



Make a Difference

Be the Future of Health Care

College Catalog Graduate

2017-2018



Trinity College of Nursing
& Health Sciences
UnityPoint Health

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Trinity College of Nursing & Health Sciences
 2122 25th Avenue Rock Island, IL 61201
2017-2018 Academic Year Calendar

AUGUST 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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SEPTEMBER 2017						
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OCTOBER 2017						
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DECEMBER 2017						
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24	25H	26B	27B	28B	29B	30
31						

JANUARY 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1H	2B	3B	4B	5B	6
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FEBRUARY 2018						
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MARCH 2018						
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MAY 2018						
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JUNE 2018						
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JULY 2018						
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29	30	31				

Dates of Summer Sessions for individual programs can be obtained from the Office of Student Services.

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

Trinity College of Nursing & Health Sciences

2122 25th Avenue Rock Island, IL 61201

Summer 2018 Academic Year Calendar

MAY 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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JUNE 2018						
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JULY 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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AUGUST 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20S	21	22	23	24	25
26	27	28	29	30		

Dates of Summer Sessions for individual programs can be obtained from the Office of Student Services.

O All College orientation days

H Holiday (College closed, no classes)

S First contact day of semester

C Commencement

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

ACADEMIC CALENDAR

Fall Semester

August 3	New Student Orientation
August 18	Summer Commencement
August 21	Fall Classes Begin
August 27	Last day for 100% Refund
September 3	Last day for 80% Refund
September 4	Labor Day (College Closed)
September 4	0% Refund Begins
September 9	Alumni Banquet
September 17	Constitution Day
October 9	Columbus Day (College Closed)
October 9-13	Advising Week
October 13	Mid-Semester
October 16-27	Registration for Spring Classes
October 22-28	Respiratory Care Week
November 5-11	Radiologic Technology Week
November 11	Veterans Day (College Closed)
November 23-24	Thanksgiving (College Closed)
December 2	Last Day to Withdraw from 16 Week Classes
December 11-15	Final Exams
December 15	Fall Term Ends
December 18	Winter Break Begins
December 22	Grades Due by 12 noon
December 25	Christmas (College Closed)

Spring Semester

January 1	New Year's Day (College Closed)
January 15	Martin Luther King Jr Day (College Closed)
January 16	Spring Classes Begin
January 22	Last Day for 100% Refund
January 29	Last Day for 80% Refund
February 19	President's Day (College Closed)
March 9	Mid-Semester
March 12-16	Spring Break
March 19-23	Advising Week
March 26-April 6	Registration for Summer & Fall Classes
March 30	Good Friday (College Closed)
May 7-11	Nurse's Week
May 10-15	Final Exams
May 16	Spring Commencement
May 23	Grades Due by 12 noon

Summer Semester

May 21	Summer Session I Begins
May 21	New Student Orientation
May 23	Session I Last Day for 100% Refund
May 26	Session I Last Day for 80% Refund
May 27	Session I 0% Refund Begins
May 28	Memorial Day (College Closed)
June 4	Summer Session II Begins
June 10	Session II Last Day for 100% Refund
June 17	Session II Last Day for 80% Refund
June 18	Session II 0% Refund Begins
July 2	Summer Session III Begins
July 4	Fourth of July (College Closed)
July 8	Session III Last Day for 100% Refund
July 15	Session III Last Day for 80% Refund
July 16	Session III 0% Refund Begins

WELCOME



Welcome to Trinity College of Nursing & Health Sciences. Trinity College is a private, single-purpose institution of higher education with a rich history of preparing individuals for careers in nursing and the health sciences. The educational programs at Trinity are nationally accredited and include nursing, radiography technology, and respiratory care. The Mission, Vision, and Core Values provide the strategic framework for the College.

We align our programs with the mission statement, which is to incorporate 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. Since Trinity is a small College, we can provide personal attention in a caring atmosphere that promotes creativity and fosters high levels of student learning and personal growth. Our faculty, students, and staff work together, creating an atmosphere of mutual trust and respect. Trinity College faculty members are exceptional educators and leaders in their disciplines. Faculty, staff, and students work to achieve program goals that are built on the domains of Knowledge, Proficiency, and Cultural Care Values. We strive to work outside the boundaries of the College classroom engaging students in service to their communities: locally, nationally, and internationally.

We look forward to having you as a member of our community and welcome you as a student.

Tracy L. Poelvoorde, PhD, RN
Chancellor

MSN PROGRAM COORDINATOR



Dear Graduate Student:

Welcome to Trinity College of Nursing and Health Sciences Master of Science in Nursing Program. You have successfully completed a rigorous admission process and have met the qualifications to pursue an advanced nursing degree. Faculty and staff look forward to working with you as you pursue your professional 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 health care.

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 in the master's education at Trinity College of Nursing & Health Sciences. Again, welcome to Trinity and remember that when you are successful, we are successful.

Pamela Hill, PhD, RN, FAAN
Professor & MSN Coordinator

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

1 N. Old State Capitol Plaza, Suite 333

Springfield, Illinois 62701-1377

217-782-2551

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

888-473-4858

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

655 K Street, NW, Suite 750

Washington, DC 20001

202-887-6791

Fax: 202-887-8476

www.aacnnursing.org/CCNE

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 UnityPoint Health 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 of 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.

This Catalog is effective beginning the summer of 2017 semester through the spring of 2018 semester.

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.

TRINITY'S HISTORY & VALUES

Vision

Trinity College of Nursing & Health Sciences is dedicated to preparing health care professionals for an ever-changing global community.

Mission

Trinity College of Nursing & Health Sciences incorporates innovative teaching and learning strategies in order to develop health care professionals who promote the health of individuals, families, and communities.

Values

A Trinity education is values-driven, emphasizing clinical reasoning and the artful delivery of culturally competent care.

- Best Practices: Trinity College is committed to the use of best practices in academics and clinical care.
- Caring: Trinity College fosters a culture of caring which reflects compassion and respect.
- Diversity: Trinity College embraces diversity and promotes cultural congruence.
- Integrity: Trinity College faculty, staff, and students uphold professional codes and ethical standards in education and practice.
- Lifelong learning: Trinity College models the importance of knowledge acquisition as a commitment to professional practice.

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.

Program Overview

The Master of Science in Nursing (MSN) Program 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(s) to provide the necessary knowledge and skills to be an effective leader. 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 purpose of the MSN Program is to prepare leaders in nursing education who demonstrate cultural sensitivity in their decision making skills and collaborate with interprofessional care teams, mentor other healthcare teams, and assume accountability for quality care outcomes. Graduates are prepared to foster best practices and to initiate and effectively facilitate the translation of evidence into practice to improve outcomes. Masters prepared nurses utilize concepts and theories from nursing and related disciplines to improve the environment in which healthcare is delivered.

Master's prepared nurses 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 within nursing and across healthcare disciplines. The MSN Program builds on the baccalaureate degree in nursing.

MSN Program Goals

Knowledge

- Apply knowledge of the concepts and theories from nursing, education, and related disciplines to guide practice in an advanced role. (AACN Essentials 1 – Background for Practice from Sciences and Humanities)
- Apply knowledge of information systems and effective communication skills to promote optimal patient outcomes. (AACN Essentials 5 – Informatics and Healthcare Technologies; 7 – Interprofessional Collaboration for Improving Patient and Population Health Outcomes; 9 Master’s Level Nursing Practice)

Proficiency

- Provide leadership in clinical practice, education, research utilization, and service. (AACN Essentials 2 – Organizational and Systems Leadership; 9- Master’s – Level Nursing Practice)
- Use the process of scientific inquiry to foster best practices, validate and translate evidence into practice, and promote life-long learning. (AACN Essentials 4 – Translating and Integrating Scholarship into Practice)
- Evaluate quality and safety initiatives to assure optimum individual and population health outcomes (AACN Essentials 3 – Quality improvement & safety; 9 – Master’s – Level Nursing Practice)

Culture Care Values

- Demonstrate caring that recognizes the uniqueness and cultural diversity among individuals, families, communities, and the population. (AACN Essentials 8 – Clinical Prevention and Population Health for Improving Health)
- Practice evidence-based nursing within the framework of professional standards, values and codes, with ethical and legal considerations. (AACN Essentials 6 – Health Policy and Advocacy; 9 – Master’s Level Nursing Practice)

Strategic Plan

Trinity College’s Strategic plan is built on five pillars which represent the College’s vision for the future. Each pillar stands alone but is aligned and integrated with other pillars to support the mission, vision, and values of the College. The pillars are:

1. **Excellence in Nursing & Health Sciences Education:** Prepare health care practitioners who are skilled, guided by evidence-based knowledge, provide culturally congruent health care, and sought by employers
2. **Students:** Provide an academic environment that fosters personal and professional growth while instilling the importance of a life of learning
3. **College Organization:** Maintain a highly qualified and satisfied workforce which is service-driven, guided by best-practices, and accountable for outcomes while striving to attain a workforce that reflects the diversity of students served
4. **Community:** Become recognized in the community as a trusted partner in the education and preparation of health care providers
5. **System Sustainability:** Ensure financial viability to allow program, human resource, and physical plant/resource growth

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. With medical advances made in the late 1930's these three hospitals and their respective schools of nursing continued to serve the residents of the Quad City area.

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. This certificate program continued as a tradition until 2011 when the program was discontinued by Trinity College of Nursing & Health Sciences in an effort to move the College toward degree granting programs.

In 1972, Moline Public Hospital began educating Emergency Medical Services providers. This program offered certificates in Emergency Medical Technician-Basic and Paramedic. This program continued as a tradition until 2011 when the program was discontinued by Trinity College of Nursing & Health Sciences in an effort to move the College toward degree granting programs.

In 1989, Moline Public and Lutheran Hospitals merged to become United Medical Center, thus creating United Medical Center School of Nursing and United Medical Center Schools of Allied Health. On October 1, 1992, United Medical Center merged with Franciscan Hospital to become Trinity Medical Center, creating Trinity Medical Center School of Nursing and Trinity Medical Center Schools of Allied Health.

Trinity School of Nursing transitioned from a diploma awarding program to a 2 + 2 program from 1994 – 1996. In 1996, Trinity School of Nursing applied for candidacy status with the Higher Learning Commission of the North Central Association of Colleges and Schools, seeking the authority to grant associate and baccalaureate degrees in nursing. This degree granting authority, with five years of accreditation, was granted in 1998 and the nursing school assumed the name Trinity College of Nursing.

From 2001 to 2002, Trinity Medical Center Schools of Allied Health transitioned the Radiography certificate program into an Associate of Applied Science program, thus eliminating the certificate option within this program. The Emergency Medical Services and Surgical Technology programs developed associate degree options while maintaining the option for students to obtain a certificate in these allied health fields. With the transition to degree granting status within the allied health programs, Trinity Schools of Allied Health applied for candidacy status within the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2003, the College was named Trinity College of Nursing & Health Sciences.

Trinity College received degree granting authority for an Associate of Applied Science degree in Respiratory Care in 2005. The first class was enrolled in this program in 2007.

The nursing program was expanded in 2008 to include the first pre-licensure baccalaureate degree at Trinity College. The Bachelor of Science in Nursing - Accelerated program was designed for graduates holding a bachelor's degree in a field other than nursing. The Bachelor of Science in Nursing - Basic program was implemented in 2010. This pre-licensure nursing program offered an avenue for obtaining a baccalaureate degree for those who did not already hold a nursing license or a bachelor's degree in an unrelated field.

Trinity College of Nursing & Health Sciences obtained approval to offer a Bachelor of Science in Health Sciences in June, 2013. This program was designed for graduates of associate or certificate health sciences programs. The first cohort of Bachelor of Science in Health Sciences students were enrolled in the fall of 2013. Trinity College of Nursing & Health Sciences was approved to offer a Master of Science in Nursing program in June 2013. The first graduate program at Trinity College enrolled students in spring 2014. Trinity College continues to develop nursing and health sciences programs to meet the health care needs of local and global citizens.

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 care values – 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 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. Classrooms and well-equipped learning laboratories optimize the educational opportunities for students. The College campus and building are non-smoking and are situated just north of UnityPoint Health, Trinity – Rock Island. The Student Commons is a designated area with vending machines and gathering space for study and student life.

Library

The Health Sciences Library is located in UnityPoint Health, Trinity–Rock Island adjacent to Trinity College. The Library serves the College as well as UnityPoint Health, Trinity. 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 UnityPoint Health, Trinity. Library hours are Monday - Wednesday from 10 a.m. to 6:00 p.m. and Thursdays 10 a.m. to 9:00 p.m. On Thursdays, from 6 a.m. to 9:00 p.m. there will be a student to monitor the Library/Success center. These study hours are for students only and they will need to have their badge to access the library. Once in the library, they will need to sign in to monitor the use of the center.

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, FHN Health Science Library, Genesis Medical Center Libraries, and Rock Island Public Library. 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 two 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, and PsychInfo. The library also has subscriptions to ClinicalKey, ClinicalKey for Nursing, 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 the MyPulse student portal, the student course management software. Links, usernames and passwords for Ovid, CINAHL, and the EBSCOhost databases are available off-campus through MyPulse. Each student creates a personal login to ClinicalKey or ClinicalKey for Nursing with the guidance of the librarian at New Student Orientation. 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.

Learning Lab

The Harriet Olson Learning Lab is available to students to use throughout their respective curriculum. The lab is an NLN Simulation Innovation Resource Center (SIRC). The College believes that proficiency in hands-on skills is enhanced when students can first observe and practice skills in simulated settings. There are scheduled lab classes and testing hours, as well as both open and faculty-guided practice hours. Stations are set up with specific supply kits for students to practice skills currently being taught. Provision is made to assist students with special needs. A second lab is designated for simulation.

Computer Lab

The computer lab is available to all College students and provides access to the internet and online courses. This lab may be reserved for testing. Students should check the schedule posted outside of the room.

Health Assessment Lab

The Health Assessment Lab is available to undergraduate and graduate students throughout the curriculum. There are scheduled lab classes and testing hours, as well as both open and faculty-guided practice hours. This lab houses five adult exam tables and the needed equipment to perform a head-to-toe assessment.

Study Rooms

The College has two rooms that are reserved for study, room 122 and 123. Room 122 has tables and a white board. Room 123 has three computers with internet access, a white board, two conference tables, and medical textbooks and journals. Both of these study/meeting rooms have 24/7 access. Students may access the building outside of Student Services' office hours from 4:30 pm till 9:00 pm, seven days a week from the main College entrance. Room 123 can be accessed by students with their college issued badge; room 122 is always open. Please note that occasionally room 122 may be reserved by faculty. Students are welcome to remain in the building as late as needed to study; however, students should be mindful of the time-sensitive door locks. Students will not be able to access through these doors after the locks engage. These study/meeting rooms are not soundproof; so please keep conversations at an appropriate level. Please report any visible damage to Student Services. If while studying a problem should arise on campus after hours, please call UnityPoint Health – Trinity's Security Department at 309-779-5828 or extension 5828 from any College phone in these study rooms. Problems can include being locked out of an approved study room, your car keys locked in a vehicle, suspicious person on campus, escort needed to vehicle, etc. If the situation is an emergency, call the local police department at 911.

In addition to these two rooms, students are allowed to study in the Student Commons or use the gathering space outside of room 100. Students are also encouraged to study in the UPH-Trinity R.I. Medical Library: hours are Monday-Thursday from 10:00 a.m. – 6:30 p.m. It is closed on weekends.

Student Success Center

The Student Success Center offers free academic assistance to all Trinity College of Nursing & Health Sciences students in a welcoming and supportive environment. The faculty and staff stand committed to helping students improve upon the critical skills needed to grow and succeed in a rigorous, medically-focused curriculum. Through one-on-one tutoring, testing, workshops, and skills assessments, we can assist students with an array of subjects and services:

- Academic Advisor
- Behavioral sciences
- Biological and physical sciences
- Core nursing content and NCLEX prep
- Counseling services
- Mathematics, grammar, and writing skills
- Study skills and time management
- Success Seminars
- Test taking skills and critical thinking

Additional resources are available on the College website at www.trinitycollegeqc.edu , Current Students, Student Success Center.

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 UnityPoint Health, Trinity 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. UnityPoint Health, Trinity 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.

Vehicle registration is required and available at [Vehicle Registration](#)

ADMISSIONS INFORMATION

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.

Conditional Admission

Conditional applicants are those persons requesting admission with a grade point average (GPA) below 3.0; those needing to complete undergraduate courses in statistics, nursing research, nursing in the community, and/or health assessment. Individuals with a GPA of less than 3.0 will be required to submit official Graduate Record Exam (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.

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

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 licensure in the first semester of their program. Those not holding an RN license at the time of admission will be limited to 3 credits in the first semester. 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 ACEN or CCNE accredited baccalaureate nursing program with a GPA of 3.0 or higher on a 4.0 scale. Graduate Record Exam scores (within 5 years) are required for GPA less than 3.0.
2. Evidence of a current unrestricted professional registered nursing license or RN license prior to second semester of enrollment in MSN Program.
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 (N304)
 - Nursing Research
5. Computer literacy in word processing, spreadsheets, and presentation software
6. 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.
7. All students will be subject to a criminal background check prior to matriculation into the program
8. Faculty interview

Application for Admission Procedure

Graduate admission at Trinity College of Nursing & Health Sciences includes the following:

1. Complete application at www.trinitycollegeqc.edu
2. Submit application fee (\$50.00)
3. Submit 1-2 page written essay describing your educational and career goals (text box included with application)
4. Submit 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).

In addition to completing the above, please mail:

5. Proof of unrestricted professional registered nursing license
6. Graduate Record Exam scores, if applicable
7. Copy of current CPR card
8. Current professional vita/resume to
Trinity College of Nursing & Health Sciences
2122 25th Avenue
Rock Island, IL 61201

Contact:

Contact previous institutions and request official transcripts be sent to Trinity College of Nursing & Health Sciences.

Interview:

After all materials are received, a faculty member from Trinity College of Nursing & Health Sciences will call you to schedule an 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 requirement in addition to general admission requirement for the MSN program.

1. Statistics – 3 credit hour undergraduate course
2. Nursing Research – 3 credit hour undergraduate course
3. Nursing in the Community – 4 credit hour undergraduate course
4. Health Assessment (N304) – 3 credit hour undergraduate course

Conditional Acceptance

Conditional applicants are those individuals requesting admission with a grade point average (GPA) below 3.0; those needing to complete undergraduate courses in statistics, nursing research, nursing in the community, and/or health assessment. Individuals with a GPA less than 3.0 will be required to submit official Graduate Record Exam (GRE) scores (within last 5 years) and complete nine credit hours of non-clinical graduate coursework with a cumulative GPA of 3.0 or above before conditional status is removed; others must satisfy course deficiencies to have the conditional status removed.

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

Transfer Credit Policy

Official Policy

Academic credit is accepted only from institutions that are accredited by one of the regional institutional accrediting organizations. The Dean of Nursing & Health Sciences and/or the Registrar must approve transfer credit. Only those credits that are applicable to the student's curriculum at the College will be accepted for transfer. All transfer credit will be equated to semester hours of credit. All transcripts become the official property of the College and will not be returned or issued to another institution.

DEFINITION

A transfer student is defined as a student who has earned college credit at a postsecondary institution and who desires to transfer or use that credit at another post-secondary institution. Applicants who wish to transfer into the College will be considered for admission after they complete the application process. Transfer students follow the same application schedule as all other students in applying for admission to the College.

POLICY AND PROCEDURE

Credit that is acceptable for transfer will not impact the student's cumulative grade point average at the College. The student's transcript will indicate the institutions where the approved transfer courses were taken and the semester hours that were earned. Transfer credit is indicated on the College transcript as credit (CR). Only courses with a grade of C or above (2.0 GPA on a 4.0 scale) will be considered for transfer credit.

Evaluation of International Transcripts Policy

Academic records obtained outside the U.S. must be evaluated by a company recognized by the National Association of Credential Evaluation Services (NACES). Applicants will be asked to submit their transcripts directly to an approved member of NACES, and pay the evaluation fee directly to the NACES member. Please visit www.naces.org

Trinity College reviews transcript reports on a case by case basis. Credit may be granted provided the NACES approved evaluation reports is detailed enough that evaluators can determine appropriateness of transfer credit.

Transfer credit shall be determined on the following basis:

Recognizing that each College Program is separate, College credit shall only be transferred into the student's program of study. As applicable, additional credit will be transferred upon acceptance into another College Program.

Current students seeking transfer credit advisement for an additional program must request a review of transcript(s). Transcripts will be reviewed for relevant transfer credit. This process can be initiated through the Registrar.

Transfer Credit

Academic credit is accepted only from institutions that are accredited by one of the regional institutional accrediting organizations. 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.

Cooperative Agreements

The College maintains Cooperative agreements with other colleges to provide general education courses for the College's academic programs.

Registration, billing, and financial aid for all coursework are completed through Trinity College.

Non-matriculated Students

Students who wish to enroll in graduate courses at the College without entering a degree program must have permission of the course faculty and/or Dean of Nursing & Health Sciences. Students may take no more than three Master of Science in Nursing (MSN) courses without matriculating into the MSN program. In addition, students must submit to Student Services:

- Proof of appropriate licensure (if required)
- Proof of course prerequisites (if any)
- Trinity College application form and fee
- Applicable tuition and fees
- Health documents (if applicable)

Continuing education students who decide to pursue the MSN degree at Trinity College may petition the Dean of Nursing & Health Sciences in writing to request that coursework taken under continuing education status be accepted in meeting requirements for a degree. A course grade of B or better (3.0 on a 4.0 scale) must be obtained for the course to be accepted toward a degree. There is no guarantee that coursework taken as continuing education will be counted toward the MSN degree.

MASTER OF SCIENCE IN NURSING PROGRAM

Philosophy/Purpose

Faculty believe that nursing education enables the student to acquire the knowledge and proficiencies necessary to meet the changing needs of diverse populations. Faculty embrace the tenets of culturally congruent nursing care. Caring is the unifying and dominant essence of nursing. Faculty believe in life-long learning.

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 expended in their educational endeavor. Learning takes place both in formal curriculum based experiences and informal extracurricular experiences.

Faculty believe that nursing education enables the student to use the nursing process, evidence-based practice, critical thinking skills, clinical judgment, technology, and communication to manage safe, quality patient care across the health-illness continuum. Health includes the physical, mental, social, and spiritual well-being of individuals, families, groups, communities, and populations. Faculty believe that the focus of professional nursing care is wellness, health promotion, disease prevention, and quality of life across the lifespan. Faculty believe that nursing education enables the student to exhibit leadership and integrity across all healthcare setting, and integrate ethical principles from professional codes.

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. 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 purpose of the MSN program is to prepare leaders in nursing education 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 a Nurse Educator track.

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.

POLICIES

Attendance Policy

Official Policy

Regular online attendance is defined as logging into the course each week and completing the course assignments. Only with regular attendance and participation are students able to be successful in the graduate nursing program. Graduate students are expected to read the course syllabi and any other documents presented by the course faculty, and then send an email to the faculty stating that he/she understands and has read the required documents. Course syllabi will state when discussions and assignments are due, as well as penalties for late assignments.

Practicum experiences are planned to facilitate meeting course and program objectives. Each graduate student is expected to be in a practicum experience on the scheduled days to facilitate learning and to meet the objectives. When students must cancel their participation in a planned practicum experience with less than 24 hours' notice, they are to notify both faculty and preceptor as soon as possible. Missed practicum experience is discussed with the faculty and options for meeting the objectives will be addressed.

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.

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 prior to anticipated graduation.
- Be recommended by Graduate Faculty and conferred by the College Governing Board to graduate.

Human Subjects Review Committee: Policy & Procedure

Official Policy

The purpose of the Human Subjects Review Committee is to safeguard subjects of faculty and student investigators, and to safeguard faculty and students as subjects of investigators external to the College who petition to study subjects and/or faculty and/or students.

It is the policy of Trinity College that any research or clinical project conducted with, on, or by students, faculty, or employees of the College which involves human subjects, shall be approved and monitored by the Trinity College Human Subjects Review Committee (further referenced as the Committee).

No potential subjects should be approached nor any data collected before written Committee approval is received by the principal investigator (PI). A formal contractual relationship must be implemented between the PI and the research subjects.

Definition of Human Subjects

Human subjects are individuals who participate in research development, as subjects of a research study, or related activities. This includes record review for the purpose of research. Excluded from this definition are records and statistical data maintained as part of the College's Systematic Evaluation Plan.

Philosophical Statement on Research Use of Human Subjects:

The faculty of Trinity College subscribe to the principles of the Belmont Report of 1979. It is our position that research directed at theory development, and at diagnostic, therapeutic, and educational improvement goals will be given priority.

PROCEDURE:

Function:

To fulfill these purposes, the Committee has the following functions:

1. To develop and implement Human Subjects Protection policies and guidelines.
2. To insure the guidelines as approved by faculty for protection of human subjects are followed.
3. To develop and revise procedures and methods for review of research proposals and monitoring of ongoing research in terms of protection of human subjects.
4. To report, as necessary, to faculty common and persistent human subjects' protection problems, improvement in proposals that are reviewed, national trends in approaches to review, ethics, and violations of human subject procedures.

Committee Structure:

1. **Membership:** there shall be a minimum of 5 individuals on the committee. The College of Nursing & Health Sciences shall be represented by a minimum of three faculty; two nursing faculty, and one non-nursing faculty, if available. Two community individuals will serve on the committee. All members will have a minimum of a master's degree.
2. **Terms and Appointment:** members shall be appointed and reviewed yearly by the Dean of Nursing & Health Sciences. Members may serve consecutive 2 year terms on the Committee. One member must hold a research doctorate degree. **Completion of IRB training is required to be a committee member.**
3. **Officers:** there shall be a Chair, appointed by the Dean of Nursing & Health Sciences, who will set the agenda and preside over the meetings and keep records. The meeting record and committee correspondence shall be assigned as needed by the Chair.
4. **Guidelines for review of research proposals** are contained in the Trinity College Human Subjects Review Procedures and Applications Packet. The Committee will review and update the packet as needed.
 - a. Following approval of the first three chapters of the student's proposal, the Chair will have the graduate student prepare the 'Application for Initial Research Protocol' to be submitted to the Trinity College Human Subjects Review Committee by the Chair. The Trinity College Human Subjects Review Committee will determine the status of the proposal (exempt, expedited, full). The Human Subjects Chair will sign-off on all exempt requests. For expedited requests, independent reviews by the Committee members may take place via e-mail within 1-2 weeks of the request. For a full review, the proposal will be independently reviewed by all committee members followed by a

meeting of the Committee to determine if the study/project is approved, disapproved, or tabled for information.

- b. The Human Subjects Review Committee Chair will notify the graduate student and his/her Chair of the Committee action and provide the signed approval form.
- c. Study/project procedures may not be initiated until receipt of signed Human Subjects Request/Approval Form. Failure of Trinity College faculty/staff/students to obtain Human Subjects Review Committee approval before initiation of research will result in possible disciplinary outcome.

ACADEMIC REGULATIONS & INFORMATION

Course Grading System

The course syllabus provided by the instructor 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. The clinical grading system is determined by the program. In some programs/ courses the didactic and clinical grades are recorded separately.

Incomplete Grade

A student experiencing exceptional and unforeseeable circumstances may request an Incomplete by submitting an Incomplete Grade Request Form to the course coordinator. The student must obtain an Incomplete Grade Request Form from the College Website. The course coordinator will assist the student to complete the form and submit the completed document to the College Dean. The Dean will review the completed form and either approve or deny the request. The decision of the Dean will be final.

A written plan of completion included on the form identifies due dates for all work to be completed. Specific program department policy may limit the number of clinical or lab hours that may be made up. All final coursework must be completed within 30 calendar days from the end of the term. The list of assignments to be completed may not include any assignments that are past due at the time the Incomplete Grade Request Form is submitted to the Dean.

If the course for which the incomplete grade is a prerequisite to another course, the student may not enroll in that course until completed. Any student wishing to enroll in a course for which the incomplete course is a prerequisite may request permission from the Dean to enroll in the course.

An incomplete grade may impact a student's financial aid or graduation date. If outstanding coursework is not submitted prior to the deadline specified on the written plan of completion, the Dean will direct the course coordinator to assign a grade of zero (0) for any outstanding coursework. An incomplete, (I) course grade, will then be changed to the earned grade on the student's academic transcript.

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.

Grade	Significance
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
I	Incomplete
P	Pass
R	Repeat
S	Satisfactory
U	Unsatisfactory
AU	Audit
IP	In Progress
WF	Withdrawal Failing
WP	Withdrawal Passing

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 the program coordinator’s findings, he/she may write a formal letter of appeal to the Dean of Nursing and Health Sciences within seven calendar days of the date noted on the letter from the program coordinator.

Upon receipt of the formal letter of appeal 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.

Examination Proctoring Policy for Online and Distance Courses

An alternative approach to asynchronous online testing will be adopted to assure the integrity of examinations. Faculty teaching online courses may use a variety of methods to assess student learning in online courses. These may include: take-home exams, open book exams, weekly quizzes, and time restricted online exams or quizzes. Faculty utilizing objective online exams that constitute a significant percentage of the course grade (major exams such as a midterm or final) can arrange for online students to take such exams via Blackboard Collaborate or having the student arrange for a proctor.

The following options are available to faculty members interested in having a proctored mid--term or final exam: 1) The faculty member proctors his/her exam in a classroom at the college with a date and time arranged by the student; 2) The faculty member requires students to take the exams online through Blackboard Collaborate synchronously on designated dates and times specified by the faculty member; 3) Students may arrange for an agreed upon remote on-site proctor. All proctored testing must be arranged one week (7 days) prior to the examination. The proctor must be a nurse manager or supervisor, certified counselor, college or school registrar, college faculty member, school or college administrator, certified teacher, or a librarian.

The following are unacceptable proctors: a personal tutor, a current student at this or another college, uncertified teachers, staff nurses, family members, friends, or others with a personal connection to the student. The designated proctor will sign a form specifying the rules and obligations of the proctor. The examination will then be sent to the proctor. Neither the proctor nor the student may copy the exam or any part of it or to take any notes associated with the exam. The faculty member's exam proctoring policy must be communicated to the student at initiation of the course. In addition, the specific dates, times and process for taking the exams should be communicated to students via the course syllabus.

MASTER OF SCIENCE IN NURSING PROGRAM NURSING EDUCATION CURRICULUM PLAN

MASTER OF SCIENCE IN NURSING DEGREE

CORE COURSES

NUR 501: Organizational & Systems Leadership	3 SH
NUR 502: Health Care Policy, Trends, & Issues	3 SH
NUR 503: Nursing Theory & Evidence-Based Practice	3 SH
NUR 504: Population Health & Disparities	3 SH
NUR 505: Technology in Health Care	3 SH
NUR 620: Master's Project or Thesis	3 SH

TOTAL 18 SH

SPECIALTY OPTION: NURSING EDUCATION

NUR 601: Assessment & Evaluation of the Learner	3 SH
NUR 602: Curriculum Development & Evaluation of Learning Outcomes	3 SH
NUR 603: Pathophysiological Basis for Nursing Practice	3 SH
NUR 604: Pharmacology Across Lifespan	3 SH
NUR 605: Comprehensive Health Assessment	3 SH
NUR 606: Nurse Educator Role Practicum: Didactic	2 SH
NUR 607: Nurse Educator Role Practicum: Clinical	1 SH

TOTAL 18 SH

Total Credits Master of Science in Nursing: Nursing Education: 36 credits

COLLEGE COURSE DESCRIPTIONS

Course Delivery Format Key

ONL Online
HYB Hybrid
CLIN Clinical

Core Courses

NUR 501 ORGANIZATIONAL & SYSTEMS LEADERSHIP - 3 SH

This online 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.

(ONL)

NUR 502 HEALTH CARE POLICY, TRENDS, & ISSUES - 3 SH

This online 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.

(ONL)

NUR 503 NURSING THEORY & EVIDENCE-BASED PRACTICE - 3 SH

Prerequisite: Undergraduate research and statistics courses.

This online 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.

(ONL)

NUR 504 POPULATION HEALTH & DISPARITIES - 3 SH

This online course focuses on social determinants of health, population-based nursing, health disparities and outcomes, access to care, epidemiologic methods of analysis, evidence-based practice, transcultural nursing care, and health literacy.

(ONL)

NUR 505 TECHNOLOGY IN HEALTH CARE - 3 SH

This online 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.

(ONL)

Specialty Courses for Nurse Educator

NUR 601 ASSESSMENT & EVALUATION OF THE LEARNER - 3 SH

This online course explores the role of assessment and evaluation of student learning in various settings. Test development and test interpretation will also be emphasized.

(ONL)

NUR 602 CURRICULUM DEVELOPMENT & EVALUATION OF LEARNING OUTCOMES - 3 SH

This online 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.

(ONL)

NUR 603 PATHOPHYSIOLOGICAL BASIS FOR NURSING PRACTICE - 3 SH

Prerequisites: Undergraduate Anatomy & Physiology; Undergraduate Pathophysiology

This online 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.

(ONL)

NUR 604 PHARMACOLOGY ACROSS THE LIFESPAN - 3 SH

Prerequisites: Undergraduate pharmacology

This online 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.

(ONL)

NUR 605 COMPREHENSIVE HEALTH ASSESSMENT - 3 SH

Prerequisites: Undergraduate Health Assessment course

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 (48 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.

(HYB)

NUR 606 NURSE EDUCATOR ROLE PRACTICUM: DIDACTIC - 2 SH

Prerequisites: NUR 601 and 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).

(HYB)

NUR 607 NURSE EDUCATOR ROLE PRACTICUM: CLINICAL - 1 SH

Prerequisites: NUR 601 and NUR 602

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)
(HYB)

NUR 620 MASTER'S THESIS/PROJECT – 1 TO 3 SH

Prerequisites: With consent of faculty advisor.

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.

This course should be taken in the last two semesters of the curriculum; 1 sh in the first semester, and 2 sh in the second semester. During the first semester (1 sh) the student should develop a clinical or research question, conduct a literature review on the topic, select a theoretical framework if applicable, and develop the methodology for the project or thesis. During the second semester (2 sh), the student should focus on implementation of the project or thesis (data collection), data analysis, findings, conclusions, limitations, and recommendations for future research in the topic area. In addition, the student will defend his/her project/thesis in the last semester enrolled in NUR 620.

NUR 620 is a pass/fail course. A grade of IP (in progress) will be given each semester until the project or thesis has been completed. Upon completion of the project or thesis, a grade of P/F (pass/fail) will be given.

Should the student need more time (exceeding two semesters) to complete the project or thesis, the student will continue to enroll in NUR 620 until the project or thesis has been defended. The student should register for 2 sh in the semester that he/she plans to defend.
(ONL)

HEALTH INFORMATION

Health and Safety Requirements Policy

Official Policy

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.

Illness

- Students should report all health problems that necessitate absence from class or clinical to the Course Coordinator or Clinical Faculty. Students should call the Course Coordinator if reporting they are ill and will not be in class. Students should call the appropriate clinical faculty member to report an illness necessitating a clinical absence. Students are expected to report all absences. Clinical absences may result in loss of grade points as described in specific program policies or require clinical make-up.
- Students are not to seek medical advice from physicians while on the clinical units, but are encouraged to seek medical advice from their personal physician.
- Upon graduation from the College, all students will be mailed their original physical examination form and health records. The College recommends that students retain these records. Health records will remain available for 30 days from the date of withdrawal for students who have withdrawn at which time they will be destroyed. During the program, the student can review his/her health record upon request to the Student Services Secretary.
- If a student's status becomes questionable due to a health problem, the recommendation of the student's physician concerning attendance or continuation of the program will be honored.
- Contracts with other agencies define treatment of students who become ill at their facility. Contract specifications are followed up by the appropriate Program Coordinator.
- Trinity College will abide by the medical center policy regarding whether a student can be on clinical with a medical device/restrictions such as a cast. Generally such devices prohibit ability to perform direct patient care and are therefore not permitted.
- Students must bring a physician release to the Program Coordinator before returning to class/clinical after surgery, childbirth, medical-surgical health problems, or workmen's compensation absence.
- Students may choose to receive their health care at any of the UnityPoint Health, Trinity Express Care locations. The nearest Express Care is located at 106 19th Avenue, Moline, Illinois, 309-779-7050.

Infection Control

All students must adhere to the following:

- Complete blood-borne pathogen Net Learning module by assigned completion date. Students who are UnityPoint Health, Trinity employees must have attended UnityPoint Health, Trinity orientation and provide documentation of attendance to Program Coordinator/Student Services.
- Adhere to the principles of handwashing prior to and following patient care for each patient.
- Practice good personal hygiene in care of self and clothing, i.e., scrubs and uniforms.
- Practice techniques taught in fundamentals classes to protect from injuries with needles and sharp objects.
- Report any possible communicable disease to the Program Coordinator for an evaluation prior to participating in clinical care or attending classes. A student may be asked to provide a physician's evaluation of a condition prior to returning to clinical and classes.
- Report any Unusual Occurrence, such as exposure to a communicable disease, accidental injury, or other injury to the Clinical Instructor immediately so an evaluation of the injury, Unusual Occurrence Report, and further treatment/evaluation follow-up can be carried out.
- Blood-borne pathogen exposure from a sharps injury is reported immediately to the Clinical Instructor. An Occurrence Report is completed and lab testing for the student and the source is drawn immediately. The

student will report to the Employee Health Department for counseling and discussion of further testing at three and six months.

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 (with or without reasonable accommodations) the essential functions required of a health sciences or nursing 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 Student Services 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
- Tuberculosis (TB)
- Tetanus
- Pertussis (Optional, but highly recommended)

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 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 enter and 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 student is encouraged to repeat the series and titer. 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 and returning 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.

Students attending clinical at any Genesis Health System site must also show documentation that they are free from active tuberculosis. This can be documented by a QuantiFERON®– TB Gold test. If the QuantiFERON®– TB Gold test is positive, a chest x-ray confirming the student is free of active tuberculosis is required. QuantiFERON®– TB Gold tests will be accepted if completed within six months prior to entering the College.

Pertussis vaccine is optional for students, but highly recommended.

Annual Seasonal Influenza immunizations are required for all students. The vaccination is administered, free of charge, to students at the College or UnityPoint Health, Trinity in the fall of each year. If a student has received a seasonal influenza immunization elsewhere, the student must provide Student Services with documentation of the immunization to be in compliance of this hospital requirement.

Safety Training

Mandatory Occupational Health and Safety Administration (OSHA) training prior to clinical participation is required to be updated annually for continuing students.

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 from the American Heart Association. 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 UnityPoint Health, provides CPR course offerings throughout the summer.

CPR certification must be renewed every two years and documentation of current certification must be provided to Student Services. Current CPR certification is required for participation in clinical experiences.

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

Health Record Clinical Authorization

Prior to matriculation and at designated intervals in a program, students must provide Student Services 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 Student Services. Efforts will be made to return all original health records to the student. Any copies will be destroyed unless the student requests retention of the record by Trinity College for later pick up.

Insurance Coverage

Student Health 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 the home page at www.ejsmith.com or pick up a brochure in the Student Commons.

Students are advised that UnityPoint Health, Trinity 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.

Student Liability Insurance

Trinity College students are provided coverage for general liability exposure to the same extent as visitors of UnityPoint Health, Trinity. 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.

UnityPoint Health 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 UnityPoint Health, Trinity worker's compensation program. Worker's compensation benefits cover only those persons on the UnityPoint Health, Trinity payroll.

Health Insurance Marketplace

The Health Insurance Marketplace is for people who don't have health coverage. Students without health insurance provided through a job, Medicare, Medicaid, the Children's Health Insurance Program (CHIP), or another source that provides qualifying coverage, may inquire with the Marketplace for coverage. The link for the Federal Marketplace is <https://www.healthcare.gov> UnityPoint Health has Certified Application Counselors located at every affiliate (Rock Island, Moline, Bettendorf and Muscatine) that can assist students. To schedule an appointment for insurance enrollment in the Quad Cities, call 309-779-4584. The Certified Application Counselor will screen the student and set up an appointment based on possible eligibility.

TUITION & FEES INFORMATION

Payment of Tuition and Fees

All tuition and fees are due and payable the first day of the month following the start of classes (February 1st for spring semester, June 1st for summer semester, and September 1st for fall semester. 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 in effect for the academic year and 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. Tuition and fees for general education coursework is set by the providing institution. To obtain current information regarding tuition and fee schedules for articulated educational agreements with other institutions, please contact the College Bursar at 309-779-7733.

Master of Science in Nursing Programs

Tuition	\$751.00 per semester hour
Practicum Fee	\$75.00 per semester hour (NUR 605; NUR 606; NUR 607; NUR 616)
Thesis/Project Fee	\$75.00 per semester hour (NUR 620)
Technology Fee	\$250.00 per semester (5+ credit hours If less than or equal to 4 credit hours the general services fee is \$50.00 per credit hour/per semester)
General Service Fee	\$250.00 per semester (5+ credit hours If less than or equal to 4 credit hours the general services fee is \$50.00 per credit hour/per semester)
Thesis Binding or Project Binding (Paid for by student, not billed by College)	\$250.00 Thesis (for two leather bound copies) \$75.00 Project (for two spiral bound copies)
Graduation Fee	\$275.00 paid final semester

Financial Obligation Policy Official Policy

Registration for classes creates a financial obligation by the registrant to pay tuition, fees, and other charges which constitutes an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling in classes. The Financial Aid Specialist is available for consultation to assist with financial needs.

To be considered in good financial standing, a student must complete financial arrangements on or before the start of each semester. For returning students or for students who seek re-admission, all prior balances must be paid. A student will not be re-admitted if there is a financial hold on his/her account. Students must abide by progression policies for their specific programs of study as outlined in the catalog.

To remain in good financial standing, each student must complete all required financial aid procedures, make appropriate arrangements to pay balances remaining after aid is applied, and meet all payment deadlines. Failure to do so will result in the account being delinquent (in default). Students with delinquent balances will have holds placed on their accounts, and they will not be allowed to register and/or attend classes for subsequent semesters nor will they receive grades, transcripts, certificates, diplomas, or other student services. For students in default, testing/exam boards will not be notified of the student's program completion. Also see the Program Progression Policy and College Withdrawal Policy.

The College will make an attempt to collect on a student's account prior to placing it with a collection agency. If the student does not settle the account prior to collections, he/she will be responsible for the College's total cost of collection including collection agency costs, reasonable attorney fees, and any penalties and interest incurred to collect the account. If Trinity College places the account with a collection agency due to non-payment, a collection agency fee of 25% (33% for second placements) or the maximum amount allowable by law, whichever is lower, will be assessed and will be due and owing at the time of the placement.

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.

Billing and Payment Options

Tuition, fees, and other authorized charges for the semester are billed approximately two weeks before classes begin and are due the first day of the month following the start of classes (February 1st for spring semester, June 1st for summer semester, and September 1st for fall semester). All College charges and credits for each semester are consolidated into one account for each student, and the Bursar issues one billing statement.

Billing statements are mailed to the student's home address unless an alternate address is requested. It is the student's responsibility to notify Student Services of the correct mailing address. In addition to receiving billing statements through the mail, students are also able to view their charges, payments, and account balance electronically through *My Pulse*. It is the student's responsibility to review his/her account monthly via *MyPulse* for any outstanding account balance and to notify Student Services if they are unable to access the student portal. Failure to receive a billing statement through the mail does not relieve an individual of financial responsibility.

In the event that a student's financial aid, loans, and scholarships do not fully cover tuition and fee charges, students must pay the balance of their account in full or elect to pay their account balance in installments via the Deferred Payment Option (see below). The College accepts cash, checks, Visa, MasterCard, American Express, and Discover. Checks should be made payable to Trinity College of Nursing & Health Sciences and should be mailed/delivered to the College address at 2122 – 25th Avenue, Rock Island, IL 61201-5317. Credit card payments can be made via *My Pulse* or by contacting the Student Services Secretary in person or by phone.

Deferred Payment Option

A student who is not able to make a lump sum payment may select the Deferred Payment Option (DPO). The DPO provides students a way to make payments in installments throughout the semester. The student must complete the DPO form prior to the date that tuition and fees are due for the semester. The College reserves the right to refuse late applications for the DPO. The form can be found on the College website (go to Current Students, Forms and Resources, Deferred Payment Option Form). There is a \$25.00 per semester non-refundable DPO application fee.

If a deferred payment plan is approved, the minimum balance stated on the deferred payment agreement is due by the 1st of each month. Fall semester payments are due the 1st of September, October, November, and December. Spring semester payments are due the 1st of February, March, April, and May. Summer semester payments are due the 1st of June, July, and August (note three payments in summer). If payment is not received by the 1st of each month (as listed above) the account will be charged a \$30.00 late fee for each month payment is late. Questions about the DPO should be directed to the College Bursar at (309) 779-7733.

Return of Excess Funds

Refund checks are issued to those students who have a credit balance on their account. Refund checks will be processed weekly for students with a credit balance resulting from financial aid payments, scholarships, or adjustments to tuition charges.

Withdrawal and Account Balances

A student who withdraws from the College and has a balance will be permitted to pay the balance in equal monthly installments of at least \$50.00 per month. The first payment is due 30 days from the date of withdrawal and the total amount must be paid within six months of the date of withdrawal from the College. A written agreement (promissory note) must be signed and dated with the College Bursar. Missing a single payment is grounds for cancellation of the arrangement, and the account will be placed with a collection agency. Transcripts from Trinity College of Nursing & Health Sciences will be held until the outstanding balance is paid in full.

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

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.

Students/Graduates from any of the programs at Trinity College of Nursing & Health Sciences who are continuing their education at the College for a second degree will have their application/re-application/renewal fee waived.

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 any semester. The deposit is credited toward the student's tuition account.

General Service Fee (see Tuition and Fees Information)

Students are assessed a general service fee which covers funding for academic, student services, and business services support.

Practicum Fee (see Tuition and Fees Information)

This fee includes all resources needed for laboratory, clinical, and didactic instruction.

Thesis/Project Fee (see Tuition and Fees Information)

This fee is required for all students in the master's program completing a thesis or research project. The fee covers the cost of editing, reviewing, and advising the student completing these projects.

Graduation Fee (see Tuition and Fees Information)

Students who apply for graduation will be assessed a fee of \$275.00, which covers the ceremony charges, reception, diploma cover, invitations, cap and gown, commemorative college pin, one student-issued transcript as well as additional services related to the ceremony. Students not participating in commencement will be issued a \$125.00 credit.

Technology Fee (see Tuition and Fees Information)

This fee is used to maintain current technological resources, laboratory/simulation equipment, computers, software, etc., and to provide updated technology for student learning support.

Service Charge

A \$120.00 service charge will be assessed for students who do not pay their account balance (after financial aid is applied) in full by the payment due date (February 1st for spring semester, June 1st for summer semester, September 1st for fall semester) nor elect to participate in the deferred payment option by the payment due date. This fee will not be waived for students who subsequently enroll in the deferred payment option after the payment due date.

Late Payment Fee

A \$30.00 late fee will be assessed for any deferred option or promissory note payments received after due dates.

Late Registration Fee

A \$25.00 late fee will be assessed for registrations received after the last day of the registration period. A \$25.00 late fee will also be assessed for registrations that are re-processed after students are administratively withdrawn for overdue accounts. This fee must be paid prior to the registration being processed. It is the student's responsibility to check the academic calendar for registration dates.

Transcript Fee

Current and former students in good financial standing with the College may request to have a transcript sent to an individual or organization of their choice. Transcripts must be requested online through Parchment, located on the College Website. Transcripts will be processed in 5-7 business days for a \$15.00 fee per transcript. Rush orders will be processed on business days within 24 hours for a fee of \$25.00 per transcript.

NSF Fee

A \$25.00 charge will be applied to the student's account for all checks returned due to non-sufficient funds.

Duplicate Diploma Fee

Duplicate diplomas will be issued for a fee of \$60.00.

Additional Expenses

Students can expect additional expenses including books, transportation, uniforms, white leather shoes, a watch, stethoscope, bandage scissors, lead markers, required immunizations, CPR, physical examination, and professional society memberships. Individual programs may assess additional fees based on the program of study.

Course Withdrawal

It is the student's responsibility to drop a course when a course or college withdrawal is required. Students may drop a Trinity College course(s) through the Student Portal within the first week of a 16-week semester with no record on the academic transcript. After the 100% refund period of the term (7 calendar days), and drop from a course becomes part of the permanent academic record and is recorded as a WP (withdrawal passing) or WF (withdrawal failing). 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 unsuccessful course attempt in terms of the program progression; however the WF is not counted in the student's GPA. Students enrolled in a summer course need to refer to the Refund Policy and Schedule.

To drop a course after the 100% refund period, meet with your academic advisor to complete a **Course Withdrawal Form** accompanied by one of the following forms:

1. College Withdrawal Form
2. Leave of Absence Form (applies ONLY to RN-BSN Completion, BSHS and MSN Students)
3. Request for Change in Program and/or Graduation Date Form

IMPORTANT: If you have registered for a class or classes, you have created an agreement and a promise to pay. Students are responsible for dropping classes.

College Withdrawal

If a student has been absent for four class periods (consecutive or cumulative) without explanation, faculty, in conjunction with the student's academic advisor, may withdraw the student from the course administratively.

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 based upon the work completed at the time of the withdrawal. Students withdrawing from the College are subject to the Refund Policy and Schedule.

Medical Withdrawal

All medical withdrawals and/or medical leaves of absence require documentation from the student's physician indicating the medical condition. All information must be submitted to the Dean of Nursing and Health Sciences for approval. All requests are handled on a case-by-case basis. Students obtaining a Medical Withdrawal from the College are subject to the Refund Policy and Schedule.

Withdrawal Procedures

A student considering withdrawal from the College should seek counsel from his/her faculty advisor.

Students who wish to withdraw from an academic program must follow these steps:

1. Meet with your academic advisor to complete a Course Withdrawal and College Withdrawal Form
2. Return the identification badge, parking tag, radiation badge and any other program materials issued
3. Ensure that all financial obligations have been fulfilled with the College
4. Complete a mandatory Financial Aid Exit Interview with the Financial Aid Specialist

Refund Policy Official Policy

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. Students who are unable to arrange payment with the College should drop their courses within the refund period to avoid incurring tuition fee and other charges. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date. For accelerated semesters, it is important for students to note the last day of the 100% refund period if they are not able to secure funds to pay tuition and fees. 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 Student Services, 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.

Semester Length	100% Refund	80% Refund	No Refund
7 to 16 Weeks	Through the 7th calendar day of the semester	Through the 14th calendar day of the semester	After the 14th calendar day of the semester
3 to 6 Weeks	Through the 3rd calendar day of the week in which the course begins	Through the 6th calendar day of the week in which the course begins	After the 6th calendar day of the week in which the course begins
1 to 2 Weeks	Through the first calendar day the course begins	Not Available	After the first calendar day the course begins
Summer Session 13 weeks-Accelerated	Through the 7 th calendar day of NUR A101 (100%) plus 100% refund for NUR A102 & NUR A212	Through the 14 th calendar day of NUR A101 (80%) plus 100% refund for NUR A102 & NUR A212	After the 14 th calendar day of NUR A101 (0%) plus 100% refund for NUR A102 & NUR A212

- Students with Federal Direct Loans must complete exit counseling with the Financial Aid Specialist
- Refunds will be based upon the date on the course withdrawal form per Department of Education regulations
- To avoid having to begin loan repayment, borrowers must request military deferments on any federal loans by contacting the loan holder directly.

Books

Textbooks

Students can order textbooks for Trinity College courses each 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 Student Services. Textbooks for general education courses taken at Black Hawk College or Eastern Iowa Community College are purchased through that institution's bookstore.

To order textbooks, visit the Trinity College website at www.trinitycollegeqc.edu.

- From the Current Students page, select online bookstore
- Select your Program category on the left menu.
- Add books to your shopping cart.
- Continue shopping or Check Out.
- A confirmation email will be sent to you. Hold onto this as a receipt.
- Sales tax will automatically be added.
- No payment required. Charges will be added to your tuition account upon checkout.

FINANCIAL AID

Financial Aid Policy

Official Policy

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, 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 8:00 a.m. to 4:30 p.m. You may also call 309-779-7740 for assistance.

Financial Aid is the available federal, state and /or private 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 student's contribution to their educational expenses. Educational expenses are considered the responsibility of the student. All questions and concerns should be directed to the Financial Aid Specialist in Student Services.

POLICY AND PROCEDURES

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 Direct Unsubsidized Loans and the Illinois Monetary Award Program 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 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 and/or through email. Once all required paperwork is received, a financial aid award letter will be created by the College and made available 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.

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 and for satisfactory academic progress according to College policy.

Return of Federal Financial Aid

If a student completely withdraws (WP or WF) during the semester after federal financial aid payment has been received, the school may be required to return a portion of the federal financial aid awarded. If student partially withdraws financial aid payment is calculated on the drop/add period. The federal aid formula requires a return of funds if the student received assistance from 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 are available in Student Services. This information is discussed during the exit interview with the Financial Aid Specialist.

Title IV Refunds

This policy applies to the student who completes 60% or *less* of the enrollment period (i.e. fall, spring or summer sessions) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term "Title IV aid" for the master's program refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans.

Trinity College must determine the student's withdrawal date. The withdrawal date is defined as:

- the date the student began the withdrawal process or officially notified the College of their intent to withdraw; or
- the student's last date of attendance.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is determined by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least five days are excluded from the numerator and denominator (also excluding the weekends of that five day period). Financial aid uses the CPS refund Calculation worksheet for the formula above. Barring any outstanding or incomplete documentation (C-Codes, verification, etc.) the Department of Education Return of Title IV Funds Calculation will determine if a disbursement is due to the student. If so, a document must be signed by the student to reserve those funds post withdrawal.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% of the enrollment period is considered to have earned all awarded aid. Unless the withdrawal is an end of term (EOT) withdrawal, financial aid will use the refund calculation to verify any return of funds necessary.

Last Day of Attendance

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 is considered an "unofficial withdrawal" and 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.

Students who withdraw and have financial aid (including loans) must complete an exit interview with the Financial Aid Specialist. Exit material will be mailed to "unofficial withdrawals" for completion.

Enrollment and Eligibility

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

- At least half-time (6 credits per semester) – Federal Direct Loans and GradPLUS Loans
- Less than half time (less than 6 credits per semester) – Ineligible for Federal Direct Loans or GradPLUS Loans

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 complete and submit all need verification documents. 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.

Students wishing to change their major or change options within the designated major must:

1. Withdraw from the current plan of study;
2. Follow admission policies and procedures for the desired major/program option.
3. All courses attempted in previous major are calculated in the quantitative Satisfactory Academic Progress.

Students requesting enrollment in masters continuation programs at Trinity College may qualify for financial aid not to exceed 150% of the published length of the program.

Any student receiving a WF or grade below C may retake the course with all credits applied toward the total hours attempted. Students must follow their specific program progression policy regarding limitations on repeating courses.

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.

Enrolled Semester Hours	Minimum Semester Hours That Must Be Completed
9 or more (full time)	9
7 – 8 (three quarter time)	7
5 – 6 (half time)	5
Less than 5 (less than half time)	All

The maximum timeframe for completion of the certificate or degree program must not exceed 150% of the published length of the program. This standard does not apply to graduate programs.

Students must also meet the following cumulative grade point average (GPA) requirements:

Qualitative Student Progress

Student Progress	GPA Required
1 - 12	1.5
13 - 24	1.8
25 or more	2.0

A student who falls below these minimums will be placed on financial aid warning for one semester (no appeal is required). If the student fails to make Satisfactory Academic Performance (SAP) by the end of the warning period, they will have their financial aid suspended. Incomplete grades are included in all aid calculations. Course repetitions, if permitted by program policy, are included in courses attempted and apply to the total aid calculation.

The quantitative and qualitative standards used to judge academic progress include all periods of the student's enrollment, even periods in which the student did not receive FSA funds.

Financial Aid Appeals

Students may appeal a financial aid suspension for mitigating circumstances. Mitigating circumstances are reasons beyond the student's control such as serious family problems or extended illness. The student must document, in writing, the unusual situation and provide an academic plan to demonstrate future success. The student must meet with the Financial Aid Specialist to review the appeal details. The Financial Aid Specialist will evaluate the appeal, conduct an investigation if warranted, and review recommendations with the Director of Student Services to determine the outcome of the appeal.

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.

If the appeal is denied, the student will be notified by letter indicating the rationale for the suspension.

Federal Loans

Federal loans offered through Trinity College for the graduate program include the Federal Direct Unsubsidized Loans only. 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 Student Services 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.

GoArmyEd

GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows Soldiers to manage their education records including college classes, testing, on-duty classes and Army Education Counselor support. Additional information about GoArmyEd can be found at www.goarmyed.com

Financial Aid Code of Conduct

Trinity College of Nursing & Health Sciences Financial Aid Office is expected to maintain the highest standards of conduct in all aspects of its duties, including all duties conducted in dealing with any entity involved in any way with financial assistance. This pertains regardless of whether said entities are involved in a government sponsored, subsidized or regulated activity.

Any College employee who is either directly or indirectly involved with financial assistance should:

- Never take any action for his or her personal gain or benefit.
- Never take any action that he or she believes is or might be contrary to legal regulations or the best interests of the students and parents we serve.
- In every circumstance, ensure that the information given to students and parents is accurate and unbiased and does not reflect any preference arising from actual or potential personal or institutional gain.
- In every instance be objective in making decisions and advising the College regarding any institution involved in any aspect of student financial assistance.
- Never solicit or accept anything from an entity involved in making, holding, consolidating or processing of any student loans, including anything of value, including reimbursement of expenses for serving on an advisory board or as a part of a training activity of or sponsored by any such entity.
- Always disclose to the College any involvement with or interest in any entity involved in any aspect of financial aid. Statement of Ethical Principles Trinity College of Nursing & Health Sciences adheres to the National Association of Student Financial Aid Administrators (NASFAA) Statement of Ethical Principles, which is noted below. This statement provides that financial aid professionals shall:
 - Be committed to removing financial barriers for those who wish to pursue post-secondary learning.
 - Make every effort to assist students with financial need.
 - Be aware of the issues affecting students and advocate their interests at the institutional, state and federal levels.
 - Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
 - Educate students and families through quality consumer information.
 - Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
 - Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
 - Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status.
 - Recognize the need for professional development and continuing education opportunities.
 - Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
 - Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
 - Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

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.

Military Deployment/Reservists Called to Extended Active Duty Policy

Official Policy

Trinity College of Nursing & Health Sciences will promptly readmit a service member with the same academic status as he/she had when last attending the College or accepted for admission to the College. This requirement applies to any student who cannot attend school due to military deployment.

The student must notify their advisor at Trinity College of his/her military deployment and intention to return to school as follows:

- The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice to Trinity College of such service as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in any particular case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- The student must also give oral or written notice of her intent to return to Trinity College within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to Trinity's established leave of absence policy and general practices.

Trinity College will promptly readmit the student/returning service member into the next class or classes in the program after notice of intent to reenroll is received, unless appropriate request for a later date is submitted or unusual circumstances require the College to admit him/her at a later date.

Trinity College will admit the student with the same academic status, which means:

- To the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless he/she chooses a different program;
- At the same enrollment status, unless the student wants to enroll at a different enrollment status
- With the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and
- With the same academic standing (e.g., with the same academic progress status) the student previously had.

If the student is readmitted to the same program, for the first academic year in which he/she returns, Trinity College must assess the tuition and fee charges that he/she was or would have been assessed for the academic year during which he left the school. However, if his veteran's education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.

Principles of Excellence

On April 27, 2012, the White House issued EO 13607, which created the Principles of Excellence for education institutions serving service members, veterans, spouses, and other family members. The principles apply to all postsecondary schools that receive funding from federal military and veterans educational benefits programs. Adoption of the principles is voluntary but encouraged. Trinity College of Nursing & Health Sciences has adopted these principles. As such, Trinity College agrees to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and veteran education beneficiaries.
- Accommodate service members and reservists absence due to service requirements.
- Designated a point of contact to provide academic and financial advising.
- Ensure accreditation of all new programs prior to enrolling students.

- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

Department of Defense

The Department of Defense announces the launch of the [Postsecondary Education Complaint System](#) which will provide a centralized online reporting system for service members and their families to use in reporting problems with education institutions. Agency partners including the Departments of Veterans Affairs and Education are also launching online feedback tools providing a centralized system for veterans, service members and eligible family members to file student complaints.

Students can submit a complaint if they believe their school is failing to follow the **Principles of Excellence** through the centralized online reporting system accessed via the [Department of Defense](#) website. Examples of education-related issues may include, but are not limited to, misrepresentation or deceptive actions with regards to private or institutional loans, high-pressure recruitment tactics, false representations about degree programs, and misleading statements regarding accreditation.

The complaint system is part of the President's Executive Order establishing **Principles of Excellence** for educational institutions serving Service Members, Veterans, Spouses, and other Family Members; designed to empower beneficiaries to report experiences related to misleading or unfair acts or practices by educational institutions serving veterans, service members and their families.

Military-connected students using Tuition Assistance (TA) or Military Spouse Career Advancement Accounts (MyCAA) Scholarships can submit feedback at: www.militaryonesource.mil/voluntary-education/complaint. Once a complaint is received, agency staff will contact both the student submitting the complaint as well as the referenced school, working with both parties to fully understand the issue raised and seek resolution.

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. Students are encouraged to withdraw from all courses due to the type of classes offered at Trinity. 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 a student is receiving financial aid, the following procedures should be followed:

- Contact your faculty advisor and formally withdraw from your coursework in Student Services
- 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 Student Services as outlined on the previous page.

If a student intends to return after finishing their active duty, see the Military Deployment readmission section of financial aid.

Trinity College Scholarships

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. Scholarship applications are reviewed by the College Scholarship Committee and awards are made based on student match with scholarship criteria and funding availability. Students must be accepted in to a program and/or enrolled to apply. Scholarship awards are to be applied directly toward tuition. Contact Student Services for additional information.

External Scholarships

Unless otherwise specified by the donor or organization, external gift aid will replace existing self-help aid. Recipients 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. Links to external scholarships are available on the Trinity College website at www.trinitycollegeqc.edu.

REGISTRATION

Registration Policy

Official Policy

Upon enrollment at Trinity College, the student enters into a contractual 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 or a financial hold appears on the account.

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.

Online Courses

The College offers online or hybrid learning for select courses through Blackboard Learn. Students wishing to register for an online or hybrid course must have a Trinity email address at the time of registration.

In order to participate in an online or hybrid learning course, students must have access to a computer and the internet. Online orientation modules are offered to students currently enrolled in one of the College's online or hybrid courses. The purpose of these modules is to familiarize students with the "Blackboard" platform used by the College. These modules can be accessed from the College webpage using the quick links drop down menu found on the home page. Contact your course instructor for support if questions arise after viewing videos.

Students may visit Blackboard Online Technical Support at:

https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student

Note: Students are able to access the internet through the computer lab at the College.

Academic Advising

Each student at Trinity College is assigned to the Graduate Program Coordinator. The advisor guides the student throughout the program and facilitates course selection, career development, and academic progress. 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.

Auditing a Course

Some courses at Trinity College may be audited with permission of the faculty. The faculty member and the student who is auditing the course determine the level of participation in classroom activities by mutual consent. Students who are auditing may not be subject to exams, reports, or projects. Arrangements for auditing must be completed with the related course faculty during the registration period. Students may register for a partial number of course hours as agreed to by course faculty. Audit enrollment receives no course credit and is not included in the student's total course load for that semester for purposes of enrollment certification and financial aid. Transcripts will reflect the designation of "AU" for an audited course. Courses taken for audit can be repeated one time for credit. The 'per credit hour' fee for audited courses is the same as the fee for courses taken for credit. Once enrolled, a student may not change class registration status from audit to credit or from credit to audit.

The academic advisor will administratively withdraw current or returning students who do not register for coursework or initiate a leave of absence at the end of the term. The student can subsequently apply for readmission into the program. Applicable forms and fees apply for readmission.

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.

Registration Procedure

To register, students must follow these steps:

1. Review your curriculum plan in the College Catalog to determine courses needed for registration.
2. Contact your advisor *prior* to registration to confirm course selection and academic progress.
3. Check the number of credits needed for financial aid. If in question check with the Financial Aid Office.
4. Register online through the Student Portal for all Trinity College classes during the designated registration period.
5. Meet with an assigned Trinity College faculty advisor to complete all necessary paperwork to register for general education classes through cooperating institutions.
6. Complete registration within the designated timeframe or a late registration fee will be assessed.

Students registering late for a course are still responsible for all coursework missed and penalties for non-attendance.

Microsoft® Windows® Operating System

	Internet Explorer 10	Internet Explorer 9	Internet Explorer 8	Internet Explorer 7	Firefox (Final Release Channel)	Firefox 3.6
Windows 10	Certified	Certified	Compatible		Certified	Certified
Windows® XP (32-bit)	Certified	Certified	Compatible	Compatible	Certified	Certified
Windows Vista® (32-bit)	Certified	Certified	Compatible	Compatible	Certified	Certified
Windows Vista® (64-bit)	Certified	Certified	Compatible	Compatible	Certified	Certified
Windows 8 (32-bit)	Unsupported	Unsupported	Unsupported	Unsupported	Compatible	Compatible
Windows 8 (64-bit)	Unsupported	Unsupported	Unsupported	Unsupported	Compatible	Compatible
Windows 7 (32-bit)	Certified	Certified	Compatible	Unsupported	Certified	Certified
Windows 7 (64-bit)	Certified	Certified	Compatible	Unsupported	Certified	Certified

Apple® Mac OS® Operating System

	Safari (any version)	Firefox (Final Release Channel)	Firefox 3.6
Mac OS 10.12 "Sierra"	Unsupported	Compatible	Compatible
Mac OSX 10.11 "El Capitan"	Unsupported	Compatible	Compatible
Mac OSX 10.10 "Yosemite"	Unsupported	Compatible	Compatible
Mac OSX 10.9 "Mavericks"	Unsupported	Compatible	Compatible
Mac OSX 10.8 "Mountain Lion®"	Unsupported	Compatible	Compatible
Mac OSX 10.7 "Lion®"	Unsupported	Compatible	Compatible
Mac OSX 10.6 "Snow Leopard®"	Unsupported	Certified	Compatible
Mac OSX 10.5 "Leopard®"	Unsupported	Certified	Compatible

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; 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; or a student, alumni, or volunteer performing tasks in support of the work of the College under direct control of a College employee. 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. The agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 - 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)

Transcript Policy Official Policy

Transcripts will include all courses taken at the College, and its cooperating institutions while enrolled as a Trinity student.

Transcript Requests

Transcripts must be requested online through Parchment, located on the College Website at www.trinitycollegegc.edu.

Transcripts that are sent to the student are stamped as being "Issued to Student." If you require transcripts without this stamp, please send them directly to the intended recipient. **Transcripts will not be released if the student's account is on hold for noncompliance of the Financial Aid Obligation Policy.**

Transcript Retention

Transcripts submitted to the College for admission or transfer credit become the property of the College and cannot be returned to the student or forwarded to other institutions.

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.

Change of Information

It is the responsibility of the student to notify Student Services 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.trinitycollegegc.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.

Academic Honesty and Integrity Policy

Official Policy

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 can 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 used 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

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

Course Repeat Policy

Official Policy

Students may repeat any course offered at Trinity College. The student should be aware of the following:

1. A student may repeat a course only when one of the following conditions is met:
 - a. If the student needs to raise the grade point average to the required level for graduation, a course may be repeated once.
 - b. No more than a total of one major course may be repeated in each program.
2. Students who must repeat a course and this course is not offered in a subsequent term, the student must withdraw from the College and then reapply to the College when the course is again offered.
3. In a repeated course, only the highest grade will be counted in the grade point average.
4. Students' transcripts will reflect a repeated course by placing an R next to the first course grade.

Students who are dismissed for failure to make satisfactory academic progress will not be considered for readmission.

Academic Calendar

The College operates on a semester calendar, which includes fall, spring, and summer semesters.

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 – Courses meet one to five days per week. The semester timeframe is three to thirteen weeks depending upon the course and number of credit hours.

Course Delivery Formats

Courses are offered through one of four course delivery formats.

Online Format – Online (ONL) 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 (HYB) 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.

Clinical Format – Clinical (CLIN) is direct or indirect healthcare of individuals, groups or communities.

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 and 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.
- 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 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 Student Services 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 Student Services 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.

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 3.0. Good Standing is recorded on a student's transcript for each semester that it applies.

Academic Warning

Regardless of where the credit was attempted, any student with a cumulative GPA below 3.0 is placed on academic warning. Achieving WF (Withdrawal Failing) C, D or F in a required course may place the student on Academic Warning. Academic Warning is noted on a student's academic transcript. A student placed on Academic Warning should talk to his/her advisor to discuss a strategy and action plan to improve the student's chances of academic success.

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 provided to the student body.

My Pulse allows students to access the following:

- My Ledger – details account ledger of all transactions
- My Grades – lists grades that have been entered for a given term, including GPA
- Course Offering – lists the date and times of classes
- My Financial Aid – lists all financial aid awards available to students
- Calendar – includes a day planner for student use
- Student Portal News - College and personal announcements about events, dates, and activities
- Student Directory – a listing of students in the College directory

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 Student Services 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 Student Assistance Program (SAP) as offered through Precedence, Inc. and UnityPoint Health. SAP is an employer-sponsored program that uses counselors who specialize in the assessment of personal problems. Students may seek SAP assistance independently, or can be referred by their Faculty/Advisor/Program Coordinator or Dean. Brochures are available in Student Services or from an Academic Advisor. SAP 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 SAP 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.

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. Assistance with resume and cover letter development is available.

ATM's

ATM machines are available in the lobbies at the Unity Point Health, Trinity Rock Island campus and just off the lobby on the Trinity Moline Campus.

Computer, Health Assessment, and Learning Laboratories

The purpose of the Computer, Health Assessment, and Learning Laboratories is to enhance independent learning. Trinity College believes that learning of “hands-on” health sciences skills needs to be observed and practiced in simulated and laboratory settings. Use of the Computer, Health Assessment, 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 these 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 are not prohibited in all 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.).
- Health assessment equipment may be checked out from course faculty

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.
- A fee may be charged to students found to be negligent or willful in causing the damage to lab equipment, supplies, or property.

Admission & Enrollment Services

Trinity College of Nursing & Health Sciences admissions advisors work with prospective students and their families during the entire admissions process. Campus visits are designed to review curriculum offerings, and are encouraged. Visits 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, Student Services 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 Student Services.

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.

Accessibility Services Policy

Official Policy

The purpose of this policy is to provide reasonable accommodations for individuals with disabilities as defined by applicable law.

Reasonable Accommodations: 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
- Information referral
- Parking
- Priority registration
- Testing Accommodations

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. Not all accommodation requests will be granted or deemed reasonable.

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.

Requesting Accommodation

Any applicant, student, or other individual who believes a reasonable accommodation is 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 and External Relations to discuss any needs he/she may have. The Director of Student Services and External Relations will consult with the individual, faculty, staff, and other departments as necessary 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 provide the requested documentation. Students seeking an accommodation will be scheduled for a confidential meeting with the Director of Student Services and 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). However, accommodation requests can be made at any time. Such advance 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 need to 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. When it has been determined that accommodations are reasonable and necessary, faculty are expected to assist in such implementation. 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 requirement of their academic program of study. Individuals who pose a direct threat to safety and welfare 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 should report their concern to the Director of Student Services and External Relations or to the Dean of Nursing & Health Sciences. The College endeavors to provide prompt and equitable resolution to student concerns.

Required Documentation

The College relies on students to self-report impairments, conditions, and disabilities as well as providing documentation from professionals in order to determine 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. Documentation must be current (within the past year). If it is not, then 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.
7. Documentation will vary depending on the situation and claimed disability.

Academic Honestly & Integrity

An accommodation based on a student's disability may relate to the administration of testing, examinations, or other coursework. Students provided with such accommodations must continue to adhere to the College's academic honesty & integrity policy and to the College's standards of behavior. Failure to adhere to the academic honesty & integrity policy and the standards of behavior may result in corrective action.

Disability Accessibility

Trinity College is accessible to physically challenged individuals. Special facilities such as restrooms and parking are available to make College activities accessible.

Procedures

1. The student must complete the Accessibility Services Student Intake Form.
2. The student must schedule a confidential meeting with the Director of Student Services and External Relations and provide documentation as noted in the policy preceding policy statements.
3. The Director of Student Services and External relations will review the materials presented by the student and determine what if any reasonable accommodation(s) is/are necessary for the student related to his/her enrollment as a student at Trinity College of Nursing & Health Sciences.
4. Other faculty/staff will be notified of the accommodation on a need to know basis.
5. The reasonable accommodation will be put into place if deemed appropriate.
6. Evaluation of the accommodation put into place for the student after each semester of attendance at the College to determine the necessity of its continuation or modification or elimination.
7. Granted accommodations are not effective retroactively; students will not be able to re-do assignments or re-take exams with accommodations that they originally took before the requested/approved accommodation.

Training

The Director of Student Services and External Relations will provide updates to this policy and notify the faculty and staff of the changes.

Laws and Regulations

Inquiries regarding federal laws and regulations concerning Trinity 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 of Civil Rights
Lyndon Baines Johnson Department of Ed Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 877-521-2172
Email: OCRmail@hhs.gov

STUDENT JUDICIAL AFFAIRS

Corrective Action Policy Official Policy

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.

Fair Treatment and Grievance Policy Official 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 and 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 and 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 and Health Sciences or designee shall ask the involved party to write his/her response in narrative, to the Fair Treatment and Grievance claim that the student has made and submit one copy and the original to the Dean of Nursing and Health Sciences.

During the investigation, the Dean of Nursing and 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 and 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 and 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 and 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.

COLLEGE POLICIES

General Standards of Behavior – Code of Conduct Policy

Official Policy

Students are expected to conduct themselves in a manner that is respectful of the rights of others. This includes the property of other students, property owned or managed by Trinity College of Nursing & Health Sciences, UnityPoint Health, 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
- UnityPoint Health, Trinity/Non-Trinity policies, procedures, rules and regulations
- Trinity College policies, procedures, rules and regulations
- Code for Nurses of the American Nurses' Association 2015
- American Registry of Radiologic Technology Code of Ethics 2009
- American Association for Respiratory Care Professional Code of Conduct
- Nursing Critical Objectives Policy

Students are expected to recognize their professional responsibility to themselves, 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.
- Use 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)
- Taking digital images of exams or recording test-related information during a test or test review is strictly prohibited and is considered cheating. (See Academic Honesty and Integrity)
- 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 College of Nursing & Health Sciences, UnityPoint Health
- Physical, mental, or emotional harassment directed toward any college student, employee, visitor, patient, family member, or member of the health care team
- Possession of firearms or unauthorized use or other dangerous weapons on College property or at functions sponsored or supervised by the College
- Failure to follow department or clinical rules and regulations
- Threatening others with physical or mental harm.
- Violating the Social Media Policy, which includes 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.

Social Media Policy

Official 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 UnityPoint Health. Appropriate use of systems and features, as well as the appropriate content of electronic communication, is required.

- Students who are posting to a non-UnityPoint Health sponsored social media site should write in the first person, use a personal email address, and where the student's connection to UnityPoint Health or the College is apparent, make clear he/she is speaking for him/herself and not on behalf of the College or UnityPoint Health. 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 UnityPoint Health."
- Use of the internet for purposes not authorized by the College or faculty and use of social media or networking sites during class or clinical time is strictly prohibited.
- All applicable laws, regulations and UnityPoint Health 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 UnityPoint Health 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, faculty, staff, employees, and business partners of the College or UnityPoint Health.
- 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 Official 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 College-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 Student Services. The name badge is utilized for identification purposes. The name badge is an official part of the College uniform. The student's name badge must be worn during clinical assignments and at any time the student is on College or UnityPoint Health premises in the role of student (including in the classroom, the Health Sciences Library, College campus, off-site 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. The name badge gives access to campus, the commons, the resource room, and the computer lab daily from 4:30 am – 9:00 pm.

If a name badge is lost, Student Services must be notified and a replacement will be made available. Students will be assessed a \$25.00 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.

Dress Code Policy

Official Policy

The purpose of dress codes is to provide direction to 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 clinical-related activities and College-related activities. A general approach of moderation and good taste should serve as a basis for choices. Classroom attire can be comfortable and casual but should be appropriate at all times. Individual faculty members accept the responsibility for reasonable interpretation of this policy.

The following apply when students are in uniform attire and/or on most clinical units 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 clinical 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. Non-Trinity issued buttons, patches or tags are not to be worn while on duty unless prior approval has been received from Trinity Human Resource Department.
- Proper body cleanliness and use of deodorant must be maintained. When makeup is worn, it should be used with discretion and good taste. Strong scents are prohibited, included but not limited to - perfume, cologne, after-shave, and/or tobacco smoke.
- Hands are to be clean and free of lesions. Nails must be clean, neat and trimmed to a conservative length (1/4" from the nail bed). **Nail polish, if worn, must be clear, neat, and without chips and/or cracks.** In some clinical situations (e.g., ICU and OR), nail polish may be prohibited. Artificial nails and nail enhancements (including gels) are prohibited.
- Hair should be clean, neat, and appropriately colored and styled. **During clinical activities, hair should be styled off the shoulders so that it does not swing and become a source of contamination through shedding of stray hair or dissemination of bacteria.** Hair accessories (when used) should be professional and complement the uniform. Male facial hair should be trimmed and groomed.
- **Lab coats are required to be worn for the NUR 605: Comprehensive Health Assessment practicum and NUR 607 if a lab is being taught.**
- 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 clinical experiences or under lab coats, is defined as non-casual clothing. Skirts, tops, and slacks worn in professional settings should not be cropped, frayed, or faded. Blue jeans, "sweat suits", leggings, yoga pants are not permitted during clinical- related activities, including under lab coats. White or neutral hosiery/socks should be worn with the pant uniform that cover to the above the ankles. Shirts worn under uniform tops must be plain white. Uniform pants should be navy blue. A maternity dress or pant uniform, identified with the College insignia, may be worn during pregnancy. 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 and all clinical-related activities.

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 when the student's presence is required on medical units for reasons other than giving direct client care.

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

Background Check Policy Official Policy

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) requires background checks for health science and nursing students working in hospitals. 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 Welcome Packet. 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. Trinity College will accept previous background checks from other authorized agencies that are within 6 months of the start of the academic program. No student will be permitted in a clinical area without verification of a background check. 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. Students may dispute the accuracy and completeness of the information in the background report with the third party, in writing, within 14 days of receipt of the report, by email at clientservices@verifiedcredentials.com or call 800-938.609

The Director of Student Services and External Relations will review background checks that reveal a discrepancy against the Illinois Department of Public Health's Health Care Worker Registry of Disqualifying Convictions at <http://www.idph.state.il.us/nar/disconvictions.htm>. In accordance with the Health Care Worker Background Check Act [225 ILCS 46] and 77 ILL Adm. Code 955 Section {955.160}, returned student background checks will be compared to: 1) those disqualifying offenses that may be considered for a waiver by the submission of a waiver application; 2) offenses that may be considered for a rehabilitation waiver; and 3) offenses that are always disqualifying except through the appeal process.

Additionally, students participating in clinical experiences at UnityPoint Health will undergo Illinois and Iowa criminal background checks – this is further defined by both states. Iowa is to be run through the Iowa state police. For students pursuing non-licensed programs in Illinois, an Illinois fingerprint is required. For students in licensed programs in Illinois, (such as RN, Respiratory, Rad Tech) a name based search through the Illinois state police is required. In Illinois and Iowa child and dependent adult abuse registry checks, Federal Health Care Program Exclusion Screening; HHS/OIG, and General Services Administration ("GSA") excluded parties' lists are checked to verify that students are not listed on the excluded parties lists before clinical placement and every 90 days or as required by law. The results of the UnityPoint Health Trinity background checks are only valid within 30 days of the student's start date in the clinical facility.

Trinity College will keep information contained in the report confidential when obtaining, retaining, using and destroying the report. The College will use the Criminal Background Report only for purpose as authorized and defined by JACHO. Students will be notified in writing by the Director of Student Services & External Relations of the decision to deny admission based on a disqualifying offense. Written notification also includes contact information for the third party conducting the check and a statement that the third party did not make the decision to take the adverse action and is unable to provide the student the specific reasons why the adverse action was taken. The student has the right to obtain a free copy of the report from the third party if, within 60 days after receipt of written notification; he or she requests an additional copy. It's the student's right under the Federal Consumer Reporting Agency [FCRA] to dispute with the third party the accuracy or completeness of any information in the report. Denial of placement in the clinical setting is ultimately a decision that is made by the clinical agency and not the College.

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. It is the student's responsibility to inform the Director of Student Services and External Relations and/or their Program Coordinator of any offense that may occur after admission to the program.

If a student's enrollment is interrupted by a student initiated withdrawal or an administrative withdrawal, a new background check must be completed prior to a student's return to the clinical setting. Students on approved leave of absence are exempt from submitting a new background check.

Electronic Devices Policy

Official Policy

Classroom use

Technology used in the classroom is intended to enhance the learning environment for all students. The appropriate academic use of electronic devices during class is determined and directed by the faculty. Students are expected to refrain from electronic messaging, texting, emailing, internet browsing, phone calls or any other use of a device that may distract others. In addition, all device sounds must be silenced during class. A student intending to record the classroom period must obtain the consent of the individual faculty member or have an approved accommodation, prior to recording.

Each student has a responsibility to the other students in a classroom to maintain an environment conducive to learning. A student found in violation of this policy will be asked to discontinue the activity. Repeated violations will be addressed through the Corrective Action process.

Testing and Test Review

No electronic devices may be brought into the testing or test review area, including computer testing (ATI). This includes phones, tablets, watches, or any other electronic devices. Students found to be in violation of this policy will be asked to remove the device from the room. Repeated violations will be addressed through the Corrective Action process. See also the Academic Honesty and Integrity Policy and any program specific testing policies.

Clinical

No personal electronic devices may be used in any patient care area. See specific program policies for further information. A student found to be in violation will be asked to discontinue the activity. Further violations will be addressed through the Corrective Action process.

Emergency Contacts

Students should use the main College number, (309) 779-7700, to receive emergency messages during class, testing, or clinical. The Student Services staff will relay urgent messages to students during class, testing, or clinical.

Minors on Campus Policy

Official Policy

Trinity College of Nursing & Health Sciences conducts its educational operations in a manner that coincides with its mission, vision, and values. Minors may be on campus for brief periods of time visiting or participating in College-sponsored activities. At no time while on campus should a minor be unsupervised. Minors should be under the supervision of a faculty member, staff member, or in the care of their parent or adult guardian. For those students in the post-secondary enrollment option, the supervising College representative is either the faculty member or the clinical supervisor. In addition to this policy, the visits of minors are subject to the same conditions as any other visitors to the College. Any College employee who suspects that a minor who is on College property or is participating in College activity at another location, is/ has been the victim of child abuse or neglect shall immediately report the suspected child abuse or neglect to the Department of Children and Family Services (DCFS) toll-free, 24-hour Child Abuse Hotline at 1-800-25-ABUSE (22873). The changes became effective June 27, 2012 when the State of Illinois Public Act 97-0711 amended the Abused and Neglected Child Reporting Act (ANCRA) to mandate that all personnel of higher education institutions report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS).

Definitions

Minor(s): Anyone under the age of 18 is covered by this policy.

Authorized Adult: For purposes of this policy means a parent, legal guardian, or other adult, including, but not limited to faculty/staff/employee/student who is responsible for supervising the minor(s) while on campus or at a College-sponsored activity located off-campus.

Employee: For purposes of this policy includes those faculty/staff/volunteers/medical center staff/students who are employed or volunteer for Trinity College of Nursing & Health Sciences or Trinity Regional Health System.

Policy

1. 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.
2. Minors are permitted in the general areas of the College and in other areas as permitted by the faculty/staff of the College.
3. Even when accompanied by an “Authorized Adult,” 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.
4. Minors and Authorized Adults who do not meet the College Standards of Behavior will be asked to leave the College.
5. Minors are not permitted in the classroom while classes are in session unless permission is granted in advance from the faculty member. If the minor becomes disruptive, the Authorized Adult and minor will be asked to leave the classroom. At no time is a minor permitted in the clinical area with an Authorized Adult who is completing curricular requirements. 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.
6. Any College employee or student in the clinical area is required by Iowa and Illinois law to be a mandatory reporter of child abuse.

Procedures

Trinity College of Nursing & Health Sciences is strongly committed to providing a safe and secure environment for children. The following procedures should be taken when children are scheduled to be on campus.

Faculty/Staff/Employees/Students of the College or Trinity Regional Health System must notify the Director of Student Services and External Relations at least 14 days prior to the scheduled activity when minors will be on campus or in a college-related activity located off-campus.

Reporting suspected child abuse or neglect

If a College employee or volunteer reasonably suspects or observes signs of child abuse or neglect, he/she should immediately do the following, (and must do the following if a mandated reporter):

1. As required by state law, report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS) to the toll-free 24-hour Child Abuse Hotline at 1-800-ABUSE (22873).
2. Written Confirmation must be sent to DCFS within 48 hours of the call:
DCFS
406 East Monroe Street
Station 122
Springfield, Illinois 62701
3. Mandated Reporters making a good faith report cannot be held liable for civil damages, BUT failure to report suspected instances of child abuse or neglect constitutes a Class A misdemeanor.

Background Checks

Trinity College of Nursing & Health Sciences requires background checks of all faculty/staff/employees/volunteers/students. Trinity Regional Health System requires background checks of all of its employees/volunteers.

Training

Training for faculty/staff/employees/volunteers will be conducted on an annual basis.

Academic Computing & Identity Theft Prevention Program Policy

Official Policy

To verify the identity of students attending Trinity College of Nursing & Health Sciences as required by the UnityPoint Health Identity Theft Prevention Program (Policy 1.LL.04). Trinity College of Nursing & Health Sciences student accounts qualify as covered accounts as defined in the UnityPoint Health-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. In such policy, the term "patient" is interchangeable with "student" as deemed necessary.
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.

Sexual Misconduct Policy Official Policy

Trinity College of Nursing & Health Sciences is committed to providing an environment that is free of sexual misconduct. Sexual misconduct includes but is not limited to:

- Sex Discrimination (Equal Opportunity)
- Gender-based Discrimination and Harassment
- Pregnancy Discrimination
- Sexual Harassment
- Sexual Violence/Assault
- Retaliation

Sexual Discrimination, 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, but not limited to, 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.

Definitions:

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an employee's or student's actual or perceived gender, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

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.

Sexual harassment is defined as:

- Unwelcome sexual advances
- Unwelcome requests for sexual favors
- Unwelcome physical contact of a sexual nature
- Unwelcome verbal or physical conduct of a sexual nature

Examples of harassment behaviors expressed electronically or otherwise, may include:

- Crude or vulgar language
- Commenting on the clothing of an individual in a sexual way
- Jokes or comments that put women or men down
- Referring to someone in demeaning terms

It is possible for discrimination/harassment to occur within different levels of relationships: between faculty members and students, supervisors and work-study students, student to student, supervisor to employee, student to employee, and employee to employee. Any employee or student who believes that he/she has been harassed in violation of this policy is urged to report the incident.

Pregnancy discrimination is considered a form of sex discrimination because only women can become pregnant. Trinity College of Nursing & Health Sciences is committed to providing an environment that is free of discrimination and will not deny the benefits of educational programs and activities to pregnant women. Pregnant women will be treated the same as other students/employees, unless documentation is submitted of extenuating circumstances regarding a temporary medical condition that may require treatment. Reasonable accommodations will be provided based on medical documentation. Trinity College will not unilaterally presume what limitations (if any) should be placed on a pregnant student/employee.

Sexual Violence/Assault

The State of Illinois Preventing Sexual Violence in Higher Education Act (P.A. 099-0426) ensures that every student in Illinois has access to the same protections at every Illinois higher education institution. Sexual assault, domestic violence, dating violence, and stalking violate the values of Trinity College of Nursing & Health Sciences. In order to provide a healthy workplace and learning environment, the College prohibits such acts. Definitions include:

- *Criminal Sexual Assault*: A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) Uses force or threat of force; (2) Knows that the victim is unable to understand the nature of the act or is unable to give knowing consent. (See 720 ILCS 5/11-1.20)
- “Consent” means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. A person cannot consent to sexual activity if unable to understand the nature of the activity or give knowing consent. This includes circumstances where the person is incapacitated due to drugs, alcohol, asleep, or unconscious. The manner of dress of the victim at the time of the offense shall not constitute consent. (See 720 ILCS 5/11-1.70)
- *Domestic Battery*: A person commits domestic battery if he or she knowingly without legal justification by any means: (1) causes bodily harm to any family or household member; (2) makes physical contact of an insulting or provoking nature with any family or household member. (See 720 Ill. Comp. Stat. 5/12-0.1 and 5/12-3.2)
- *Dating Violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Such a relationship is characterized by the expectation of affection or sexual involvement between the parties.
- *Stalking*: Under P.A. 720 Ill. Comp. Stat. 5/12-7.3, a person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:
 - Fear for his or her safety or the safety of a third person; or
 - Suffer other emotional distress.
- Knowingly and without lawful justification, on at least 2 separate occasions, follows another person or places the person under surveillance or any combination thereof and:
 - At any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint, and the threat is directed towards that person or a family member of that person; or
 - Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint, to or of that person or a family member of that person.
- Previously has been convicted of stalking another person and knowingly and without lawful justification on one occasion:
 - Follows that same person or places that same person under surveillance; or
 - Transmits a threat of immediate or future bodily harm, or sexual assault.

Retaliation

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 any education program or activity. Trinity College also prohibits any retaliation, intimidation, threats, coercion or other form of discrimination against any persons exercising their rights or responsibilities under the Clery Act or any policy and procedure described herein. No person will suffer employment, educational, or other program consequences as a result of making a good faith report and no action may be taken in retaliation against anyone making a good faith report of a sexual misconduct violation.

However, an individual who alleges sexual misconduct by another, which that individual knows to be false or frivolous, will be subject to the full range of corrective action, up to and including withdrawal from the College.

Amnesty Clause

Trinity College of Nursing & Health Sciences encourages students to offer assistance to others in need and to get assistance for themselves when needed. The College seeks to minimize hesitation that students may have about seeking this assistance or reporting incidences of sexual misconduct based on concerns that they will be disciplined for violating Trinity College's alcohol/drug policy.

Students seeking assistance for themselves or others, or reporting incidences of sexual misconduct, will not be subject to the College sanctions that are punitive in nature based on abuse of alcohol/drugs. For this to apply to students seeking assistance for others, those students must be present when assistance arrives and will be required to provide contact information to the responding agency to be included with the incident report.

In lieu of punitive sanctions to students seeking assistance in these instances, students abusing alcohol/drugs may be required to complete specified follow-up, such as assessment or attendance at a substance abuse education class. Failure to complete the recommended follow-up will result in disciplinary action.

Confidential Reporting Options

Victims of sexual misconduct and/or third party/bystanders can use one of the two following reporting options:

1. Online Reporting
Electronic submission of a report is available at <http://www.trinitycollegeqc.edu/filesimages/Current%20Student%20Forms/Incident%20Report%20Form.pdf>
Online reporting may be submitted anonymously.
2. Face-to-Face Reporting
In-person reporting to the Trinity College of Nursing & Health Sciences Title IX Coordinator, Lenore Knock, in Student Services, or by calling 309-779-7720, or by email at Lenore.Knock@trinitycollegeqc.edu.
In the event of the Title IX Coordinator's absence, in-person reporting to the Deputy Title IX Coordinator, Andrea Wise in office #101, or by calling 309-779-7762, or by email at Andrea.Wise@trinitycollegeqc.edu.

The reporter of sexual misconduct has options regarding notification to law enforcement, including:

1. Calling options:
Notify on-campus safety personnel by dialing "55" on a College phone
Emergency calls to local police by dialing "911"
Non-emergency calls to local police by dialing 309-732-2677
2. The reporter has the option to be assisted by a campus security authority in notifying law enforcement.
3. The reporter has the option to decline to notify law enforcement.

Students and employees may discuss concerns with a Student Assistance Program (SAP)/Employee Assistance Program (EAP) counselor at 800-383-7900.

Procedures:

Procedure for Responding to a Report

Reports of sexual misconduct will be investigated and processed through the appropriate College Corrective Action process. Both the complainant and the respondent accused of the offense are entitled to:

- A prompt, fair, and impartial investigation and resolution. Any extension of time frames specified for the investigation and resolution of the allegation of an offense will only be for good cause and both the complainant and the respondent will be advised in writing of the reason for any delay.
- An investigation conducted by officials who have no conflict of interest or bias for or against the complainant or the respondent and who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and on how to conduct an investigation that protects the safety of complainant and promotes accountability.
- Both the complainant and the respondent have the same opportunities to have a support person present during any investigation, including the opportunity to be accompanied to any related meeting or proceeding by the support person of their choice. The College may not limit the choice of support person, but may establish limits regarding the extent to which that support person may participate in the proceeding, as long as those limits apply equally to both parties.
- Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- Simultaneous, written notification of the outcome of the investigation, procedures for either party to appeal the result, any change to the result, and when the outcome becomes final.

Investigation Procedures

Upon receipt of a complaint or notice of sexual misconduct, the Title IX Coordinator/Deputy Coordinator will initially assess the report for basic facts, complainant's wishes, immediate safety concerns, and patterns of behavior. The Title IX Coordinator will then decide to proceed or not with an investigation. The Title IX Coordinator, and in their absence the Deputy Coordinator, will oversee the investigation and assign two investigators who are free from conflict of interest.

- 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 Complainant's 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. Individuals may have appropriate and confidential discussions with a counselor or confidential advisor regarding the matter. Any unauthorized breach of confidentiality may result in disciplinary proceedings up to and including withdrawal from the College and/or discharge from employment.
- The Title IX Coordinator will provide written notification on whether the College will conduct an investigation or if the report is unsubstantiated. This written notice will be provided to the Complainant and the Respondent and will include which individuals will investigate the complaint, the Sexual Misconduct Policy, and a Rights and Options form.
- During the investigation, both the Complainant and the Respondent will be given the opportunity to present witnesses and other relevant evidence. [Support persons are encouraged, but do not advocate for either party.]
- Both the Complainant and the Respondent will be given updates by the Title IX Coordinator as the investigation progresses. 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 any criminal proceeding.

- The College will act to ensure a respectful environment, which includes considering any interim measures that may be required to ensure any improper conduct ceases immediately, and taking corrective action to prevent recurrence of the inappropriate conduct.
- All steps of the investigation will be documented. Investigation findings will be based on a preponderance-of-the-evidence standard.

Outcome/Determination

The final disposition of Sexual Misconduct investigations will be made as follows:

- Reports against students will be decided by the Title IX Coordinator/Deputy Coordinator.
- Reports against faculty will be decided by the Dean of Nursing and Health Sciences. The guidelines as outlined in the Faculty Handbook will guide the investigation.
- Reports against staff will be decided by the Title IX Coordinator.
- Reports against a dean or director will be decided by the Chancellor.
- Reports against the Chancellor will be decided by the Chairperson of the Trinity College Governing Board.

The Complainant and the Respondent will be informed in writing of the outcome of the investigation. Both the Complainant and the Respondent will be provided information regarding the Appeal process, within seven (7) days of a decision. If a violation is found, the Complainant will also be advised of disciplinary action imposed upon the Respondent.

Possible Sanctions and Protective Orders:

Following a final determination in the College's disciplinary proceeding that an act of sexual misconduct has been committed, the College may impose sanctions and order protective measures be taken. The following is a list of possible sanctions that may be imposed:

- Verbal and written notification of warning
- Written corrective plan of action with assessment of improvement
- Withdrawal from course(s)
- Program withdrawal
- Dismissal from the College

Protective measures that can be ordered include, but are not limited to:

- Adjustment of class schedules
- Imposition of restrictions on contact
- Revocation of permission to campus and resources

The College will provide written notification to victims regarding available assistance in changing academic and working situations, if desired. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. The College will keep information about these accommodations and any similar protective measures confidential to the extent that maintaining confidentiality would not impair the institution's ability to provide them.

Appeals

Either the Complainant or Respondent may appeal the outcome of an investigation, 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. Any challenge to a corrective action must be based on an assertion that it is disproportionate to the offense.

Appeals must be in writing and contain the following information:

- Name, current address, and email address of the Complainant.
- Name, current address, and email address of the Respondent.

- A statement of all decisions, including corrective action, if any.
- A detailed statement of the basis for the appeal, including the specific facts and circumstances in support of the appeal.
- Requested action, if any.

Appeal Procedure

- Appeals of Reports against students: In the event that the Complainant or Respondent does not accept the decision of the investigation, the student or involved party may appeal in writing within 10 days of receiving the written findings. The Chancellor of the College will review the Report investigation, decision, and disciplinary action. The Chancellor will conduct an investigation and prepare a written statement within 14 days of receiving the student's or involved party's written appeal. The decision made by the Chancellor will be final.
- Appeals of Reports against faculty: The Complainant or Respondent may appeal in writing a decision, including corrective action, of the Dean to the Chancellor of the College within 10 business days. The Chancellor will review the report investigation, decision, and disciplinary action/sanction. The Chancellor will prepare a written statement within 14 days of receiving the student's or involved party's written appeal. The decision made by the Chancellor will be final.
- Appeals of Reports against staff: The Complainant or Respondent may appeal in writing a decision, including corrective action, of the Title IX Coordinator to the Chancellor within 10 business days. The Chancellor will review the report investigation, decision, and disciplinary action. The Chancellor will prepare a written statement within 14 days of receiving the student's or involved party's written appeal. The decision made by the Chancellor will be final.
- Appeals of Reports against a dean or director: The Complainant or Respondent may appeal in writing a decision, including corrective action of the Chancellor within 10 business days. The Chancellor will designate the Trinity College Board Chair to recommend a decision on reconsideration. The Board Chair will review the report investigation, decision, and disciplinary action. The Board Chair will prepare a written statement within 14 days of receiving the written appeal. The decision made by the Board Chair will be final.
- Appeals of a Report against the Chancellor: the Complainant or Respondent may appeal in writing a decision, including corrective action, to the Trinity College Board Chair within 10 business days. The Board Chair will designate an individual or individuals external to the Board to recommend a decision on reconsideration. The Board Chair's designee will review the report investigation, decision, and disciplinary action/sanction. The Chair's designee will prepare a written statement within 14 days of receiving the written appeal. The decision made by the Board Chair's designee will be final.

Survivor Resources

Victims will be provided written notification about existing counseling, health, mental health, and victim advocacy services available, both within the College and in the surrounding community.

On-campus services that are available include:

- UnityPoint Health, Trinity 309-779-5000
- Student Assistance Program (SAP)/Employee Assistance Program (EAP) @ 800-383-7900

Off-campus resources that are available include:

- SafePath Survivor Resources of Family Resources, Inc. Hotline 309-797-1777
- Rape, Abuse, and Incest National Network (RAINN) 1-800-656-4673

Training, Education and Awareness

The Trinity College of Nursing & Health Sciences website is the repository for the following information: Sexual Misconduct Policy, Title IX Coordinator/Deputy Coordinator role description and contact information, and identifying contact information for counselors, confidential advisors, campus security authorities, and confidential resources. Full and part-time College employees and all students who attend one or more classes on campus will annually complete the NetLearning modules Sexual Misconduct Prevention Training Part 1 and Part 2. An introduction to Sexual Misconduct awareness during New Student Orientation will include a definition of consent, reporting options, survivor services, and strategies for bystander intervention and risk reduction. Each student will have access to an electronic copy of the comprehensive policy.

College employees and designated individuals involved in the receipt of a report of sexual misconduct will receive annual survivor-centered and trauma-informed training. The Campus Violence Prevention Committee shall serve to work toward improving safety on campus, meeting twice annually.

Individuals making decisions/outcomes of reports will receive 8 to 10 hours of additional annual training including training on how to resolve complaints. The College will ensure that partners in providing confidential advising complete 40-hours of sexual violence training before their appointment and complete 6 hours on ongoing education annually.

The Title IX Coordinator will comply with requests from the Illinois Department of Human Rights and the Illinois Attorney General regarding reporting, policy change, and prevention programs

Substance Abuse Policy

Official 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 non-prescribed 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 and 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 Unity Point Health – Trinity 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.

Local statutes adhere to State guidelines regarding sanction for alcohol violations. Illinois State law considers the illegal possession and use of alcohol punishable with the following penalties:

OFFENSE: Illegal sale/furnishing of alcohol
PENTALTY-FINE/JAIL: Up to \$1000 and/or 364 days

OFFENSE: Illegal possession
PENTALTY-FINE/JAIL: Up to \$500 and/or 6 months

OFFENSE: Use of false identification card (can be charged as either a felony or a misdemeanor)
PENTALTY-FINE/JAIL: The penalty can range from a possible fine of \$10,000 or 3 years in jail.

The Federal Government has a total of 38 alcohol-related laws established. Reference these laws at <http://nationalsubstanceabuseindex.org/alcohollaws.htm>

Local statutes adhere to State guidelines regarding sanction for violations of controlled substances, Illinois State law considers the illegal possession and use of controlled substances punishable with penalties outlined at <http://www.ilga.gov/legislation/icls5?ActID=1941&ChapterID=53>

Federal law supports a zero tolerance policy regarding controlled substances on College campuses; this includes the use of medical marijuana.

If the results are positive, the student will be immediately suspended from the College by the Dean of Nursing and 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, Unity Point Health – Trinity, 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

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 Outpatient Center**
UnityPoint Health, Trinity Rock Island Campus
2701 17th Street
Rock Island IL 61201
309-779-2800
- **Rock Island County Council on Addictions**
1607 John Deere Road
East Moline, IL 61244
309-792-0292

Support Groups:

- **Narcotics Anonymous**
1706 Brady Street
Davenport, IA 52803
563-328-5228
- **Alcoholics Anonymous, Illowa Intergroup**
1707 Brady Street
Suite 201
Davenport, IA 52803
309-764-1016 - 24 HR Answering Services

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 Prevention Policy

Official Policy

The safety and security of the Trinity College of Nursing & Health Sciences ("Trinity" and/or "College") campus and community are very important. Students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. College safety and security is based on the ability to set forth guidelines and have a plan with response options in the event of an act of campus 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).

Policy & Procedures**Violence Not Tolerated**

Trinity College 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 College 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 light 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, including domestic violence, dating violence, sexual assault or abuse of an individual or property. This includes physical force and/or activity which cause mental anguish. An act of campus violence constitutes an emergency and may involve one or more persons engaging dangerous and or deadly weapons. This type of incident can last for minutes or hours, range over a large and constantly changing area, and threaten everyone within close proximity of the aggressor(s). Students and staff may or may not receive advance warning of an act of campus violence. A witness, personal observation, or the sound of weapons discharging may be the only alert received, leaving little time to react.

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 for 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.

Weapons: 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. To ensure compliance with Illinois Firearm Concealed Carry Act (430 ILCS 66/1) entrances to campus property and facilities are clearly posted to notify people that the College is a prohibited area. Under Illinois' law, property owned or leased by a private college is a "prohibited area" where concealed carry is not allowed, except those people with a valid concealed carry permit who can keep their firearms locked in their personal vehicles.

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 (720ILCS 5/33 A-I, et seq.)

Reporting On Campus

The College has 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.

Students, faculty, staff, and visitors should address emergencies by calling 911. Violence or threats against self or others should not be ignored or disregarded. If experiencing or observing an immediate threat or violent situation, local law enforcement is to be alerted as soon as possible. Delayed reporting may unnecessarily allow the behavior to continue, cause harm, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

The A.L.I.C.E. response utilizes five steps to increase chances of survival during a surprise act of violence on campus. The A.L.I.C.E. response does not follow a set of required actions. Survival is paramount in this situation. It may be appropriate to use only one or two parts of the response plan or utilize all five parts. In this type of incident, perception is the reality and individuals will decide what appropriate action to take; dealing with known information and disregarding unknown information.

1. **Alert-** Announcement of the onset of the emergency can be anything.
 - Gunfire
 - Witness
 - Phone alert

2. **Lockdown-** This is a semi-secure starting point from which to make survival decisions. **Internal lockdown** should occur immediately by all who decide not to evacuate.
 - Secure the room
 - Lock the door
 - Cover any windows in the door if possible
 - Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
 - Barricade the door with anything available (desks, chairs, etc.)
 - Look for alternate escape routes (windows, other doors)
 - Call 911
 - Pull the panic alarm found near the door
 - Move out of the doorway in case gunfire comes through
 - Silence or place cell phones on vibrate
 - Once room is secured, do not open the door for anyone. Police will enter the room when the situation is over
 - Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others
 - Put yourself in position to surprise the active shooter should they enter the room
 - If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
 - Be prepared to provide first aid

External lockdown - Exterior campus lockdown will be determined by law enforcement based on the circumstances of the incident.

3. Inform- Use any means necessary to pass on real time information.
 - Can be derived from 911 calls
 - Give in plain language
 - Tell who you are
 - Explain what is happening - active aggressor/active killer shooting on site
 - Describe where on campus and what room
 - Describe how - shots fired/multiple-burst of shots fired, include type of weapon(s)
 - Include movements and actions of the suspect(s) if known

4. Counter- This is the use of simple, proactive techniques should students and/or staff be confronted by the aggressor(s); counter techniques interrupt the violent actions of the suspect.
 - Anything can be a weapon
 - Throw things at the aggressor's head to disrupt their aim
 - Create as much noise as possible
 - Attack in a group (swarm)
 - Grab the aggressor's limbs and head and take them to the ground and hold them there
 - Fight dirty- bite, kick, scratch, gouge eyes, etc.
 - If you have control of the aggressor call 911 and tell the police your location and listen to their commands when officers arrive on scene

5. Evacuate- Remove yourself from the danger zone as quickly as possible.
 - Decide if you can safely evacuate
 - Run in a zigzag pattern as fast as you can
 - Do not stop running until you are far away from the area
 - Bring something to throw with you in case you would encounter the aggressor(s)
 - Break out windows and attempt to quickly clear glass from the frame
 - Do not attempt to drive from the area

Reporting on Clinical

The UnityPoint - Trinity Medical Center phones (Rock Island, Moline and Bettendorf) can also be used to report emergencies by dialing "55". A switchboard operator will recognize this as a priority call. The operator will notify security officers to report to the needed area.

Non-Emergency Concerns

Members of the College community are encouraged to report other behavior that is unusual or threatening even if it is not perceived as an immediate, dangerous, or imminent risk. To report concerns that may not pose an immediate threat, an Incident Form should be completed. Faculty or the Director of Student Services and External Relations should be contacted. The Incident Form is located in Student Services and on the College web site. Concerns over the conduct of a student, employee, or visitor on campus, may be reported to the following persons:

1. Faculty, Dean of Nursing and Health Sciences, or the Director of Student Services and External Relations if the concern is about a student
2. The Director of Student Services and External Relations if the concern is about a student, College employee or visitor
3. The Chancellor or Dean of Nursing and Health Sciences, or the UnityPoint Health - Trinity Human Resources Employee Relations Manager, if the concern is about a College or UnityPoint Health-Trinity employee.

Concerns should include the behaviors involved and the feelings and reaction evoked by the behaviors. List any observers to the incident. Non-emergency concerns require documentation on the Incident Form to be submitted to the Director of Student Services and External Relations.

Protective Orders/Restraining Orders Issued by a Court

Members of the College community who have an Order of Protection should provide a copy of the order to the Director of Student Services and External Relations who will notify College staff and UnityPoint Health, Trinity Security as appropriate.

Notification and Preparedness

Trinity College, as part of its annual communication on safety, will inform individuals of this policy and its related procedures and resources. The policy is available online and as part of the Annual Campus Crime and Security Report (www.trinitycollegeqc.edu). Notifications and testing occur annually, is included in New Student Orientation, and is a specialty computer-based learning module accessed via the NetLearning Management System. This training includes College faculty, staff, and students.

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 to Trinity College students, faculty, and staff simultaneously by cell phone, home phone, and e-mail using contact information from the College Directory. 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 designated law enforcement personnel will determine the severity and extent of the emergency and to whom the alerts should be sent. Administration or the designated person will determine the content of the message and subsequently initiate the notification system. The Director of Student Services and External Relations is the primary contact person for the Trinity Alert System.

The Trinity Alert System 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. 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.

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.

Threat Management

The Campus Violence Prevention Committee, Threat Assessment Team and Critical Incident Team are formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation, or property damage. Leaders of the respective teams communicate with each other 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.

Campus Violence Prevention Committee

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

The Committee 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;
- Assist with the implementation of the Campus Violence Prevention Plan throughout campus; and
- Determine methods of communication and education for the College community with regard to violence prevention, safety measures, and environmental security

On an annual basis the Committee shall ensure that an exercise of the Campus Violence Prevention Plan is conducted.

Threat Assessment Team

Team members request a meeting whenever a potential or actual act of campus violence issue is brought to light. Meetings shall be convened and facilitated by the Director of Student Services and External Relations. Members shall share information and make decisions about next steps to be taken. Membership shall include the Director of Student Services and External Relations, Chair of the Student Affairs Committee, Dean of Nursing and Health Sciences, College Chancellor, and the UnityPoint Health-Trinity Employee Assistance Program Counselor as appropriate.

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

1. Suggesting intent to harm self or others.
2. Creating disruptions in the work/learning environment.
3. Intimidating other faculty, staff, and/or students.
4. Stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity.
5. Acting in a frightening or threatening manner.

Team Responsibilities include:

1. Issue/concern is identified by or reported to Director of Student Services and External Relations by submission of the Incident Form, by phone, or in person.
2. The Threat Assessment Team assesses the behaviors of concern based on:
 - a. Investigation of incident.
 - b. Review of the student/staff/faculty record and previous incidents.
 - c. The NaBITA Threat Assessment Tool.
 - d. Additional pertinent information discovered through investigation.
 - e. Communication with administration, faculty, and supervisors as appropriate.
3. Recommend appropriate action/intervention[s] to the Critical Incident Team
4. Point person is identified to monitor the situation. This may be faculty, staff, or an administrator.
5. Point person provides regular updates to Threat Assessment Team until the issue is resolved.
6. In some cases, it may be reasonable for the College to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the College may also revoke permission of persons violating this policy from remaining on campus.
7. A factual description of the response will be documented, as appropriate, including the incident report and additional information. Report will be kept by the Director of Student Services and External Relations in a designated folder.

Critical Incident Team

Trinity College 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. The Critical Incident Team is chaired by the Chancellor or designee and membership shall include the Director of Student Services and External Relations and the Dean of Nursing and Health Sciences. The Critical Incident Team serves as a coordinating entity in responding to critical incidents affecting students; to assist local emergency agencies with their response to critical incidents affecting students; and to assist students to return to normal activities 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 the Critical Incident Team. The Campus Violence Prevention Committee has defined the critical incidents to which they may respond to include:

- Suicide attempt/threat
- Non-suicidal self-injurious behavior that is disruptive, requires medical attention, occurs under the influence of alcohol and/or drugs
- Homicidal threat/significant homicidal ideation
- 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
- Sexual assault
- Natural disaster affecting students

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

Recovery from Violent Situation

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the Trinity College Campus Violence Prevention Committee can, in collaboration with the Critical Incident Team, facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. Accommodations may be made for those students affected by acts of violence.

External Resources

Department of Children and Family Services – The State of Illinois Public Act 97-0711 amended the Abused and Neglected Child Reporting Act (ANCRA) to mandate that all personnel of higher education institutions report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS) toll-free, 24-hour Child Abuse Hotline at 1-800-24-ABUSE (22873). UnityPoint Health, Trinity Net Learning – includes the following required certifications of faculty, staff and students:

- Illinois DCFS Child Abuse Mandatory Reporting Training
- Iowa Mandatory Abuse – Child
- Iowa Mandatory Abuse – Adult

Mental Health: Student Assistance Program (SAP): All students are eligible to participate in the Student Assistance Program (SAP)* as offered through Precedence, Inc. and UnityPoint Health. Counselors are available to assist students with personal or other issues that arise while a student is at the College. Students may seek SAP assistance independently, or can be referred by their Advisor/Program Coordinator or Dean. Brochures are available in Student Services or from an Academic Advisor. SAP 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 SAP 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.

*The Student Assistance Program is part of the UnityPoint Health Employee Assistance Program (EAP).

Employee Assistance Program (EAP): This program is an employer-sponsored program utilizing counselors who specialize in the assessment of personal problems. EAP deals with human problems – the kinds that affect personal well-being or ability to perform your job. Confidential assistance for personal problems, at no cost to the employee, is available by calling (800) 383-7900 or (309) 779-2273 to schedule an appointment.

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 public institutions of higher education:

1. The Federal Student Right to Know and Campus Security Act (Clery)
2. Federal Safety and Drug Free Schools and Communities Act
3. Federal Drug Free Workplace Act of 1988
4. Higher Education Act of 1998
5. Higher Education Opportunity Act 2008
6. Uniform Crime Reporting (Both State and Federal)
7. Federal and State Alcohol, Drug and Weapon Laws
8. Illinois Campus Security Enhancement Act 2008
9. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
10. Illinois Education Sexual Assault Awareness Act
11. Illinois Mental Health and Developmental Disabilities and Confidentiality Act
12. Illinois Human Rights Act (P.A. 96-0574)
13. Federal Violence Against Women Reauthorization Act of 2013
14. Pending Survivor Outreach & Support Act (introduced July 2014)
15. Pending Campus Accountability & Safety Act (introduced July 2014)

Environmental Health and Safety

Exterior Lighting - Exterior lighting for parking lots and buildings are monitored by the security guards. Any deficiencies are reported to UnityPoint Health - Trinity's Facilities Services department. Security guards patrol all building and parking facilities 24/7. 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 UnityPoint Health - 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 tower, which brightly lights the surrounding area.

Panic Alarms - Panic alarms are located in all classrooms and in other key areas, such as offices and restrooms. Students and 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. Per Mar Security will notify the local police as well as UnityPoint Health -Trinity security department to respond.

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/staff will work with security personnel to diffuse the situation in the safest and most efficient way possible.

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 and asked their purpose for being on campus.

Approval and Revisions

This plan has been approved by the Chancellor, the highest executive official at Trinity College, on behalf of the Board of Trustees of Trinity College in accordance with the College's approval and notification policies and procedures.

Annual Security Report

The Trinity College of Nursing & Health Sciences Annual Security Report is intended to provide information related to campus security and safety including a description of Trinity College of Nursing & Health Sciences' security arrangements, policies and procedures; programs that provide education on drug and alcohol abuse, awareness and prevention of sexual misconduct, and procedures the College will take to notify the campus community in the event of an emergency. It also includes crime statistics for the past three years. The provision of this information is in compliance with the requirements of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Public Law 101-542), as amended. These policies are adopted as part of Trinity College of Nursing & Health Sciences' commitment to the safety and security of all members of the College community and to ensure that the College's environment supports the academic needs of its students while also maintaining a safe place to work and learn. Trinity College and Trinity Regional Health System are jointly responsible for gathering safety information and crime data for specified geographic locations. Additionally, annual crime data is supplied by the Rock Island Police Department / Office of the City Clerk and is released through the Freedom of Information Request. Questions regarding any of the information may be directed to the Director of Student Services and External Relations at 309-779-7720.

The Annual Security Report is submitted the first day of October and is located on the College webpage. The Crime Statistics are included below.

CRIME STATISTICS REPORTING									
CRIMINAL OFFENSES	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***		
YEAR	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	NA	0	0	NA	0	0	NA	0	0
Fondling	NA	0	0	NA	0	0	NA	0	0
Statutory Rape	NA	0	0	NA	0	0	NA	0	0
Incest	NA	0	0	NA	0	0	NA	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

*	On-Campus Property	- The building and contiguous property owned by Trinity College of Nursing & Health Sciences. The College has no on-campus student housing.
**	Non-Campus Property	- Institution-associated medical center used as part of the institution's educational program and is in geographic proximity to Trinity College of Nursing & Health Sciences.
***	Public Property	- All public property that is immediately adjacent to and accessible from Trinity College of Nursing & Health Sciences.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION										
CRIMINAL OFFENSES	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***			
	YEAR	2013	2014	2015	2013	2014	2015	2013	2014	2015
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0

*	On-Campus Property	- The building and contiguous property owned by Trinity College of Nursing & Health Sciences. The College has no on-campus student housing.
**	Non-Campus Property	- Institution-associated medical center used as part of the institution’s educational program and is in geographic proximity to Trinity College of Nursing & Health Sciences.
***	Public Property	- All public property that is immediately adjacent to and accessible from Trinity College of Nursing & Health Sciences.

HATE CRIMES										
CRIMINAL OFFENSES	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***			
	YEAR	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0

*	On-Campus Property	- The building and contiguous property owned by Trinity College of Nursing & Health Sciences. The College has no on-campus student housing.
**	Non-Campus Property	- Institution-associated medical center used as part of the institution’s educational program and is in geographic proximity to Trinity College of Nursing & Health Sciences.
***	Public Property	- All public property that is immediately adjacent to and accessible from Trinity College of Nursing & Health Sciences.

VIOLENCE AGAINST WOMEN STATISTICS REPORTING										
OFFENSE	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***			
	YEAR	2013	2014	2015	2013	2014	2015	2013	2014	2015
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0

*	On-Campus Property	- The building and contiguous property owned by Trinity College of Nursing & Health Sciences. The College has no on-campus student housing.
**	Non-Campus Property	- Institution-associated medical center used as part of the institution's educational program and is in geographic proximity to Trinity College of Nursing & Health Sciences.
***	Public Property	- All public property that is immediately adjacent to and accessible from Trinity College of Nursing & Health Sciences.

There were no unfounded crimes in 2016.

Weather and Fire Safety Policy

Official Policy

Emergency Weather Closure

The Chancellor 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 the College website, Facebook, or call 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 television stations: WHBF Channel 4, WQAD Channel 8, and WKQC Channel 6. The announcement will also be posted on the College website. The announcement will be made by 5:00am. 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 as soon as possible.

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 and Health Sciences or a delegated person shall decide when the plan is to be put into effect. The **Trinity Alert** system will be activated.

Definitions:

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 UnityPoint Health, Trinity 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, Women'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 UnityPoint Health, Trinity 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 students and personnel are required to evacuate the facility using the designated routes and exits as posted.

Emergency Services/Messages

In case of emergency, individuals can call Student Services at 309-779-7700 to locate a student on campus. Every effort is made to contact the student and relay a message.

Smoke Free Campus

Trinity College is committed to providing a safe and healthy environment for students, employees, and visitors and seeks to provide a smoke-free campus and grounds that promote wellness. Smoking is not permitted inside the College, on the College grounds or in the parking lot. Students, faculty and staff are not allowed to smoke or use tobacco products on or in any clinical site.

Definitions:

“Smoking” for purposes of this policy is defined as the lighting, smoking or carrying of a lighted cigarette, pipe, cigar, or electronic smoking device.

Electronic smoking device means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe

“Tobacco” includes the use of smokeless tobacco products other than those used to aide in the cessation of smoking or tobacco use.

“Environmental smoke” is defined as smoke emergent from the burning end of a cigarette, pipe, electronic smoking device, or cigar during active smoking, including the smoke exhaled by the smoker.

Assistance is available for students, faculty, and staff who smoke and/or who use prohibited tobacco products:

- In IA: 1-800-QUITNOW
- In IL: 1-866-QUITYES

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 Student Services 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 professional honor societies such as Chi Rho Chapter. Students expressing an interest in establishing a new student organization are to meet with the Director of Student Services and External Relations. Students may also volunteer to represent all students on College standing committees. Representatives are chosen by the Dean of Nursing and Health Sciences from the volunteers who have identified themselves at the time representatives are needed.

Student Representation in Governance

Curriculum Committee

Curriculum Committee ensures the quality of the curriculum, promotes optimal learning, reviews and approves all curricular offerings developed by the faculty, and 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. A minimum of two students in good academic standing will serve 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. A minimum of one student representative from each program is sought to serve 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. A student representative from each program is sought to serve on this committee.

Campus Violence Prevention Committee

The Campus Violence Prevention Committee promotes awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation or property damage. A minimum of one student representative from each program is sought to serve 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 UnityPoint Health, Trinity'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.

HONOR INFORMATION

Chi Rho Chapter

On September 11, 2015, a local chapter of Sigma Theta Tau International Honor Society of Nursing (STTI) was established, Chi Rho Chapter. Sigma Theta Tau International Honor Society of Nursing was founded in 1922 by six nurses at the Indiana University Training School for Nurses, which is now Indiana University School of Nursing, in Indianapolis, IN, USA. The founders chose the name from the Greek words storgé, thárros, and time, meaning “love,” “courage,” and “honor.” STTI became incorporated in 1985 as Sigma Theta Tau International Inc., a nonprofit organization with a 501(c)(3) tax status in the United States.

Society Mission

The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

Society Vision

Sigma Theta Tau International’s vision is to be the global organization of choice for nursing.

Membership

Sigma Theta Tau International membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. To be eligible for induction:

- Graduate nursing students must have achieved excellence according to the standards approved by the Society and have completed a minimum of one-quarter of the required graduate curriculum.
- Graduate nursing students must have a minimum cumulative grade point average of 3.5 on a 4.0 scale and

The student must also meet the expectations of academic integrity. Thus, the student, if eligible, must submit two letters written by faculty and/or other individuals who can attest to the student’s integrity.

Facts about Sigma Theta Tau International

- STTI has more than 135,000 active members.
- Members reside in more than 85 countries.
- 39 percent of active members hold master’s and/or doctoral degrees; 51 percent are in staff positions; 19 percent are administrators or supervisors; 18 percent are faculty/academics; and 12 percent are in advanced practice.
- There are roughly 500 chapters at approximately 695 institutions of higher education throughout Armenia, Australia, Botswana, Brazil, Canada, Columbia, England, Ghana, Hong Kong, Japan, Kenya, Lebanon, Malawi, Mexico, the Netherlands, Pakistan, Portugal, Singapore, South Africa, South Korea, Swaziland, Sweden, Taiwan, Thailand, the United Kingdom, and the United States of America.

DIRECTORIES

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Bobbi Lastrapes, MEd
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