to 69%</td>
<td>D+</td>
</tr>
</tbody>
</table>
In a nursing course that contains laboratory and/or clinical components, a student must earn a grade of “C” or better for the theory and a “satisfactory” clinical rating to pass the course for degree credit. If the student’s clinical grade is satisfactory, the final course grade is for the theory content in the course. An unsatisfactory clinical performance results in failure or a “C-” for the course. Rounding will not occur at the end of the semester when computing the final grade.

Testing Policy

Exams and Quizzes
- Students are expected to arrive on time at the testing location. At the discretion of the instructor, students may not be admitted after the exam has been distributed.
- Students must provide identification for face-to-face exams and exam review sessions. The student identification badge is the preferred form of identification, however, government-issued photo identification will be accepted. If a student cannot produce identification, the student will not be allowed to take the exam and will be subject to the late exam policy.
- Students will sit every other seat when possible on exam days. Faculty have the right to assign seats during exam and quizzes.
- During testing periods (quizzes, unit exams, etc.), students may be permitted to use calculators to perform mathematical functions. Students cannot share calculators and cannot use cell phones, or other electronic devices as calculators. Instructors may require use of a calculator included in online testing platforms.
- During testing and exam review sessions, all electronic devices, including cell phones and smart devices MUST be turned off, and removed from the individual. Baseball caps may not be worn during exams; drinks or food are not allowed; and no necklaces may be worn during the exam (religious symbols/necklaces may be worn but must be tucked under clothing).
- Students will not be permitted to leave the room for any reason without instructor permission. Only one student will be permitted to leave at a time.
- If a student needs assistance, he/she may signal this to the test proctor by a raised hand.
- If taking a computerized exam or quiz, students are responsible to “save” all answers; otherwise the question(s) will be scored as incorrect.
- Unannounced quizzes are considered an appropriate evaluation of student learning. There will be no make-up options for unannounced quizzes.
- If a student is unable to take an exam during the scheduled time, the student will make alternative arrangements with the instructor to take the exam. In order to receive credit for a make-up exam, arrangements must be made within two (2) business days of the original exam date. The make-up exam must be taken within one (1) week of the original scheduled exam time, or as directed by the instructor to receive credit for the exam. The make-up exam may be a different exam which may include essay and short-answer questions.
- Students must complete all exams to receive a grade for the course. The following conditions apply to make-up testing:
  - A 10% deduction in total points will occur with the first late exam.
  - A 15% deduction in total points will occur with the second late exam.
  - A 20% deduction in total points will occur with the third late exam.
  - Any subsequent exams or quizzes not taken at the scheduled time will receive zero points.
  - Retaking written exams will not be allowed.
A student can make-up an exam(s) without penalty due to compassionate leave, court summons, or military duty. Arrangements for testing should be made in advance with the course instructor whenever possible.

**Standardized Testing**

Students entering into the Pre-Licensure Programs will take assigned Standardized tests as indicated in selected courses in the course syllabus. Standardized assessment testing may be used to assist in the evaluation of student learning and will be counted in the course grade as identified in the syllabus.

**Purpose of Standardized Testing**

The purpose of the Standardized Testing and Remediation Policy for nursing students is to improve students’ critical thinking, facilitate understanding and synthesis of content, improve reasoning skills, and promote test-taking strategies to achieve NCLEX success. Following Standardized Exams, students are required to remediate. The requirements are dependent on each individual student’s standardized score for each exam. Standardized exam scores can be indicative of the students’ level of risk for success in the program and on NCLEX. Students with lower standardized scores will require more intense remediation.

**Adaptive Quizzing Policy**

Adaptive Quizzing (AQ) will be used in selective courses to facilitate student learning.

- Students are required to complete all assigned AQs.
- See course syllabus for information regarding grading and standards
- Completion of assigned AQs and achievement of the assigned mastery level for AQs, per the course syllabus, will count as a percentage of the course grade as determined by the academic program faculty. AQs must be completed by the due date (see course syllabus) to be eligible for allotted points.
- Failure to meet the assigned criteria will result in zero points for AQs.

**Late Assignments**

- 10% deduction of total earned points will be applied to late assignments for each calendar day following the posted due date.
- Any assignment submitted after 7 days will receive zero points.
- All assignments must be completed to meet the course outcomes and pass the course.
- For late Assignments: ALWAYS notify course instructor via email or phone call prior to the due date regarding any late assignment.
- Assignment submissions: Do not email faculty late assignments. Assignments must be submitted through the D2L course drop box.

**Laboratory and Clinical Policies**

**Medication Calculation**

Many Nursing courses include content on calculating drug dosages for patients across the life span. Students enrolled in courses NUR 265, 305, 340, 375, 390, 460, 315, 325, 415, and 460 will take a medication calculation proficiency exam at the beginning of the course and must achieve a score of 100%. Please see the specific course syllabi in the ASN and BSN programs for additional details regarding testing attempts allowed and required remediation, if needed. If the student is unsuccessful on the third attempt of the medication calculation proficiency exam, it will count as a clinical failure and failure of the course. Students who do not pass the medication calculation exam will not be allowed to attend clinical. It will be counted as a clinical absence and the clinical absence policy will apply.
Lab/Clinical Expectations
- Students will be oriented to and follow the guidelines of the lab/clinical site.
- Students are required to provide their own transportation to and from the lab/clinical site.
- Students are responsible for checking D2L for communication regarding lab/clinical.
- Students will be charged for replacement of lost clinical site keys.
- There will be specific check offs with clinical instructors throughout the clinical experience. Failure to complete these check-offs successfully will result in a clinical fail.

Clinical Skills Evaluation
Student evaluations will be completed by clinical instructors each semester and documented and maintained in the student’s file and in a dropbox for each specific course. Students will be evaluated upon completion of skills in preparation to safely implement said skills at the clinical site caring for patients. There will be specific skills check-offs by faculty and clinical instructors throughout the lab/clinical experience. Failure to successfully complete all skills in a given course will result in failure of the course. Please refer to the course syllabus for details.

Students must meet clinical performance expectations to pass the course. These include:

*Client Safety*
- Performs skills with competency and appropriate supervision.
- Does not place a client at risk or in a dangerous situation.
- Administers medications competently per clinical evaluation standards.

*Nursing Process*
- Performs ongoing assessments of the client(s).
- Recognizes and communicates changes in client condition.
- Appropriately prioritizes client needs at the expected program level.
- Applies theory to practice.

*Critical Thinking*
- Demonstrates core critical thinking skills (interpretation, analysis, inference, evaluation, explanation and self-regulation).
- Demonstrates sound clinical judgment.
- Demonstrates competency in written and oral communication.
- Maintains client confidentiality.
- Accurately records information into the client’s record.
- Receives client report; provides report of client’s condition to instructor and co-assigned nurse.

*Verbal and/or Nonverbal Behaviors*
- Demonstrates professional behavior at all times.
- Demonstrates responsibility and accountability.
- Demonstrates preparation for clinical rotations (paper work is completed, medications have been researched, procedures have been reviewed, etc.).
- Collaborates with members of the healthcare team.
- Demonstrates professional behaviors when interacting with clients.

*Honesty*
- Assumes responsibility for one’s own actions.
Lab/Clinical Cancellation
In the event that an instructor does not arrive for a scheduled lab/clinical experience the students will complete the following procedure:

- If the clinical/lab instructor does not arrive, or has not communicated with students, within 15 minutes of the clinical start time, a student representative will notify the course coordinator.
- The course coordinator will organize clinical/lab coverage and notify students.
- If there has been no communication from either the instructor or the course coordinator 30 minutes after contacting the course coordinator, the students may leave the clinical/lab site.

Clinical and Skills Lab Attendance
- Clinical/lab attendance is mandatory for the total scheduled lab/clinical time. Students will be counted absent if they leave clinical/lab for any reason.
- Students must notify the clinical site and clinical/lab instructor of an absence at least one-hour prior to start of clinical/lab session.
- A student will be considered tardy if not ready to begin the clinical or lab experience at the designated start time. After 30 minutes the student will be counted absent. Two lab/clinical tardies per course equals one absence, and each tardy thereafter will be counted as an absence.
- Three unexcused absences from a lab or clinical session, including scheduled make-up sessions, will result in failure of the course.
- Legitimate reasons for absence may include serious illness, documented compassionate leave, jury duty, court summons, and cancellation of classes due to weather emergency (refer to College Student Handbook for specific information on these absences). To meet required course outcomes, absences require clinical make up as directed by the Course Coordinator. See section on lab/clinical make-up.

No Call/No Show
An incident of not notifying lab/clinical instructor of an absence prior to the start of the lab/clinical session (as described above) constitutes a breach of Professional and Ethic Conduct as described in the Student Handbook under the Student Code of Conduct and Discipline Policy and Procedures. Students will be subject to the Student Discipline Procedure identified in the Student Handbook. An incident of not calling or coming to lab/clinical will result in the following consequences:

First occurrence: The student will meet with the Course Coordinator and write a 3-5-page reflective paper on the ethics of professional accountability. Guidelines for the paper are as follows:

- Discuss breach of ethical conduct as it relates to patient care and future career in nursing.
- Discuss how the incident impacts assignment/work group in the clinical area.
- Discuss how the incident conflicts with the nursing program objectives/learning outcomes.
- Discuss how the incident conflicts with the core values of Mercy.
- APA format is required. Reference citations are required and should relate to ethical conduct as stated in the Student Handbook as well as other sources on professionalism.

Second occurrence: The Student Discipline Procedure, as stated as part of the Student Code of Conduct Policy, will be followed beginning with Step 3.

Lab/Clinical Makeup
Students will follow the course syllabus regarding notification of the lab/clinical in the event of an absence. Notification must be given at least one hour prior to the scheduled clinical time.

- There will be a charge for each clinical makeup day, payable to the business office at the College. This fee must be paid prior to each make up session or prior to the end of the
semester. Once a student is scheduled for the makeup session, the fee will be charged whether or not the student attends the session. Student transcripts will be held for nonpayment of makeup fees.

- Lab makeup is individually scheduled with the Lab Coordinator or designated faculty.
- Clinical makeup for specialty courses could result in the student making up those hours on the Medical/Surgical floor.
- Clinical makeup for a medical-surgical course is a full 8-hour clinical day regardless of how many hours were actually missed.
- Students are expected to make up clinical absences during the designated clinical makeup sessions per the course syllabus or as identified on the course calendar.
- Students are expected to meet the clinical requirements as stated in the course outline as though it were a regular clinical day.
- In the event of an absence for a scheduled lab or clinical makeup session, students must notify the clinical or lab makeup instructor at least one hour prior to the start of the makeup session.
- Clinical makeup paperwork, if required, will be submitted to clinical instructor or Course Coordinator within seven days of the makeup session.

**Dress Code**

**Laboratory/Clinicals/Practicums**

- Students are required to wear Mercy College Scrubs to all skills lab sessions. For students entering the first nursing skills lab course, scrubs must be purchased and worn no later than midterm.
- For clinical experiences the student is required to wear a standardized uniform consisting of black pants with a purple scrub top with white embroidered College logo. No other uniform styles (including MercyOne scrubs) are acceptable. A clean uniform should be worn each day, should be wrinkle free and not drag on the floor. Alterations to the uniforms are for fitting purposes only and not to change the style.
- All tops need to be long enough at the waist and high enough at the neckline to provide adequate coverage of the abdomen, back and chest at all times.
- Undergarments must not be visible through clothing or seen above the waistline of the pants.
- Solid colored shirts, tops or turtlenecks in the colors of black, white, off white, tan, or gray may be worn under uniform top and cannot be seen below the bottom of the uniform top.
- ID badge visible and above the waist.
- Shoes must match, be white, tan, gray, khaki, brown, black or other solid dark color. Shoes must not have holes or mesh. No slippers, flip-flops, or crocs are allowed.
- Offensive tattoos must be covered.
- Hair that is longer than shoulder length needs to be pulled back, off shoulders, and out of the face.
- Facial hair must be clean and trimmed.
- Perfumes, colognes, and scented body lotions are prohibited. Students should not smell of cigarette smoke or offensive body odor. Up to two pierced earrings per ear lobe allowed – no dangles or hoops. All other visible body piercings (including tongue piercing) are not permitted. Students may use a clear spacer if the piercing cannot be removed completely.
- No artificial nails/extenders allowed including but not limited to acrylic nails, dipped, porcelain, tips, acrylic coating, silk/fiber wraps, gel nails and extenders, stickers/decals/nail jewelry and other artificial nail trends and natural nails clean and short. Natural nails should be maintained no longer than ¼ inch in length. Neutral colored nail polishes are acceptable if maintained in good condition.
- Refer to course syllabi for variations in the dress code.
Class

- When attending class, it is expected that students will dress in a business casual fashion.
- Closed-toed shoes are preferred but sandals may be worn but no flip flops are allowed.
- Jeans and tee-shirts are permitted but cannot be tattered or have holes.
- Pants below the knees (capri pants) are permitted. Leggings are permitted with tunic tops or long shirts.
- No tank tops, crop tops, shorts, pants, or low-cut tops will be allowed. All tops need to be long enough at the waist and high enough at the neckline to provide adequate coverage of the abdomen, back and chest at all times.

Clinical Preceptorship Placement for Pre-licensure Nursing Students

During the semester preceding the preceptor experience, faculty will determine student placement on a medical-surgical clinical site. Students who meet the nursing program established benchmark on selected standardized assessments will have the opportunity to ask for placement on specialty units, (with the exception of the Accelerated BSN program). Students are not allowed to contact clinical sites or preceptors to arrange placement. All sites are subject to availability of the clinical site and preceptor. In addition, there needs to be an existing affiliation agreement between Mercy College of Health Sciences and the site.

Guidelines for Professional Points

Professional points are offered at the discretion of faculty on a course-by-course basis in order to enhance course outcomes and socialize nursing students to the role of the professional nurse. They are not required to be offered in a course. Professional point requirements will be identified by faculty who offer the points.

Some events when professional points are offered may occur during the time of a scheduled course/clinical/lab. The following guidelines will be adhered to by students if course/class/clinical time will be missed to attend a professional nursing activity:

- Students must discuss the absence with course faculty prior to missing any course/clinical/lab time.
- Before missing scheduled class(es) to attend a professional nursing activity, students must consider their standing in the course. Discussion with faculty may help the students determine whether missing the class will jeopardize the student’s ability to meet course outcomes.
- Example activities that may be offered for professional points include, but are not limited to:
  - Legislative Day at the state capitol
  - Speakers presenting health-related or nursing-related topics
  - Research events
  - MCANS activities
  - Cultural and diversity events

Programs in Health Professions & Health Sciences: Policies and Procedures

These policies apply to students in the following academic programs: Diagnostic Medical Sonography, Emergency Medical Services, Healthcare Administration, Health Sciences, Medical Assisting, Medical Laboratory Science, Physical Therapist Assistant, Public Health, Radiologic Technology, and Surgical Technology.

Students in these degree and certificate programs are responsible for knowing and abiding by the information provided in the College Catalog, Student Handbook, course syllabi, and program-specific
information provided to students. Students are expected to comply with policies and procedures as outlined in these materials. Failure to do so may result in disciplinary action as set herein. Students are responsible for obtaining clarification of policies as needed. Copies of the College Catalog, Student Handbook, course syllabi, and program-specific documents are maintained in each program chair’s office.

Individual programs reserve the right to change policies, course syllabi, and/or revise curricula as may be deemed necessary. These changes may occur at any time during the academic year. Students will be notified of any changes in a timely manner prior to implementation.

**Academic Standards**
See the Mercy College Catalog for information regarding program requirements, academic standards, college-wide academic policies and procedures, and related information.

**Advising**
Prior to registering for classes, it is strongly recommended that students communicate with their assigned advisor for guidance regarding the completion of the curriculum plan for the degree or certificate. Students enrolled in both an associate degree program and a bachelor’s degree program may have two advisors. The primary advisor will be the program chair of the associate degree program until completion of that degree and then the primary advisor will become the program chair of the selected bachelor’s degree program. Students should maintain contact with both advisors when registering for classes until the associate degree program of study is completed.

**Attendance**
Students are expected to attend class, lab, and clinical rotations in their academic programs as set forth in the Attendance Policy.

Attendance is required for successful completion of program courses. Please see the course syllabi and/or program-specific policies for detailed requirements. It is the student’s responsibility to inform the program chair, clinical coordinator, or instructor for each day absent. See the course syllabi for policies and procedures on reporting absences and making up tests and assignments.

If a student is unable to complete course requirements due to extenuating circumstances, an instructor may award an incomplete grade (“I”) and the student will be required to complete the course requirements within a maximum of 30 days after the course concludes on the academic calendar. The program chair, clinical coordinator, or instructor will work with the student to create a plan to complete course requirements. If course completion requirements include making up clinical sessions, the student may be required to pay a clinical make-up fee.

The attendance standards for classroom, lab, and clinical instruction apply to all students. Students may be required to commute to clinical sites outside of the Des Moines Metropolitan area and if so, students are responsible for their own transportation.

**Clinical Expectations**
Please refer to course syllabi for program-specific expectations.

**Dress Code**
- For didactic courses, appropriate casual dress is required.
- For the laboratory, a student must wear long pants and closed-toe shoes in the lab. **NO** open-toed shoes/sandals, capri pants, skirts, or shorts are allowed in the lab. Failure to
follow this policy will result in not being able to participate in lab and it is counted as an absence. (Any exceptions by an academic program will be communicated by the program chair.)

- Laboratory Make-up Policy: There are no make-ups for labs unless arranged with the course instructor. (See the individual course syllabus for specific instructions.)
- For clinical experiences the student will be required to wear a standardized uniform. (Please contact the program chair for uniform expectations.) A clean and wrinkle-free uniform should be worn each day. Alterations to the uniforms are for properly fitting purposes only and not to change the style.
- As part of the uniform, students are required to wear their Mercy College student identification badge.

Body Piercing and Tattoos
- See course syllabi for the program policy on earrings. All other visible body piercings, including tongue piercing, are not permitted.
- Tattoos must be covered at all times.

Patient Consent Forms
Students may not act as signature witness on patient consent forms. Students may, under the direction of the preceptor, explain the procedure and consent form to the patient. Only an authorized physician or staff member may sign the consent form.

Policies Applicable to Medical Assisting, Radiologic Technology, and Surgical Technology

Radiation Safety
The Iowa Department of Public Health (IDPH) requires that an employee is considered a radiation worker if their dose exceeds 10% of the MPD (maximum permissible dose) of 5000 mrem/year. In accordance with state guidelines for maintaining radiation exposure “As Low As Reasonably Achievable (ALARA)”, Mercy College, in collaboration with MercyOne, strives to assure student exposure during clinical rotations stays under 5000 mrem/year. The action levels established in MercyOne’s ALARA program is 400 mrem/quarter which is below the state regulated limit of 1250 mrem/quarter. The Allied Health program chairs provide students with information about protecting themselves, patients, patient’s families, and the healthcare team. Information is provided prior to assignments to clinical rotations. Students in Radiologic Technology, Medical Assistant, and other Allied Health programs, if applicable, receive and are required to wear a radiation monitoring badge(s) at all times when at clinical rotations. The badge(s) is to be worn as instructed and will be provided by the College at no cost to the student.

- The Radiation Safety Officer (RSO) reviews radiation monitoring badge reports.
- Radiation monitoring badge reports are discussed at the quarterly Radiation Safety Committee (RSC) meeting. The Nuclear Medicine Technology, Medical Assisting, and Radiologic Technology Program Chairs are members of this committee.
- If a student’s exposure exceeds 400 mrem in one calendar quarter, he/she receives a letter, is counseled, receives a second monitoring badge, and exposure is recorded by the RSO.
- Monthly radiation monitoring badge reports are posted for student review and maintained in the program chair or clinical coordinator’s office.
- Coursework covers information on radiation monitoring devices and radiation protection in greater detail.
Pregnancy Policy for Medical Assisting and Radiologic Technology
A student who becomes pregnant during the course of study may advise the program chair of that fact in writing. Students reserve the right to withdraw a declaration of pregnancy at any time. Notification must also be in writing if the student wishes to withdraw her declaration of pregnancy.

Procedure: If a student declares a pregnancy in writing, she will be counseled about revisions in her clinical schedule that may be needed to attain academic and clinical competencies for the program. The student’s time in the program may need to be lengthened to ensure all competencies are attained prior to graduation. The student has the option to continue in the program without modification.

Upon written declaration of pregnancy, student will receive a second personal radiation monitor for fetal monitoring (at no cost). Forms to declare pregnancy can be obtained from the program chair’s office. Notification must be in writing for the student to be considered a “declared pregnant student”.

In addition upon declaration of pregnancy, the Compliance Officer or designee will:

- Discuss radiation safety.
- Provide regulatory guidelines.
- Review past radiation exposure and the accumulation through gestation.
- Calculate fetal dose when necessary or upon request.

EMS Short-Term Certificate Program Policies

Payment Information
Payment is due two weeks before class starts and is non-refundable after the first day of class. Students are considered registered for class only after payment in full is received and may not attend class until such payment is made. If an organization is sponsoring a student in the EMT class and will be responsible for paying the student’s tuition, a letter of sponsorship must be received by the first day of class.

EMS Certificate versus Course Credit
When a student enrolls in a course that may yield college credit or alternatively earn a certificate, for billing purposes, he or she must choose either credit or certificate prior to the start of the class. Once class has started, this choice is irrevocable.

Dropping an EMS Certificate Course
Tuition is non-refundable after the first day of the course. Therefore, a student who wishes to drop a course and receive a tuition credit must complete a Schedule Change form and give it to the Registrar prior to the end of the first day of class. After the first day of class, a student who wishes to withdraw from the course will receive a “W” if the Schedule Change form is received by the Registrar’s Office before 60% of the course is completed. Withdrawals after this time period will result in a grade of “F.”

Policies Applicable to Healthcare Administration, Health Sciences, and Public Health

Portfolios
Healthcare Administration and Public Health programs require portfolios. The portfolio is created by the student showcasing the student’s best work such as papers, oral presentations, service-learning projects, and exams. The portfolio demonstrates how the student has met the learning outcomes of
the program and the College. The portfolio is submitted the last semester prior to graduation. The rubric and the portfolio need to be complete before a student will be approved for graduation. Please contact the program chair for additional guidelines and details.

**Preceptorship Procedures**

Health Care Administration, Health Science and Public Health programs require practicums. The practicum allows the opportunity to integrate, apply and be exposed to professionals in healthcare and public health organizations. Each student needs to make arrangements for their own preceptor as required in a course. Once the preceptor has agreed to the preceptorship, students are required to submit practicum documentation provided in the student and preceptor packets. Participation in a practicum experience may also require a student to submit the following information to the preceptor and medical facility.

- National Certified Background Check
- Proof of immunizations including current TB
- Health Insurance Portability and Accountability Act (HIPPA) agreement form
- Proof of flu shot, if applicable

Students must comply with all practicum requirements as outlined in the practicum course syllabi.