Trinity College of Nursing & Health Sciences
UnityPoint Health

Make a **Difference**
be the future of **Health Care**

2013-2014 Graduate Catalog
WELCOME

Dear Graduate Student:

Welcome to the Master of Science in Nursing Program at Trinity College of Nursing and Health Sciences. You have successfully completed a rigorous admission process and have met the qualifications to pursue an advanced practice nursing degree. Faculty and staff look forward to working with you as you pursue your goals. We will work to provide you with excellent theory and clinical learning experiences to prepare you to assume a leadership role in nursing and healthcare.

As you expect us to provide you with an excellent education, we also expect you to become actively engaged in the learning process. This will require a commitment to spending a significant amount of time in reading, scientific inquiry, reflection, and clinical practice. Success will involve a balance between work, family, and graduate responsibilities. Your education must become an integral part of your life if you are to attain your goal of a master’s degree in nursing.

We hope that you will enjoy and be challenged by the process of master’s education at Trinity College of Nursing & Health Sciences. Again, welcome to Trinity and remember that when you are successful, we are successful.

Pam Hill, PhD, RN, FAAN
Professor & MSN Coordinator
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Dates of Summer Sessions for individual programs can be obtained from the Office of Student Services.

- **O**: All College orientation days
- **S**: First contact day of semester
- **M**: Semester Mid-Date
- **F**: Final Examinations
- **H**: Holiday (College closed, no classes)
- **B**: Break (College open, no classes)
- **C**: Commencement

(309) 779-7700  www.trinitycollegeqc.edu
Trinity College of Nursing & Health Sciences
2122 25th Avenue Rock Island, IL 61201
Summer 2014 Academic Year Calendar

### MAY 2014

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**S** First contact day of semester

**H** Holiday (College closed, no classes)

**C** Commencement

*Refer to Class Schedule for specific course start and end dates*
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APPROVALS AND ACCREDITATION

The Higher Learning Commission – College of Nursing & Health Sciences
A Member of the North Central Association of Colleges and Schools
230 S. LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
312-263-0456 or 800-621-7440
www.ncahigherlearningcommission.org

Illinois Board of Higher Education – College of Nursing & Health Sciences
431 East Adams, Second Floor
Springfield, Illinois 62701-1418
217-782-8548
Fax: 217-782-8548
www.ibhe.state.il.us

Illinois Department of Financial and Professional Regulation – Nursing Programs
320 West Washington Street, Third Floor Springfield, Illinois 62786
217-785-0800
Fax: 217-782-7645
www.idfpr.com

Commission on Collegiate Nursing Education - Bachelor of Science in Nursing Program
Master of Science in Nursing – Application for Accreditation in 2015-2016
One Dupont Circle, NW, Suite 530
Washington, DC 20036-1120
202-463-6930
Fax: 202-785-8320
www.aacn.nche.edu/
**COLLEGE INFORMATION**

**Governance**
Trinity College of Nursing & Health Sciences operates at 2122 25th Avenue, Rock Island, IL. In addition, clinical education is offered at the four Trinity Regional Health System Campuses: Rock Island, Moline, Bettendorf, and Muscatine, and at other health care facilities located throughout the Quad Cities. The College operates under the guidelines of the Higher Learning Commission of the North Central Association of Colleges and Schools, and adheres to Federal and State Laws that govern the workplace. The responsibility or governance, administration, and operation of the College is vested in the appointed Governing Board of Trinity College. The Board delegates responsibility to the administration, faculty, and staff for the practices and procedures that accomplish the mission of the College.

**Equal Access/Equal Opportunity**
Trinity College of Nursing & Health Sciences abides by federal and state laws and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, marital status, national origin, military status, or disability and commits to the following:

Trinity College is an equal access/equal opportunity employer and shall recruit, employ, evaluate, assign, promote, or dismiss employees in compliance with all federal and state laws pertaining to non-discrimination.

Trinity College shall provide equal educational opportunities to prospective and enrolled students to include recruitment, admission, programs and activities, facilities, counseling and testing, financial assistance, evaluation, dismissal, graduation, and placement.

The equal opportunity principle applies to applicants for admission, applicants for employment, employees, students, and otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services, and all other appropriate areas in which Trinity College of Nursing & Health Sciences is involved.

Trinity College of Nursing & Health Sciences prohibits racial, ethnic, religious, physical, and sexual harassment of its employees and students.

The coordinator for compliance is the Director of Student Services and External Relations, 309-779-7700.

This Catalog is effective August 1, 2013 to July 31, 2014.

This catalog is for informational purposes only and does not constitute a contract. Trinity College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the College reserves the right to change, modify, or alter without notice the tuition and all fees, charges, expenses, and costs of any kind. The College further reserves the right to add or delete without notice any course offering or information contained in this catalog, including the rules, controlling admission to, instruction in and graduation from the College or its various divisions. Such changes become effective whenever the College deems necessary and apply not only to prospective students but also to those currently enrolled.
Accessibility Services

Trinity College of Nursing & Health Sciences (the “College”) complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990, as amended. It is the College’s policy to provide individuals with disabilities full and equal enjoyment of the services, facilities, and privileges of the College. Specifically, the College does not discriminate on the basis of disability in its admission, recruitment, academics, research, financial aid, counseling, employment assistance, and/or any other service, facility, or privilege available to students or potential students. Further the College does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on disability. The College promotes an environment of respect and support for individuals with disabilities.

The College will make reasonable accommodations for individuals with disabilities as defined by applicable law. Reasonable accommodations may include reasonable modifications to the College’s policies, practices, and procedures where necessary for individuals with disabilities, unless doing so would alter requirements that are essential to the instruction being pursued or to licensing requirements. The College will also provide necessary and reasonable auxiliary aids and services for individuals with disabilities. Further, the College strives to remove barriers for individuals with disabilities and to provide services, facilities, and privileges to achieve equal opportunity for individuals with disabilities. Examples of some of the reasonable accommodations the College makes available include but are not limited to: Academic/Program Modifications; Access to Facilities; Classroom Access; Communication Access; Testing Accommodations; Information Referral; Priority Registration; and Parking.

The College is committed to providing reasonable accommodations to individuals with disabilities. The professions for which the College offers programs, however, may have cognitive, sensory, affective and psychomotor functional requirements that are essential for the delivery of safe, effective care. Thus, individuals must be able to meet these functional requirements, with or without reasonable accommodation in order to participate in the College’s programs. For example, the functional abilities that are essential to engage in the practice of nursing and the health sciences, and which are required to be met (with or without reasonable accommodations) to participate in the College’s nursing and health sciences programs derive from the list of Functional Abilities Essential for Competent Nursing Practice, developed by the National Council of State Boards of Nursing. Students and potential students should consult with the Director of Student Services and External Relations for information on the functional abilities essential to the practice of professions for which the College offers programs.

E-mail

All Trinity College students receive a college e-mail address upon acceptance to the institution. Faculty and staff will contact students using this address. Students can access their e-mail account from the homepage of the College website: http://www.trinitycollegeqc.edu
**TRINITY’S HISTORY & VALUES**

**Vision**
Trinity College of Nursing & Health Sciences is dedicated to preparing health care professionals for the global community.

**Mission**
Trinity College of Nursing & Health Sciences incorporates innovative teaching and learning strategies in the development of health care professionals who promote the health of individuals, families, and communities. A Trinity education emphasizes best practices, clinical reasoning, artful delivery of culturally competent health care and lifelong learning.

**Values**
- Best Practices
- Caring
- Diversity
- Integrity
- Lifelong Learning

**Learning Domains/Related Competencies**

**Learning Domains**
The goals of the MSN Program are organized according to the College of Nursing domains of learning: knowledge; proficiency; and culture care values. All goals begin with knowledge attained from the core courses of the MSN program as well as the courses from each specialization track. Knowledge, proficiency, and culture care values are integrated and dynamic. The following model shows the relationship among the three domains:

- Knowledge
- Culture & Diversity
- Proficiency

**Knowledge**
- Apply knowledge of the concepts and theories from nursing, education, and related disciplines to guide practice in an advanced role.
- Apply knowledge of information systems and effective communication skills to promote quality nursing practice.
Proficiency

- Provide leadership in clinical practice, education, research utilization, and service.
- Use the process of scientific inquiry to foster best practices, validate and translate evidence into practice, and promote life-long learning.

Culture & Diversity

- Demonstrate caring that recognizes the uniqueness and cultural diversity among individuals, families, and the community.
- Practice nursing within the framework of professional standards, values and codes, with ethical and legal considerations.

Our History

The history of Trinity College of Nursing & Health Sciences can be traced back to 1898 when the Moline Public School of Nursing opened its doors with two students; 1899 when St. Anthony’s Hospital School of Nursing opened its doors with four students; and 1916 when the Lutheran Hospital and its School for Nurses opened its doors to serve students interested in the field of nursing. In the late 1930’s advances were made in the medical community and these three hospitals and their respective schools of nursing served Quad City residents.

In 1951 St. Anthony’s opened the first radiography certificate program followed a year later by both Moline Public and Lutheran Hospitals. These early radiography programs consisted of 18-months of X-Ray Technology coursework at the hospital and a six-month internship leading to a certificate.

In 1959 Lutheran Hospital started the school of inhalation therapy, which later became known as Respiratory Therapy and today is known as the field of Respiratory Care.

In 1961 Moline Public Hospital began educating surgical technologists, which continued as a tradition until 2011 when the program was discontinued by Trinity College of Nursing & Health Sciences.

In 1972 Moline Public Hospital began educating EMS providers, which continued as a tradition until 2011 when the program was discontinued by Trinity College of Nursing & Health Sciences.

In 1989 Moline Public and Lutheran Hospitals merged to become United Medical Center, and in approximately 1992, United Medical Center merged with the renamed St. Anthony’s Hospital to become Trinity Medical Center.

As the affiliated schools grew and merged over the years, the nursing and allied health programs combined, formally creating Trinity College of Nursing & Health Sciences.

Awarded candidacy status from the North Central Association of Colleges and Schools in 1996, Trinity College was awarded full accreditation status in 1998. Trinity College of Nursing & Health Sciences is also accredited by its professional accrediting organizations in nursing, radiology, and respiratory care.

Currently the College has the following programs: Associate of Science Degree in Nursing, Associate of Applied Science in Radiography, Associate of Applied Science in Respiratory Care, and Bachelor of Science in Nursing. The Bachelor of Science in Nursing program has three tracks: BSN-Accelerated for those who hold a baccalaureate degree in another discipline, BSN-Basic for those beginning their nursing careers, and BSN-C for those who wish to pursue an RN-BSN completion program.

Trinity College of Nursing is situated at 2122 25th Avenue in Rock Island, Illinois adjacent to Trinity Medical Center.

Trinity Medical Center is a subset of Trinity Regional Health System, which is part of Iowa Health System, Iowa’s largest health care system.
Trinity Medical Center has always recognized its responsibility to prepare health professionals who provide quality health care to patients in western Illinois and eastern Iowa. The Trinity College Governing Board along with the Board of Directors at Trinity Medical Center take great pride in supporting an accredited college that provides top programs that are in the forefront of nursing and health sciences education.

**Learning First**

Trinity College of Nursing & Health Sciences provides a student-centered environment where the focus is on learning. The Learning First concept supports activities that sponsor learning techniques which actively engage the student for intellectual growth and professional maturity.

The College is a leader and innovator in continual quality improvement, engaging in dialogue with students and practitioners to guide curricula formation and adoption. This process is ongoing as the needs of the health care community are continually changing. The global economy and diversity of people also place new demands on higher education. Therefore, students at the College are introduced to the theory and practice of transcultural health care.

Three major domains of learning – knowledge, proficiency, and culture & diversity – are assessed throughout each program and provide the foundation for the evaluation of both student and College performance. In support of the College mission of incorporating innovative technology and learning strategies in the development of health care professionals, each student is encouraged to be actively involved in educational planning and evaluation.
FACILITIES

Campus
The campus is situated on a 4.5 acre site in the City of Rock Island. The College’s modern building provides an excellent environment for the education of students. The one-story structure is disability accessible and houses classrooms, learning laboratories, a computer lab, and conference rooms as well as administrative, faculty and staff offices. Modern classrooms and well-equipped learning laboratories optimize the educational opportunities for students. A records room houses permanent records for all predecessor schools as well as the College. Two lounges serve students and faculty. The Dwyer Friendship Court is also available as an outdoor garden and picnic area. The College campus and building are non-smoking.

Library
The Health Sciences Library has two locations. The first is located in Trinity Medical Center–Rock Island adjacent to Trinity College. The second is located at the Trinity Bettendorf Campus. Both serve the College as well as Trinity Regional Health System. The library is a reference and information center for the fields of medicine, nursing, health sciences, health care administration, and consumer health. The Health Sciences Library is a service-oriented center for individual and group study. The Health Sciences Library is located in the Jardine Center on the lobby level of Trinity Medical Center. Library hours are Monday-Friday from 10:00 a.m. - 6:30 p.m. The library is closed on weekends, and may be closed at other times during the week when the librarian is unavailable. A schedule of hours is posted on the door of the library, and on the College website.

The College recognizes that a strong library is critical to its academic environment. The library’s book collection contains over 5,000 volumes. The library is a member of the Prairie Area Library System, a consortium of area public, private, and academic libraries. Academic libraries accessible through this consortium include Black Hawk College, Eastern Iowa Community College, and St. Ambrose University. Students and faculty also have access to the library at Augustana College, but they must apply for an Augustana library card to use those resources.

The Health Sciences Library’s print book holdings can be searched online at http://search.prairiecat.info

The library has four public-access computers with internet access for library users. The library maintains a subscription to OvidSP which provides access to Medline, Evidence-Based Medicine resources, PsychInfo, MD Consult, Nursing Consult, and Up To Date. The subscription to EBSCO host Research Databases provides access to the Cumulated Index to Nursing and Health Sciences Literature (CINAHL) and other databases to support the faculty and students of the College. The library also maintains access to over 7000 print and electronic journals, available from its E-Journal Portal. Students and faculty may access this information from any internet-connected computer. Select library resources are available off-campus using the Electronic Library located in MyPulse, the student course management software. Links, usernames and passwords for Ovid, CINAHL, and the EBSCOhost databases are available off-campus through MyPulse. Please contact the librarian for any access issues.

The Health Sciences Library holds memberships in the Quad City Area Biomedical Consortium, Bi-State Academic Libraries, Prairie Area Library System, Consortium of Academic and Research Libraries in Illinois (CARLI), ILLINET, and the Greater Midwest Region of the National Network of Libraries of Medicine. Memberships in these groups provide the library with access to many other collections. The library participates in Docline and OCLC interlibrary loan services to exchange books and journal articles with libraries across North America; participation in FreeShare encourages reciprocal borrowing at no charge to the participants. The library also uses reciprocal borrowing with the libraries in Prairie Area Library System for direct borrowing between local libraries.
Parking

Student parking is available on-site. Parking is located in front of the College entrance in a large well-lighted lot. Students attending clinical experiences at Trinity Medical Center Rock Island Campus should park in the College lot. Students assigned clinical experiences other than the Rock Island Campus should park in employee designated lots. Trinity Medical Center Security is responsible for twenty-four hour security service. No student or staff member is authorized to park in the doctors’ lot west of the College building. Parking citations will be issued for violation of the parking policies.
Graduate Program Admission Policy

Trinity College maintains a selective admission process that provides access to graduate education in nursing for individuals who have the skills and attributes for success in a challenging health career program.

Students are offered acceptance into an MSN specialty option based on committee review of the applications received. Applications are accepted on a rolling basis and students may be admitted into any one of the semester start dates (August, January, May). The application deadline for an August start date is May 1st. The application deadline for a January start date is October 1st. The application deadline for a May start date is February 1st.

Admission Decisions

The materials of each prospective student are reviewed and careful consideration is given to the information included in the application packet. Admission decisions are based on the review of all materials by a selection committee, which is comprised of the program coordinator and program faculty. Trinity College does not discriminate against prospective students based on race, color, religion, age, national and ethnic origin, sexual orientation, gender, disability, or military status.

When a prospective student has completed the application process, one of the following decisions will be made:

1. Full Acceptance in Good Standing
2. Conditional Acceptance – After review of the application materials the selection committee defines the conditions of admission in a letter of conditional acceptance. Conditional applicants are those persons requesting admission with a GPA below 3.0; those needing to complete undergraduate courses in statistics, research, community health, and health assessment, and those without one year of clinical practice as a RN. Persons with less than a GPA of 3.0 will be required to submit official GRE scores (within last 5 years) and complete nine credit hours of non-clinical graduate course work with a cumulative GPA of 3.0 or above before conditional status is removed; others must satisfy course deficiencies to have conditional status removed. Upon completion of the conditions and submission of appropriate evidence, the student will receive a Letter of Acceptance indicating Full Acceptance.
3. Denied Acceptance – Students who do not meet the admission requirements of the College are denied admission. An applicant may appeal the decision in writing to the Dean of Nursing & Health Sciences. An applicant may re-apply to Trinity College of Nursing & Health Sciences if he/she fulfills the requirements of admission at a later date.
4. Wait List – Students who meet the admission criteria for the MSN program may be placed on a wait list. Students may be selected from the wait list if a seat becomes available within a specific specialty option. Students placed on a wait list are not guaranteed acceptance.

Fully qualified applicants will be admitted before conditional applicants with a GPA less than 3.0.

The Graduate Admission and Academic Standard Committee reserves the right to make final decisions regarding admission to the MSN program.
Admission Requirements

1. Graduation from an NLNAC or CCNE accredited baccalaureate nursing program with a GPA of 3.0 or higher on a 4.0 scale.
2. Evidence of a current unrestricted professional registered nursing license
3. At least one year of nursing practice or currently practicing as an RN
4. Completion of the following courses with a grade of C or better:
   - Community Health Nursing
   - Statistics
   - Health Assessment
   - Nursing Research
5. Confirmation of fluency in the English language or a minimum Test of English as a Foreign Language (TOEFL) score of 550 (written), 213 (computer-based), or 79-80 (internet-based) with a score of at least 23 on the speaking portion of the exam if applicable. Information on this test can be obtained at www.toefl.org.
6. Computer literacy in word processing, spreadsheets, and presentation software
7. Faculty interview

RN Applicants with a non-nursing bachelor’s degree
The RN applicant with a Bachelor’s degree in a field other than nursing must meet the following content requirements in addition to general admission requirements for the MSN program:

1. Statistics – 3 credit hour undergraduate course
2. Nursing Research – 3 credit hour undergraduate course
3. Nursing in the Community – 3 credit hour undergraduate course
4. Health Assessment – 3 credit hour undergraduate course

Application for Admission Procedure
The applicant must submit the following to be considered for admission to the College:

1. Completed application (online)
2. Application fee
3. Official transcripts sent directly from the registrar of the accredited baccalaureate degree-granting college/university and all graduate level coursework.
4. Results of the GRE (Graduate Record Examination) if applicable
5. Proof of unrestricted professional registered nursing license
6. One to two page written essay describing your educational and career goals
7. Three Letters of Recommendations from nursing professionals, recent employers or professors (This form can be obtained through the College website and is uploaded with the MSN application).
8. Current professional vita/resume.

Application packets may be obtained from the Student Services Department at the College or online at www.trinitycollegeqc.edu

Send all required information to:

Trinity College of Nursing & Health Sciences
Attn: Admissions
2122 25th Avenue
Rock Island, IL 61201-5317
Transfer Credit
Up to six (6) credits of graduate study taken at another accredited institution may be accepted. Transfer of courses must have been completed within five (5) years of admission to the MSN program with an earned grade of 3.00 or better on a 4.00 scale for each course. Acceptability of courses will be evaluated on an individual basis by the Graduate Coordinator and approved by the Dean of the College of Nursing & Health Sciences.
MASTER OF SCIENCE IN NURSING PROGRAM

History
The College Nursing Program has a rich history and a reputation for quality nursing education and service to the community. As a result of the mergers of several hospitals over the last 25 years, there are six predecessor diploma schools of nursing with more than 5000 alumni and 100 plus years of nursing education. All alumni and nursing graduates are consolidated into the Trinity College Alumni Association, an important source of support and advocacy for the College.

The initial feasibility study for the College and its related Associate and Baccalaureate Programs in Nursing was approved in July 1992 by the Illinois Department of Professional Regulation. The College has been authorized to operate and grant degrees by the Illinois Board of Higher Education since 1994. The College opened its nursing programs in the fall of 1994.

Philosophy/Mission
Trinity College of Nursing faculty believe that nursing education should enable the student to acquire the knowledge and proficiencies necessary to practice culturally competent and congruent nursing care and meet the changing needs of society. Faculty embrace, in particular, the over-all tenets of culturally congruent nursing care set forth by Madeleine Leininger. Leininger holds that care (caring) is the unifying and dominant essence of nursing.

Faculty ascribe to a learning paradigm that states, both faculty and students are responsible for educational outcomes. Faculty facilitate learning by designing learning methods and environments that are challenging and increasingly complex. Students are responsible for the quality and quantity of effort put forth in the educational endeavor. Faculty believe that learning can take place in both formal curricular based experiences and “out-of-class” experiences such as college and professional organizations. Students’ achieved outcomes constitute the criteria for success.

The graduate program in Nursing (MSN) is based on the recommendations by the American Association of Colleges of Nursing in The Essentials of Master’s Education in Nursing (3/21/2011). The curriculum includes theoretical courses and a practicum to provide the necessary knowledge and skills to be an effective nurse educator or leader in healthcare systems. Specifically the core master’s curriculum provides knowledge in healthcare policy, financing, ethics, evidence-based practice, informatics, communication, quality improvement, patient safety, and health disparities. The specialty curriculum for nurse educator provides knowledge in teaching/learning theories, course development, learner assessment and evaluation, and role development; the specialty curriculum for nurse leader in healthcare systems provides more in-depth knowledge in finance and budgeting, communication, and resource management.

The purpose of the MSN program is to prepare leaders in nursing education and healthcare systems who demonstrate cultural sensitivity in their decision making skills and collaboration with interprofessional care teams, mentor novice nurses or other healthcare team members, and assume accountability for quality care outcomes and the future of the profession. Graduates are prepared to foster best practices and to initiate and effectively facilitate the translation of evidence into practice to improve outcomes. Master’s prepared nurses utilize concepts and theories from nursing, education, and other related disciplines to improve the environment in which healthcare is delivered.

Masters prepared nurse educators and nurse leaders engage in an expanded scope of practice that is characterized by critical analysis of problems, and application of theories in the decision making process. The graduates manage change effectively and responsibly, as well as use appropriate communication skills and technology either within the teaching environment or the healthcare environment.
Programs of Study
The College of Nursing offers two graduate nursing tracks: Nurse Educator and Nurse Leadership in Healthcare Systems.

Nurse Educator Program
The Master of Science in Nursing degree in Nursing Education prepares licensed, registered nurses who have completed baccalaureate nursing studies and at least one year of clinical experience for a successful career as a nurse educator in a clinic, hospital, or college/university setting. The on-line program offers flexibility needed to pursue graduate education and continue the responsibilities of home and work.

Nurse Educator Program Goals
- Apply knowledge of the concepts and theories from nursing and related disciplines to guide practice in the role of nurse educator.
- Apply knowledge of technology and effective communication skills to promote quality nursing education in a variety of environments.
- Provide leadership in clinical practice, education, research utilization, and service.
- Use the process of scientific inquiry to provide educational best practices.
- Demonstrate caring that recognizes the uniqueness and cultural diversity among learners.
- Practice the role of nurse educator within the framework of professional standards, values and codes, with ethical and legal considerations.

Nurse Leadership in Healthcare Systems Program
The Master of Science in Nursing Program in Nurse Leadership in Healthcare Systems prepares licensed, registered nurses who have completed baccalaureate nursing studies and at least one year of clinical experience for a successful career as a leader in healthcare systems. This specialty track provides a broad base of leadership and management experiences that can be effective across multiple healthcare settings. The on-line program offers flexibility needed to pursue graduate education and continue the responsibilities of home and work.

Leadership in Healthcare Systems Program Goals
- Apply knowledge of the concepts and theories from nursing and related disciplines to guide practice in the role of nurse leader.
- Apply knowledge of technology and effective communication skills to promote quality nursing care.
- Use appropriate data to make decisions regarding human and fiscal resources.
- Use evidence based practices to improve the quality of healthcare and healthcare delivery.
- Demonstrate caring that recognizes the uniqueness and cultural diversity across healthcare disciplines.
- Practice the role of nurse leader within the framework of professional standards, values and codes, with ethical and legal considerations.
POLICIES

Academic Integrity
Principles of academic integrity are universally recognized as fundamental to scholarship. Consistent with the policies of Trinity College of Nursing & Health Sciences, students are expected to be aware of and abide by these principles. Academic integrity prohibits cheating, plagiarizing or otherwise falsifying results of any work (i.e., written, examinations, papers, reports). Violations of academic integrity are a serious matter and may result in dismissal from the graduate nursing program.

Written Work
Guidelines as published in the current edition of the Publication Manual of the American Psychological Association (6th ed) are to be followed for all written assignments unless the course syllabus specifies another format for a particular assignment.

Grading Scale
The grading scale for the Graduate Nursing Program is as follows:
90-100 = A
80-89 = B
70-79 = C
60-69 = D
< 60 = F

WF = withdrew failing
WP = withdrew passing
I = Incomplete. An ‘Incomplete’ must be completed prior to the beginning of the next semester.

NOTE: Grades less than B are unacceptable. Additional information about unsatisfactory grades can be found under Progression/Graduation Requirements.

Leave of Absence
A student in good standing may request a leave of absence (LOA) from the graduate nursing program. The student requesting an LOA must write a letter to the Graduate Nursing Coordinator stating the reason for the request and the beginning and ending dates of the LOA. The student will be informed in writing of the Coordinator’s response (approved, not approved, conditions) to the request.

Progression/Graduation Requirements
- All degree requirements must be completed within seven (7) calendar years of initial enrollment in Trinity’s Graduate Nursing Program.
- Students must maintain a 3.00 GPA in graduate work. Grades of less than a B are not acceptable.
- The Admission and Academic Standards Committee will meet to review students each semester who earn a grade of ‘C’ or less in any course to determine progression in the program. Students who earn a grade of less than a B in any course may be dropped from the program, or allowed to progress on probation.
- Student’s placed on probation will have two semesters to achieve a grade point average of 3.0 or higher. If the desired grade point average of 3.0 or higher is not achieved within the two semesters following the initial probation, the student will be dropped from the program.
- Students must maintain current registered nurse licensure, CPR, and health status documentation.
- Meet all financial obligations incurred with the College.
- Application for graduation must be made in the semester of anticipated graduation.
- Be recommended by Graduate Faculty and conferred by the College Governing Board to graduate.
# MASTER OF SCIENCE IN NURSING PROGRAM

# NURSING EDUCATION CURRICULUM PLAN

## MASTER OF SCIENCE IN NURSING DEGREE

<table>
<thead>
<tr>
<th>CORE COURSES</th>
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<tbody>
<tr>
<td>NUR 501: Organizational &amp; Systems Leadership</td>
<td>3 SH</td>
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<tr>
<td>NUR 502: Healthcare Policy, Trends, &amp; Issues</td>
<td>3 SH</td>
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<tr>
<td>NUR 503: Nursing theory &amp; Evidence-Based Practice</td>
<td>3 SH</td>
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<td>3 SH</td>
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<tr>
<td>NUR 505: Technology in Healthcare</td>
<td>3 SH</td>
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<tr>
<td>NUR 620: Master’s Project or Thesis</td>
<td>3 SH</td>
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<td><strong>TOTAL</strong></td>
<td><strong>18 SH</strong></td>
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## SPECIALTY OPTION: NURSING EDUCATION

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<tbody>
<tr>
<td>NUR 601: Assessment &amp; Evaluation of the Learner</td>
<td>3 SH</td>
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<tr>
<td>NUR 602: Curriculum Development &amp; Evaluation of Learning Outcomes</td>
<td>3 SH</td>
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<tr>
<td>NUR 603: Advanced Pathophysiology</td>
<td>3 SH</td>
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<tr>
<td>NUR 604: Advanced Pharmacology</td>
<td>3 SH</td>
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<tr>
<td>NUR 605: Comprehensive Health Assessment</td>
<td>3 SH</td>
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<tr>
<td>NUR 606: Nurse Educator Role Practicum: Didactic</td>
<td>2 SH</td>
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<tr>
<td>NUR 607: Nurse Educator Role Practicum: Clinical</td>
<td>1 SH</td>
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<td><strong>TOTAL</strong></td>
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Total Credits Master of Science in Nursing: Nursing Education: 36 credits
# MASTER OF SCIENCE IN NURSING PROGRAM

## NURSE LEADERSHIP IN HEALTHCARE SYSTEMS CURRICULUM PLAN

## MASTER OF SCIENCE IN NURSING DEGREE

<table>
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<tr>
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**TOTAL** 18 SH

## SPECIALTY OPTION: NURSE LEADERSHIP IN HEALTHCARE SYSTEMS

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>NUR 611: Healthcare Organizations</td>
<td>3 SH</td>
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<tr>
<td>NUR 612: Healthcare Finance &amp; Budgeting</td>
<td>3 SH</td>
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<tr>
<td>NUR 613: Nurse Resource Management</td>
<td>3 SH</td>
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<tr>
<td>NUR 614: Communication Across the Disciplines</td>
<td>3 SH</td>
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<tr>
<td>NUR 615: Quality Improvement &amp; Safety</td>
<td>3 SH</td>
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<tr>
<td>NUR 616: Leadership in Nursing &amp; Healthcare Systems Practicum</td>
<td>3 SH</td>
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</table>

**TOTAL** 18 SH

Total Credits Master of Science in Nursing: Nursing Leadership in Healthcare Systems: 36 credits
COLLEGE COURSE DESCRIPTIONS

Core Courses

NUR 501 ORGANIZATIONAL AND SYSTEMS LEADERSHIP - 3 SH
This course focuses on leadership, roles, and skills essential to promoting excellence in practice as well as maintaining effective working relationships with inter-professional teams. Leadership styles, change theory and change management, coaching for performance, communication, and conflict and conflict management will be emphasized. Online

NUR 502 HEALTHCARE POLICY, TRENDS, AND ISSUES - 3 SH
This course examines healthcare policy relevant to the U.S., the history of health services, healthcare funding, nursing education financing, quality improvement models, nurse sensitive indicators, patient safety, national benchmarks, just culture, ethics and how nursing practice is impacted by regulations and policy. Online

NUR 503 NURSING THEORY AND EVIDENCE-BASED PRACTICE - 3 SH
Prerequisite: Undergraduate research and statistics courses.
This course focuses on the use of nursing theory and models in research, internal and external validity, psychometric properties of instruments, analysis of selected quantitative and qualitative research designs, and the application of evidence-based practices within the clinical setting. Students will critique applied research, determine evidence or gaps in the literature related to a clinical nursing problem or nursing education practice, and assess the evidence-based research as it relates to a specific problem. Online

NUR 504 HEALTH PROMOTION OF INDIVIDUALS, FAMILIES, AND GROUPS - 3 SH
This course focuses on trends in healthcare, global and environmental health, population-based nursing, health disparities and outcomes, access to care, transcultural nursing care, health literacy, and emerging health issues. Online

NUR 505 TECHNOLOGY IN HEALTHCARE - 3 SH
This course prepares the nurse to manage health information systems critical to the mission of healthcare delivery systems. The use of technology in patient care, improved patient outcomes, and data mining will be emphasized, as well as legal and ethical issues regarding healthcare technology. Online

Specialty Courses for Nurse Educator

NUR 601 ASSESSMENT AND EVALUATION OF THE LEARNER - 3 SH
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course explores the role of assessment and evaluation of student learning in various settings. Test development and test interpretation will also be emphasized. Hybrid

NUR 602 CURRICULUM DEVELOPMENT AND EVALUATION OF LEARNING OUTCOMES - 3 SH
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course prepares the student to design and implement curriculum based on evidence-based teaching/learning theories. Focus is on the process of curricular development for a specific course including course objectives, content, learning activities, course delivery, and student evaluation. Hybrid
NUR 603 ADVANCED PATHOPHYSIOLOGY - 3 SH
Prerequisites: Undergraduate Anatomy & Physiology; Undergraduate Pathophysiology; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course builds on the knowledge of human anatomy, physiology, and pathophysiology. The focus is on critical examination of the physiological and pathophysiological mechanisms affecting individuals across the lifespan. Emphasis is on correlating laboratory data to disease processes, the rationales for pharmacotherapy, and the physiological mechanisms underlying disease processes. This course uses problem based learning to explore pathophysiological concepts using scientific evidence based literature.
Online

NUR 604 ADVANCED PHARMACOLOGY - 3 SH
Prerequisites: Undergraduate pharmacology; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course builds on knowledge of basic pharmacology and commonly used medications. This course focuses on pharmacokinetics and the pharmacodynamics of various drugs as applied to the management of clients with various health conditions across the lifespan. This course emphasizes receptor theory and coupling, dose response, drug interactions, drug classes, and adverse effects when applying real examples and clinical problems.
Online

NUR 605 COMPREHENSIVE HEALTH ASSESSMENT - 3 SH
Prerequisites: Undergraduate Health Assessment course; NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course focuses on the collection, interpretation, and synthesis of genetic, historical, biological, cultural, psychosocial, spiritual, and physical evidence, using critical thinking skills to develop a comprehensive, holistic assessment of individuals across the lifespan. This course builds on the knowledge and skills gained in the baccalaureate health assessment course. The practicum (45 hours) emphasizes health history taking skills and assessment of common abnormalities incorporating diagnostic tests including health promotion and risk reduction. Students are encouraged to select vulnerable populations for their clinical setting.
Hybrid

NUR 606 NURSE EDUCATOR ROLE PRACTICUM: DIDACTIC - 2 SH
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; NUR 601; NUR 602
This course focuses on the application of learning theories, strategies, and evaluation in the didactic setting within a nursing program. The student will be introduced to and engaged in several activities of the nurse educator role such as: committee work; advising/mentoring students; professional meetings; reports and accreditation; and development of teaching plans for traditional and on-learning learning. Journaling by the student will be the primary means for reflection, meeting of course objectives, and tracking of hours.
The student will develop his/her MSN written and approved contract with the preceptor and faculty. The student will spend time with a preceptor in an approved classroom setting (96 hrs total; 2 credits x 3 hrs = 6 x 16 wks) (4 hrs prep = 1 hr delivery).
Hybrid

NUR 607 NURSING EDUCATION ROLE PRACTICUM: CLINICAL - 1 SH
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; NUR 601; NUR 602; NUR 606
The role of the nurse educator in higher educational settings and healthcare is explored. This course involves 48 hours of clinical that can occur in a variety of healthcare settings depending on the student’s personal career goals. Clinical settings for this practicum must allow the student to participate in the application of teaching-learning principles, curriculum development, and learner evaluation. An example might be leading of pre and post conferences with students in the clinical setting.
Students will develop a written contract with their preceptor and approval of course faculty. Course objectives will be written by the student to meet their individual goals. During this course students will develop a clinical research idea to pursue in their Master’s thesis or project. Journaling by the student will be the primary means for reflection, meeting of course objectives, and tracking of hours. (48 hrs total; 1 credit x 3 hrs = 3 x 16 wks)
Hybrid
Specialty Courses for Nurse Leadership in Healthcare Systems

**NUR 611 ORGANIZATIONAL AND SYSTEMS LEADERSHIP - 3 SH**
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course focuses on an overview of healthcare delivery in the U.S. and other countries, managed care, accountable care organizations, non-governmental agencies (NGOs), national patient safety goals, agencies involved with quality improvement and the methodologies used to assess healthcare organizations, shared governance in nursing, and ethical issues related to management of healthcare resources.
Online

**NUR 612 HEALTHCARE FINANCE AND BUDGETING - 3 SH**
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course focuses on principles and practice of finance, budget development, management of resources, analysis of financial statements, strategic financial planning, cost/benefit analysis, capital project development, and the impact of reimbursement models and regulation in healthcare.
Online

**NUR 613 NURSING RESOURCE MANAGEMENT - 3 SH**
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course focuses on the aspects of human resource management, including legal and ethical aspects of policy implementation. Human resource topics covered in this course include but are not limited to equal employment opportunity, behavior based interviews, employee harassment, employee drug and alcohol use, patient abandonment, workforce diversity, safety, job analysis, recruiting and selection, performance improvement, compensation and benefits, and employee retention.
Online

**NUR 614 COMMUNICATION ACROSS THE DISCIPLINES- 3 SH**
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course focuses on effective communication and relationship building, conflict management, medical staff relationships, ability to work with diversity, delegation, writing for business, and the interpretation and preparation of graphs and tables.
Online

**NUR 615 QUALITY IMPROVEMENT AND SAFETY – 3 SH**
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course focuses on quality improvement models, use of national patient benchmarks, Medicare’s list of “never events,” measures of healthcare quality, common tools used for quality improvement, patient safety, and national patient safety goals.
Online

**NUR 616 LEADERSHIP IN NURSING AND HEALTHCARE SYSTEMS PRACTICUM – 3 SH**
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505
This course involves 144 hours of clinical that can occur in a variety of healthcare settings depending on the student’s personal career goals. Clinical settings for this practicum must allow the student to participate in the application of principles and methods of leadership, management, and evaluation to facilitate patient care operations. A setting in which the study only does direct patient care or staff development would not be appropriate. Students will develop course objectives to meet their individual goals. During this course the student will develop a clinical research idea to pursue in their Master’s thesis or project. (3 credits x 3 hrs/credit = 9 x 16 wks = 144 hrs)
Online
NUR 620 MASTER’S THESIS/PROJECT – 1 TO 3 SH
Prerequisites: NUR 501; NUR 502; NUR 503; NUR 504; NUR 505; taken in final two semesters of curriculum.
This course involves working closely with a faculty who would become the chair of the student’s thesis/EBP project. This course focuses on research principles through problem identification, review of the literature, proposal development, implementation, and evaluation of a clinical or educational problem. A master’s thesis is highly recommended for those who may pursue doctoral work at the PhD level; a master’s project is recommended for those who may pursue the DNP.
HEALTH & SAFETY REQUIREMENTS

It is the student’s responsibility to meet the health and safety requirements of the College throughout a student’s program of study, to provide the College with updated documentation of meeting the requirements, and to maintain immunizations, tuberculosis testing, and educational (CPR & OSHA) records. Denial of access to clinical experiences and failure of clinical courses will result if the health and safety requirements are not completed according to established protocols or if the procedure for documentation of release for clinical experiences (see below) is not followed.

General Health Requirements

Upon entering the College all students are required to acknowledge, by signature, on the Clinical Performance Standards Form, that they are physically able to perform the essential functions required of a nursing or health sciences student.

Prior to beginning courses, students must provide a health examination report, which is less than one year old and signed by a physician, nurse practitioner, or physician assistant. The form must be submitted to the Student Services Department confirming that they have the physical and mental ability to provide safe and effective care. Students must also provide documentation indicating that they are immune to or have been immunized against:

- Measles, Mumps, Rubella
- Varicella (Chicken Pox)
- Hepatitis B
- Annual Seasonal Influenza

Measles, Mumps, and Rubella immunity can be documented with any one of these records:

- a physician’s statement that the student was treated for the disease
- records of two immunizations against Measles, Mumps, & Rubella (baseline and one month from baseline)
- positive results of antibody titers for all three diseases

Protection against tetanus is demonstrated by documentation of a tetanus immunization. Tetanus must be updated with any breach in skin integrity.

Varicella immunity can be documented with these papers:

- a stated history of the disease from the student
- records of the immunization against Varicella (Varivax series if no history of Varicella)
- positive results of a Varicella antibody titer

Hepatitis B immunity must be documented by records of three hepatitis B immunizations and a positive hepatitis antibody titer report. The recommended hepatitis B series is three shots, the second shot being given one month after the first, and the third shot being given six months after the first. The hepatitis B antibody titer should be drawn 1-5 months after the series is completed but may be drawn at any interval following the completion of the series. Positive titer results at any time are believed to infer lifelong immunity, even if later titers report negative results.

Students who do not have documented immunity to hepatitis B must have received the first two of three hepatitis immunizations in the first series in order to matriculate. The student must continue to provide documentation that the remaining immunizations are being received at the designated intervals in order to continue in clinical courses. If at the end of the series of three immunizations, the student’s titer does not demonstrate immunity to hepatitis B, the series and titer must be repeated. If the titer again does not show immunity, the student is considered to be non-immune to Hepatitis B. The student will be counseled about lack of immunity and asked to sign a statement acknowledging responsibility for practicing in health care without hepatitis B immunity. In some circumstances,
students may be granted a waiver of the hepatitis B immunity requirement after the first series if they have been counseled about the health risks and have signed a statement of responsibility.

**Tuberculosis** testing for new students is required by following a two-step tuberculosis (TB) test process. One TB test must have been completed and documented within 12 months prior to entrance into the program of study. The second step of the TB test must be performed within three months prior to starting classes at the college. Retesting and documentation are required every four years after a documented two-step TB test process.

**Pertussis** vaccine is optional for students, but highly recommended.

**Safety Training**

Mandatory Occupational Health and Safety Administration (OSHA) training and orientation to Trinity Regional Health System clinical facilities is provided as part of new student orientation and is updated annually by faculty for continuing students. Students must provide proof of this training if they do not participate in the training at the College.

**Cardio-Pulmonary Resuscitation CPR) Certification**

Prior to matriculation into the College, students must provide Student Services with proof of completion of CPR for Health Care Providers. An educational transcript from an approved health care employer showing the date of prior CPR training is sufficient evidence of course completion. The College in collaboration with Trinity Regional Health System provides CPR course offerings throughout the summer break.

CPR certification must be renewed every two years and documentation of current certification must be provided to Student Services.

**Health Record Clinical Authorization**

Prior to matriculation and at designated intervals in a program, students must provide the Student Services Department with the required health and safety information.

It is the student’s responsibility to maintain records of immunization, CPR, and TB testing throughout the educational program and to submit copies of updated records to the Student Services department.

**Students are not permitted to attend clinical without meeting all of the health and safety requirements of the College.**
HEALTH INFORMATION

Health Coverage and Insurance

Students are expected to provide individual health coverage for personal injury incurred while under approved clinical supervision and/or illness/injuries that occur at any time or place while enrolled in the programs at Trinity College. If you do not have health insurance, Trinity College of Nursing & Health Sciences offers the option to purchase affordable health insurance at a student group rate with various payment plans and coverage. Contact:

E.J. Smith & Associates, INC./E.J. Smith Insurance Agency
899 Skokie Boulevard
Northbrook, Illinois 60062-4029
(847) 564-3660

Visit [www.collegestudenthealthinsurance.com](http://www.collegestudenthealthinsurance.com) to view the online brochure which includes an enrollment form. Also visit the home page at [www.ejsmith.com](http://www.ejsmith.com).

Students are advised that Trinity Medical Center does not provide health care benefits for or on behalf of students. Students must assume responsibility for costs incurred for acute medical and long term health problems.

Liability Coverage

Trinity College students are provided coverage for general liability exposure to the same extent as visitors of Trinity Medical Center. This coverage applies when students are on or off campus as long as they are functioning in a student role. **General liability coverage and professional liability coverage does not extend to sharps injuries.** The policy and procedure to follow for sharp injuries/blood-borne pathogen exposure will be covered in detail in orientation. Cost incurred beyond the testing coverage for any sharps or other injury is the student’s responsibility.

Trinity Regional Health System covers any student charged with negligence in performance of activities within the scope of clinical course experience if that student is under approved clinical supervision in the educational program. Limitations on this coverage would include exclusion based on any services rendered for compensation to other health care providers. Coverage is not provided for any legal obligations of the student in the event the student carries his/her own individual professional liability insurance coverage or is covered under any other policy or insurance program. Students are not covered under the Trinity Medical Center worker’s compensation program. Worker’s compensation benefits cover only those persons on the Trinity Medical Center payroll.
TUITION & FEES INFORMATION

Payment of Tuition and Fees
All tuition and fees are due and payable at the time of billing. Students desiring financial assistance should contact the Financial Aid Specialist. (See Financial Aid for a description of available assistance.) All Trinity College tuition and fees are subject to change at the discretion of the College.

Tuition Rate
Trinity College is a private institution and does not assess separate charges for out-of-district or out-of-state students. Charges for all courses, which do not have a special flat rate are determined on a credit hour basis according to the following schedules.

Master of Science in Nursing Programs

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$712.00 per semester hour</td>
</tr>
<tr>
<td>Practicum Fee</td>
<td>$75.00 per semester hour</td>
</tr>
<tr>
<td>Thesis/Project Fee</td>
<td>$75.00 per semester hour</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$250.00 per semester (5+ semester hours) (If ≤ or equal to 4 semester hours Technology Fee is $50.00 per semester hour)</td>
</tr>
<tr>
<td>Thesis/Project Fee</td>
<td>Thesis ($250.00 for two leather bound copies)</td>
</tr>
<tr>
<td></td>
<td>Project ($75.00 for two spiral bound copies)</td>
</tr>
<tr>
<td>General Service Fee</td>
<td>$250.00 per semester (5+ credit hours)</td>
</tr>
<tr>
<td></td>
<td>If less than or equal to 4 credit hours the general services fee is $50.00 per credit hour/per semester)</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$275.00 paid final semester</td>
</tr>
</tbody>
</table>

Financial Obligations Policy and Procedure
Registration for classes creates a financial obligation by the registrant to pay tuition, fees, and other charges which constitutes an understanding and acceptance of the responsibility. To be considered in good financial standing, a student must complete financial arrangements on or before the start of each semester, which for a returning student or for a student who seeks re-admittance, means any unpaid balances. A student will not be re-admitted if there is a financial hold on his/her account. Failure to pay tuition and fees or pay unpaid balances will result in an administrative withdrawal of the student by the Director of Student Services and prevent him/her from attending class. The Financial Aid Specialist is available for consultation to assist with financial needs.

To remain in good financial standing, each student must complete all required financial aid procedures, meet all deferred payment deadlines, and make other arrangements for any student loans that may be denied. Failure to do so will result in the account being delinquent (in default) and the student being administratively withdrawn from the College. In addition to being administratively withdrawn from the College, the student will not receive credit for the courses in progress, transcripts of student records will not be released, diplomas of graduating seniors will be held, and testing/exam boards will not be notified of the student’s program completion.

The College will make an attempt to collect on the account prior to submitting it to a collection agency. If the student does not settle the account prior to collections, he/she will be responsible for all of the College’s cost of collection. This includes, but is not limited to, a collection agency fee and/or reasonable attorney’s fees. Collection agency costs along with penalties and interest incurred to collect accounts may be added to the balance due from the student.
Billing and Payment Options

Tuition, fees, and other authorized charges for the semester are billed and available electronically through My Pulse approximately two weeks before classes begin and will be due two weeks prior to the start of the semester. It is the student’s responsibility to review his/her account monthly for any outstanding account balance. A late fee of $30.00 will be assessed if payment is not received by 4:00pm on the first day of the semester or if payment arrangements have not been made (see deferred payment option).

Deferred Payment Option

A student who is not able to make a lump sum payment may select the Deferred Payment Option (DPO). The Deferred Payment Option provides students a way to make payments throughout the semester. Payments are due on the 15th of each month during the semester: September, October, November, and December for fall and January, February, March, and April for spring, and June, July, and August for summer session (note three payments in summer). The student must complete the DPO form, which is located on the College website. The form should be printed off, filled out and given to the College Bursar for processing. There is a $30.00 per semester non-refundable DPO application fee. If payment is not received by the 15th of each month (as listed above) the account will be charged a $30.00 late fee each month payment is late. If two consecutive payments are missed, the student will be administratively withdrawn from the College for non-payment of tuition.

Tuition Rates and Fees

Trinity College of Nursing & Health Sciences bases student charges on credit hour tuition (See tuition schedule). Students are responsible for course-related charges and College fees as outlined in the tuition and fee schedule. Trinity College of Nursing & Health Sciences accepts cash, checks, Visa, MasterCard and Discover for payment of tuition and fees. A service fee is charged for returned checks.

Return of Excess Funds

Refund checks will be processed after all aid and other forms of payment have been applied to the student’s account. Refund checks are issued to those students who have a credit balance on their account. The refund checks will be mailed to the student’s billing address on file in the student portal within six weeks after the start of the semester. It is the student’s responsibility to ensure the address on file in the College portal is accurate.

Withdrawal and Account Balances

A student who withdraws from the College and has a balance will be permitted to arrange monthly payments as a last resort. Trinity College of Nursing & Health Sciences will permit the student to pay at least 20% of the balance and not less than $50.00 on a monthly basis with total amount being paid within six months. A written agreement must be signed and dated with the College Bursar. Missing a single payment is grounds for cancellation of the arrangements and referral to a collection agency. Trinity College of Nursing & Health Sciences transcripts will be held until the outstanding balance is paid in full.

Refunds that are a result of dropping courses will be issued per the guidelines in the College Catalog.
DESCRIPTION OF FEES

Application Fee
Trinity College of Nursing & Health Sciences requires a $50.00 nonrefundable application fee. This fee is paid through the online application process or by mailing a $50.00 check made payable to Trinity College of Nursing & Health Sciences. If mailing the $50.00 nonrefundable application fee, send to:

Trinity College of Nursing & Health Sciences
Attn: Student Services
2122 25th Avenue
Rock Island, Illinois 61201
309-779-7700

Re-Application/Renewal Fee
This $15.00 nonrefundable fee is for students who wish to re-apply, renew, or are requesting re-admission into a program. This fee is paid through the online application process or by mailing a $15.00 check made payable to Trinity College of Nursing & Health Sciences. If mailing the fee, send to the address noted above under Application Fee.

Deposit Fee
A $100.00 nonrefundable tuition deposit is required of all students within two weeks of receiving a letter of official acceptance. This deposit confirms the student’s intention to enroll in a college program beginning in summer or fall semester. The deposit is credited toward the student’s tuition account.

Practicum Fee
The student auxiliary fee is assessed to students on both full-time and part-time enrollment status. This fee covers standardized testing and materials used throughout the curriculum.

General Service Fee
Students are assessed a general services fee which covers the following services:

- Admissions to social activities and special programs
- Funding for student clubs, organizations and activities
- Needle-sticks testing/services and follow-up

Graduation Fee
Students who apply for graduation will be assessed a fee which covers the ceremony charges, diploma cover, invitations, cap and gown, commemorative college pin, as well as additional services related to the ceremony. If a student decides not to participate in the commencement ceremony, this fee will be prorated.

Online Course Technology Fee
Trinity College of Nursing & Health Sciences students are assessed a $250.00 technology fee per semester when registered for 5+ credit hours. If registered for 4 credit hours or less the fee is $50.00 per credit hour/per semester. This fee covers IT technology support and the course management software.

Late Tuition Payment Fee
A $10.00 late fee will be assessed for any payment received after the payment period due dates. This fee does not apply to students who have in-school tuition deferment.

Late Registration Fee
A $20.00 late fee will be assessed for registrations received after the last day of registration period. This fee must be paid prior to the registration being processed.
Transcript Fee
A one-time transcript fee of $8.00 will be assessed the first semester of enrollment for all students. This fee allows students unlimited transcripts through the registrar’s office.

Service Charge
A $20.00 service charge will be applied for all returned checks.

Additional Expenses
Students can expect additional expenses including books, transportation, uniforms, lab jacket, thesis/project costs, and thesis/project binding.

Billing Services
Tuition and fees are due and payable to the College Bursar the Friday prior to the start of the semester or accelerated term start date. All College charges and credits for each semester are consolidated into one account for each student. The Bursar issues one bill prior to the start of the semester or accelerated term. Bills are mailed to the student’s home address unless otherwise requested. It is the student’s responsibility to notify the Student Services Office of the correct mailing address or inability to access the student portal “My Pulse.” Failure to receive a bill does not affect financial responsibility. In the event that a student’s financial aid, billing authorization, or scholarships and personal payment do not fully cover the tuition and fee charges, students must pay the balance or make satisfactory payment arrangements. Checks should be made payable to Trinity College of Nursing & Health Sciences and mailed/delivered to the address below:

Trinity College of Nursing & Health Sciences
Attention: Bursar
2122 – 25th Avenue
Rock Island, Illinois 61201-5317

Deferred Payment Program
The College offers a “Deferred Payment Plan” for all semesters. Students wishing to set up a deferred plan must complete the Installment/Deferment Plan form and return it to the Bursar’s Office by the Due Date on the original billing. Payments are to be made in three (3) to four (4) equal payments due the 15th of each month. There is a $30.00 non-refundable set-up fee that is assessed each semester. There will be a $30.00 late fee charged for each late payment. Students employed by Unity Point Health, Trinity may select payroll deduction as their deferred payment option. Payroll deduction follows the deferred payment plan due dates.

Questions about the Deferred Payment Plan should be directed to the College Bursar at 309-779-7733.
Course Add/Drop

Sixteen-Week Semester Courses
Students may add or drop a course(s) within the first week of a 16-week semester with no record on the academic transcript. However, after the 100% refund period of the course (7 calendar days), any drop from a course becomes part of the permanent academic record and is recorded as a WP (withdrawal passing) or WF (withdrawal failing) (see Academic Warning). Students may withdraw from a course through the 15th week of a 16-week semester with a WP or WF. The WF is treated as an F in terms of the repeat course policy; however the F is not counted in the student’s GPA.

Accelerated Course Format
Students enrolled in an accelerated course format have one day to add a course and may drop a course using the refund schedule noted below. However, after the 100% refund period of the course, any drop from a course becomes part of the permanent academic record and is recorded as a WP (withdrawal passing) or WF (withdrawal failing) (see Academic Warning). Students may withdraw prior to the final week of the course with a WP or WF. The WF is treated as an F in terms of the repeat course policy; however the F is not counted in the student’s GPA.

Students should follow this procedure to add or drop a course:

1. Meet with a College faculty advisor.
2. Complete a College add/drop form and obtain the advisor’s signature.
3. Submit the form to the Student Services Department.
4. Note that the refund will be based upon the date the add/drop form is received by the Student Services Department.
5. Students registering late for a course are still responsible for all coursework missed and penalties for non-attendance.
6. It is the student’s responsibility for adding/dropping a course (face-to-face/online).

IMPORTANT: If you have registered for a class or classes, you have created a liability and a promise to pay. Students are responsible for officially dropping classes or withdrawing from a Trinity College program if they decide not to attend or stop attending.
Withdrawals

Instructor/Administrative Withdrawals
Faculty members may drop a student from a course because of non-attendance or non-participation (traditional classroom or online) during the first two weeks of a 16-week semester with no record on the academic transcript. If a student has been absent for four class periods (consecutive or cumulative) without explanation, faculty may withdraw the student from the course administratively. The student will receive a WF and may be placed on “Academic Warning.”

For online courses if a student fails to log-in and/or participate for one week, he/she will be dropped from the course by the faculty member. The student will receive a grade of WP or WF and may be placed on “Academic Warning.”

For students in accelerated courses (traditional classroom or online), faculty members may drop a student from a course because of non-attendance or non-participation based on the attendance and participation policies outlined in the syllabus and reviewed with students.

The College reserves the right to withdraw a student from classes at any time during the semester. Generally, these withdrawals are initiated as a result of non-attendance, disciplinary problems, non-payment of tuition/fees, or incomplete admission /health records. If withdrawn administratively, the student will receive the grade of WP or WF.

Medical Withdrawal
All medical withdrawals and/or medical leaves of absence REQUIRE documentation from the student’s physician indicating the medical condition and the condition must be the student’s. All information must be submitted to the Dean of Nursing & Health Sciences for approval. All requests are handled on a case-by-case basis.

For all add/drops and withdrawals the student is financially responsible for payments due to the College.

Program Withdrawal Procedures
A student wishing to withdraw from the College is strongly encouraged to seek counsel from their faculty advisor. Students who wish to withdraw from an academic program must follow these steps:

1. Complete a College Withdrawal Form with the advisor
2. Complete a course drop form for all articulated institutions
3. Ensure that all financial obligations have been fulfilled with the College
4. Return the identification badge, radiation badge and any other program articles issued to the student
5. Complete a Financial Aid Exit Interview Form if applicable
6. Understand that any refund will be based upon the date the withdrawal form is received by the Student Services Department.
Refund Policy & Schedule

The College uses the following guidelines and policy in determining tuition and fee refunds for students.

In the event the College cancels a class, and an alternative class is not available, 100% of the class tuition will be refunded.

It is very important to be aware of the Refund Policy for Trinity College, as well as all other institutions, including Black Hawk College, and Eastern Iowa Community College District. The Refund Policy varies by institution in which the courses are offered; therefore students should check the Refund Policy for each institution.

If a student stops attending a course without officially dropping or withdrawing, the student may receive an F due to absence from the classroom/clinical rotations or be withdrawn administratively by faculty. If a student never attends a course in which they are enrolled, the faculty may drop a student because of non-attendance or non-participation.

It is the student’s responsibility for dropping a course (face-to-face/online). Withdrawal or non-attendance may result in loss of financial aid. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date. If a withdrawal request is sent by mail, the date the request is received by the College will determine the percentage of the refund. No refunds are granted if a student is dismissed for disciplinary reasons.

Every attempt will be made to issue authorized refund checks by the end of the fifth week of classes. Questions concerning refund eligibility and exceptions to this policy are referred to the Student Services Department, and questions concerning amounts refunded are referred to the Bursar. Refunds are processed by the Bursar and will be made payable to, and mailed to the student. When a student owes money to the College, it is College policy to deduct that amount from the tuition refund. These financial obligations may include past due tuition and fees, returned checks, fines, or other obligations.
Reservists Called to Active Duty

Trinity College of Nursing & Health Sciences students who are active military personnel or reservists are eligible for a 100% tuition refund from the college if they are called to active duty during a 16-week semester or accelerated format course(s). Students that need to withdraw under these circumstances are required to submit a withdrawal form and a copy of their military orders; and a grade of WP (withdrawal passing) or WF (withdrawal failing) will be given depending on the course grade at the date of withdrawal. If you are receiving financial aid, follow the procedure below:

- Contact your faculty advisor and formally withdraw from your coursework in the student services department
- Inform college of receipt of financial aid
- Financial aid will be adjusted based on federal, state and institutional rules

If a student has completed registration and withdraws from class(es), tuition and fees will be refunded according to the date the ADD/DROP or Withdrawal form is received in the Student Services Department as outlined below.

<table>
<thead>
<tr>
<th>Semester Length</th>
<th>100% Refund</th>
<th>80% Refund</th>
<th>No Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 to 16 Weeks</td>
<td>Through the 7th calendar day of the semester</td>
<td>Through the 14th calendar day of the semester</td>
<td>After the 14th calendar day of the semester</td>
</tr>
<tr>
<td>3 to 6 Weeks</td>
<td>Through the 3rd calendar day of the week in which the course begins</td>
<td>Through the 6th calendar day of the week in which the course begins</td>
<td>After the 6th calendar day of the week in which the course begins</td>
</tr>
<tr>
<td>1 to 2 Weeks</td>
<td>Through the first calendar day the course begins</td>
<td>Not Available</td>
<td>After the first calendar day the course begins</td>
</tr>
</tbody>
</table>

- Students with Federal Direct Loans must complete exit counseling with the Financial Aid Specialist
- To avoid having to begin loan repayment, borrowers must request military deferments on any federal loans by contacting the loan holder directly.

Students returning from active military duty may apply for readmission to their academic program of study and be readmitted on a space available basis.
Bookstore

Textbooks
Students can order textbooks for Trinity College courses for any given semester through the College website. Textbook orders are charged to the student tuition and fee account and can be picked up at the start of each semester in the Student Services Office.

To order textbooks, visit the Trinity College website at www.trinitycollegeqc.edu and select the Bookstore tab on the home page. Select the course from the drop-down menu and select the textbook(s) for purchase. The total textbook charges with tax will appear on the final screen of the shopping cart tool. All charges will be placed on the student tuition and fees statement which can be accessed through the My Pulse, student portal site.

Apparel and Gifts
Trinity College’s online bookstore may be viewed at the college website: www.trinitycollegeqc.edu. Select the Bookstore tab. Items available for purchase include Trinity College logo apparel and gifts. Selection will vary with the change of seasons. Purchased items may be shipped directly to your home or delivered to Trinity College for you to pick up.
FINANCIAL AID

Financial Aid Program
The goal of the financial aid program is to help remove the economic barriers to higher education for all individuals in our community. Trinity College attempts to provide financial assistance for students through scholarships, grants, loans, veteran’s certification, and federal work study, or in various combinations. Financial Aid information is also described on the College website at www.trinitycollegeqc.edu. The Financial Aid Office is open Monday through Friday 7:30 a.m. to 4:00 p.m. You may also call 309-779-7740 for assistance.

Financial Aid is the available federal, state and /or scholarship funding that a student may receive to be used toward educational expenses. Financial aid is not intended to cover a student’s total educational expense. However it is intended to act as a supplement to the family’s contribution to the student’s education expenses. Educational expenses are considered the responsibility of the student and, if dependent, their parents. All questions and concerns should be directed to the Financial Aid Specialist in the Student Services Department.

Application Procedure
Students interested in receiving financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Online applications can be completed at www.fafsa.ed.gov. A completed FAFSA is used to determine eligibility for the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Loans (subsidized and unsubsidized), and the Illinois Monetary Award Grant (MAP). Students will need to enter the institutional code for Trinity College (006225). Also, if eligible, a student may receive funding from the Veterans Administration, the Nursing Student Loan Program, and Trinity College of Nursing & Health Sciences Scholarships.

A Student Aid Report (SAR) will be sent to the student via US mail or Email. The SAR should be reviewed for any updates or corrections. Changes can be made by submitting them on the FAFSA website. If any additional documentation is needed, the College Financial Aid Specialist will contact the student via My Pulse through the College website. The award letter outlines the types and amounts of assistance that the student may receive for the academic year.

PRIMARY CONSIDERATION FOR ASSISTANCE IS GIVEN TO APPLICANTS WHO HAVE SUBMITTED ALL REQUIRED FORMS TO STUDENT SERVICES ON OR BEFORE JULY 1 of each year. Files completed after this date will be considered based on the availability of funds.

Student Reporting Responsibility
1. The student must report any funds received from outside sources such as scholarships, tuition assistance, and military benefits. These funds are part of the overall financial aid package.
2. Any change in enrollment status must also be reported (e.g. full vs. part-time). The financial assistance package will be revised in accordance with the awarding guidelines.
3. The student must respond to any requests for information that is sent by Trinity College. Failure to comply with such requests will delay processing of the student’s financial aid award.

Renewal of Financial Aid Awards
Financial Aid is not renewed automatically from one year to the next. The student must complete a FAFSA or renewal application every year if the student wishes to be considered for financial aid. The student’s eligibility will be evaluated for demonstrated financial need (except for loans) and for satisfactory academic progress according to College policy.
Return of Federal Financial Aid

If a student completely withdraws during the semester after federal financial aid payment has been received, the student may be required to return a portion of the federal financial aid awarded. The federal aid formula requires a return of funds if the student received assistance from the Pell Grant, Supplemental Grant, or Federal Direct Loan and withdrew on or before completing 60% of the semester. The calculation is based on the percentage of the semester completed. The portion of federal aid to be returned is equal to the number of days remaining in the semester divided by the total number of calendar days in the semester. Sample calculation and a complete explanation of this policy is available in the Student Services Department.

Last Day of Attendance Policy

Trinity College of Nursing & Health Sciences complies with all Department of Education (DOE) rules and regulations in regard to the Last Day of Attendance (LDA) reporting for an institution that is not required to take attendance.

A student withdrawing from Trinity College of Nursing & Health Sciences must secure a signed College Withdrawal Form from the Faculty Advisor in order to “officially withdraw”. The official withdrawal date will be determined by the Financial Aid Specialist.

A student withdrawing from Trinity College of Nursing & Health Sciences who fails to notify the College and does not complete the withdrawal process will be dropped from all coursework and withdrawn from the College as determined by the College. The last day of attendance is determined in compliance with federal regulations. Either the date at which Trinity College becomes aware of the student’s withdrawal, or the mid-point of the term, whichever is earliest.

Any student who fails to register for classes prior to the start of a semester will be considered to have withdrawn from the College. The last day of attendance will be reported as the last academic day of the preceding semester.

Enrollment and Eligibility

Following are the enrollment requirements for the various aid programs. If a student changes enrollment after the aid is awarded, the aid may be adjusted.

- At least half-time (6 credits per semester) – Federal Direct Loans, Plus Loans, GradPLUS Loans
- Full-time (9 credits or more per semester) – Trinity College Scholarships and Grants.

Verification

Selection for verification is determined by the U.S. Department of Education. Students will receive a message on their FAFSA results known as a Student Aid Report (SAR) indicating the selection. Students must submit a signed and complete verification worksheet and any appropriate signed tax returns. Verification must be complete before any financial aid or state need-based aid can be disbursed. Documents must be submitted by the beginning of the semester. Failure to complete the verification process may result in loss of aid and an administrative withdrawal.

Revisions of Aid Packages

The Financial Aid Office has the right to revise financial aid packages according to federal, state, and institutional policies and regulations. Aid awards will be revised when there are changes in originally reported information or when additional scholarships are received.

Satisfactory Academic Progress for Financial Aid

Students must meet satisfactory academic progress to continue receiving financial aid. Reviews are completed at the end of semester. Students who are academically suspended in any academic term (summer, fall or spring) will have their financial aid suspended.
Quantitative

Students must complete registered coursework at the end of each year at a 67% pass rate. All courses attempted are considered in this calculation. They include letter grades, pass/fail, withdrawn, repeated courses, incompletes and hours transferred in from other schools as determined by the Registrar’s Office.

<table>
<thead>
<tr>
<th>Enrolled Semester Hours</th>
<th>Minimum Semester Hours That Must Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or more (full time)</td>
<td>9</td>
</tr>
<tr>
<td>7 - 8 (three quarter time)</td>
<td>7</td>
</tr>
<tr>
<td>5 - 6 (half time)</td>
<td>5</td>
</tr>
<tr>
<td>Less than 5 (less than half time)</td>
<td>All</td>
</tr>
</tbody>
</table>

Financial Aid Appeals

Students may appeal a financial aid suspension for mitigating circumstances. These appeals will be reviewed by the Financial Aid committee. The student must document, in writing, the unusual situation and provide an academic plan to demonstrate future success.

If the appeal is approved, the student will be placed on probation for one semester. If the student passes all of the registered coursework and maintains a 3.00 grade point average for that semester, the student can stay on probation for the next semester.

Students who fail to pass all courses for the probationary semester and do not meet the grade point average requirement for the hours taken, will be ineligible for additional financial aid until they can reestablish their eligibility by meeting the required satisfactory academic progress criteria.

Federal and State Grants

Grants are considered gift aid; students are not required to repay them after completing their program of study. There are several types of federal and state grants. The Pell Grant and Supplement Educational Opportunity Grant (SEOG) are grants funded by the federal government.

The State of Illinois funds the Illinois Monetary Assistance Program (MAP) grant. Trinity College of Nursing & Health Sciences is an Illinois higher learning institution. State of Iowa grant programs do not apply.

Grants are awarded based on need as determined by the expected family contribution (EFC) of the FAFSA.

Federal Loans

Federal loans offered through Trinity College include the Federal Direct Unsubsidized Loan Program and the Loan for Undergraduate Students (PLUS). Students and families may also apply for alternative consumer educational loan programs available from a variety of lending institutions. These loans have varying interest rates and repayment terms. The Financial Aid Office in the Student Services Department will certify an alternative loan based on the student’s cost of education minus other financial aid the student receives.

Veteran Educational Benefits

Trinity College is veteran approved by the Department of Veterans Affairs for education programs including the Montgomery GI Bill and the Post 9/11 Bill. Applications for VA benefits should be made to the VA Regional Office in St. Louis, MO. Certification of veterans for educational benefits will be processed by the Financial Aid Office.

To find out more about VA benefits, you may contact the VA at 888-442-4551 or visit their website at www.gibill.va.gov/. Additional information about the application for admission to Trinity College, financial aid and registration procedures can be found on the Trinity College website at www.trinitycollegeqc.edu.
Trinity College Scholarships
Trinity Scholarship Applications are available on the Trinity College website at www.trinitycollegeqc.edu. Scholarship application deadlines vary each semester. Please check the website for specific dates. College scholarship applications are reviewed by the College Scholarship Committee and awards are made based on funding availability. Contact the Student Services Department for additional information.

Dean’s Scholarship
The Dean’s Scholarship is awarded to the top ranking incoming student for each academic program. To be considered for this scholarship, students must exhibit evidence of outstanding academic achievement for either high school or college coursework. The selection committee for each academic program selects the recipients of the Dean’s Scholarship.

Outside Scholarships
Unless otherwise specified by the donor or organization, outside gift aid will replace existing self-help aid. Recipients of outside financial aid awards are required to submit to the Trinity College Financial Aid Office notification of any outside awards as soon as possible. Acceptable documentation will include a letter from the organization or donor that specifies the terms of the scholarship, total dollar amount, and renewal information.

Resources
For additional information on financial aid please go to the college website at www.trinitycollegeqc.edu. Required forms and loan applications are also available on the website.
REGISTRATION

Student Responsibilities
Upon enrollment at Trinity College, the student enters into a voluntary agreement with the College. Inherent in this agreement is the obligation that the student will abide by the policies, rules, and regulations that govern the institution. It is the student’s responsibility to register for classes at the designated times. The individual student is responsible for satisfying the requirements of his/her selected program curriculum.

Registration for classes creates a financial obligation by the registrant to pay tuition and fees and constitutes an understanding and acceptance of this responsibility. Students will not be permitted to register if an outstanding balance appears on the billing statement.

Academic Advising
Each student at Trinity College is assigned a faculty advisor. The advisor guides the student throughout the program and facilitates course selection, career development, and academic progress. The student is required to meet with their advisor each semester prior to registration. Although periodic advising sessions are scheduled to review progression toward completion of the academic requirements, the final responsibility for completion of these requirements remains with the student.

Registration Procedure
To register, students must follow these steps:

1. Make contact with your assigned Trinity College faculty Advisor.
2. Complete registration within the designated time frame (or a late registration fee will be assessed).

Course Cancellation
The College reserves the right to cancel any course. The College Registrar in conjunction with the course faculty will decide cancellation of courses; students will be notified of cancellations and assisted in identifying appropriate registration options.

Online Courses
The College offers online learning for select courses through Embanet. Students wishing to register for an online course must have a Trinity email address at the time of registration.

In order to participate in an online learning course, students must have access to a computer and the internet. An online orientation course is offered to students currently enrolled in one of the College’s online courses. The purpose of this course is to familiarize students with the “Angel” platform offered by Embanet and used by the College.

Students may visit the Embanet support site for the College at: http://supportcenter.embanet.com/trinity. Embanet technical support is available 24/7 at 866-575-0575. Note: Students are able to access the internet through the computer lab at the college.
### Microsoft® Windows® Operating System

<table>
<thead>
<tr>
<th></th>
<th>Internet Explorer 10</th>
<th>Internet Explorer 9</th>
<th>Internet Explorer 8</th>
<th>Internet Explorer 7</th>
<th>Firefox (Final Release Channel)</th>
<th>Firefox 3.6</th>
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<td>Unsupported</td>
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<tr>
<td>Windows 7 (64-bit)</td>
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### Apple® Mac OS® Operating System

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<th>Firefox (Final Release Channel)</th>
<th>Firefox 3.6</th>
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<tr>
<td>Mac OSX 10.5 “Leopard”</td>
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</tr>
<tr>
<td>Mac OSX 10.6 “Snow Leopard”</td>
<td>Unsupported</td>
<td>Certified</td>
<td>Compatible</td>
</tr>
</tbody>
</table>

**Certified:** fully tested and supported.  
**Compatible:** partially tested but should function properly.  
**Unsupported:** either impossible or not tested.
Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A detailed explanation of those rights may be found at 34 C.F.R. § 99.1 et. seq. In summary, they are:

1. The right to inspect and review the student’s education records within 45 days of the day Trinity College of Nursing & Health Sciences receives a request for access. Students should submit to the College Registrar a written request that identifies the records(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he/she will advise the student as to whom the request should be addressed.

2. The right to request an amendment of the student’s education record(s) that the student believes are inaccurate, misleading, or in violation of the student’s right to privacy. Students desiring an amendment to their education record should write the Registrar, and clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy. The student’s right to request an amendment may not be used to challenge grades.

3. The right to a hearing regarding the request for an amendment of the student’s education records. If the College decides not to amend the record as requested by the student, the College must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to prevent the College’s disclosure of the student’s personally identifiable information from the student’s education records in most circumstances. The College must obtain the written consent of a student before disclosing that student’s personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student’s consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. Among several others, FERPA contains the following exceptions allowing the College to disclose a student’s personally identifiable information:
   a. Disclosure to school officials with legitimate educational interests is permitted without a student’s written consent. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has institutional services or functions that the College would otherwise use employees to perform (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
   b. Disclosures to parents are permitted in three situations. First, disclosure of a student’s personally identifiable information to parents is permitted absent a student’s written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student’s personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student’s personally identifiable information to parents is permitted without the student’s written consent if the student is under 21 and has violated a law or College rule or policy governing alcohol or controlled substance consumption or possession.

5. The right to opt out of the disclosure of directory information.
   a. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information, which may be released without the student’s consent. The College defines directory information as the following: student’s name, address, telephone number, email address; dates of attendance; previous institutions attended; major(s); degrees and awards received; honor’s conferred (including dean’s list); degree candidacy; status (full or part-time); and date of birth. Directory information may be released in written form or by other media, such as photographs, video or electronic images.
b. FERPA permits the College to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release all directory information to members of the College family, defined as administrators, faculty, employees and trustees. Other releases will be limited to those situations in which the College, in its discretion, believes the release would recognize a student for his or her academic or extracurricular achievements or contributions to the College or would otherwise serve to advance the interests and image of the College. Examples of such releases would be the publication of the names of students on the dean’s or honors list in news releases or graduation programs. Another example would be the release of directory information in connection with College sanctioned alumni affairs.

c. Students who wish to restrict the release of directory information must submit the appropriate form to the Office of the Registrar during the first week of each academic term. This form can be found on the College’s website or at the Office of the Registrar. Upon receipt of such request, the Office of the Registrar will designate that the student’s directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations authorized in the Act. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Non-disclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student’s name, institutional e-mail address, or electronic identifier in the student’s classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

6. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 800-USA-LEARN (800-872-5327)

Transcripts

The College will release transcripts of academic records only upon the written request of the student, and if the student has no financial obligations to the College. Transcripts will include all courses taken at the College, and its cooperating institutions while enrolled as a Trinity student.

NOTE:
Transcript Request Forms are available online at www.trinitycollegeqc.edu. A written request for a transcript must include the following information:

- Full name of student including former and maiden names (if applicable)
- Social security number
- Graduation date or years of attendance and the College Program attended
- Original written signature

All transcripts issued to a student will be stamped “Issued to Student.” Currently enrolled students may obtain unofficial transcripts through the College website at My Pulse. Transcripts will not be released if the student’s account is on hold for noncompliance of policy.

A one-time fee of $8.00 will be assessed the first semester of enrollment for all students. This one-time fee provides transcripts any time they are needed, either as a student or any time they are requested.
Change of Information
It is the responsibility of the student to notify the Student Services Department of a change in name, address, telephone number, and any other record information. Students may change their information by going to the college website at www.trinitycollegeqc.edu and selecting the Change of Information Form.

Denial of Enrollment
Students with past-due accounts with the College will not be permitted to register for classes or have official transcripts released from the College.

Transcript Retention
Transcripts submitted by individuals who do not enroll at Trinity College will remain on file for one academic year at which time they will be destroyed.
ACADEMIC REGULATIONS & INFORMATION

Course Grading System
The course syllabus or content within the online course platform will identify the course grading criteria and procedures to be followed in that course. The didactic grading system is based on the percentage system and clinical percentage grade is based on clinical performance evaluations. A 0.5 point or more will be rounded up to the next whole number when computing course grades. The clinical grading system is determined by the program. In some programs/ courses the didactic and clinical grades are recorded separately. The Nursing Program has a grading scale separate from the general College course grading system. Also reference Radiography, and Respiratory Care programs for specific grading criteria.

"Incomplete" (I) is a grade indicating that a student is unable to complete the course due to exceptional circumstances. This term must be defined by the student and faculty member, but usually means that something beyond the student's control (e.g., hospitalization of self or a family member, death of a loved one, etc.) has occurred. Failure to complete assignments on time, or failure to withdraw from the course does not constitute sufficient grounds for assignment of an Incomplete (I) grade.

An Incomplete grade must be completed by the seventh week of the semester following the (I) grade. After the seventh week, the (I) will be changed to (F) on the student's transcript if the course is not completed.

If the course for which an (I) grade is assigned is a prerequisite to another course, the student may not enroll in that course until the Incomplete course has been completed; thus, the student's progression may be delayed. Any student wishing to enroll in a course for which the incomplete course is a prerequisite prior to the completion of the incomplete course may request permission from the course instructor(s) to enroll in that course. The decision of the course instructor(s) regarding such requests is final.

Grade Reports
When a student completes a course, grade reports will be available at My Pulse through the College website. Final grade reports will not be issued over the phone or given to students who attempt to secure them in person. All financial obligations to the College must be fulfilled in order for students to obtain their grades online. Faculty may share unofficial grade reports with the students in their courses.
Grade Point Average
The student’s grade point average is determined by dividing the number of credit hours attempted into the total grade points earned. The WF or WP are not computed in the student’s GPA.

Grading is based on a percentage system. Criteria for theory and clinical grades are specific to each major discipline. Refer to each program section for specific grading scales and grading policies.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
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<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
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<td>Audit</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td>Repeat</td>
</tr>
</tbody>
</table>

Grade Appeals
Informal Process: A student who has a concern about his/her final grade should discuss the issue with the faculty member of the course within two weeks of the end of the course. If the student and faculty member do not come to a successful resolution of the issue, the student may pursue the formal process.

Formal Process: A student must put in writing a letter of appeal, explaining the grade complaint, to the program coordinator within three weeks from the end of the course. The program coordinator will conduct an investigation and submit a letter of his/her findings to the student within ten calendar days from receipt of the letter.

If the student is not satisfied with program coordinator’s findings, he/she may write a formal letter of appeal to the Dean of Nursing & Health Sciences within seven calendar days of the date noted on the letter from the program coordinator.

Upon receipt of the letter the Dean of Nursing & Health Sciences will conduct an investigation and provide a response to the student within ten calendar days. The findings of the Dean of Nursing & Health Sciences are final.
**Academic Honesty and Integrity**

It is the goal of Trinity College to promote a sense of honesty and integrity on the part of students in fulfilling their academic requirements.

In order for an academic community to teach and support appropriate educational standards, an environment of collaboration, trust, and individual responsibility must be maintained. It is the student’s responsibility to achieve their educational obligations in a fair and honest manner. Students found responsible for plagiarism and/or cheating may face both academic and disciplinary action.

Plagiarism is the act of presenting another’s work as your own. Plagiarism takes several forms. Any of the following, without full acknowledgement of the original source, is plagiarism:

1. Passing of words and/or images of another as one’s own.
2. Passing of the ideas of another as one’s own.
3. Using the original organizational scheme or plot of another as one’s own.

Examples of Plagiarism include, but are not limited to:

- Copying someone else’s words without using quotation marks and citing (giving credit to) the source.
- Misrepresenting someone else’s words or ideas or quoting them inaccurately.
- Citing the wrong source.
- Paraphrasing or summarizing someone else’s words or ideas without citing the source.
- Submitting one’s own work which has already been submitted for assessment purposes in another subject.

If plagiarism is suspected, the faculty member will discuss the “suspect” work with the student. The student in question may prepare a written statement of facts regarding the work in question. If the student has plagiarized, he/she will be entered into corrective action. Corrective action can include any of the following:

- Failing of the assignment/exam
- Requiring the student to re-do the original assignment
- Assigning a failing grade for the course
- Dismissal from the College

Students should refer to their course syllabus as to how each instructor handles incidents of plagiarism.

Cheating is viewed as an offense of severe nature. Each student is responsible for the authenticity of his/her own work. Students found cheating will be disciplined up to and including dismissal from the College without the opportunity for grievance or appeal.

At the beginning of the semester, each instructor should inform students about the College policy on academic honesty and integrity. The student bears the ultimate responsibility for being aware of College policy, regardless of whether the faculty member has provided this information.

All Trinity College of Nursing & Health Sciences faculty are responsible for helping to assure that plagiarism and cheating are avoided in the academic environment. Since faculty members assign grades, they determine what constitutes cheating and/or plagiarism in their course(s). Unless that judgment can be shown to be either capricious, arbitrary, or in bad faith, the faculty member’s judgment will stand.
Academic Calendar
The College operates on a 16 week semester calendar. The College offers certain courses on alternative schedules.

- Fall, spring and summer

Unit of Credit/Credit Hour Definition
The unit of credit at Trinity College is the semester credit hour. Traditionally, a unit of didactic credit is earned by attending a non-laboratory class for one hour a week for 16 weeks. Trinity College offers a variety of course timeframes and delivery formats, depending on the specific course of study. In laboratory classes, one credit hour is granted for two to three hours in the laboratory per week. Clinical and laboratory contact hours are different from didactic courses. Contact hour descriptions are noted within each academic program section of the catalog.

Course Timeframes and Delivery Formats

Course Timeframes
Course timeframes are dependent upon the program of study and the semester in which a course is offered.

Standard Semester – Courses meet two to three times per week for a 16-week semester.

Summer Semester – The semester timeframe is six to thirteen weeks depending upon the course.

Course Delivery Formats
Courses are offered through one of four course delivery formats.

Online Format – Online courses typically do not meet in a scheduled classroom setting on campus. Course content is primarily delivered through a web-based technology/course management system. This format is recommended for students who are independent learners and comfortable with the use of technology. Some courses in the BSN-Completion program are offered in an online format.

Hybrid Format – Hybrid courses use both classroom meetings and web-based technology to deliver course content in a planned, pedagogically sound manner. In a blended-course, online delivery replaces a portion of the course meetings that are F2F. The online activities are integrated with the classroom meetings. Students receive the benefit of in-class meetings blended with online learning.

The number of credits for each course can be found within the course description section of the catalog.
Leave of Absence

Students who are performing satisfactorily and find it necessary to interrupt their course of study for personal reasons may be granted a leave of absence. A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in a student’s program. The student who has an approved leave of absence is considered to remain in an in-school status. A leave of absence is an approved leave if it meets the following requirements:

- The student must apply in advance for the Leave of Absence, except for extenuating circumstances, which require approval by the Dean of Nursing & Health Sciences.
- The Leave of Absence must be in writing specifying the reason for the Leave of Absence and expected date of return.
- A student will not be granted more than two leave of absences in a 12 month period.
- The 12 month period would begin on the first day of the student’s Leave of Absence.
- The college determines that there is a reasonable expectation that the student will return to the college.
- The leave of absence does not involve additional charges by the college.
- Only two interruptions in the program of study are allowed during the BSN-C curriculum.
- A leave of absence may affect financial aid and loan repayment. Students may be granted a 180-day leave of absence in any 12-month period from the state and federal government. Therefore, all students requesting a leave of absence must meet with the Financial Aid Specialist for counseling.

If the student is a Title IV loan recipient, all Title IV funding will stop during the leave of absence period. The student also understands that a leave of absence may affect their current financial aid and that failure to return from a leave of absence may affect their student aid loan repayment terms, including the exhaustion of the student’s grace period. Therefore, all students who receive financial aid and request a leave of absence should meet with the Financial Aid Specialist for counseling.

A Leave of Absence Form may be obtained from the Student Services Office or on the College website. Students requesting a leave of absence must first meet with their academic advisor when requesting the leave. A completed leave request form must be submitted to the Student Services Office with all required signatures. If approved, the student must return on the requested re-entry date. If a student fails to return from a leave of absence, they will be immediately withdrawn from the College. The student loan lender will be advised of the student’s withdrawal, which will affect the grace period of the loan.

Students returning from an approved leave of absence must complete an Intent to Return Form, which may be obtained from the Student Services Office or on the college website. The student may be required to demonstrate proficiency prior to re-entry into their program of study, and will be placed back into course sequencing as courses become available and upon recommendation of their advisor.

Good Standing

To be in good standing, any student while enrolled at Trinity College, regardless of where the hours were earned, must maintain a cumulative GPA of 3.00. Good Standing is recorded on a student’s transcript for each semester that it applies.

Academic Warning

Any student with a cumulative GPA below 3.0 or who receives a grade below a B may be subject to failure to progress in the MSN curriculum. The Academic Standards Committee will meet to discuss any student receiving a grade of C or below in any MSN course.
SERVICES TO STUDENTS

My Pulse
My Pulse, Trinity College of Nursing & Health Sciences’ internet portal system, provides a convenient method for students to obtain information via the Web. My Pulse is the gateway to important College information and services are provided to the student body. My Pulse allows students to access the following:

- Billing – details account ledger of all transactions
- My Grades – lists grades that have been entered for a given term, including GPA
- Personal Information – location for students to update address information
- Course Offerings – lists the date and times of classes
- Financial Aid – lists all financial aid awards available to students
- Calendar – includes a day planner for student use
- College and personal announcements about events, dates, and activities
- Student Directory – a listing of students in the College directory
- Electronic library

E-mail
Email is Trinity College’s official communication tool with students. Students are expected to access their Trinity College email often. Important information concerning registration, financial aid, transfer credit, college events, courses, and graduation will be sent via email. Instructors use email to correspond with students concerning coursework.

Students receive a college email address from the Student Services Office upon enrollment. Students access email from the homepage of the College website: www.trinitycollegeqc.edu. Students may use any computer in the lab or access email on personal devices within the Student Commons using the College’s WiFi hotspot.

Counseling Services
All students are eligible to participate in the Employee Assistance Program (EAP) as offered through Precedence, Inc. and Unity Point Health. EAP is an employer-sponsored program that uses counselors who specialize in the assessment of personal problems. Students may seek EAP assistance independently, or can be referred by their Faculty/Advisor/Program Coordinator or Dean. Brochures are available in the Student Services Department or from an Academic Advisor. EAP services are available 365 days per year, 24 hours per day by calling 800-383-7900 or 309-779-2273. Services are located at 3416 Blackhawk Rd, Rock Island, Illinois. This is a free, limited, confidential program and will not be part of the student’s academic record.

The EAP resource can assist students in accessing the appropriate resources to deal with concerns that might interfere with their personal and educational development while in College. The service is available to every student who has a difficulty or concern. Included in the service is assistance with personal, social, academic, professional, and vocational concerns. Concerns such as drug and alcohol abuse, marital problems, financial trouble, and others can be addressed.

Peer Tutoring
Tutoring sessions are available for students who feel they need additional academic assistance in major or general education courses. Students may self-identify to the Director of Student Services and External Relations, or may be referred by an academic advisor or course faculty for these services. Appropriate arrangements will be made by the Director of Student Services and External Relations in a timely manner to accommodate the student as necessary. Peer tutors are chosen on a case-by-case basis to meet the specific needs of the student.
Career Services
Student Services and academic advisors offer assistance in planning career goals. Students are provided with information regarding specific career opportunities within the health science professions. A College bulletin board with career opportunities is provided at the College.

ATM's
ATM machines are available in the lobbies at the Trinity Rock Island, Trinity Bettendorf, and just off the lobby at the Trinity Moline Campus.

Computer and Learning Laboratories
The purpose of the Computer and Learning Laboratories is to enhance independent learning. Trinity College believes that learning of “hands-on” health science skills needs to be observed and practiced in simulated and laboratory settings. Use of the Computer and Learning Laboratories materials and facilities allows students to pace learning according to their own style/needs.

General Guidelines Include the Following:

- No children are permitted in these areas unless invited by faculty.
- Careful handling of equipment is needed to prevent damage.
- Safe use and handling of equipment is needed to prevent injury.
- These areas need to be maintained by cleaning up after oneself.
- As supplies are needed in the Learning Labs, contact the course instructor.
- Respect for the rights of others is expected, therefore students are to refrain from activities that would disturb others in the area.

Computer Lab Guidelines:

- If required, reservation of Computer Lab time is arranged with the Executive Assistant at 309-779-7730. Faculty with course requirements have priority. Open hours are on a first-come, first-served basis.
- NO FOOD OR DRINKS are permitted in the Computer Lab.
- Hours: 6:00 a.m. to 9:00 p.m. Sunday through Saturday, except holidays.
- The majority of Computer-Assisted Instruction (CAI) programs are available on the computer hard drives. CD-ROM program disks and those CAIs not installed on the hard drives may be checked out between 8:00 a.m. to 4:30 p.m. from the Student Services secretary.
- DO NOT COPY any CAIs from the Lab computers. This is a violation of the CAI site license.
- Before leaving the Lab, exit from all open programs per Handbook Guidelines. Remove all disks and return them to the Student Services secretary.

Nursing and Health Sciences Learning Lab Guidelines:

- Hours: 7:30 a.m. to 4:30 p.m. Monday through Friday and as arranged with course faculty.
- Food and/or drinks handled carefully are permitted in the Learning Labs.
- No lotion, betadine, pen or pencil markings are to be applied to the manikins or equipment.
- Refold linen, if not soiled, for reuse. Return all objects to their appropriate place.
- Dispose of soiled linen in linen hampers. If linen is wet, allow drying on side of linen hamper.
- After use, wash plastic hygiene utensils with soap and water.
- Replace furniture into usual arrangements when finished. Keep sink areas dry.
- Sharp objects may be checked out from course faculty for practice in the Lab. These items must be returned to the faculty member before leaving the Lab.
- Due to quantities available and cost considerations, recycle items as appropriate (i.e., IV catheterization trays, etc.).
Injury to Person or Damage to Equipment:

- Take appropriate measures to deal with injury.
- Immediately report injury or damage to faculty or a Trinity College staff member.
- The burden of responsibility for damaged equipment will be reviewed by the College Curriculum Committee.
- A fee may be charged to the student as a result of the review process if the student is found to be negligent or willful in causing the damage.

Admission & Enrollment Services

Trinity College of Nursing & Health Sciences admissions office works with prospective students and their families during the entire admissions process. Campus visits are encouraged and can be arranged to meet the student’s schedule. Hours are Monday through Friday 8:00 a.m. to 4:30 p.m. You may call 309-779-7812 for assistance.

In addition, the Student Services Department oversees the areas of recruitment, admissions, registration, financial aid, bursar’s office, alumni relations, and the College’s post-secondary enrollment program. The Office of the Registrar is also located within the Student Services Department.

The Student Services secretary is available to assist with answering questions and is available Monday through Friday from 8:00 am to 4:30 pm. You may call 309-779-7700 for assistance.
Request for Accommodation

Any applicant, student, or other individual who believes auxiliary aids and services are necessary to enable such person to seek admission, enroll, or otherwise participate fully and equally in a College program is encouraged to contact the Director of Student Services & External Relations to discuss any needs he/she may have. The Director of Student Services & External Relations will conduct a structured interview with the individual in an effort to arrive at a reasonable accommodation. It is the responsibility of the student or potential student seeking accommodation to identify his/her condition and to disclose how the disability may impact the student in the academic setting. Students seeking an accommodation will be scheduled for a confidential meeting with the Director of Student Services & External Relations to discuss the student’s needs and complete an “Accessibility Services Student Intake Form” as provided by the Director. To obtain accommodations by the start of a semester, the student should meet with the Director as soon as possible, preferably at least six weeks before the first day of classes or, if the accommodation relates to a specific class(es), before enrolling in the class(es). Such notice will allow students and the Director a reasonable period of time in which to determine whether the requested accommodations are necessary, appropriate and effective, evaluate alternatives if appropriate, and to implement the resources for any necessary aid in a timely manner.

In addition to completing an Accessibility Services Student Intake Form the student will meet with the Director and present current documentation regarding the nature of the disability and any accommodations needed. The Director will review the Student Intake Form and all documentation, with assistance of an outside medical professional if necessary. Documentation requirements are outlined further in the section below. Reasonable accommodations are determined through the collaboration of the Director, the student, faculty, individual departments, and outside professionals as warranted, with consideration for essential standards for courses, programs, services and activities, or status of facilities.

When a reasonable accommodation is deemed necessary, the Director will develop a plan identifying the student’s disability, the circumstances for which accommodations are needed, and the reasonable accommodations recommended by the Director. The plan will be distributed to those with a need to know to put any accommodation in place. Additionally, the Director will contact individual faculty members to discuss, as necessary, the recommended accommodations and the process for implementation. Faculty are expected to assist with provision of accommodations when reasonable and necessary without compromise to the essential elements of the course or evaluation standards. If agreed-upon accommodations are not implemented in an effective or timely manner, then the student is encouraged to contact the Director of Student Services and External Relations.

Individuals seeking admission and progression to clinical courses, and graduation from the College must be able to meet the physical and emotional requirements of their academic program of study. Individuals who pose a direct threat to the safety and welfare of others or to that of themselves may be denied admission, progression, or graduation. The College’s individualized assessment of an applicant’s or a student’s threat to the safety and welfare of self or others will be based on current medical evidence or on the best-available objective evidence that assesses the nature, duration, and severity of the risk, and the probability that injury will occur.

Students who have concerns about the accommodations provided or not provided or who wish to submit a complaint about discrimination or harassment based upon disability may file a grievance as stated in the Fair Treatment Policy/Grievance Procedure in the College Catalog. The College endeavors to provide prompt and equitable resolution to student concerns.
Inquiries regarding federal laws and regulations concerning the College’s compliance with Section 504 of the
Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 may be directed to:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Dept. of Ed Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov

Required Documentation
The College relies on students to self-report impairments, conditions, and disabilities as well as providing
documentation from professionals in order to assist in the determination of accommodations. Disability
documentation from treating health care providers should conform to the following criteria:

1. Documentation must be from a professional who has undergone appropriate and comprehensive training,
has relevant experience and licensure appropriate to his/her profession. The Director of Student Services
and External Relations will request current documentation and, if necessary, will provide references for
health care providers, including the option of using the Hospital’s assistance program or a referral based on
the type of documentation needed.
2. Reports must be on letterhead and signed by the treating health care professional, including titles and
license descriptors as appropriate. Additional documentation may be requested.
3. Diagnostic statements must identify each condition, including ICD or DSM codes as appropriate, date/copy of
the most recent full evaluation, and dates/copies of additional evaluations.
4. Current impact of the condition(s) described in a clinical narrative and through the provision of specific
results from diagnostic procedures. As appropriate to the condition(s) and/or requested accommodation,
including impact on major bodily functions (including, but not limited to the functions of the immune
system, cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine,
and reproductive functions), and functional impact on physical (mobility, dexterity and endurance), perceptual,
cognitive (attention, distractibility, communication), and behavioral abilities. Descriptions should provide a
sense of severity, information on variability over time or circumstances, expected duration of impact, and
potential triggers. Descriptions should also include any significant side effects of treatment that may impact
physical, perceptual, behavioral or cognitive performance.
5. Recommended accommodations, modifications, and services should be logically related to the functional
impact of each condition, to ensure equal access and opportunity at the college. When connections are not
obvious, they should be explained. The Director of Student services and External Relations and the Dean of
Nursing & Health Sciences may assist in the College’s evaluation of whether the accommodation is
appropriate.
6. Medical information provided by the student will be kept confidential to the extent possible, except that
information may be shared as necessary to implement accommodations.

Office of the Registrar
This office is responsible for scheduling of classes, transfer evaluation, degree audits, graduation approval, in-school
deferment requests and transcripts, in addition to other academic services. Hours are Monday through Friday. You
may also call 309-779-7704 for assistance or to request an appointment.
STUDENT JUDICIAL AFFAIRS

Fair Treatment and Grievance Policy

All College administration, faculty, and staff support Fair Treatment of all individuals associated with the College. The purpose of this policy is:

- to assure fair and equitable treatment of all students through open communication between students, faculty, administration, and staff;
- to provide students with a direction to voice concerns;
- to protect student’s rights under the 14th Amendment;
- to protect faculty rights to freedom of instruction; and
- to ensure equal and fair student evaluation by the faculty.

A grievance is a student’s claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules, and regulations of Trinity College of Nursing & Health Sciences. The student has the right to express grievances without prejudice, penalty, or recrimination.

All steps of the fair treatment procedure must be completed in proper sequence with no more than 14 calendar days elapsing between each step. If a resolution of the grievance is obtained in any given step, the resolution is considered final.

The student may seek counsel at any time from appropriate persons, such as the hospital chaplain, Student Services staff, faculty advisor, or administration.

Procedure – Step 1:

Informal Process
The student shall schedule a conference with the involved party(ies). The conference must be scheduled within one month of the occurrence or no later than 14 days after semester grades are posted/released if the grievance relates to information not known by the student until the end of the semester (see grade appeal policy if appealing a final course grade). If the conference cannot be scheduled within the one month or a 14 day time period, the Dean of Nursing & Health Sciences or designee may grant a waiver for extension. The involved party must provide a written response to the complaint within five calendar days of the initial conference.

Procedure – Step II:

Formal Process
If the student is unable to resolve the issue directly with the involved party(ies), he/she may file a complaint with the Dean of Nursing & Health Sciences or designee using the Fair Treatment and Grievance form. This form must be filed within 14 calendar days following the conference with the involved party. The form can be obtained through Student Services or on the college website. The written request must contain a statement of the grievance, the date or dates in which a conference(s) was held with the involved party(ies), and a statement outlining the student’s perception of the outcome of that conference. The student must also state his/her rebuttal with rationale to the written response received from the involved party(ies). The student should make three copies of the written Fair Treatment and Grievance Form. The original copy stays with the Dean, one copy goes to the involved party(ies) and the third copy is for the student. The Dean will schedule a conference with the student within 14 days of receipt of the Fair Treatment and Grievances Form. The Dean will conduct an investigation of the complaint, and will provide a written response to the student within 14 days of their conference meeting.

The Dean of Nursing & Health Sciences or designee shall ask the involved party to write their response in narrative form, to the Fair Treatment and Grievance claim that the student has made and submit one copy and the original to the Dean of Nursing & Health Sciences.
During the investigation, the Dean of Nursing & Health Sciences or designee may arrange to meet individually and/or together with both the Student and the involved party. The parties shall receive a written response from the Dean of Nursing & Health Sciences or designee to the grievance within 14 calendar days of the conference. The original forms from the student and the involved party will be maintained in the Director of Student Services and External Relations office in a confidential and secure grievance file.

Procedure – Step III:

If the grievance remains unresolved, either the student or the involved party must submit a request in writing and within 14 days of receipt of the letter from the Dean of Nursing & Health Sciences or designee that he/she notify the Student Affairs (SA) Committee Chair requesting a hearing to resolve the complaint. The SA Committee Chair shall set up an appropriate grievance panel to include a minimum of two students not connected with the student’s program and a minimum of two faculty members who are not involved in the grievance or who do not teach in the involved program. There shall be an equal number of faculty/students represented on the committee.

The Director of Student Services and External Relations shall chair the grievance committee. This panel shall conduct a meeting for the purpose of formulating a recommendation regarding the student’s grievance following the guidelines outlined below:

- Meetings are closed.
- Meetings are formal and confidential. The Chair will announce the hearing procedure and direct the flow of the meeting. An appointed secretary from the group shall take minutes.
- Each panel member shall have access to the written statements prior to the meeting.
- To the extent that new information is pertinent to the case under consideration, the panel or either party may ask members of the academic community (students, faculty, administration, and staff) to present information.
- The members of the panel may question both parties. Questions must be relevant to the issues of the grievance.
- Upon request from the panel, it is expected that the student and the involved party shall make available such records as are pertinent to the grievance. The confidential nature of these records shall be safeguarded with the Director of Student Services and External Relations.
- The student and involved party may each bring one Trinity College student, faculty, or staff member for support if they so desire. The support member may not address the committee but may answer questions directed by the committee.
- If the student and involved party are asked to come to a meeting for questioning and clarification, the meeting may be audiotaped. The audiotape of the meeting(s) will be safeguarded and kept by the Director of Student Services and External Relations in the confidential and secure grievance file.
- A quorum consists of a minimum of four members, excluding the Chairperson of the panel who shall only vote in case of a tie. There shall be an equal number of faculty/students represented on the committee.
- A simple majority shall be required to make a decision.
- The panel’s decision will be made the day of the meeting.
- The panel shall prepare a written recommendation and provide one copy to the student and one copy to the involved party. Copies will be distributed within 24 hours after the conclusion of the meeting. The original copy will be maintained in the Director of Student Services and External Relations office in a confidential and secure grievance file.

Procedure – Step IV:

In the event that the student does not accept the recommendation of the grievance committee, the student or involved party must submit a request in writing within 5 days of receiving the written findings that the Chancellor of the College review the student’s grievance, and the action recommended by the committee. The Chancellor will conduct an investigation and prepare a written statement within 14 days of receiving the student’s or involved party’s written request. The decision made by the Chancellor will be final.
Complaint Procedures

Academic Complaints
The Dean of Nursing & Health Sciences is committed to high quality programs at the College. The Dean is open to hearing complaints concerning faculty or curricular matters. If a student has a complaint he/she should first consult with the faculty member involved. If the student continues to have a concern, he/she should put that concern in writing and deliver it to the faculty secretary who will set up an appointment with the Dean. The complaint will remain confidential and only be shared on a need-to-know basis.

Student Services Complaints
Complaints that pertain to financial aid, bursar, admissions, and post-secondary enrollment, career development, student organizations and activities should be referred to the Director of Student Services and External Relations. The student should first consult with the person involved, and if a resolution is not satisfactory, he/she should put the concern in writing and deliver it to the student services secretary who will set up an appointment with the Director. The complaint will remain confidential and only be shared on a need-to-know basis.
POLICIES AND GENERAL STANDARDS OF BEHAVIOR

Code of Conduct

Students are expected to conduct themselves in a manner that is respectful of the rights of others, as well as the property of other students and/or property owned or managed by Trinity Regional Health System and other community clinical educational settings and their employees. When a student’s behavior becomes a concern to College administration, faculty/staff members, or is observed by other students to be a threat or potential threat to self or others, the student will be contacted and the situation assessed. Standards that will be utilized in the evaluation of expected behavior and the determination of unprofessional behavior include the following:

- Existing federal, state, county and municipal laws, ordinances and regulations
- Trinity Regional Health System/Trinity Medical Center/Non-Trinity policies, procedures, rules and regulations
- Trinity College policies, procedures, rules and regulations
- Code for Nurses of the American Nurses’ Association 2001

Students are expected to recognize their professional responsibility to themselves, students/colleagues, patients, families and other health care professionals. They are also expected to adhere to a code of conduct that is considered acceptable as a professional health care student. Students are advised to read the specific program sections for program standards.

Examples of expected behavior include, but are not limited to, the following:

- Display professional behavior in College and health care environments.
- Practice within the legal and ethical limits of professional health care, recognizing the Standard Code of Ethics for the specific program of study.
- Conform to codes, regulations and policies governing employees and students in clinical settings.
- Respect and maintain confidentiality.
- Protect privacy of information.
- Know and utilize principles of safety.

Examples of unacceptable behavior include, but are not limited to, the following:

- Conviction of any crime under the laws of any jurisdiction of the United States: (i) which is a felony, (ii) which is a misdemeanor, and an essential element of which is dishonesty, or (iii) any crime that is directly related to the practice of the profession
- Engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, degrade, or harm the public
- Disorderly conduct
- Plagiarism (use of another’s materials without crediting the source)
- Cheating (giving, receiving, or using unauthorized information)
- Theft (acquisition and/or possession of property belonging to another without authorized consent)
- Theft or abuse of electronic communication equipment or systems (including, but not limited to, computer hardware, software, and use of the internet, social media and electronic downloads)
- Vandalism (willful destruction or defacement of property)
- Alcohol and/or Other Drug Use (the purchase, possession, use or abuse, sale, distribution, or manufacture of illegal narcotics or the illegal use of alcohol, stimulants, or other chemical agents which might result in a student’s inability to practice health care)
- Unauthorized entry into property owned or supervised by Trinity Regional Health System
- Physical, mental, or emotional harassment directed toward any College student, employee, visitor, patient, family member, or member of the health care team
- Unauthorized use or possession of firearms or other dangerous weapons on College property or at functions sponsored or supervised by the College
• Failure to follow department or practicum rules and regulations
• Threatening others with physical or mental harm.
• Violating the social media policy, that include cyberbullying/cyberstalking.
• Violating the Harassment Policy.

Health Information Privacy
• The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its regulations (the "Privacy Rule" and the "Security Rule") protect the privacy of an individual’s health information and govern the way certain health care providers and benefits plans collect, maintain, use, and disclose protected health information ("PHI"). Students will receive training relative to compliance with HIPAA regulations. It is unacceptable for students, or any health care provider, to access their own health records or the records of a family member without following the appropriate process for the release of medical records. Any failure to comply with HIPAA regulations will result in disciplinary action.

Academic Computer & Electronic Devices Policy
Social Media Policy
Although the college does not seek to control a student’s right to personal communications on his or her own time, publishing and engaging in conversations on the internet via a social media site may affect the College or Iowa Health Systems (IHS). Appropriate use of systems and features, as well as the appropriate content of electronic communication, is required.
• Students who are posting to a non-IHS sponsored social media site should write in the first person, use a personal email address, and where the student’s connection to IHS or the College is apparent, make clear he/she is speaking for him/herself and not on behalf of the College or IHS. Students may want to include this disclaimer “The views expressed on this blog are my own and do not reflect the views of my College or IHS.”
• Use of the internet for purposes not authorized by the College or College faculty and use of social media or networking sites during class or clinical time is strictly prohibited.
• All applicable laws, regulations and IHS policies should be followed when communicating on a social media site (HIPAA, anti-harassment, workplace violence, etc.)
• Students are prohibited from posting any content that includes client personal health information or College or IHS related information (such that someone could deduce the identity of the person referenced in the posting) and patient images, on any social media site.
• Students should be respectful and professional regarding fellow students, College faculty, staff, employees, and business partners of the College or IHS.
• Students are legally responsible for their postings and, therefore, may be held liable if the posts are found to be defamatory, harassing, tortuous or in violation of any other applicable law.
• Any student who believes this policy has been violated should report these findings to the program coordinator.
• Any violation of this policy by a Trinity College student is grounds for action under the Standards of Behavior and may result in corrective action which may result in dismissal from the College.
• Cyberbullying/cyberstalking will not be tolerated at Trinity College of Nursing & Health Sciences. Cyberbullying is defined as the intimidation or harassment that causes a reasonable student to fear for his or her person, safety, and property. Cyberbullying includes but is not limited to the use of computers, websites, internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate or otherwise bully a student. Cyberstalking is defined as sending repeated unwanted online messages that often include threats that make some victims fear for their personal safety. Cyberbullying/cyberstalking will be included under Trinity College’s Standards of Behavior.

Copyright and Peer-to-Peer File Sharing Policy
Trinity College of Nursing & Health Sciences computer users are prohibited from distributing copyrighted materials through illegal downloading, via web pages, email, or peer-to-peer distribution of illegal property. The policy applies to both computer-owned and personally-owned computers that have access to the College network. The distribution of copyrighted material from any computer that includes music, games, videos, etc., for which users do not have the owner’s permission, is a violation of federal, law (Digital Millennium Copyright Act).
The College’s plan to combat the unauthorized distribution of copyrighted material by users of College networks includes:

1. Utilizing one or more technology-based deterrents
2. Educating and informing the College community about appropriate and inappropriate use of copyrighted material
3. Providing consumer information upon request to prospective and enrolled students
4. Procedures for handling unauthorized distribution of copyrighted material, including disciplinary action
5. Offer legal alternatives to illegal downloading or otherwise acquiring copyrighted material
6. Reviewing the effectiveness of the plan on an annual basis

All students, faculty, and staff will be provided with a disclosure letter at the beginning of each academic year. Refer to College Website for complete policy information.

Name Badges
Student name badges are distributed through the Student Services Department. The name badge is utilized for identification purposes as needed. The name badge is an official part of the College uniform. If a name badge is lost, Student Services must be notified and a replacement will be made available. Students will be assessed a fee for the replacement badge. Badges must be returned at the time of graduation or withdrawal from the College. Students will be assessed a $45.00 fee for badges that are not returned upon graduation or program withdrawal.

The student’s name badge must be worn during practicum assignments and at any time the student is on College or Trinity Regional Health System premises in the role of student (including in the classroom, the Health Sciences Library, College campus, Trinity facilities, Medical Center facilities or clinical assignments at other health care facilities). It should be affixed to the collar or lapel so that the name can be easily read. No additional pins or emblems are to be added to the name badge.

Dress Code
The purpose of dress codes is to provide guidelines for students so they may optimally reflect professional standards in their appearance. An acceptable level of personal hygiene and a clean, neat and professional appearance is required in all practicum activities and College-related student roles. A general approach of moderation and good taste should serve as a basis for choices.

The following apply when students are in practicum experiences in the student role.

- While at clinical, individuals representing Trinity must maintain an acceptable level of personal hygiene, be appropriately dressed and be properly groomed. No clothing or adornments may be worn during working hours and in work areas which could expose the employee, patients, visitors or co-workers to the risk of injury, discomfort or embarrassment. Because of the diversity of patients served, extremes of dress and appearance are not appropriate during work time.
- Trinity student identification badges will be provided to students, and must be worn at all times while on duty. The badge must be visible, non-defaced and worn above the waist.
- Proper body cleanliness and use of deodorant must be maintained. When makeup is worn, it should be used with discretion and good taste.
- Hair should be clean and neat. If in the Nurse Educator track, hair should be styled off the shoulders so that it does not become a source of contamination. Male facial hair should be trimmed and groomed.
- Garments should fit properly and must be clean, pressed and free from missing buttons, torn hem lines, and ripped seams. Dress street clothing, which is worn during specific practicum experiences, is defined as non-casual clothing. Skirts, tops, and slacks worn in professional settings should not be cropped, frayed, or faded. Blue jeans and “sweat suits” are not allowed. For the Nurse Educator practicum, shoes should be leather, all white, with clean shoe laces. No clogs, open-backed, or open-toed shoes may be worn.
• For hygiene, safety, and in keeping with a professional image, jewelry must be limited in clinical areas. Visible body piercing jewelry (e.g., nose, tongue, and eyebrow) other than earrings (no more than two per earlobe and do not drop below the lobe) is unacceptable in all clinical situations. Necklaces are discouraged when involved in direct patient care; however, a short, fine gold necklace is permitted in some settings. No other jewelry is allowed. In some clinical situations, all jewelry is prohibited. In most clinical settings, Medic Alert jewelry, a watch that displays seconds, and rings on no more than two fingers, including the wedding ring, are allowed.
• NO VISIBLE TATTOOS. Tattoos need to be covered during clinical hours.

Some course activities, as specified by the faculty, may require lab coats. Uniform lab coats with the name badges are worn over dress street clothing.

Students are advised to adhere to any specific program dress code descriptions. Additional dress code requirements may be made at the discretion of faculty.

Background Checks
The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) recommends background checks for nursing and health science students working in hospitals. A criminal background check revealing a conviction for certain crimes could result in a ban from participation in clinical rotations and progression in a student’s program.

Trinity College employs a third party service to conduct the required criminal background checks on all accepted students. Accepted students are required to complete the background check online process as defined in their acceptance letter. No student will be allowed in a clinical area without verification of a background check. NOTE: If a student is required to drop his/her program of study due to the results of this background check, all tuition and fee charges owed will be assessed as appropriate based on College policy.

Students will receive a copy of their criminal background information from this service. All costs associated with this service are the responsibility of the student. It is the student’s responsibility to inform the Director of Student Services and External Relations (Program Coordinator) of any offense that may occur after admission to the program. If a student’s enrollment is interrupted for any reason, a new background check must be completed before a student may return to the clinical setting.

Cell Phone Policy
Cell phone, pagers, and all electronic devices are not to be used in the classroom or clinical practicum setting. In clinical all these items should be kept in the designated area, with all sounds turned off. In the classroom these items should be kept in your book bag or purse, with all sounds turned off. In an emergency a caller may use the College’s number 309-779-7700 and office staff will contact the student through the clinical/course faculty member. Use of these clinical devices during classroom time or clinical rotations will be considered a violation of the student code as it relates to “disruptive behavior.” Specific institutional policies apply in clinical and field rotations.

Minors on Campus
Faculty has ultimate responsibility for control of the classroom, clinical setting, and maintenance of an academic environment.

Minors must be supervised by an “authorized adult” at all times while on the grounds of Trinity College of Nursing & Health Sciences or while participating in an activity located off campus. Children are not permitted in the classroom whiles classes are in session unless permission is granted in advance from the faculty member. If the minor becomes disruptive in the classroom, the authorized adult and minor will be asked to leave the classroom. Minors are not permitted in the clinical education setting.

Pre-school age minors not participating in a college sponsored program on college property, or an official activity in an off campus location are prohibited from the learning laboratory, and other areas where significant potential safety hazards may exist.
Post-secondary enrollment students are under the supervision of their clinical supervisor, and may be in the clinical area, however if a student violates the College Standards of Behavior he/she will be subject to disciplinary action and may be withdrawn from the course.

Minors and authorized adults who do not meet the College Standards of Behavior will be asked to leave the College.

**Academic Computing & Identity Theft Prevention Program Policy**

To verify the identity of students attending Trinity College of Nursing & Health Sciences as required by the Trinity Regional Health System Identity Theft Prevention Program. Trinity College of Nursing & Health Sciences student accounts qualify as covered accounts as defined in the TRHS-ITPP program, and therefore, Trinity College of Nursing & Health Sciences is subject to the student verification and subsequent policies and procedures regarding Identity Theft Prevention and Red Flag rules.

This policy is effective for all students of Trinity College of Nursing & Health Sciences. Each student must provide a government-issued form of identification upon matriculation to any Trinity College of Nursing & Health Sciences program as proof of identity.

**Procedures**

1. Upon matriculation to any Trinity College of Nursing & Health Sciences program, the student must submit to the Office of Student Services a government-issued form of identification with photograph (e.g. passport, driver's license, etc.).
2. The Office of Student Services will confirm that the government-issued photo provided is a match to the matriculated student. A copy of the government-issued form of identification will be made for the College's record-keeping system.
3. After steps 1 and 2 are completed, a student photo identification badge will be made, which will provide access to Trinity College of Nursing & Health Sciences facilities, events, and services. This badge will also identify Trinity students at their clinical sites.
4. If at any time Trinity College of Nursing & Health Sciences identifies potential red flags regarding a Trinity College student’s identity, College personnel will follow the guidelines set forth in the TRHS-ITPP as required by notifying the Identity Theft Prevention Officer.
5. Trinity College of Nursing & Health Sciences provides students with password-protected email accounts and password-protected accounts to the College Portal and course management system.
6. Trinity College of Nursing & Health Sciences provides students with access to computers located on-campus; wireless access to the network, and log-in access from off-campus. Students are to abide by all computer usage policies whether using on-campus computers, wireless access, or to off-campus or wireless-enabled devices.
7. The following policies require students to complete their own work and not to allow others to use their ID or computer access for any purpose:
   - Academic Integrity Policy (college catalog)
   - Use of Student Email and My Pulse Portal Systems.

At orientation or upon matriculation students will receive the Academic Computing Policy and sign the Computer Access and Information Resources Agreement. These forms will be kept in the student’s file.

**Privacy Protection**: In response to Federal Trade Commission’s recent ruling, steps have been taken to ensure protection of individual’s private information as related to employment and education. Trinity College of Nursing & Health Sciences is required by federal regulations to collect and use social security numbers as identifiers. The use of social security numbers as identifiers is limited to those situations and to those agencies requiring this information in relation to the awarding of student financial aid, loans and/or licensure.
Harassment Policy

Trinity College of Nursing & Health Sciences is committed to providing an environment that is free of sexual and/or other forms of harassment.

Students who believe they have been sexually harassed should report such activity to the Dean/Program Coordinator/Director of Student Services & External Relations.

Sexual harassment is illegal under Title VII of the 1964 Civil Rights Act for employees and under Title IX of the Education Amendments of 1972 for students. In addition, the State of Illinois discrimination laws prohibit sexual harassment.

Title IX Policy

Title IX of the education Amendments of 1972 (20 U.S.C. §1861 et.seq.) prohibits any entity that receives federal student financial assistance from discriminating against individuals on the basis of sex in education programs or activities. Therefore, it is the policy of Trinity College of Nursing & Health Sciences that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an academic, extra-curricular, research, occupational training, or other education program or activity conducted or sponsored by the College. This also includes discrimination on the basis of sex in employment decisions and in admissions. It is the policy of Trinity College of Nursing & Health Sciences that no action may be taken in retaliation against anyone making a good faith report of a Title IX violation.

Additional Guidance:

Sexual harassment, including acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers not only to physical sexual acts perpetrated against a person’s will, but also to instances in which a person is incapable of giving consent due to his or her use of drugs or alcohol or a mental or other disability. Other forms of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

The College has designated the Director of Student Services & External Relations as the Title IX coordinator.

Trinity students or employees who believe that they are the victims of sexual or other forms of harassment should bring this fact to the attention of any of the following:

- Director of Student Services and External Relations (Title IX Coordinator)
- Dean of Nursing & Health Sciences
- Faculty
- Employee Relations Manager, Human Resources, Trinity Medical Center
- Corporate Compliance Committee, Trinity Regional Health System

The Title IX Coordinator will ensure that training is provided to students and any employees likely to witness or receive reports of sexual harassment on what constitutes sexual harassment and how to file a complaint that such harassment has occurred. All reports of violations or harassment will be promptly and thoroughly investigated. The Title IX Coordinator will also maintain appropriate documentation regarding training and the receipt of complaints and their investigation and resolution.

All members of the Trinity College community are expected to comply with this policy and violations of it may lead to disciplinary action up to and including termination of employment or dismissal from the College. Likewise, all members of the College community are expected to report violations to the title IX coordinator, and if necessary, intervene whenever instances of sexual harassment are observed.

Dissemination:

This policy will be disseminated within the College community, including in electronic and printed publications of general distribution that provide information to students and employees about the College’s services and policies.
Office for Civil Rights:
Inquiries concerning the application of Title IX also may be made to the U.S. Department of Education’s Office for Civil Rights located at 400 Maryland Avenue, S.W., Washington, D.C. 20202-1100

Procedures for Handling Complaints under Title IX: Including Sexual Harassment

Investigation:
Any student, faculty, staff, or other person who believes he/she has experienced or witnessed conduct prohibited by Trinity College of Nursing & Health Sciences under its Title IX policy must immediately notify the College’s Title Coordinator who is the Director of Student Services & External Relations at 309-779-7700.

All reports of sexual discrimination, including sexual harassment will be promptly and thoroughly investigated by an appropriate College official.

If the complainant requests confidentiality or requests that the Report not be pursued, the College will take all reasonable steps to investigate and respond to the Report consistent with the request. In such cases, however, the ability of the College to respond to the Report may be limited. Moreover, requests for confidentiality will be weighed against the College’s responsibility to provide a safe and nondiscriminatory environment for all students and employees. Therefore, the request for confidentiality cannot be guaranteed but will be weighed against such factors as, but not limited to: the seriousness of the alleged offense, the complainant’s age, and whether there have been other complaints against the same individual. All participants in any Report are encouraged to respect confidentiality to protect the privacy and reputations of all individuals involved. Obviously, individuals may have appropriate and confidential discussions with the counseling center regarding the matter. Any unauthorized breach of confidentiality may result in disciplinary proceedings up to and including expulsion from the College and discharge from employment.

No person will suffer employment, educational, or other program consequences as a result of making a good faith Report or taking part in the investigation of a Report. However, an individual who alleges a Report against another, which that individual knows to be false or frivolous, will be subject to the full range of corrective action, up to and including discharge or expulsion from the College.

During the investigation, both the Complainant and the Respondent will be given the opportunity to present witnesses and other relevant evidence. The goal is to have the investigation completed within 10 business days. Both the Complainant and the Respondent will be given periodic status updates. If a related criminal complaint has been filed, it may be necessary to delay the College’s investigation of the Report so as not to interfere with the criminal investigation. However, the College’s investigation will not be deferred until final disposition of the criminal proceeding.

The College will act to ensure a respectful environment, which includes considering any interim measure that may be required to ensure that any improper conduct ceases immediately, and taking corrective action to prevent recurrence of the inappropriate conduct.

The validity of the Report will be based on a preponderance-of-the-evidence standard. Final decision on Reports will be made as follows:

Reports against students will be decided according to the Student Code of Conduct.

Reports against faculty will be decided according to the guidelines as outlined in the Faculty Handbook and the Dean of Nursing & Health Sciences.

Reports against staff, including administrators will be decided by the Chancellor.

Report against a dean or director will be decided by the Chancellor.
Reports against the Chancellor will be decided by the Chair of the Board.

Trinity College will inform the Complainant and the Respondent in writing of the outcome of the investigation. If a violation is found, the Complainant will also be advised of the sanction or disciplinary action imposed, if any.

Appeals:
Either the Complainant or Respondent may appeal decisions on Reports, including corrective action if any. However, any challenge to the actual finding of a violation must be based on newly discovered evidence, which had it been available at the time of the original investigation, would have had a substantial likelihood of resulting in a different decision. A challenge to the disciplinary action taken must be based on an assertion that it is disproportionate to the offense.

Appeals of Reports against students: The appeal procedures are outlined in the Student Code of Conduct and are incorporated by reference in this policy.

Appeals of Reports against faculty: The Complainant or Respondent may appeal a decision, including corrective action if any, to the Dean of Nursing & Health Sciences within 10 business days, absent extenuating circumstances. The decision of the Dean is final.

Appeals of Reports against staff including administrators: The Complainant or Respondent may appeal a decision, including corrective action if any, to the Chancellor within 10 business days of that decision absent extenuating circumstances. The decision of the Chancellor is final.

In cases of resolution of a Report, against a dean or director, the Complainant or Respondent may seek reconsideration of the Chancellor’s decision and the Chancellor may, in his/her discretion, designate another individual or individuals to recommend a decision on reconsideration. The decision of the Chancellor or the Chancellor’s designee on reconsideration is final.

In cases of resolution of a Report against the Chancellor, the Complainant or Respondent may seek reconsideration of the Chair of the Board’s decision and the Chair may designate an individual or individuals to recommend a decision on reconsideration. The decision of the Chair of the Board or the Chair’s designee on reconsideration is final.

Appeals must be in writing and contain the following information:

- Name, college address, and email address of the Complainant.
- Name, college address, and email address of the Respondent.
- A statement of all decisions, including corrective action if any, at all levels in the process.
- A detailed statement of the basis for the appeal including the specific facts and circumstances in support of the appeal.
- Requested action, if any.

The College official or his/her designee deciding the appeal may take any and all actions that in his/her discretion she/she determines are in the interest of a fair and just decision. The Complainant or Respondent may request a meeting with the College official; however, the decision to grant a meeting is at the discretion of the College official. The College official may uphold, reverse, or modify any decision or corrective action, forward the matter for action under any applicable College policy, or take any other action in the interest of a full and fair resolution of the appeal. The College official will make his/her decision and notify the Complainant, Respondent, underlying decision maker, and others on a need to know basis in writing as soon as reasonably possible under the circumstances.

Substance Abuse Policy
Trinity College of Nursing & Health Sciences has a zero tolerance policy regarding drugs and alcohol. It is the policy of the College to prohibit the purchase, possession, use or abuse, sale, distribution, or manufacture of any controlled
substance on campus. Any student bringing nonprescribed or illegal drugs or alcoholic beverages to the campus, using these on the grounds, or dispensing, manufacturing, or selling them on the premises will be immediately dismissed from the College.

Trinity College recognizes chemical dependency as an illness and a major health problem. It also recognizes substance abuse as a potential health, safety, and security problem. It is the student’s responsibility to report to Trinity College of Nursing & Health Sciences and perform all assignments in a safe and appropriate manner.

Students who are performing in an unsafe manner, and/or whose behaviors are suspect, may be subject to an assessment by a health care provider. For purposes of the policy an assessment may include, but not be limited to drug/alcohol screen, medical or mental assessment, and/or rehabilitation. Action and/or pattern of a behavior that may warrant an assessment include:

- Sudden changes in work performance
- Violation of safety policies
- Repeatedly not following work direction
- Disorientation
- Personality changes
- Behavior problems
- Drowsiness
- Slurred speech
- Staggered gait
- Glassy eyes
- Smell of alcohol or marijuana
- Frequent absences

Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with his/her suspicions. The faculty or staff member will contact the Dean of Nursing & Health Sciences or the Director of Student Services and External Relations that there is suspected violation of the Drug-Free Policy. The faculty/staff member will escort the student to the nearest TRHS Emergency Room for drug testing/evaluation. In this case, the College will assume the costs of the testing/evaluation. Failure to participate in an assessment at the request of a Trinity College of Nursing & Health Sciences faculty or staff member will result in the assessment being considered a violation of the Drug-Free Policy. If the results are positive, the student will be immediately suspended from the College by the Dean of Nursing & Health Sciences, and will be granted Due Process through the Student Code of Conduct.

Students who are dismissed from the College are not eligible for readmission for one year. Individuals who wish to re-enter Trinity College of Nursing & Health Sciences must comply with all provisions of the readmission policy in force at the time the re-entry is requested.

At the time of any incident, the student may request immediate blood/urine tests to disprove allegations. If this is done, all costs of the blood/urine tests are the student’s responsibility.

The Drug-Free Policy applies to students anytime he/she is using facilities at Trinity College of Nursing & Sciences (i.e., Computer Labs, Library, TRHS, TMC, or other clinical sites; or when participating in Trinity College of Nursing & Health Sciences sponsored activities.

A substance abuse prevention program is provided in an effort to educate students. This program is part of Net Learning for students, faculty, and staff.

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added Section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any
Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program as described in this part.

**Campus and Community Resources**

Substance abuse and addictions counseling services are available to employees and students through Trinity Medical Center and the Employee Assistance Program (EAP). To request information or an appointment with EAP call 800-383-7900.

Students may make an appointment for referral of substance abuse and/or addictions counseling by calling the Director of Student Services and External Relations at 309-779-7720. Listed below are examples of agencies and resources available in the community:

**Counseling:**
- Family Resources
  2800 Eastern Avenue
  Davenport, IA 52803
  563-326-6431

- Vera French Community Mental Health
  1441 W. Central Park Avenue
  Davenport IA 52804
  563-383-1900

**Treatment:**
- Riverside
  Trinity Medical Center Rock Island Campus
  2701 17th Street
  Rock Island IL 61201
  309-779-3000

- Rock Island County Council on Addictions
  1607 John Deere
  East Moline, IL 61244
  309-792-3000, ext. 200

**Support Groups:**
- Narcotics Anonymous
  1706 Brady Street
  Davenport, IA 52803
  563-328-5228

- Alcoholics Anonymous
  1702 15th St. Place
  Moline IL 61265
  309-764-1016

Other treatment, counseling and support groups may be available in the area. Trinity College of Nursing & Health Sciences does not endorse any one agency over another.
Campus Violence Policy

Introduction
The Safety and Security of the Trinity College of Nursing & Health Sciences (“Trinity” and or “College”) campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone’s responsibility. Trinity College of Nursing & Health Sciences complies with the Higher Education Opportunity Act, which includes Campus Safety and Security (PL 110-315).

Violence Not Tolerated
Trinity is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on College-controlled property, without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Trinity and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the College.

Responsibility
The entire College community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to supervisors or other appropriate campus administrators immediately. In case of emergency, please call 911 and/or press one of the College’s panic alarms or blue lights for assistance.

Application
This policy covers all persons:

- On College property;
- At College-sponsored events;
- Fulfilling duties of a College student off-campus (such as work in the clinical setting);
- Engaging in any action having direct impact on the College community.

Definitions
Violence: Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity which cause mental anguish.

Threat or Threatening Behavior: A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or College property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic or conventional mail.

Weapon: Weapons are not permitted on College-controlled property except for purposes of law enforcement and as specially authorized for the purposes of instruction, research, or service and as approved in writing by the Chancellor.

Prohibited weapons include, but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, Taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except ordinary eating utensil), dagger, dirk, switchblade, knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); (5) souvenir weapon or other
weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33 A-1, et seq.)

**Reporting**

Students, faculty, staff, and visitors should address emergencies by calling 911 and if on medical center grounds, emergencies are reported by dialing “55” on medical center phones. A switchboard operator will recognize this as a priority call. The operator will notify security officers to report to needed area. The security officer(s) will notify local fire and/or police officers if needed.

Crimes can also be reported to the Director of Student Services and External Relations at 309-779-7720 or to the Dean of Nursing & Health Sciences at 309-779-7708.

The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees, and visitors to be alert to the possibility of violence on campus. As part of the college community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

**Notification and Preparedness**

Trinity, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report (www.trinitycollegeqc.edu). Notifications of the plan and testing will occur annually.

**Confidentiality**

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and they could impair the investigation by divulging information to persons outside of the investigatory process.

**Non-Retaliation and False Claims**

The College prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.

**Campus Violence Prevention Committee**

A Campus Violence Prevention Committee was formed a standing committee to provide support, assistance, research, and policy review in regard to violence prevention on campus. The Team is chaired by the Director of Student Services and External Relations and shall include representatives from the Faculty/Staff/Student and Threat Assessment Team, and other departments or units when deemed appropriate.

**Mission:**

As part of this plan, the Team shall be responsible for the following:

- Incorporate violence prevention strategies into related policies and/or procedures;
- Encourage zero tolerance policy statements that reaffirm violence prevention strategies;
- Integrate existing campus programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);
- Evaluate physical facilities and grounds and make recommendations to improve safety and further the goal of violence prevention;
- Implement the Campus Violence Prevention Plan throughout campus;

On an annual basis the Team shall ensure that an exercise of the Campus Violence Prevention Plan is designed and implemented.
Strategies:
The Team shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the College community with regard to violence prevention, safety measures and environmental security enhancement of College property.

Policies:
The Team operates under the policies of the College and its own internal procedures in order to fulfill its purpose.

Members:
Members of the Campus Violence Prevention Committee include, but are not limited to:

- Director of Student Services and External Relations
- Student Services Staff Member
- Faculty Member
- Student Member
- Security Officer

Resources

Hospital Security:
Trinity Medical Center’s Campus Safety and Security Department is responsible for all enforcement of security matters for the College. Trinity Medical Center offers a comprehensive crime-prevention program, which has two major goals:

- To eliminate or minimize criminal opportunities whenever possible
- To encourage students, faculty administration, and staff to be responsible for their own safety and security.

Crimes can be reported to campus security by dialing Trinity Medical Center’s Switchboard at 779-5000 or “0” when on the Trinity Medical Center Campus. The Manager of Security can also be notified by dialing 779-2872, Rock Island Campus.

Environmental Health and Safety:
Trinity has developed a campus Emergency Management Plan that details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. The following resources are in place to aid in campus emergencies.

Exterior Lighting - Exterior lighting for parking lots and buildings are monitored by the security guards that report deficiencies to Trinity’s Facilities Services. Security guards patrol all building and parking facilities and inspect internally and externally. Students are encouraged to report any lighting or security concerns to the Student Services staff as soon as they occur.

Blue Light Station - Located in the Trinity College of Nursing & Health Sciences parking lot is a BLUE LIGHT EMERGENCY STATION. This is a direct line to the Trinity Safety and Security department. This 9’ tall tower acts as a crime deterrent and serves as an emergency communication system. This tower is wheelchair accessible and has a highly visible push button on its faceplate. A single touch on the push button summons campus officers to the location and triggers the bright blue police-type strobe light on top of the phone, which brightly lights the surrounding area.

Emergency Alert System - This alert system is used to notify the campus community of threats to physical safety in emergency situations (tornado, violence, hazardous material incident, college closure, severe weather, etc.). The Trinity Alert allows Trinity College administrators to send recorded or electronic emergency messages (Trinity Alerts) to Trinity College students, faculty and staff by cell phone, home phone, office phone, and e-mail (all at once) using contact information from the College Directory. The entire campus community can be notified simultaneously. In an
emergency situation the College will, without delay, send out an announcement taking into account the content of
the notification, and initiate the **Trinity Alert System**, unless the notification will, in the professional judgment of
authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Administration or a designated person will determine the severity and extent of the emergency and to whom the
Alerts (via the Trinity Alert System) should be sent. Administration or the designated person will determine the
content of the message and subsequently initiate the notification system (Trinity Alert System). The Director of
Student Services and External Relations is the primary contact person for the Trinity Alert System.

If the emergency extends beyond the College and Trinity Medical Center Campus, a panic button (several of which are
located throughout the campus) will be pushed and local police will respond to the incident. The local police will
handle any expanding situation.

The Trinity Alert is built upon the Connect-ED System, developed specifically for schools, colleges, and universities by
Blackboard Connect. Emergency Alerts will also be posted on the website.

It is imperative that the College has up-to-date contact information so you can be notified in an emergency situation.
It is also recommended that a cell phone number is provided for emergency alert purposes. The mobile phone
number will not be published.

**Note:** Trinity Alert calls will come from 309-779-7700, the College main line. It is recommended that students
program a unique and audible ring tone for calls coming from that number, especially if the mobile phone is usually
on vibrate mode.

The Emergency Alert System will be tested at least once annually.

**Panic Alarms** - Panic alarms have been placed in all classrooms and in other key areas, such as offices and restrooms.
Students or staff who believe they are in danger may pull these alarms. This will set off an overhead sound system to
alert all others in the building and at the same time will transmit an alarm to Per Mar security. They in turn, will notify
the local police to respond as well as Trinity’s own security department.

If the panic alarm is heard throughout the building all classroom doors should be closed and locked, and the lights
turned off unless in the affected area. Students, faculty and staff should stay away from windows and doors.
Windows may be used for evacuation purposes if the situation warrants. If faculty and staff are in the impacted area,
they need to seek safety in another part of the building or evacuate. When police officers and/ or campus security
officers arrive, they will handle the emergent situation. Administration/faculty/and/or staff will work with security
personnel to diffuse the situation in the safest and most efficient way possible.

**See Policy: TMC Code Silver – Active Violence**
In the event of an individual on any Trinity Medical Center Campus who is using or displaying a weapon, T.R.H.S. will
institute procedures to minimize the risk to our patients, visitors, and employees by evacuation, facility lockdown
and/or “shelter in place” procedures and by containing the incident as much as possible.

**Supporting Information:**
“Shelter in Place” is a term used to seek shelter outside of public view; Faculty/Staff should remain calm and clear the
hallway of students, visitors, faculty and staff, close all blinds, turn out all lights, silence all cell phones, and remain
quiet.

Any faculty/staff/student who encounters or suspects a person brandishing or using a weapon on College property
should:

- Call the Emergency Code Line by **Dialing “55”** (Inside Phone) or **(309) 779-5000 from outside line or cell
  phone**.
- Depress the nearest **“Panic”** Alarm
After ensuring that you are in a safe location; provide Hospital Operator with the following:

1. Location
2. Number of suspects
3. Type of weapon displayed or using i.e. gun, knife, etc.
4. Any casualties
5. Direction of Travel
6. Physical Description of the Suspect (Include Clothing Description)

The hospital operator will overhead page “Code Silver” three times followed by the location of the incident. (College will be noted as the Location)
Operator will immediately contact the Rock Island Police Department via 911 and provide as much information as possible.

The Trinity Alert system will be put into place at the College for all students and a College-wide email will be sent to all faculty/staff/students.

An all clear will not be given at the College until face-to-face contact is made with College Administration and local law enforcement/campus security. An all-clear will be sent via the Trinity Alert system and College-wide email.

Post-Event (as needed basis):

Care of Casualties
Psychological and Grief Support
Media Relations
Damage Assessment & Repair
Cleanup
Debriefing

ID Badges - Each student, faculty, staff member, and Trinity employee can be identified with a Trinity ID badge. Anyone who is not wearing an ID badge can be asked whether he/she needs assistance.

Sexual Assault Prevention and Survivor Services
Trinity is committed to maintaining an environment conducive to the continued intellectual and social development of its students. A campus community of mutual respect and concern is established through the active efforts of all its members. Trinity maintains a proactive stance in the prevention of sexual assault/abuse and imposes strict sanctions against those found responsible for committing such acts. Sexual assault/abuse will not be tolerated. Victims of sexual assault/abuse will be provided the active support and intervention needed to support their continued progress on academic and career goals.

The College is committed to:

- Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
- Informing students of available services both within the College and surrounding community and facilitating their decision-making in regards to recovery needs.
- Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority.
- Upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonable available.
- Ensuring the confidentiality of an individual’s status as a survivor of sexual assault/abuse.
Critical Incident Response Team:
Trinity has a values-based commitment to creating an optimal learning environment for all College students. These values include providing a supportive environment of a small-college experience. This team is comprised of the Director of Student Services & External Relations, the Dean of Nursing & Health Sciences, and the Chancellor.

Purpose:
- To serve as a coordinating entity in responding to critical incidents affecting students.
- To assist local emergency agencies with their response to critical incidents affecting students.
- To assist students to return to normal following a critical incident.

Definition of a Critical Incident:
A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the College and requires immediate response from Student Services.

Student Services has defined the critical incidents to which they respond to include:

- Death of a student (on or off campus)
- Fire/explosion or significant damage to property affecting students
- Communicable disease
- Life threatening injury or illness of a student
- Missing person (student)
- Sexual assault (student)
- Natural disaster affecting students

Trinity recognizes that the above list may not cover all situations that warrant intervention.

Mental Health

Counseling:
The Trinity Employee Assistance Program (EAP) provides resources to faculty, staff, and students who are experiencing personal problems that can affect their ability to function optimally at the College or at home. To request information or an appointment with EAP call 800-383-7900. Participation in the EAP is strictly confidential.

Federal and State Laws and Regulations
The following Federal and State laws provide regulatory compliance with regard to issues of campus safety and violence at institutions of higher education.

- The Federal Student Right to Know and Campus Security Act (Clery)
- Federal Safety and Drug Free Schools and Communities Act
- Federal Drug Free Workplace Act of 1988
- Higher Education Act of 1998
- Uniform Crime Reporting (Both State and Federal)
- Federal and State Alcohol, Drug, and Weapon Laws
- Illinois Education Sexual Assault Awareness Act

Threat Management
The Campus Violence Prevention Committee and Threat Assessment Team are administrative groups formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation, or property damage. The chairs of the respective teams communicate with each other regularly.
and collaborate when there is an issue involving an individual not affiliated with the College and when a particular concern about a student, faculty, or staff member has implications for the campus community.

**Threat Assessment Team:**

Purpose: To identify, monitor, and when deemed necessary, recommend appropriate interventions for Trinity faculty and staff who display unhealthy, threatening and/or dangerous patterns of behavior. Such behaviors include, but are not limited to:

- Suggesting intent to harm self or others.
- Creating disruptions in the work environment.
- Intimidating other faculty, staff, and/or students.
- Stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity, acting in frightening or threatening manner.

**Team Membership:**

- Chair of Student Affairs Committee (Faculty Member)
- Executive Cabinet Member (Director of Student Services and External Relations)
- Student Member from Student Affairs Committee
- SGA Officer

**Team Responsibilities:**

- Due to the infrequencies of threats on campus, TAT shall meet as needed.
- Meetings shall be convened and facilitated by the Chair of Student Affairs or designee. TAT members shall share information and make decisions about next steps to be taken.

**Procedure:**

- The issue/concern is identified by or reported to a TAT member by email, phone or in person.
- TAT member contacts chair or his/her designee for appropriate investigation and follow up to get the most accurate and complete information.
- Chair or his/her designee assesses report to determine behaviors of concern.
- Chair or his/her designee initiates a meeting if necessary. Chair or his/her designee contacts and extends a meeting invitation to the supervisor or major area administrator depending on the circumstances.
- Point person is identified to monitor the situation.
- Point person provides regular updates to TAT chair or designee until the issue is resolved.

**Approval and Revisions**

This plan has been approved by the highest executive official at Trinity on behalf of the Board of Trustees of Trinity in accordance with the College’s approval and notification policies and procedures.
## CRIME STATISTICS REPORTING

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON-CAMPUS PROPERTY*</th>
<th>NON-CAMPUS PROPERTY**</th>
<th>PUBLIC PROPERTY***</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR</strong></td>
<td><strong>2009</strong></td>
<td><strong>2010</strong></td>
<td><strong>2011</strong></td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
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</tr>
<tr>
<td>Sex Offenses, Forcible</td>
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<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
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</tr>
<tr>
<td>Burglary</td>
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</tr>
<tr>
<td>Motor Vehicle Theft</td>
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</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weapons: Carrying, Possessing, ETC.</strong></td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weapons: Carrying, Possessing, ETC.</strong></td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests: Drug Abuse Violations</td>
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<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals:</td>
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<td>0</td>
</tr>
<tr>
<td>Arrests: Liquor Law Violations</td>
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<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals:</td>
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</table>

## HATE CRIME STATISTICS REPORTING

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON-CAMPUS PROPERTY*</th>
<th>NON-CAMPUS PROPERTY**</th>
<th>PUBLIC PROPERTY***</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR</strong></td>
<td><strong>2009</strong></td>
<td><strong>2010</strong></td>
<td><strong>2011</strong></td>
</tr>
<tr>
<td>No Hate Crimes Reported</td>
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<td>0</td>
</tr>
</tbody>
</table>

*Trinity College is not liable for stolen or damaged property.*
Corrective Action

Quality health care education requires recognition of and adherence to established policies, procedures, regulations, practices and high standards of performance. Trinity College retains the authority to withdraw from class, clinical experience or observation area any students whose conduct may have a detrimental effect on themselves, the College, employees, patients, visitors, clients, or other students.

College administration, faculty, or student services personnel may initiate corrective action when a student’s unacceptable behavior or disregard for College policies and procedures warrants such action. Violations which are determined to threaten or cause imminent danger or harm, or are of such a serious nature that immediate action is required, may result in a student’s withdrawal from their course of study and dismissal from the College. In situations where unacceptable behavior can be effectively addressed through a corrective action plan, the following procedure will prevail:

- Verbal discussion and assessment of the situation and behavior (with written documentation in confidential file in possession of the program coordinator)
- Written corrective plan of action
- Assessment of improvement
- Verbal and written notification of warning
- Withdrawal from course of study
- Dismissal from the College

The corrective action will depend upon the scope, seriousness, and/or repetitiveness of the violation. The number and sequence of corrective steps required may vary according to the seriousness of the offense.

Weather and Fire Safety

Emergency Weather Closure

The Dean of Nursing & Health Sciences or designee will make the decision to officially close the College due to inclement weather. It is the student’s responsibility on any questionable day of bad weather to check with the College at 309-779-7700 to access messages regarding cancellation of classes or clinical experiences. In addition, if classes or clinical experiences are cancelled, a call will be made to the following media: Television stations WHBF Channel 4, WQAD Channel 8, and WKQC Channel 6; Radio stations WOC AM 1420, WLLR FM 103.7, KCQQ FM 106.5, KMXG FM 96.1, and KUUL FM 101.3. The announcement will also be posted on the College website. The announcement will be made after 5:45am. Upon cancellation, the College is cancelled for the entire day, including evening (PM) experiences. If the weather becomes severe during the daytime, evening (PM) experiences will be cancelled two hours prior to the experience.

Tornado/Severe Weather

The following information and procedures are to provide an effective plan of action in the event of a tornado alert or an actual tornado. The Chancellor, Dean of Nursing & Health Sciences or a delegated person shall decide when the plan is to be put into effect. The Trinity Alert system will be activated.

Vocabulary Terms:

Tornado/Severe Thunderstorm Watch: A watch means weather conditions are right for the development of severe weather such as tornadoes or severe thunderstorms.

Tornado/Severe Thunderstorm Warning: A warning means a tornado or severe thunderstorm has been sighted or detected by radar and is posing a threat to people. When a warning issued for the geographic area, take immediate protective action. A Watch may or may not be in effect at the time of the warning.
Siren Signals: A steady sound for three minutes means a tornado has been sighted or detected and a Warning is in effect.

Procedure:

- If the National Weather Service advises Trinity Medical Center of a Tornado/Severe Thunderstorm Watch the Switchboard operator will notify the College.
- If the National Weather Service reports the direct sighting of a tornado or a funnel cloud within a five-mile radius of the Medical Center, and/or the Siren Signal is activated, the following will occur:
  - Switchboard (when at clinical site):
    - The Switchboard will make the following announcement: “Attention All Medical Center Personnel: “Operation Weather Warning” and repeat three times”.
    - If a Tornado/Severe Weather Drill is being announced, the Switchboard operator will make the following announcement: “Attention All Medical Center Personnel: “Operation Weather Warning Drill” and repeat three times”.
- If at the College, the faculty, staff and students, should turn on all lights, close doors and blinds. All faculty/staff/students in building should move to the following safe locations: Executive Conference Room, Storage Room by Classroom 120, Men’s Bathroom, or Leininger Conference Room.

Fire Plan and Evacuation

Fire and evacuation routes are posted in each classroom, office areas, and hallways. Students need to become familiar with these routes and are provided information at orientation. If a fire is discovered, an individual should:

R – Rescue any visitors/staff/others from immediate danger.
A – Alarm (Pull area alarm and call “55” to report location).
C – Contain (Close all doors and windows throughout facility when alarm is sounded and never break an automatic closure fire door unless evacuating).
E – Extinguish (Attempt to control the fire using the proper extinguisher).

A Code Red All Clear will be announced by Trinity Medical Center Safety and Security Personnel or the Fire Department personnel when it is safe to return to the building.

Trinity College of Nursing & Health Sciences conducts fire drills to ensure the integrity of the system and process. All student and personnel are required to evacuate the facility using the designated routes and exits as posted.

Vocabulary Term:

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Smoke Free Policy

In order to provide a safer and healthier environment for students, employees, and visitors, the smoking/chewing of tobacco and tobacco-products is prohibited on all Trinity properties, including the College building, grounds, and parking lots. Trinity Regional Health System as well as Trinity College maintains a tobacco free environment. Any student of Trinity College who violates this policy will be subject to disciplinary action.
ORGANIZATIONS & ACTIVITIES

Activity Programming Guidelines
Activities that are planned by students must receive approval from the Director of Student Services and External Relations prior to implementation of the event. A request in writing must be made and submitted to the Student Services Department two weeks prior to the event. Students are encouraged to seek programming assistance from Student Services in advance of the two-week deadline. After the request is received, the activity will be reviewed for approval and compliance with Trinity College policies and guidelines.

Organizations Overview
Getting involved in student activities can be the difference between merely attending Trinity College compared to becoming an integral part of the total College experience. Advantages of student involvement include gaining more knowledge about the field of health sciences, establishing new friendships, developing leadership skills, and assisting with community service projects. Participation is available through the Student Government Association and professional honor societies such as Phi Theta Kappa and BSN Honor Society. Students may also volunteer to represent all students on College standing committees or on the Governing Board. Representatives are chosen by the Dean of Nursing & Health Sciences from the volunteers who have identified themselves at the time representatives are needed.

Campus Ambassadors
College Ambassadors are volunteers who serve under the Director of Student Services and External Relations as official College hosts. Activities of this group include assisting with campus tours, new student orientation, informational sessions, recruitment activities, and graduation. Any student interested can contact the Director of Student Services and External Relations office for information on this program.

Student Government Association (SGA)
The Student Government Association (SGA) exists to facilitate a positive learning environment, provide professional socialization and also to act as a student voice on policies and issues. Student Government provides an opportunity for individuals to exercise a variety of skills in the areas of leadership, decision-making, planning, organizing, and human relations. Students from all health sciences programs are able to interact in a collaborative manner while providing service to the community as well as the health care profession. All students have the opportunity to become involved in SGA. The officers and committee members for the SGA are elected early in the academic year. All Trinity College students are members of SGA.

Student Representation in Governance

Curriculum Committee
Curriculum Committee ensures the quality of the curriculum and promotes optimal learning, reviews and approves all curricular offerings developed by the faculty, recommends curriculum changes based on input from the Institutional Effectiveness Committee. This committee also develops, reviews and approves policies related to curriculum and instructional resources. One student representative from each program serves on this committee.

Student Affairs Committee
Student Affairs Committee develops and promotes student activities that enrich the social, cultural, and academic atmosphere and provides opportunities for student growth in leadership, communication and responsibility. One student representative from each program serves on this committee.

Institutional Effectiveness Committee
Institutional Effectiveness Committee adopts appropriate methods for gathering data needed for assessment and measurement of student knowledge, proficiency, culture care values, program satisfaction, and graduation rates on a college-wide and program-specific basis. One student representative from each program serves on this committee.
College Governing Board
The College Governing Board provides oversight of the general well-being of the College and the review and approval of major policies needed to accomplish the mission and goals of the College. Students are appointed to the College Board based on faculty input and prior College service.

Social, Recreational and Religious Activities
Students are encouraged to take advantage of the educational, cultural/fine arts, and recreational opportunities available in the Quad Cities area and to participate in extracurricular activities sponsored by Trinity College organizations/societies, Black Hawk College, Eastern Iowa Community College, and Augustana College. Students are encouraged to attend many of Trinity Medical’s educational and social functions. Trinity College is non-sectarian and encourages students to continue their religious affiliations in the many houses of worship located in the area.
DIRECTORIES

GOVERNING BOARD
Benton Johnson II, Ph.D., Chair
Dara Wegman-Geedey, Ph.D., Vice Chair
Radika Kolla, MD
Bobbi Lastrapes, MSEd
Randall Bay, MD
Todd Nicholson, BS, MBA
Krystle Jorgensen, RN, MSN, CNOR
Heidi Storl, Ph.D.

ADMINISTRATION
Tracy L. Poelvoorde, MS, RN
Interim Chancellor
Dean, Nursing & Health Sciences
Diploma, United Medical Center School of Nursing, Moline, Illinois
BA, Augustana College, Rock Island, Illinois
BSN, Idaho State University, Pocatello, Idaho
MS, Idaho State University, Pocatello, Idaho
PhD(c), University of Northern Colorado, Greeley, Colorado

Lenore Knock, MEd
Director of Student Services and External Relations
AAS, Black Hawk College, Moline, Illinois
BA, St. Ambrose University, Davenport, Iowa
MEd, University of Illinois, Champaign, Illinois

Lindsey Rives, BS
Executive Assistant
BS, Southern Illinois University, Edwardsville, Illinois

NURSING DEPARTMENT FACULTY
Karen Cummins, MS, RN
Assistant Professor
Diploma, Moline Public Hospital School of Nursing
BSN, Marycrest College, Davenport, Iowa
MS, University of Illinois, Chicago, Illinois

Mary Ewald, MS, RN
Assistant Professor
BSN, Marycrest College, Davenport, Iowa
MS, Northern Illinois University, DeKalb, Illinois

Renae Harroun, MSN, RN
Program Coordinator, ASN
Assistant Professor
BSN, Marycrest College, Davenport, Iowa
MSN, University of Iowa, Iowa City, Iowa
Pam Hill, PhD, RN, FAAN  
Program Coordinator, MSN  
Professor  
Diploma, Lutheran Hospital for Nurses, Moline, Illinois  
BSN, Marycrest College, Davenport, Iowa  
MS, Northern Illinois University, DeKalb, Illinois  
PhD, University of Iowa, Iowa City, Iowa  
Graduate Faculty

Christine Kessel, PhD, MSN, MA, CNE, RN  
Professor  
BSN, Boston College of Nursing, Chestnut Hill, Massachusetts  
MSN, University of Connecticut, Storrs, Connecticut  
MA, University of Iowa, Iowa City, Iowa  
PhD, Capella University, Minneapolis, Minnesota  
Graduate Faculty

Cathy Konrad, PhD, RNC  
Program Coordinator, BSN  
Professor  
Diploma, Iowa Methodist Hospital School of Nursing, Des Moines, Iowa  
BSN, Marycrest College, Davenport, Iowa  
MA, University of Iowa, Iowa City, Iowa  
PhD, Illinois State University, Bloomington, Illinois  
Graduate Faculty

Barbara Jean Minks, MSN, RN  
Instructor  
BSN, Clarke College, Dubuque, Iowa  
MSN, Grandview University, Des Moines, Iowa

Kim E. Perry, MSN, APN, RNC  
Assistant Professor  
BSN, Husson College, Bangor, Maine  
MSN, University of New York, Stony Brook, New York

Laurie Schultz, MSN, RN  
Assistant Professor  
Diploma, Lutheran Hospital School for Nurses, Moline, Illinois  
BSN, University of Illinois at Chicago College of Nursing, Chicago, Illinois  
MSN, University of Phoenix, Phoenix, Arizona

JoAnn Wedig, MA, RN  
Associate Professor  
BSN, Marycrest College, Davenport, Iowa  
MA, University of Iowa, Iowa City, Iowa
ACADEMIC SECRETARY
Lori Graham

REGISTRAR
Cara Banks, MA
Registrar
BA, Illinois State University, Bloomington, Illinois
MA, Saint Xavier University, Chicago, Illinois

STUDENT SERVICES DEPARTMENT
Ellen Anderson
Bursar
Chris Christopherson, BS
Financial Aid Specialist
AA, American Institute of Commerce, Davenport, Iowa
BS, Business Management Kaplan University, Davenport, Iowa

Emily Myatt, AA
College Secretary
AA, Scott Community College, Bettendorf, Iowa

Mathew Oles, BA
Web Specialist
BA, Teiko Marycrest University, Davenport, Iowa
BA, Savannah College of Art and Design, Tulsa, Oklahoma

Lori Perez, BA
Admissions Representative
BA, Northern Illinois University, DeKalb, Illinois

LIBRARIAN
Elizabeth Fox, MA, MS
Lead Librarian
MA, Western Washington University, Bellingham, Washington
MS, University of Illinois, Champaign, Illinois

Mary Vickery, MLS
Librarian
BS, Briarcliff University, Sioux City, Iowa
MLS, University of Iowa, Iowa City, Iowa