



**Make a Difference**

***Be the Future of Health Care***

College Catalog  
**Undergraduate**

---

2015-2016



**Trinity College of Nursing  
& Health Sciences**  
UnityPoint Health

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## 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.

Trinity College of Nursing & Health Sciences is affiliated with UnityPoint Health, which is recognized for excellence in care coordination and provides state-of-the-art facilities for students to complete their clinical rotations.

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

Tracy L. Poelvoorde  
Chancellor



**Trinity College of Nursing & Health Sciences**  
 2122 25<sup>th</sup> Avenue Rock Island, IL 61201  
**2015-2016 Academic Year Calendar**

AUGUST 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	<b>5O</b>	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<b>24S</b>	25	26	27	28	29
30	31					

SEPTEMBER 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	<b>7H</b>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	<b>12H</b>	13	14	15	<b>16M</b>	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	<b>11H</b>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	<b>26H</b>	<b>27H</b>	28
29	30					

DECEMBER 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	<b>14F</b>	<b>15F</b>	<b>16F</b>	<b>17F</b>	<b>18F</b>	19
20	<b>21B</b>	<b>22B</b>	<b>23B</b>	<b>24B</b>	<b>25H</b>	26
27	<b>28B</b>	<b>29B</b>	<b>30B</b>	<b>31B</b>		

JANUARY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1H</b>	2
3	<b>4B</b>	<b>5B</b>	<b>6B</b>	<b>7B</b>	<b>8B</b>	9
10	<b>11B</b>	<b>12B</b>	<b>13B</b>	<b>14B</b>	<b>15B</b>	16
17	<b>18H</b>	<b>19S</b>	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15H</b>	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	<b>11M</b>	12
13	<b>14B</b>	<b>15B</b>	<b>16B</b>	<b>17B</b>	<b>18B</b>	19
20	21	22	23	24	<b>25H</b>	26
27	28	29	30	31		

APRIL 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	<b>12F</b>	<b>13F</b>	14
15	<b>16F</b>	<b>17F</b>	<b>18C</b>	19	20	21
22	<b>23S</b>	24	25	26	27	28
29	<b>30H</b>	31				

JUNE 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	<b>4H</b>	<b>5S</b>	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

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

**Trinity College of Nursing & Health Sciences**

2122 25<sup>th</sup> Avenue Rock Island, IL 61201

**Summer 2016 Academic Year Calendar**

MAY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	<b>18C</b>	19	20	21
22	<b>23S</b>	24	25	26	27	28
29	<b>30H</b>	31				

JULY 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	<b>4H</b>	<b>5S</b>	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<b>19C</b>	20
21	<b>22S</b>	23	24	25	<b>26</b>	27
28	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**

**C Commencement**

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

## ACADEMIC CALENDAR

### Fall Semester 2015

August 5	New Student Orientation
August 21	Summer Commencement
August 24	Fall Classes Begin
August 30	Last day for 100% Refund
September 6	Last Day for 80% Refund
September 7	Labor Day (College Closed)
September 7	0% Refund Begins
September 12	Alumni Weekend
September 17	Constitution Day
October 12	Columbus Day (No Classes)
October 16	Mid-Semester
October 19-30	Registration for Spring Classes
October 26-30	Respiratory Care Week
November 8-14	Radiologic Technology Week
November 11	Veterans Day (College Closed)
November 26-27	Thanksgiving (College Closed)
December 6	Last Day Withdraw from 16 Week Classes
December 14-18	Final Exams
December 18	Fall Term Ends
December 21	Winter Break Begins
December 22	Grades Due by 12 noon
December 25	Christmas (College Closed)

### Spring Semester 2016

January 1	New Year's Day (College Closed)
January 18	Martin Luther King Jr Day (College Closed)
January 19	Spring Classes Begin
January 25	Last Day for 100% Refund
February 1	Last Day for 80% Refund
February 2	0% Refund Begins
February 15	President's Day (College Closed)
March 11	Mid-Semester
March 14-18	Spring Break
March 25	Good Friday (College Closed)
March 28-April 8	Registration for Summer & Fall Classes
May 12-17	Final Exams
May 18	Spring Commencement
May 23	New Student Orientation
	Grades Due by 12 Noon
May 30	Memorial Day (College Closed)

### Summer Semester 2016

May 23	Summer Session I Begins
May 25	Session I Last Day for 100% Refund
May 28	Session I Last Day for 80% Refund
May 29	Session I 0% Refund Begins
June 6	Summer Session II Begins
June 12	Session II Last Day for 100% Refund
June 19	Session II Last Day for 80% Refund
June 20	Session II 0% Refund Begins
July 4	College Closed
July 5	Summer Session III Begins
July 11	Session III Last Day for 100% Refund
July 18	Session III Last Day for 80% Refund
July 19	0% Refund Begins

## 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](http://www.ncahigherlearningcommission.org)



**Illinois Board of Higher Education – College of Nursing & Health Sciences**

431 East Adams, Second Floor

Springfield, Illinois 62701-1418

217-782-8548

Fax: 217-782-8548

[www.ibhe.state.il.us](http://www.ibhe.state.il.us)

**Accreditation Commission for Education in Nursing – Associate of Science in Nursing Program**

3343 Peachtree Road NE, Suite 500

Atlanta, Georgia 30326

404-975-5000

Fax 404-975-5020

[www.nlnac.org](http://www.nlnac.org)

**The baccalaureate degree in nursing program at Trinity College is accredited by:  
Commission on Collegiate Nursing Education - Bachelor of Science in Nursing Program**

One Dupont Circle, NW, Suite 530

Washington, DC 20036-1120

202-463-6930

Fax: 202-887-6791

[www.aacn.nche.edu/](http://www.aacn.nche.edu/)

**Illinois Department of Financial and Professional Regulation –Nursing Programs**

320 West Washington Street, Third Floor Springfield, Illinois 62786

217-785-0800

Fax: 217-782-7645

[www.idfpr.com](http://www.idfpr.com)

**Joint Review Committee on Education in Radiologic Technology – Radiography Program**

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

312-704-5300

Fax: 312-704-5304

[www.jrcert.org](http://www.jrcert.org)

**The AAS Degree Respiratory Therapy program at Trinity College of Nursing & Health Sciences is located in Rock Island, IL, program number 200537, is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).**

**Commission on Accreditation for Respiratory Care**

1248 Harwood Road

Bedford, Texas 76021-4244

817-283-2835

Fax: 817-354-8519

[www.coarc.com](http://www.coarc.com)

## 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.

### Equal Access/Equal Opportunity

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

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

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

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

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

The coordinator for compliance is the Director of Student Services and External Relations, 2122 25<sup>th</sup> Avenue, Rock Island, IL 61201, 309-779-7700.

This Catalog is effective beginning the summer of 2015 semester through the spring of 2016 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 the global community.

### Mission

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

### Values

- **Best Practices:** Trinity College is committed to excellence in academics, patient care, and quality outcomes based on best practices.
- **Caring:** Trinity College is dedicated to educating students who care for others with compassion and respect.
- **Diversity:** Trinity College embraces diversity and promotes culturally congruent care.
- **Integrity:** Trinity College faculty, staff, and students adhere to professional codes and ethical standards in education and health care.
- **Lifelong Learning:** Trinity College promotes the acquisition of professional knowledge and a commitment to lifelong learning.

### Learning Domains/Related Competencies

#### Knowledge

- Ability to examine and explain phenomena
- Ability to construct and organize knowledge
- Ability to integrate and synthesize knowledge
- Ability to apply quantitative and qualitative concepts

#### Proficiency

- Ability to solve practical problems
- Ability to collaborate with multiple disciplines
- Ability to communicate effectively
- Ability to practice competently and skillfully in a changing health care environment

#### Culture Care Values

- Ability to preserve/maintain cultural identities
- Ability to accommodate/negotiate diverse life ways
- Ability to re-pattern/restructure health care delivery methods
- Ability to apply ethical and legal principles to health care

## 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. This program offers two options: Nursing Education and Leadership in Health Care Systems. 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 has two locations. The first is located in UnityPoint Health, Trinity–Rock Island adjacent to Trinity College. The second is located at the Trinity Bettendorf Campus. Both serve 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-Thursday from 10:00 a.m. - 6:30 p.m. The library is closed on weekends, and may be closed at other times during the week when the librarian is unavailable. A schedule of hours is posted on the door of the library, and on the College website.

The College recognizes that a strong library is critical to its academic environment. The library's book collection contains over 5,000 volumes. The library is a member of the Prairie Area Library System, a consortium of area public, private, and academic libraries. Academic libraries accessible through this consortium include Black Hawk College, 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 four public-access computers with internet access for library users. The library maintains a subscription to OvidSP which provides access to Medline, Evidence-Based Medicine resources, PsychInfo, MD Consult, Nursing Consult, and Up To Date. The subscription to EBSCO host Research Databases provides access to the Cumulated Index to Nursing and Health Sciences Literature (CINAHL) and other databases to support the faculty and students of the College. The library also maintains access to over 7000 print and electronic journals, available from its E-Journal Portal. Students and faculty may access this information from any internet-connected computer. Select library resources are available off-campus using the Electronic Library located in 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. 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/Computer 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 Learning Lab is available to students throughout their curriculum. 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. The Computer Lab is available to all College students and provides access to the internet and Computer Assisted Instruction (CAI). Additional required CAIs are available through the College secretaries as needed.

### **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.

### **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

<https://www.reportexecdirect2.com/trinitysecurity/CESIReportExec/OPR/Main.aspx>

## ADMISSIONS INFORMATION

### General College Admission Policy

Trinity College maintains a selective admission process that provides access to higher education in the health professions for individuals who have the skills and attributes for success in challenging health career programs. Credit is given for accomplishments that are proven to be indicators of success in health programs, including the following evidence:

- Quality of high school work (overall GPA)
- ACT if required
- Previous college credit / GPA, if relevant
- Quality (GPA) of work in required general education courses, e.g.; Anatomy & Physiology I and II

Students are offered acceptance into an academic program based on committee review of the applications received. Early admission notification for exceptional students will occur on or before December 20. All students will be notified of admission decisions on or before February 1.

### Minimum High School Requirements

Students seeking admission directly from high school must have earned the minimum high school course requirements with a C or above. (See page 16)

### Application Deadlines

Applications may be submitted at any time during the year for admission consideration into the nursing, radiography, respiratory care, health sciences, and graduate nursing programs. Each of the programs has a different start date that affects application deadlines. The College has a suggested timeline for applicants described below.

#### Associate of Applied Science in Radiography

The radiography program begins in June each year, which is considered a summer start date. Students who wish to be considered for early admission are encouraged to apply to the College no later than November 1. Students who receive early admission into the program are notified on or before December 20. All students not receiving early admission are notified of their admission decision on or before February 1. A radiography information session for all entering students is held late winter-early spring with the program faculty. Qualified applicants are expected to meet all admission criteria as well as essential functions of the program.

#### Associate of Applied Science in Respiratory Care

The respiratory care program begins in August each year, which is considered a fall start date. Students who wish to be considered for early admission are encouraged to apply to the College no later than November 1. Students who receive early admission into the program are notified on or before December 20. All students not receiving early admission are notified of their admission decision on or before February 1. A respiratory care information session for all entering students is held late winter-early spring with the program faculty. Qualified applicants are expected to meet all admission criteria as well as essential functions of the program.

#### Associate of Science in Nursing

The associate degree nursing program begins in August each year, which is considered a fall start date. Students who wish to be considered for early admission are encouraged to apply to the College no later than November 1. Students who receive early admission into the program are notified on or before December 20. All students not receiving early admission are notified of their admission decision on or before February 1. Qualified applicants are expected to meet all admission criteria as well as essential functions of the program.

**Bachelor of Science in Health Sciences**

The BSHS program begins each semester (August, January, or May). Applications are accepted on a rolling basis and students may be admitted into any one of the three semester start dates. This program is offered in a hybrid format (face-to face and online).

**Bachelor of Science in Nursing Program Options**

The bachelor of science-accelerated nursing program is a second degree program for those students who have completed a baccalaureate degree from an accredited college. This 15-month program begins in May each year, which is considered a summer start date. Students who wish to be considered for early admission are encouraged to apply to the College no later than November 1. Students who receive early admission into the program are notified on or before December 20. All students not receiving early admission are notified of their admission decision on or before February 1. An orientation session is held the first day of class for the BSN-A students since many are completing their undergraduate degrees just prior to the summer start date at Trinity.

The bachelor of science-basic nursing program begins in August each year, which is considered a fall start date. This program is a six-semester program designed for students who have completed their general education requirements. Students who wish to be considered for early admission are encouraged to apply to the College no later than November 1. Students who receive early admission into the program are notified on or before December 20. All students not receiving early admission are notified of their admission decision on or before February 1.

The bachelor of science-completion nursing program begins each semester (August, January, or May). Applications are accepted on a rolling basis and students may be admitted into any one of the three semester start dates. This program is primarily offered online. Qualified applicants are expected to meet all admission criteria as well as essential functions of the program.

**Master of Science in Nursing Program**

The master of science in nursing program begins each semester (August, January, or May). Applications are accepted on a rolling basis and students may be admitted in to any one of the three semester start dates (see graduate catalog).

## Admission Decisions

The materials of each prospective student are reviewed and careful consideration is given to the information in the application, high school grades (if required), post-secondary grades, test scores, and essays (if required). Admission decisions are based on the review of all materials by a selection committee, which is comprised of the 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. Most often the condition is to satisfactorily complete courses in progress at another college or university and to submit a transcript. Upon completion of the conditions and submission of appropriate evidence, the student will receive a Letter of Acceptance indicating Full Acceptance.
3. Limited Admission – Students who participate in the Augustana College pre-nursing program and meet the outlined admission requirements for the BA/BSN-Accelerated program at Trinity College of Nursing & Health Sciences may apply to Trinity College during their junior year at Augustana. Accepted students are permitted to attend one nursing course (NUR A101) during the summer session at Trinity. Limited Admission is for the time period between the junior and senior year while enrolled at Augustana. The Limited Admission student in Good Standing returns to Trinity College of Nursing & Health Sciences the following year after graduation from Augustana to begin the BSN-Accelerated Program.
4. Limited Acceptance (Bachelor of Science in Health Sciences Program) – Students currently enrolled in an approved associate degree allied health program (radiography, respiratory care, or similar program) may request Limited Acceptance (LA) into the Trinity College Bachelor of Science in Health Sciences Program. To be eligible for this limited acceptance the student must:
  - Have all general education requirements for the associate degree program of study and the BSHS program completed with a 2.0 GPA of higher
  - Have completed two semesters in the associate degree allied health program with a 2.5 cumulative GPA or higher
  - Have a recommendation from the allied health Program Coordinator
  - Maintain a GPA of 2.5 or higher in the allied health program until graduation from the AAS program
  - Take no more than 4 BSHS credits in any one semester
  - Take no more than a total of 15 BSHS credits while meeting allied health degree requirements

Limited Acceptance students must complete a BSHS-LA form to begin the enrollment process. This form can be accessed from the College website.

Students should be aware that the BSHS coursework may not be covered under their current financial aid package. If the student is using financial aid, it is required that the student meet with the Financial Aid Specialist to discuss options. BSHS classes will be billed at the current BSHS tuition rate and the student will be subject to fees associated with the enrolled course.

5. 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 and 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.
6. Wait List – Students who meet the admission criteria for the College and a specific program may be placed on a wait list. Students may be selected from the wait list if a seat becomes available within a specific program. Students placed on a wait list are not guaranteed acceptance.

### Change of Major or Program Option

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.

### Readmission/Reapplication Policy

Readmission/reapplication pertains to those students who fall into one of the following categories:

- Students who are unable to progress due to unsuccessful course completion or withdrawal with an intended return date of no more than one calendar year.
- Students denied admission who must wait one year before re-application.
- Students who were not admitted from a wait list.
- Students who filed an incomplete application.
- Students who have voluntarily withdrawn.

Students who fall in one or more of these categories should:

- Complete the online college application.
- Submit a \$15.00 nonrefundable fee if within two years of original application.
- Send official transcripts from all post-secondary institutions attended since leaving the College.
- Complete all other general admission requirements as applicable.

### Background Checks

See policy located under General Standards of Behavior.

High School Requirements		
Subject	Years of Study	Topics
English	4	Emphasizing written and oral communication and literature
Mathematics	3	Algebra (introductory through advanced), geometry, and trigonometry
Social Studies	3	Emphasizing history and government
Science	3	One year each of biology and chemistry, and one additional year of lab science or its equivalent

## Programmatic Admission Requirements and Placement Standards

The following table lists admissions requirement and placement standards for specific programs within Trinity College:

Program	Requirements & Placement Standards
<b>Associate of Science in Nursing *</b>	<ul style="list-style-type: none"> <li>▪ Cumulative High School GPA of 2.75 on a 4.0 scale and ACT score of 21 or above</li> <li>▪ or 24 hours of completed college coursework with a cumulative GPA of 2.75 or above</li> <li>▪ Applicants who have been out of high school for 6 months or more must complete 24 approved college credit hours with a minimum cumulative GPA of 2.75 on a 4.0 scale.</li> </ul>
<b>Bachelor of Science in Nursing Accelerated Program *</b>	<ul style="list-style-type: none"> <li>▪ A baccalaureate or higher degree in a non-nursing discipline</li> <li>▪ Minimum GPA of 3.0 on a 4.0 scale</li> <li>▪ Completion of all required prerequisite general education courses with a grade of C or higher</li> <li>▪ Personal essay in a letter form addressing candidate's professional attributes, ability to manage an accelerated curriculum and career goals</li> </ul>
<b>Bachelor of Science in Nursing Basic Program *</b>	<ul style="list-style-type: none"> <li>▪ Completion of 48 to 52 credits of general education courses with a grade of C or higher</li> <li>▪ Minimum GPA of 2.75 or higher</li> <li>▪ Required science courses completed within the last seven years prior to enrollment</li> </ul>
<b>Bachelor of Science in Nursing Completion Program *</b>	<ul style="list-style-type: none"> <li>▪ RN licensure</li> <li>▪ Minimum GPA of 2.75 or higher</li> <li>▪ Must demonstrate organic chemistry and statistic readiness through Compass Math Placement and/or prior coursework</li> </ul>
<b>LPN – BSN-B</b>	<ul style="list-style-type: none"> <li>▪ Current encumbered LPN licensure</li> <li>▪ Current LPN practice (practice as an LPN in the last two years or graduation from an LPN program within six months prior to starting the ASN program)</li> <li>▪ Minimum GPA of 2.75 on a 4.0 scale</li> <li>▪ All general education pre-requisite courses completed with a C or better. (Note: One general education course from the pre-requisite list may be taken during the first semester. This course may not include Anatomy &amp; Physiology I, Anatomy &amp; Physiology II, or Microbiology. These courses must be taken prior to admission to the program.)</li> <li>▪ Placement exam results (which determine the appropriate entry point and coursework required in the curriculum).</li> </ul>
<b>(Early Degree Guaranteed Entry (EDGE) for BSN</b>	<ul style="list-style-type: none"> <li>▪ A score of at least 25 on ACT and a high school GPA of at least 3.5 on a 4.0 scale</li> <li>▪ Two letters of recommendation (one from a high school mathematics or science teacher and one from a high school guidance counselor) attesting to the student's character and aptitude for a career in health sciences</li> <li>▪ A one page personal essay describing the applicants educational and career goals</li> <li>▪ A successful interview with a faculty member from the Trinity College nursing department</li> </ul>
<b>(Early Degree Guaranteed Entry (EDGE) for AAS</b>	<ul style="list-style-type: none"> <li>▪ A score of at least 22 on ACT and a high school GPA of at least 3.2 on a 4.0 scale</li> <li>▪ Two letters of recommendation (one from a high school mathematics or science teacher and one from a high school guidance counselor) attesting to the student's character and aptitude for a career in nursing</li> <li>▪ A one page personal essay describing the applicants educational and career goals; and</li> <li>▪ A successful interview with a faculty member from the Trinity College radiography or respiratory care department.</li> </ul>



<b>Master of Science in Nursing</b>	<ul style="list-style-type: none"><li>▪ see graduate catalog</li></ul>
<b>Associate of Applied Science in Radiography *</b>	<ul style="list-style-type: none"><li>▪ Cumulative High School GPA of 2.5 on a 4.0 scale and ACT score of 20 or above</li><li>▪ or 12 hours of completed college coursework with a cumulative GPA of 2.5 or above and Compass Test placement at 100 level math</li><li>▪ Applicants who have been out of high school for 6 months or more must complete 12 approved college credit hours with a minimum cumulative GPA of 2.5 on a 4.0 scale.</li></ul>
<b>Associate of Applied Science in Respiratory Care *</b>	<ul style="list-style-type: none"><li>▪ Cumulative High School GPA of 2.5 on a 4.0 scale and ACT score of 20 or above</li><li>▪ or 12 hours of completed college coursework with a cumulative GPA of 2.5 or above and Compass Test placement above Basic Algebra Level</li><li>▪ Applicants who have been out of high school for 6 months or more must complete 12 approved college credit hours with a minimum cumulative GPA of 2.5 on a 4.0 scale.</li></ul>
<b>Bachelor of Science in Health Sciences</b>	<ul style="list-style-type: none"><li>▪ Proof of unencumbered state licensure or certification as a Radiographer, Respiratory Therapist, or other approved allied health profession</li><li>▪ Graduation from a professionally accredited allied health program</li><li>▪ Minimum GPA of 2.5 or higher</li><li>▪ Must demonstrate statistics readiness through Compass Math Placement and/or prior coursework</li></ul>

\*= See Clinical Performance Standards on next page

**NOTE:** Accepted students are required to complete a criminal background check. No student is permitted in a clinical area without verification of a background check (see Background Checks policy). Due to the nature of the curriculum at Trinity College, all students are required to complete CPR for the health care provider prior to entry. Additionally, all students are required to have several immunizations prior to entry. This includes the Hepatitis B series, two step TB testing, and documentation of measles, mumps and rubella vaccinations.

## Clinical Performance Standards

Trinity College of Nursing & Health Sciences requires students to be able to perform the following skills while in a clinical setting:

Area	
Sensory	Hearing
	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds</li> <li>• Hear faint voices</li> <li>• Hear in situations when not able to see lips</li> <li>• Hear auditory alarms</li> <li>• Hear normal sounds within normal background of noise</li> </ul>
	Vision
	<ul style="list-style-type: none"> <li>• Accurately read recording and monitoring equipment and measurement devices used in patient care</li> <li>• Use depth perception</li> <li>• Use peripheral vision</li> <li>• Distinguish color and color intensity</li> <li>• Distinguish between shades of gray</li> <li>• Visually assess patients, medical results and environment</li> </ul>
	Touch
	<ul style="list-style-type: none"> <li>• Feel vibrations</li> <li>• Detect unsafe temperature levels; detect environmental temperature</li> <li>• Feel differences in surface characteristics</li> <li>• Feel differences in sizes, shapes</li> </ul>
	Smell
	<ul style="list-style-type: none"> <li>• Detect odors originating from the patient</li> <li>• Detect smoke</li> <li>• Detect gases or noxious smells</li> </ul>
	Reading
	<ul style="list-style-type: none"> <li>• Read and understand written documents</li> </ul>
Motor	Gross Motor Skills
	<ul style="list-style-type: none"> <li>• Move within confined spaces</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders</li> <li>• Reach below waist</li> <li>• Twist, bend, climb, walk, move quickly, stoop/squat</li> </ul>
	Fine Motor Skills
	<ul style="list-style-type: none"> <li>• Pick up objects with hands</li> <li>• Grasp small objects with hands</li> <li>• Write with pen or pencil</li> <li>• Key/type</li> <li>• Pinch/pick or otherwise work with fingers</li> <li>• Squeeze with finger</li> </ul>
	Physical Strength/Endurance
	<ul style="list-style-type: none"> <li>• Moving, adjusting and manipulating equipment</li> <li>• Strength, mobility, flexibility and coordination to perform client care activities and emergency procedures</li> <li>• Ability to perform activities day, afternoon, evening and night</li> <li>• Use upper body strength</li> <li>• Stand in-place for prolonged periods</li> </ul>

- Sustain repetitive movements
  - Maintain physical tolerance for 8 or 12 hour period
  - Push/pull, support, lift 25 pounds
- Emotional,  
Psychological,  
Mental Stability
- Effective and empathetic behaviors under stressful and rapidly changing situations related to mechanical, technical, procedural, or client care situations
  - Interact with and respect differences in diverse individuals and groups
  - Establish appropriate emotional boundaries
  - Provide emotional support to others
  - Focus attention on task
  - Monitor own emotions
  - Handle strong emotions
  - Perform multiple responsibilities concurrently
  - Negotiate interpersonal conflict
- Communication  
Skills
- Teach
  - Explain
  - Interpret
  - Give oral reports
  - Interact with others
  - Recognize, interpret, and respond to nonverbal behavior of self and others
  - Speak on the telephone
  - Influence people
  - Legibly document in multiple formats using standard English
  - Convey information through writing
  - Accurately elicit information
  - Establish rapport with patients, fellow students and members of the healthcare team
- Critical/Analytical  
Thinking
- Transfer knowledge from one situation to another
  - Process information
  - Evaluate outcomes
  - Problem solve
  - Prioritize tasks
  - Use long-term memory
  - Use short-term memory
  - Identify cause-effect relationships
  - Plan/control activities for others
  - Synthesize knowledge and skills
  - Sequence information
  - Make safe, immediate, well-reasoned judgments often in unpredictable situations
  - Perform mathematical computations associated with care

## Application for Admission Procedure

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

1. Completed application with review and acknowledgement of clinical performance standards
2. Application fee
3. Official transcript from high school attended (or official high school diploma equivalency results)
4. Official transcripts from all post-secondary institutions attended
5. Results of the ACT (American College Test) if applicable
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. Information on this test can be obtained at [www.toefl.org](http://www.toefl.org).
7. Proof of licensure, if applicable

Application packets may be obtained from Student Services at the College or online at [www.trinitycollegeqc.edu](http://www.trinitycollegeqc.edu)

Send all required information to:

Trinity College of Nursing & Health Sciences  
Attn: Admissions  
2122 25th Avenue  
Rock Island, IL 61201-5317

## Verification of High School Completion

1. Acceptable Formats for High School Transcripts
  - An official transcript is one which is validated, issued, and mailed directly by the previous institution in a sealed institutional envelope to Student Services of Trinity College of Nursing & Health Sciences, 2122 25th Ave., Rock Island, IL 61201-5317.
  - The College does not accept faxed transcripts.
2. Inspection Process
  - If a school has a CEEB code, then the College accepts the credentials unless we have reason to suspect fraud.
  - The College will check each transcript for the school seal and/or signature to determine if the transcript is official.
  - The College does not accept any copies of transcripts.
3. Tracking Diploma Mills
  - The College has taken steps to track diploma mills. It has established a code to track “unknown” high schools, home school associations, and also codes for a school recognized by a department of education that may not have a CEEB code.
  - If the College receives a transcript from a school that does not have a CEEB code, then research is completed to determine if the school is recognized by the Department of Education in the State.
  - If a school is recognized by the State Department of Education, then the College will create its own code to track the high school and will accept the transcript. However, the application may be flagged for review if the College has any question about an unusual grading system.
  - If a school is not recognized by a department of education or has no physical address, then the College will research, usually on the web, to determine if this is a for-profit school or diploma mill. If so, then the College will create a code designating that the school is a diploma mill and make note to not accept the transcript. Students are required to submit a GED before the College will evaluate the application.

4. Home-Schooled Students

- For home-schooled students, the student is required to have met the placement standards and high school preparatory requirements.

5. International Students

- Students who have a non-English transcript must have a certified translated transcript from a recognized foreign credential evaluation agency.

### **Admission of Transfer Students**

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.

### **Transfer Credit**

Academic credit is generally accepted only from institutions that are accredited by one of the regional institutional accrediting organizations. The Dean of Nursing and 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.

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.

To receive credit for previous college coursework from regionally accredited institutions, advanced placement exams (AP), CLEP and DSST exams, official transcripts must be submitted to the Registrar's Office for evaluation. Applicants may be required to take a proficiency exam to determine the transferability of academic credits from non-accredited sources.

### **CLEP and DSST Credits**

CLEP (College Level Examination Program) and DSST (Dantes Subject Standardized Tests) are both credit-by-examination programs. The subject level exams test the student's comprehension of the material presented in an equivalent college-level course. For more information contact the Registrar at Trinity College of Nursing & Health Sciences or you may visit the websites. The website for CLEP is [clep.collegeboard.org](http://clep.collegeboard.org); and the website for DSST is [getcollegecredit.com](http://getcollegecredit.com).

### **Advanced Placement Credits**

Advanced Placement (AP) is a Program designed to recognize high school students who take college-level courses in secondary school. Participating students may opt to take the subject Advanced Placement Exam. Trinity College of Nursing & Health Sciences accepts scores of 3 or higher on placement exams.

## Transfer Credit Procedure

Transfer credit shall be determined on the following basis:

Recognizing that each College Program is separate, College credit shall only be transferred in for the College Program for which the student has been accepted (i.e. students accepted into the ASN Program will only have those courses required in the ASN Program transferred in at the time of entry). As applicable, additional credit will be transferred upon acceptance into another College Program.

Current students seeking transfer credit advisement for an additional program (such as ASN graduates continuing to the BSN-C program) must request a review of transcript(s). Transcripts will be reviewed for relevant transfer credit. This process can be initiated through the Registrar.

## 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 is completed through Trinity College.

## Dual Credit for High School Students

High school students age sixteen (16) or older who meet placement requirements and course prerequisites may enroll in Trinity College courses. College credit will be granted for each course. The determination of whether a college course is offered for high school credit is made at a post-secondary level according to the policies and practices of each school district. High school students are required to complete a College admission application; no application fee is required.

## Early Degree Guarantee Entry

Trinity College of Nursing & Health Sciences offers an excellent opportunity for a select number of exceptional high school students to obtain acceptance to a professional nursing or health sciences program before graduating from high school. The Early Degree Guarantee Entry (EDGE) program assures eligible students a place in one of the health professions programs at Trinity College. Guaranteed entry is contingent upon fulfilling certain requirements.

Acceptance to nursing and health sciences programs is extremely competitive across the country and is particularly challenging for students seeking admission directly out of high school. Students who choose to begin their college career at Trinity College are given an opportunity to apply for the EDGE program in the discipline of Nursing, Radiography, or Respiratory Care. Selection for the EDGE program is determined using high school GPA, ACT score, letters of recommendation, and a one page personal essay. A face-to-face interview with a Trinity College faculty member is also required.

The goals of the Early Degree Guarantee Entry program are:

- To help students and their parents formulate clear educational goals with the steps necessary to achieve them.
- To provide incentive for students to attain the level of academic achievement necessary to excel in a nursing or health sciences program and career.
- To increase the students awareness of available opportunities for post-secondary education.

Requirements for acceptance into the EDGE program are specific to each discipline and are as follows:

### Bachelor of Science in Nursing

1. A score of at least 25 on the ACT and a high school GPA of at least 3.5 on a 4-point scale;
2. Two letters of recommendation (one from a high school mathematics or science teacher and one from the students high school guidance counselor) attesting to the students character and aptitude for a career in nursing;
3. A one page personal essay describing the applicants educational and career goals; and
4. A successful interview with a faculty member from the Trinity College nursing department.

Associate of Applied Science in Radiography

1. A score of at least 22 on the ACT and a high school GPA of at least 3.2 on a 4-point scale;
2. Two letters of recommendation (one from a high school mathematics or science teacher and one from the students high school guidance counselor) attesting to the students character and aptitude for a career in radiography;
3. A one page personal essay describing the applicants educational and career goals; and
4. A successful interview with a faculty member from the Trinity College radiography department.

Associate of Applied Science in Respiratory Care

1. A score of at least 22 on the ACT and a high school GPA of at least 3.2 on a 4-point scale;
2. Two letters of recommendation (one from a high school mathematics or science teacher and one from the students high school guidance counselor) attesting to the students character and aptitude for a career in respiratory care;
3. A one page personal essay describing the applicants educational and career goals; and
4. A successful interview with a faculty member from the Trinity College respiratory care department.

Requirements for maintenance of EDGE program eligibility are specific to each discipline and are as follows:

Bachelor of Science in Nursing

1. Completion of all general education requirements with a GPA of at least 3.0 on a 4-point scale;
2. Completion of all general education requirements with a grade of 'C' or above (only one course can be repeated); and
3. Completion of general education requirements within two years of graduation from high school.

Associate of Applied Science in Radiography

1. Completion of all general education requirements with a GPA of at least 3.0 on a 4-point scale;
2. Completion of all general education requirements with a grade of 'C' or above (only one course can be repeated); and
3. Completion of general education requirements within one year of graduation from high school.

Associate of Applied Science in Respiratory Care

1. Completion of all general education requirements with a GPA of at least 2.75 on a 4-point scale;
2. Completion of all general education requirements with a grade of 'C' or above (only one course can be repeated); and
3. Completion of general education requirements within one year of graduation from high school.

**Continuing Education Policy**

Students who wish to enroll in courses at the College without entering a degree/certificate program must have permission of the course faculty and/or Dean of Nursing and Health Sciences. 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 a degree at Trinity College may petition the Dean of Nursing and 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 C or better (2.0 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 a degree program.

## HEALTH INFORMATION

### Health and Safety Requirements

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

#### General Health Requirements

Upon entering the College all students are required to acknowledge, by signature, on the Clinical Performance Standards Form, that they are physically able to perform (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 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 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.

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 and 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. 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 break.

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.

### **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.

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

### 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.

## 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](http://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.

## 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 1<sup>st</sup> for spring semester, June 1<sup>st</sup> for summer semester, and September 1<sup>st</sup> 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 Student Services at 309-779-7733.

### Bachelor of Science in Health Sciences

<b>BSHS Bachelor of Science in Health Sciences</b>	
<b>Tuition</b>	\$687.00 per semester hour
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00 paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00 per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Student Activities Fee</b>	\$25.00 per semester (fall, spring)

### Nursing Programs

<b>ASN Associate of Science in Nursing</b>	
<b>Tuition</b>	\$527.00 per semester hour
<b>Auxiliary Fee</b>	
1st Year	\$344.00 per semester
2nd Year	\$361.00 per semester
<b>Nursing Lab Kit Fee</b>	
1st Year	\$142.00 per semester
2nd Year	\$79.00 per semester
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00 paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00 per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Student Activities Fee</b>	\$25.00 per semester

<b>BSN-A Accelerated Bachelor of Science in Nursing</b>	
<b>Tuition</b>	\$687.00 per semester hour
<b>Auxiliary Fee</b>	\$344.00 per semester
<b>Nursing Lab Kit Fee</b>	\$286.00 first semester \$79.00 2nd, 3rd, & 4th semester
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00 paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00 per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Student Activities Fee</b>	\$25.00 per semester (fall, spring)

<b>BSN-B Basic Bachelor of Science in Nursing</b>	
<b>Tuition</b>	\$687.00 per semester hour
<b>Auxiliary Fee</b>	1st & 2nd semester \$344.00 per semester 3rd & 6th semester \$96.00 per semester 4th & 5th semester \$366.00 per semester
<b>Nursing Lab Kit Fee</b>	1st & 2nd semester \$142.00 per semester 3rd, 4th, 5th, & 6th semester \$79.00 per semester
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00 paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00 per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Student Activities Fee</b>	\$25.00 per semester (fall, spring)

<b>BSN-C Completion Bachelor of Science in Nursing</b>	
<b>Tuition</b>	\$687.00 per semester hour
<b>Auxiliary Fee</b>	\$96.00 per semester
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00 paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00 per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Student Activities Fee</b>	\$25.00 per semester (fall, spring)

**Radiography Program****Associate of Applied Science Radiography Program**

<b>Tuition</b>	\$527.00	per semester hour
<b>Professional Activities Fee</b>	\$88.00	per semester (fall, spring)
<b>Auxiliary Fee</b>		
1st Year	\$53.00	per semester (fall, spring)
2nd Year	\$70.00	per semester (fall, spring)
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00	paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00	per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Supplies Fee</b>	\$50.00	per semester (fall, spring)
<b>Student Activities Fee</b>	\$25.00	per semester (fall, spring)

**Respiratory Care Program****Associate of Applied Science Respiratory Care Program**

<b>Tuition</b>	\$527.00	per semester hour
<b>Professional Activities Fee</b>	\$88.00	per semester (fall, spring)
<b>Auxiliary Fee</b>		
1st Year	\$80.00	per semester (fall, spring)
2nd Year	\$150.00	per semester (fall, spring)
<b>General Service Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$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)
<b>Graduation Fee</b>	\$275.00	paid final semester
<b>Technology Fee</b> (only applies to courses taken at Trinity College of Nursing & Health Sciences)	\$250.00	per semester (5+ credit hours) (If less than or equal to 4 credit hours the technology fee is \$50.00 per credit hour/per semester)
<b>Clinical Manual</b>	\$66.00	Per year (fall)
<b>Supplies Fee</b>	\$88.00	per semester (fall, spring)
<b>Student Activities Fee</b>	\$25.00	per semester (fall, spring)

**Clinical Make-Up Unit (CMU)****Clinical Make-Up Unit (CMU)**

CMU 100	\$264.00	per unit
CMU 200	\$527.00	per unit

## Financial Obligations Policy and Procedure

Registration for classes creates a financial obligation by the registrant to pay tuition, fees, and other charges which constitutes an understanding and acceptance of 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.

The College will make an attempt to collect on a student's account prior to submitting it to a collection agency. If the student does not settle the account prior to collections, he/she will be responsible for 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 refers the account to a third party for collection 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 referral to the third party.

### 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 1<sup>st</sup> for spring semester, June 1<sup>st</sup> for summer semester, and September 1<sup>st</sup> 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 – 25<sup>th</sup> Avenue, Rock Island, IL 61201-5317.

### 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 1<sup>st</sup> of each month. Fall semester payments are due the 1<sup>st</sup> of September, October, November, and December. Spring semester payments are due the 1<sup>st</sup> of February, March, April, and May. Summer semester payments are due the 1<sup>st</sup> of June, July, and August (note three payments in summer). If payment is not received by the 1<sup>st</sup> 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 arrange monthly payments. Trinity College of Nursing & Health Sciences will permit the student to pay at least 20% of the balance and not less than \$50.00 on a monthly basis with the total amount being paid within six months of the time of college withdrawal. 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 referred to 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 25<sup>th</sup> 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.



**Auxiliary Fee (see tuition and fee schedule)**

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

**General Service Fee (see tuition and fee schedule)**

Students are assessed a general service fee which covers the following services:

- Funding for co-curricular service, which includes both academic support and student services support
- Needle-sticks testing/services and follow-up

**Student Activities Fee (see tuition and fee schedule)**

This fee provides funds for the Student Government Association as well as other college-sanctioned organizations and activities.

**Graduation Fee (see tuition and fee schedule)**

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 fee schedule)**

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

**Late Payment Fee**

A \$30.00 late fee will be assessed for any 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**

An unofficial student record is maintained on the College student portal. Official transcript request forms are available on the College website (go to Current Students, Forms and Resources, Transcript Request Form). Official transcripts and unofficial faxed transcripts will be processed in 5-7 business days for a \$10.00 fee per transcript. Rush orders for both official transcripts and unofficial faxed transcripts will be processed on business days within 24 hours for a fee of \$20.00 per transcript.

**Service Fee**

A \$25.00 service charge will be applied to the student's account for all returned checks.

**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 15<sup>th</sup> 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 Baccalaureate Level and above)
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

## Undergraduate Readmission Process

Students who have voluntarily withdrawn may reapply for readmission by contacting Student Services.

## Refund Policy & Schedule

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

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

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

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

It is the student's responsibility for dropping a course (face-to-face/online). Withdrawal or non-attendance may result in loss of financial aid. Students who are unable to arrange payment with the College should drop their courses within the refund period to avoid incurring tuition and 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 <sup>th</sup> calendar day of NUR A101 (100%) plus 100% refund for NUR A102 & NUR A212	Through the 14 <sup>th</sup> calendar day of NUR A101 (80%) plus 100% refund for NUR A102 & NUR A212	After the 14 <sup>th</sup> 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.

## 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.

## 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](http://www.trinitycollegeqc.edu) and use the Quick Links drop-down menu on to access the Bookstore. Locate the course number(s) that match the student's schedule and add the required or optional textbooks required. The total textbook charges with tax will appear on the final screen of the shopping cart tool. All charges will be placed on the student tuition account which can be accessed through the My Pulse, student portal site.

## FINANCIAL AID

### Financial Aid Program

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

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

### 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](http://www.fafsa.ed.gov). A completed FAFSA is used to determine eligibility for the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Loans (subsidized and unsubsidized), and the Illinois Monetary Award Grant (MAP). Students will need to enter the institutional code for Trinity College (006225). Also, if eligible, a student may receive funding from the Veterans Administration, the Nursing Student Loan Program, and Trinity College of Nursing & Health Sciences Scholarships.

A Student Aid Report (SAR) will be sent to the student via US mail or Email. The SAR should be reviewed for any updates or corrections. Changes can be made by submitting them on the FAFSA website. If any additional documentation is needed, the College Financial Aid Specialist will contact the student via My Pulse through the College website 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.

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

### Student Classification for Financial Aid Purposes

Status	Number of Semester Hours
Freshman	0-29
Sophomore	30-59
Junior	60-89 (BSN Students Only)
Senior	90 & above (BSN Students Only)

### 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 student 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 the Pell Grant, Supplemental Grant, or Federal Direct Loan and withdrew on or before completing 60% of the semester. The calculation is based on the percentage of the semester completed. The portion of federal aid to be returned is equal to the number of days remaining in the semester divided by the total number of calendar days in the semester. Sample calculation and a complete explanation of this policy 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" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, Federal Pell Grants and Federal SEOG (Supplemental Educational Opportunity Grant).

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 students 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 R2T4 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. The return of Title IV funds follows this sequence: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Direct PLUS Loan, Federal Pell Grant, and the Federal Supplemental Education Opportunity Grant (FSEOG).

## **Last Day of Attendance Policy**

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

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

A student withdrawing from Trinity College of Nursing & Health Sciences who fails to notify the College and does not complete the withdrawal process 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.

- Enrollment level (three credits or higher) – Pell Grant, SEOG and Illinois State Grant (MAP)
- At least half-time (6 credits per semester) – Federal Direct Loans, Plus Loans, GradPLUS Loans
- Less than half time (less than 6 credits per semester) – Ineligible for Federal Direct Loans, Plus 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 signed and complete verification worksheet and any appropriate tax transcript. The FAFSA IRS tax retrieval tool may be used in lieu of the tax transcript. 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 baccalaureate 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
12 or more (full time)	12
9 – 11 (three quarter time)	9
6 – 8 (half time)	6
Less than 6 (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 2.00 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 and State Grants

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

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

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

## Federal Loans

Federal loans offered through Trinity College include the Federal Direct Loan Programs, the Federal Nursing Student Loan Program, and Federal Direct Parent Plus. Students and families may also apply for alternative consumer educational loan programs available from a variety of lending institutions. These loans have varying interest rates and repayment terms. The Financial Aid Office in 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/](http://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](http://www.trinitycollegeqc.edu).

## Military Deployment Readmission

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](http://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.

## **Trinity College Scholarships**

Scholarship applications are available on the Trinity College website at [www.trinitycollegeqc.edu](http://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.

## **Dean's Scholarship**

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

## **Outside Scholarships**

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

## ORIENTATION

### New Student Orientation

All matriculating students are required to complete the College orientation. Orientation is held on or prior to the first official day of class. Students will be notified by mail of the orientation date. Students who miss orientation must make arrangements with Student Services to receive the necessary information.

Orientation is intended to provide students with needed information to assist in the transition to college life and their academic program. Students are provided basic and specific information regarding:

- Annual campus security report
- Emergency response information
- Evacuation procedures
- Drug and alcohol abuse information
- Violence Against Women Act Prevention and Awareness
- Id badge and parking permit
- Email and computer services
- Student portal
- Completion of college forms
- Financial aid, billing and text books

Specific policies are reviewed, which require student signatures. Students are also introduced to faculty and staff as well as safety and security officers.

## REGISTRATION

### Student Responsibilities

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.

### Academic Advising

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

### Registration Procedure

To register, students must follow these steps:

1. 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.
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.

### 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.

### 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.

### 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 Embanet. 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 are to familiarize students with the “Angel” platform offered by Embanet and used by the College. These modules can be accessed from the College webpage using the quick links drop down menu.

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

### Microsoft® Windows® Operating System

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

### Apple® Mac OS® Operating System

	Safari (any version)	Firefox (Final Release Channel)	Firefox 3.6
Mac OSX 10.7 “Lion®”	Unsupported	<b>Compatible</b>	<b>Compatible</b>
Mac OSX 10.5 “Leopard®”	Unsupported	<b>Certified</b>	<b>Compatible</b>
Mac OSX 10.6 “Snow Leopard®”	Unsupported	<b>Certified</b>	<b>Compatible</b>

**Certified:** fully tested and supported.

**Compatible:** partially tested but should function properly.

**Unsupported:** either impossible or not tested.

## Transcripts

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

### Transcript Requests

To request a transcript, please complete the Transcript Request Form available online at [www.trinitycollegeqc.edu](http://www.trinitycollegeqc.edu).

#### You may send in your transcript request in four ways:

- Submit it in person at the College.
- Fax it to 309.779.7748 to the attention of the Registrar.
- Mail it to Office of the Registrar, Trinity College of Nursing & Health Sciences, 2122 25<sup>th</sup> Avenue, Rock Island, IL 61201.
- Scan and email the signed request to the College Registrar.

Official transcripts and unofficial faxed transcripts will be processed in 5-7 business days for a \$10.00 fee per transcript. Rush orders for both official transcripts and unofficial faxed transcripts will be processed on business days within 24 hours for a fee of \$20.00 per transcript.

All transcripts issued to a student will be stamped "Issued to Student." Currently enrolled students may obtain unofficial transcripts through the College website at My Pulse. **Transcripts will not be released if the student's account is on hold for noncompliance of the Financial Aid Obligation Policy.**

### Transcript Retention

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



## ACADEMIC REGULATIONS & INFORMATION

### Appeal Policy

Students have the right to appeal the implementation of any College regulation which relates to admission, fees, academic standards, or graduation by writing a formal written appeal to the responsible person. Such appeals must be based upon the existence of unusual or extenuating circumstances which prevent the student from achieving the College standard. Evidence of these unusual or extenuating circumstances must be shared with the appeal. The responsible person shall weigh the circumstances, gather input from related parties, and make a decision which shall be final.

### Overview

An academic program consists of major and general education courses. Students entering Trinity College of Nursing & Health Sciences complete coursework in their major along with general education requirements. The general education courses may be completed and/or required prior to the coursework at Trinity. Some general education courses may be taken at the same time as major courses. Trinity College of Nursing & Health Sciences prepares graduates who have attained knowledge from their major and general education courses. The Learning Domains and Program Goals begin with knowledge learned in the general education courses and integrate with major coursework to achieve the Learning Domains of: Knowledge, Proficiency, and Culture Care Values.

### College Assessment Plan

The College demonstrates its commitment to quality education by continually analyzing and evaluating the College, its academic programs, and course outcomes. The Institutional Effectiveness Committee (IEC) is charged with oversight of student assessment. The committee and the faculty work collaboratively with each academic department, the students, and community partners in assessing, reviewing, and ensuring that the results of these efforts are used to improve instruction and the quality of education at Trinity College of Nursing & Health Sciences. Evaluating learning domains with appropriate assessment methodologies and measures is primary to the design of College Assessment. This assessment plan is referred to as the Assessment of Learner Achievement (ALA).

### General Education Philosophy

General education provides students with foundational and concurrent learning upon which health science education is built. The faculty believe that behavioral changes occur through the acquisition of new knowledge, skills, and attitudes. The faculty recognize that students need to obtain general familiarity with broad areas of learning in order to function responsibly in a rapidly changing environment. General education fosters an aesthetic appreciation of the global environment and cultural differences. Students grow in wisdom and learn the intellectual skills of accurate observation, problem-solving, and critical thinking. General education encourages clear and effective communication of the written and spoken word.

### General Education

All academic degree programs require general education as a component of the curriculum, which is designed to help each student develop as a liberally-educated person who possesses skills and competencies essential to function as a mature and responsible individual in a modern society.

General education courses ensure that, in keeping with Trinity College's Mission, graduates will have the following competencies:

- Use media to analyze populations and issues in society
- Demonstrate effective communication to groups and individuals through writing and speaking
- Use critical thinking and problem solving as a foundation for addressing clinical problems
- Apply knowledge of varying human behaviors and the difference amongst individuals and groups

## General Education Course Clusters

Course clusters are categories designed to allow flexibility in fulfilling degree requirements. For example, “Oral Communication” may be fulfilled by taking one course from a “cluster” of courses such as speech, intercultural communication, or interpersonal communication. Course requirements that may be fulfilled from among a cluster of courses are indicated in the College Curriculum Plans. Trinity advisors assist students in the selection of applicable courses to fulfill degree requirements. Students must receive written approval of courses not listed in the clusters from the Dean of Nursing and Health Sciences.

Students should note that some courses listed in the clusters may have prerequisite requirements such as Compass test scores and/or remedial courses determined by the offering institution. The prerequisites will be listed in the course catalog of the offering institution. The following general education clusters are applicable to all degree programs. Any questions about meeting requirements should be directed to the advisor. The Dean of Nursing and Health Sciences has final approval of courses not previously identified as part of a cluster.

2015-2016 Cluster Options		
Communication Category		
<b>Oral Communication Cluster</b>		
Black Hawk College	SPEC 101	Principles of Speech
	SPEC 111	Business & Professional Communications
	SPEC 114	Interpersonal Communication
	SPEC 175	Intercultural Communication
Eastern Iowa Community College	SPC 112	Public Speaking
	SPC 122	Interpersonal Communication
	SPC 170	Professional Communication
<b>Written Communication (English) Cluster</b>		
Black Hawk College	ENG 101	Composition I
	**ENG 102	Composition II
Eastern Iowa Community College	ENG 105	Composition I
	**ENG 106	Composition II
<b>Behavioral Sciences Category</b>		
<b>Social Cluster</b>		
Black Hawk College	SOC 101	Principles of Sociology
	SOC 102	Contemporary Social Problems
	SOC 250	Minority Relations
Eastern Iowa Community College	SOC 110	Introduction to Sociology
	SOC 115	Social Problems
<b>Psychology Cluster</b>		
Black Hawk College	PSYC 101	Introduction to Psychology (Prerequisite for Growth & Development)
	PSYC 200	Human Growth & Development
	PSYC 230	Social Psychology
Eastern Iowa Community College	PSY 111	Introduction to Psychology
	PSY 121	Developmental Psychology
<b>**Satisfies BSN Requirements</b>		

2015-2016 Cluster Options		
Critical/Analytic Science/Math Category		
<b>Math Cluster</b>		
Black Hawk College	**MATH 108	Statistics for General Education
	MATH 110	Mathematics for General Education
	MATH 112	College Algebra
	MATH 116	Trigonometry
	MATH 118	Pre-Calculus
	MATH 131	Finite Mathematics
	**MATH 228	Probability & Statistics
Eastern Iowa Community College	MAT 110	Math for Liberal Arts
	MAT 121	College Algebra
	MAT 128	Pre-Calculus
	MAT 140	Finite Mathematics
	**MAT 156	Statistics
<b>Science Cluster</b>		
Black Hawk College	BIOL 145	Anatomy & Physiology I
	BIOL 146	Anatomy & Physiology II
	BIOL 261	Microbiology
	**BIOL 250	Genetics with BIOL 251 Genetics Lab
	**CHEM 111	Principles of Organo-Biochemistry (Spring)
	**CHEM 115	Basic Organic & Biochemistry
	**CHEM 203	Organic Chemistry I
	**CHEM 215	Concentrated Organic Chemistry
	**PHYS 101	College Physics I
	**PHYS 102	College Physics II
	**PHYS 110	Introduction to Physics
	**PHYS 115	Concentrated Physics
Eastern Iowa Community College	BIO 168	Human Anatomy & Physiology I with Lab
	BIO 173	Human Anatomy & Physiology II with Lab
	BIO 186	Microbiology
	**CHM 132	Introduction to Organic and Biochemistry
	**CHM 261/263	Organic Chemistry I
	**PHY 162	College Physics I
<b>**Satisfies BSN Requirements</b>		

**2015-2016 Cluster Options**

**Humanistic Appreciation Category**

**Anthropology**

Black Hawk College	**ANTH 101	Introduction to Physical Anthropology
	**ANTH 102	Introduction to Cultural Anthropology
Eastern Iowa Community College	**ANT 105	Cultural Anthropology

**Ethics**

Black Hawk College	**PHIL 103	Ethics
Eastern Iowa Community College	**PHI 105	Introduction to Ethics

**Humanities Elective**

One 3 credit hour course in the following categories is accepted:

Black Hawk College	Anthropology Archaeology Art Communication English Foreign Language History Humanities International Studies Journalism Music Philosophy Political Science Sociology (SOC 102, 210, 230, 250, 251, 261, 264, 270) Speech Theatre Television
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Eastern Iowa Community College	Anthropology (ANT 105) Art Communications Cultural Studies Drama English Foreign Language Global Studies History Humanities Interior Design Journalism Literature Mass media Studies Music Philosophy Political Science Religion Sociology (SOC 115, 120, 220, 230, 240, 251, 261) Speech
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**\*\*Satisfies BSN Requirements**

## Enrollment Status Policy

Listed in the chart below are the College's student enrollment status guidelines. Students will be assigned an enrollment status based on the number of credit hours for which they are registered.

Student Enrollment Status	When enrolled in:
Full-time	At least 12 credit hours during a semester (6 hours during the summer session)
Three-fourths time	9-11 credit hours during a semester
Half-time	6-8 credit hours during a semester
Less than half-time	1-5 credit hours during a semester

## 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. A 0.5 point or more will be rounded up to the next whole number when computing course grades. The clinical grading system is determined by the program. In some programs/ courses the didactic and clinical grades are recorded separately. The Nursing Program has a grading scale separate from the general College course grading system. Also reference Radiography, and Respiratory Care programs for specific grading criteria.

## Incomplete Grade

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

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

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

## Grade Reports

When a student completes a course, grade reports will be available at My Pulse through the College website. Final grade reports will not be issued over the phone or given to students who attempt to secure them in person. All financial obligations to the College must be fulfilled in order for students to obtain their grades online. Faculty may share unofficial grade reports with the students in their courses.

## Grade Point Average

The student's grade point average is determined by dividing the number of credit hours attempted into the total grade points earned. The WF or WP are not computed in the student's GPA.

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

Grade	Quality Points	Significance
A	4.0	Excellent
B	3.0	Good
C	2.0	Satisfactory
D	1.0	Unsatisfactory
F	0.0	Failure
I		Incomplete
WP		Withdrawal Passing
WF		Withdrawal Failing
AU		Audit
R		Repeat

## 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 letter the Dean of Nursing and Health Sciences will conduct an investigation and provide a response to the student within ten calendar days. The findings of the Dean of Nursing and Health Sciences are final.

## 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)



## Academic Honesty and Integrity

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

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

## Time Limit for Completion of Program

An individual may complete any number of or all of the required General Education courses before beginning major (program) courses. Continuity of matriculation in the major courses is expected due to the ongoing application of knowledge and skills and the rapidly changing health care environment.

Time lapses of more than one year in continual course sequencing are not acceptable if related to other than availability of course offerings or an approved Leave of Absence. The Dean of Nursing and Health Sciences will determine a time limit for completion of the Program in consultation with the student and the program faculty.

## Repeat 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 has not completed the course with a grade of C or better and the course is necessary to satisfy requirements for a degree, the course may be repeated once.
  - b. No more than a total of one major course may be repeated in each program.
  - c. If the student needs to raise the grade point average to the required level for graduation, a course may be repeated once.
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.
5. Failure to receive a C or above in a repeated course or in more than two courses in a program will result in dismissal from the program.

Students who are dismissed for failure to make satisfactory academic progress will not be considered for readmission. A student who fails to pass a course (receives a grade of D, F WP, or WF in theory and/or clinical for the semester grade) may not be allowed to progress to the next semester when the failed course is a prerequisite for the course(s) that follow.

## Academic Calendar

The College operates on a 16 week semester calendar. The College offers certain courses on alternative schedules.

- Fall, spring and summer

## Unit of Credit/Credit Hour Definition

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

## Course Timeframes and Delivery Formats

### Course Timeframes

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

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

**Accelerated** – The BSN-Accelerated program at Trinity is a cohort program that requires 15-months of intense study. BSN-A students complete the first year of nursing in two summer sessions, with Session I occurring over a six week period and Session II occurring over a seven week period. Following the first semester, accelerated BSN students connect with other undergraduate nursing students. The BSN-A curriculum consists of two summer, one fall, and one spring 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.

**Face-to-Face Format** – Face-to-Face (F2F) courses meet in a classroom for regularly scheduled class meetings throughout the semester.

**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.

**Study Abroad** – Trinity College of Nursing & Health Sciences may offer a study abroad experience for students. Students will have to meet all requirements set forth by the supervising faculty member and as outlined in the syllabus. Students must participate in a learning community, which will be led by the supervising faculty and will introduce the student to the customs, lifeways, and health practices of the country of study.

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

## Attendance Policies

Regular class attendance is important for academic success since only with regular attendance are students able to participate fully in discussion and laboratory sessions, and to seek clarification concerning presented materials. Course outcomes are enhanced and success is more likely to occur through attending class. If a student is unable to attend class, it is the responsibility of the student to meet the course outcomes/objectives/requirements for the missed material. The student is expected to follow the established attendance guidelines for the course. Faculty may set individual attendance policies for their course(s), which are delineated in the course syllabus.

Clinical experiences are planned to use health care and general education theory and principles. Each student is expected to be in the clinical setting on scheduled clinical days to facilitate learning, experience unrehearsed learning opportunities, and meet clinical outcomes. When students must cancel their participation in planned clinical experiences with less than 24 hours notice, they are to notify both faculty and the staff in the clinical setting as soon as possible. If a student is unable to attend clinical, it is the responsibility of the student to arrange to meet course outcomes, clinical objectives, and requirements. Missed clinical experience is discussed with the clinical faculty and options for meeting objectives/ outcomes will be addressed. The student is expected to follow the established attendance guidelines for the College.

Course syllabi will also delineate specific clinical attendance policies for each course. Students may be required to register for clinical make-up unit(s) (CMU) for absences incurred throughout the semester. (See Tuition and Fees Information for CMU charges).

## Leave of Absence – Applies only to Baccalaureate Level and Above

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 for a single, compulsory term. A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance. The student who has an approved leave of absence is considered to remain in an in-school status.

A student will not be granted more than two leave of absences. The leave of absence begins on the day indicated as the Official Date of Leave of Absence. The student must return the following compulsory term. If a student fails to return from a leave of absence on the re-entry date stated on the Leave of Absence Form, they will be immediately withdrawn from the College by the academic advisor.

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

To request a leave of absence:

- Meet with your academic advisor to complete the Course Withdrawal and Leave of Absence Forms
- Meet with the Financial Aid Specialist and Registrar

Because of the nature of the program, associate degree seeking students are not eligible for a leave of absence.

## Academic Standards

A 2.0 GPA is required to graduate from Trinity College. Any time the semester GPA or cumulative GPA is below 2.0, the student should reassess educational objectives and study habits. The student should seek assistance from their instructors and/or academic advisor during this process. Students whose GPA remains below a 2.0 for two consecutive semesters of enrollment will be dismissed from the College.

### **Academic Course Progress**

Students demonstrating unsatisfactory progress within a specific course will be notified at midterm during a given semester. Faculty may advise students to seek a variety of support methods in order to promote success in the course.

### **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 2.0. 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 2.0 is placed on academic warning. Achieving WF (Withdrawal Failing), C-, D or F in a required course will also 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 plan of action to improve the student's chances of academic success.

### **Removal from Academic Warning**

When the student achieves a cumulative GPA of 2.0 and/or successfully repeats the required course, the student will be removed from Academic Warning. The student must resolve the Academic Warning status by the end of the next semester or the next opportunity to repeat the course(s), whichever comes first.

## HONOR SOCIETIES

### Phi Theta Kappa International Honor Society (PTK)

Founded in 1918, Phi Theta Kappa is the official community college honor society with over 90 years of dedication to recognizing academic excellence.

Phi Theta Kappa recognizes and rewards high-achieving students and provides scholarships for continued studies as well as opportunities to develop such critical leadership skills as problem solving, project planning, team building, effective communication and conflict resolution.

Membership in Phi Theta Kappa carries key advantages for associate degree College students. With a diverse membership, the Phi Theta Kappa Honor Society offers support from fellow scholars of all ages, ethnic backgrounds, economic levels, and fields of study who share a variety of interests and ideas. The special sense of community among society members and faculty advisors allows students to take full advantage of these key opportunities. The commonality is a superior scholarship, and a commitment to the continuing excellence and educational opportunities provided by the two-year program. Phi Theta Kappa requires the student to have completed 12 semester hours of associate degree coursework with a minimum cumulative grade point average of 3.5 (on a 4.0 scale) and to maintain a minimum cumulative grade point average of 3.5. The College chapter is Beta Zeta Beta. The Phi Theta Kappa (PTK) Honor Society induction ceremony is held every spring prior to graduation.

### Nursing Honor Society

The Trinity College BSN Honor Society was initiated in 1997. This honor society was modeled after the only nursing honor society in the world: Sigma Theta Tau International. The Trinity College BSN Honor Society had two purposes: 1) to recognize superior academic achievement and leadership qualities and 2) to foster creative work and high professional standards.

In 2015, Trinity College received approval to establish a local chapter of Sigma Theta Tau International Honor Society of Nursing (STTI). 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:

- Nursing students in the BSN program must have a minimum cumulative grade point average of 3.0 on a 4.0 scale,
- Senior nursing students must have a minimum cumulative grade point average of 3.0 on a 4.0 scale and
- Be in the top 35 percent of their class, and
- Have completed half of their nursing coursework

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.

### **Dean's List**

After each semester, students who have achieved a grade point average of 3.5 or higher are eligible for inclusion on the Dean's List. To be eligible for fall and spring semester honors, a student must be in good standing, complete a minimum of 12 semester hours of credit in courses graded (A, B, C, D or F) and receive no grades lower than C.

To be eligible for summer session honors, a student must be in good standing, complete a minimum of 6 semester hours, and receive no grades lower than a C.

## ACADEMIC ACHIEVEMENT

### Associate Degree: Graduating with Honors

Trinity College of Nursing & Health Sciences believes that commencement exercises should be specific and personal to the graduating class of a given year. With that in mind, students will be recognized at the graduation ceremony for their academic achievements.

Recognition for academic achievement is based upon a student's cumulative GPA up to and including the semester prior to graduation. Students earning an Associate Degree with a cumulative GPA of 3.5 or higher on a 4.0 scale graduate with honors. To graduate with honors, candidates must have completed more than fifty percent of their major semester hours at Trinity College of Nursing & Health Sciences.

### Valedictorian & Salutatorian

The College Valedictorian is defined as the student with the highest overall grade point average in each degree program with a minimum GPA of 3.5 or higher. A single valedictorian will be selected for each program. Selection may include the number of GPA hours achieved at Trinity College, if necessary. The College valedictorians are offered the opportunity to speak during the commencement exercises.

The College Salutatorian is defined as the student with the second highest overall grade point average in each degree program with a minimum GPA of 3.5 or higher. A single salutatorian will be selected for each program. Selection may include the number of GPA hours achieved at Trinity College, if necessary.

The College Salutatorians are invited to speak at the Honors Ceremony held in the spring prior to commencement.

The Valedictorian and Salutatorian from each program are acknowledged at the Honors Ceremony held in the spring prior to graduation.

Valedictorians and Salutatorians for August graduation are acknowledged at the summer commencement exercises.

### Baccalaureate Degree: Graduating with Academic Distinction

To graduate with academic distinction, candidates must have completed more than fifty percent of their major semester hours at Trinity College of Nursing & Health Sciences, and have attained a College cumulative GPA of at least 3.5 (Cum Laude), 3.7 (Magna Cum Laude), or 3.9 (Summa Cum Laude). Academic distinction is recognized during graduation ceremonies. This will be noted on a student's final transcript based on all work completed for the degree.

### Commencement Awards

The College wishes to recognize those students who have achieved outstanding academic performance. To receive these awards, students must complete more than fifty percent of their major semester hours at Trinity College. Special awards are conferred at the graduation ceremonies. These awards are presented to students who submit a portfolio to the selection committee for evaluation. The categories for awards are: Service, Leadership, and Clinical Excellence.



## GRADUATION REQUIREMENTS

Meeting graduation requirements is ultimately the responsibility of the student. Students are encouraged to work with their advisor in selecting courses to meet their educational program requirements.

Students must apply for graduation. An Intent to Graduate form should be completed the semester prior to the term of anticipated graduation. Diplomas are mailed six to eight weeks after the end of the semester in which the students are approved to graduate.

Commencement ceremonies are the culmination of the student's program of study. Each May and August, Trinity College conducts commencement exercises where the Board of Trustees and special guests, faculty, staff, family, and friends come together to recognize academic achievements. All eligible degree candidates are encouraged to participate in commencement activities.

If the student has six credit hours or less to complete, the student is eligible to participate in commencement exercises. The student must submit a written request to the Dean of Nursing and Health Sciences for approval by the midterm of the spring or summer semester of graduation.

The following degrees may be earned:

- Associate of Science in Nursing
- Bachelor of Science in Nursing
- Associate of Applied Science in Radiography
- Associate of Applied Science in Respiratory Care
- Bachelor of Science in Health Sciences
- Master of Science in Nursing

Requirements for graduation for degree programs include:

- Successful completion of general education courses and specific major courses required by the appropriate curriculum plan
- Compliance with all special requirements listed by the individual program
- Achievement of a satisfactory cumulative grade point average (2.0 on a 4.0 scale)
- Satisfaction of all financial obligations.

### **Awarding of an AAS Degree Post Certificate**

Trinity College of Nursing & Health Sciences is dedicated to promoting further education and providing degreed health care workers to the community. Therefore, Trinity College will offer Trinity certificate graduates the opportunity to complete an Associate of Applied Science in their major field of study.

The associate degree will be open to any Trinity certificate graduate who successfully completes all graduation requirements. Students seeking a post certificate degree assume responsibility of completing an "Intent to Graduate with AAS Degree Post Certificate" Form, and submitting an official final transcript to the College Registrar. Forms are available in Student Services and on the college website. The student will be assessed degree audit and graduation fees consistent with other College fees.

All degree requirements must be completed within five years from the date of certificate program completion. The final certificates were awarded in May 2011; therefore certificate graduates will have until May 2016 to complete the Associate of Applied Science in either Emergency Medical Services or Surgical Technology. May 2016 will be the final time the "AAS" will be awarded in these fields.

## 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](http://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.

### 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.trinitycollegeqc.edu](http://www.trinitycollegeqc.edu) and selecting the Change of Information Form.

### Counseling Services

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

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

### **Tutoring**

Tutoring assistance is available for students who feel they need additional academic assistance in major or general education courses. Students may self-identify to the Director of Student Services and External Relations, or may be referred by an academic advisor or course faculty for these services. The Director of Student Services and External Relations will attempt to recruit tutors in a timely manner to accommodate requests. Tutors are chosen on a case-by-case basis to meet the specific needs of the student.

### **Career Services**

Student Services and academic advisors offer assistance in planning career goals. Students are provided with information regarding specific career opportunities within the health science professions. A College bulletin board with career opportunities is provided at the College. Assistance with resume and cover letter development is available.

### **ATM's**

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

### **Computer and Learning Laboratories**

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

#### **General Guidelines Include the Following:**

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

#### **Computer Lab Guidelines:**

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

**Nursing and Health Sciences Learning Lab Guidelines:**

- Hours: 7:30 a.m. to 4:30 p.m. Monday through Friday and as arranged with course faculty.
- Food and/or drinks is 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.).

**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.

The classroom shadow program is designed to offer high school (junior and senior) students and non-traditional students an opportunity to shadow a Nursing, Radiography or Respiratory Care classroom and/ or laboratory experience at Trinity College of Nursing & Health Sciences.

The shadow visits are offered during the Fall and Spring semesters consist of the following:

- Pre and post admission meeting
- Classroom observation
- Skills laboratory observation
- Campus tour given by current student
- Meeting with Program Coordinator and/or Instructor

Prospective students who complete both a campus visit and a classroom shadow are eligible for a waiver of the application fee.

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

### Purpose

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

### Definitions

**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:

Reasonable Accommodation	Example Descriptions
Academic/Program Modifications	Reduced course load Alternate assignments Flexible scheduling Priority registrations Rest periods
Classroom Access	Early/late dismissal Alternate entrance/exit Parking agreements on campus and at clinical sites
Communication Access	Interpreters Real time captioning Note takers
Testing Accommodations	Isolated area Extended time Alternative format

### Policy

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 & External Relations to discuss any needs he/she may have. The Director of Student Services & 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 & External Relations and provide documentation as noted in the policy preceding policy statements.
3. The Director of Student Services & 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.



## STUDENT JUDICIAL AFFAIRS

### Corrective Action

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

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

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

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

### Fair Treatment and Grievance Policy

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

- to assure fair and equitable treatment of all students through open communication between students, faculty, administration, and staff;
- to provide students with a direction to voice concerns;
- to protect student's rights under the 14<sup>th</sup> 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

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 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 2001
- 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.
- Know and 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 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 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.

## Academic Computer & Electronic Devices Policy

### Social Media Policy

Although the college does not seek to control a student's right to personal communications on his or her own time, publishing and engaging in conversations on the internet via a social media site may affect the College or 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**

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

The College's plan to combat the unauthorized distribution of copyrighted material by users of College networks includes:

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

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

### **Name Badges**

Student name badges are distributed through Student Services. The name badge is utilized for identification purposes as needed. The name badge is an official part of the College uniform. If a name badge is lost, Student Services must be notified and a replacement will be made available. Students will be assessed a \$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.

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 resource room, and the computer lab daily from 6:00 am – 9:00 pm.

### **Dress Code**

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.
- 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 white, non-regulation maternity dress or pant uniform, identified with the College insignia, may be worn during pregnancy. College insignia is to be sewn 2 inches down from the left shoulder seam, and in non-faded condition. 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.
- When deemed appropriate by the Course Coordinator, nursing students will be directed to wear the approved alternative uniform. The alternative uniform shall consist of solid navy, black, or khaki pants and a navy, black, or red polo shirt and the College ID badge. Female students may wear knee length solid navy, black, or khaki skirt. Hose are to be solid or neutral. Shoes are to be flats or low-heeled leather with closed-toes and back.
- Pregnant students are expected to wear an all-white collared maternity top affixed with the College emblem along with navy maternity pants.
- NO VISIBLE TATTOOS. Tattoos need to be covered during clinical hours and all clinical-related activities.

To avoid confusion with on-duty personnel, students who are off clinical, but have occasion to be at the Medical Center or visiting patients, should not wear the College uniform, lab coat, or name badge.

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 Checks

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.

The Director of Student Services & 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.

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. 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.



## Cell Phone Policy

Cell phones, smart watches, pagers, and all electronic devices are not to be used in the classroom or clinical setting. In clinical all these items should be kept in the designated area, with all sounds turned off. In the classroom these items should be kept in the student's bookbag or purse, with all sounds turned off. In an emergency a caller may use the College's number 309-779-7700 and Student Services will contact the student through the clinical/course faculty member. Use of these devices during classroom time or clinical rotations will be considered a violation of the student code as it relates to "disruptive behavior." Specific institutional policies apply in clinical and field rotations. It is the student's responsibility to be in compliance with their individual program's regulations regarding cell phone usage.

In the classroom or learning laboratory, cell phones must be turned off during all exams and placed in the student's bag or purse. If the student's cell phone sounds (rings or vibrates) during an exam, the book bag or purse will be collected by the faculty member. If the cell phone sounds and is in the student's pocket, the faculty member will collect the phone. Smart watches are not allowed to be worn during exams or quizzes.

## Minors on Campus

### Purpose

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

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.

## Harassment Policy

Trinity College of Nursing & Health Sciences is committed to providing an environment that is free of sexual and/or other forms of harassment. It is possible for 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. Don't allow harassment to jeopardize your rights and opportunities for work or education.

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

Such conduct includes:

- Deliberate verbal or physical conduct and unsolicited gestures or comments of a sexual nature, and displays of offensive sexually graphic materials, whether or not repeated, that are sufficiently severe to interfere substantially with a student's academic performance or to create an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment behaviors, expressed electronically or otherwise:

- Whistling or catcalling
- Vulgar and obscene jokes
- Crude or vulgar language
- Pinching or patting
- Unwelcome hugging
- Grabbing or tearing someone's clothing
- Leering or "undressing" the person with your eyes
- Pressuring someone to sit on your knee, hug you, kiss you
- Leaning over someone for a "better view"
- Commenting on the clothing of an individual in a sexual way; for example, "boy, I sure like the way those pants fit"
- Jokes or comments that put women or men down
- Recounting one's sexual exploits in the office, classroom, or work area
- Referring to someone in demeaning terms; example, "girl," "sweetie," or "hunk"
- Repeatedly asking someone for a date after you have been turned down
- Displaying crude jokes and pictures, including pinups from magazines such as Playgirl or Playboy
- Revealing parts of your body that violate common decency
- Starting and spreading rumors about the sex life of a fellow employee or student
- Physically forcing sexual activity on someone
- Stalking someone
- Vulgar or obscene slogans on any items of clothing: caps, shirts, etc.

### What Can You Do About Sexual Harassment?

If you believe you have been a victim of harassment, you have several options:

Students who believe they have been sexually harassed may discuss your concerns with a SAP/EAP counselor, OR report such activity to the Dean/Program Coordinator/Director of Student Services and External Relations. Sexual harassment is illegal under Title VII of the 1964 Civil Rights Act for employees and under Title IX of the Education Amendments of 1972 for students. In addition, the State of Illinois discrimination laws prohibit sexual harassment.

### Title IX Policy

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

#### Additional Guidance:

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

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

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

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

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

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

#### Dissemination:

This policy will be disseminated within the College community, including in electronic and printed publications of general distribution that provide information to students and employees about the College's services and policies.

#### Office for Civil Rights:

Inquiries concerning the application of Title IX also may be made to the U.S. Department of Education's Office for Civil Rights located at 400 Maryland Avenue, S.W., Washington, D.C. 20202-1100

### **Procedures for Handling Complaints under Title IX: Including Sexual Harassment**

#### Investigation:

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

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

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

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

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

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

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

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

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

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

Report against a dean or director will be decided by the Chancellor.

Reports against the Chancellor will be decided by the Chair of the Board.

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

Appeals:

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

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

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

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

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

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

Appeals must be in writing and contain the following information:

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

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

## Substance Abuse Policy

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

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

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

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

Any faculty or staff member who identifies behavior similar or consistent with the examples given above has the responsibility to confront the student with his/her suspicions. The faculty or staff member will contact the Dean of Nursing 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 TRHS Emergency Room for drug testing/evaluation. In this case, the College will assume the costs of the testing/evaluation. Failure to participate in an assessment at the request of a Trinity College of Nursing & Health Sciences faculty or staff member will result in the assessment being considered a violation of the Drug-Free Policy.

If the results are positive, the student will be immediately suspended from the College by the Dean of Nursing 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, TRHS, TMC, or other clinical sites; or when participating in Trinity College of Nursing & Health Sciences sponsored activities.

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



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

### **Campus and Community Resources**

Substance abuse and addictions counseling services are available to employees and students through UnityPoint Health, Trinity and the Student Assistance Program (SAP). To request information or to set an appointment with SAP call 800-383-7900.

For assistance with contacting community resources, students can meet with the director of Student Services or their academic advisor. Listed below are examples of agencies and resources available in the community:

#### **Counseling:**

- **Family Resources**  
2800 Eastern Avenue  
Davenport, IA 52803  
563-326-6431
- **Vera French Community Mental Health**  
1441 W. Central Park Avenue  
Davenport IA 52804  
563-383-1900

#### **Treatment:**

- **Riverside**  
**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  
East Moline, IL 61244  
309-792-0292

#### **Support Groups:**

- **Narcotics Anonymous**  
1706 Brady Street  
Davenport, IA 52803  
563-328-5228
- **Alcoholics Anonymous, Quad Cities**  
1707 Brady Street  
Midtown Plaza 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 Plan**

### **Purpose**

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](http://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.

CRIME STATISTICS REPORTING									
OFFENSE	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	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
Arrest: Weapons: Carrying, Possessing, ETC.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, ETC.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

HATE CRIME STATISTICS REPORTING									
OFFENSE	ON-CAMPUS PROPERTY*			NON-CAMPUS PROPERTY**			PUBLIC PROPERTY***		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
No Hate Crimes Reported	0	0	0	0	0	0	0	0	0

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

**Definitions**

\*On-Campus Property – The building and contiguous property owned by Trinity College of Nursing & Health Sciences.

\*\*Non-Campus Property – Any building owned or controlled by Trinity College of Nursing & Health Sciences that is used in direct support of College educational purposes.

\*\*\*Public Property – All public property that is immediately adjacent to and accessible from Trinity College of Nursing & Health Sciences.

## Weather and Fire Safety

### 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 with the College at 309-779-7700 to access messages regarding cancellation of classes or clinical experiences. In addition, if classes or clinical experiences are cancelled, a call will be made to the following 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.

#### Vocabulary Terms:

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

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

**Siren Signals:** A steady sound for three minutes means a tornado has been sighted or detected and a Warning is in effect.

#### Procedure:

- If the National Weather Service advises 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, 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 student 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 Policy**

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

## **ORGANIZATIONS & ACTIVITIES**

### **Activity Programming Guidelines**

Activities that are planned by students must receive approval from the Director of Student Services and External Relations prior to implementation of the event. A request in writing must be made and submitted to 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 Student Government Association and professional honor societies such as Phi Theta Kappa and BSN Honor Society. 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 Government Association (SGA)**

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

### **Student Representation in Governance**

#### **Curriculum Committee**

Curriculum Committee ensures the quality of the curriculum, 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.

### **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.

## **BACHELOR OF SCIENCE IN HEALTH SCIENCES**

### **History**

The Bachelor of Science in Health Sciences (BSHS) program began in the fall of 2013.

### **Program Description**

The BSHS program is a full or part-time course of study designed for students with a previous associate degree in radiography or respiratory care to earn a baccalaureate degree in Health Sciences. This degree program may be completed by other allied health professionals if the original course of study was from an accredited allied health program. The Bachelor of Science in Health Sciences program builds upon previous education and aims to broaden the skillset of the allied health professional. Graduates of the Bachelor of Science in Health Sciences program will be prepared to meet the changing needs of health care institutions in a variety of settings. Additionally, graduates will be prepared to assume leadership responsibilities and affect patient outcomes.

Graduates will be prepared to function as collaborative members within the health care team. Knowledge of leadership and management, health provider systems, communication, critical thinking, legal-ethical and teaching-learning principles, evidence-based practice, accounting, and culture care values will be integrated into the Bachelor of Science in Health Sciences curriculum.

Students will learn to critique research findings for applicability to practice, study current trends in health care, examine historical and political influences in the health care system, and apply evidence-based research and practices in the clinical setting.

Graduates will be educated to demonstrate the knowledge, proficiency, and cultural competence of an educated person, including the ability to synthesize general and professional education into clinical practice. The BSHS degree will further reinforce accountability for lifelong learning and professional career development. Graduates will be prepared to practice in diverse health care roles, including leadership and management positions, and provide knowledgeable and competent care across many health care settings.

### **Program Philosophy**

The purpose of the BSHS program is to teach students to apply the contents of scientific inquiry within an ethical, cultural, historical, and philosophical framework. This BSHS completion program strives to provide students with the opportunity to examine the philosophical foundation, principles, methods, and assumptions of professional scientific disciplines and to explore how these disciplines interact with other disciplines in the provision of evidence-based health care.

General education and health science courses are designed to meet the changing needs of health care institutions and to prepare the graduate for leadership responsibilities. Faculty and students partner in a collaborative manner to achieve educational outcomes. Program faculty facilitate this learning process by designing learning methods and environments that are challenging and increasingly complex. Students are responsible for the quality and quantity of effort put forth in the educational endeavor. The career-ladder approach to professional education and practice is one valid choice for students and forms the basis for lifelong learning within the BSHS program.

## Program Goals

### Knowledge

- Analyze theoretical concepts of management utilized within the health care environment.
- Utilize accounting and supply principles to assess health care cost efficiency.
- Analyze the impact of past, current, and future trends on the delivery of health care and health care management.
- Solve complex problems and think reflectively.

### Proficiency

- Demonstrate an awareness of and implement evidence-based practice pertinent to the individual's chosen allied health field.
- Communicate professionally using interpersonal, oral and written skills.
- Collaborate as a member of the interdisciplinary health care team to provide comprehensive care.

### Culture Care Values

- Demonstrate ability to provide culturally congruent competent care by preserving/maintaining cultural identities and diverse lifeways of healthcare consumers.
- Analyze and evaluate ethical behavior within the framework of professional standards, values, and codes.
- Practice professionalism within the program, in the health care setting, and encourage participation in the professional associations.

## Admission Requirements

Admission requirements for the BSHS degree program are as follows:

- Graduation from an accredited school of Radiography or Respiratory Care
- Current, unencumbered license/certification as a Radiographer or Respiratory Therapist
- Demonstration of Statistics readiness through placement testing or prior coursework
- Minimum GPA of 2.5 or higher

Note:

- Respiratory Therapists and Radiographers graduating from an accredited diploma program may be considered for admission and will be required to complete the following undergraduate courses from an accredited institution of higher education: written communication, oral communication, humanities, psychology, and college level algebra. These courses are in addition to the required general education courses required for the BSHS degree. Students graduating from allied health professions other than Radiography and Respiratory Care will have credits evaluated by the Registrar and respective Program Coordinators on a case-by-case basis.
- There is no time limit on the acceptance of credits obtained for professional licensure/certification.
- Only courses completed with a grade of "C" or above will be accepted for transfer credit.



## Limited Acceptance into the Bachelor of Science in Health Sciences Program

Students currently enrolled in an approved associate degree allied health program (radiography, respiratory care, or similar program) may request Limited Acceptance (LA) into the Trinity College Bachelor of Science in Health Sciences Program. To be eligible for this limited acceptance the student must:

- Have all general education requirements for the associate degree program of study and the BSHS program completed with a 2.0 or higher GPA.
- Have completed 2 semesters in the associate degree allied health program with a 2.5 cumulative GPA or better.
- Must have a recommendation from the allied health Program Coordinator.
- Must maintain a GPA of 2.5 or better in the allied health program until graduation from the A.A.S. program.
- Take no more than 4 BSHS credits in any one semester.
- Take no more than a total of 15 BSHS credits while meeting allied health degree requirements.

Limited Acceptance students must complete a BSHS-LA form to begin the enrollment process. This form can be accessed from the College website.

Students should be aware that BSHS coursework may not be covered under their current financial aid package. If the student is using financial aid, it is required that the student meet with the Financial Aid Specialist to discuss options. BSHS classes will be billed at the current BSHS tuition rate and the student will be subject to fees associated with the enrolled course.

## Attendance Policy

Regular class attendance is important for academic success. Only with regular attendance and participation are students able to engage fully in discussion, whether online or in person, and to seek clarification concerning presented materials.

## Contact Hour Description

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. The BSHS program is offered through a hybrid delivery format. Each course has face-to-face meeting times, however; the majority of the coursework is completed using an online learning platform. One contact hour for the clinical internship is calculated based on four contact hours for 16 weeks. This clinical internship is a preceptored clinical experience that is guided by a Health Sciences faculty member.

## Dress Code

BSHS students must adhere to the College dress code policy concerning name badges, grooming, and jewelry.

Students in the BSHS program may, if they choose, wear a clean, white uniform of their choice, with the College insignia sewn on the left sleeve two inches down from the shoulder seam. BSHS students are expected to purchase a plain, white washable lab coat/jacket with the College insignia sewn on the left sleeve two inches down from the shoulder seam.

**BSHS Grading Scale**

Grade	Quality Points	Value	Significance
A	4.0	93-100	Excellent
B	3.0	85-92	Good
C	2.0	77-84	Satisfactory
D	1.0	69-76	Unsatisfactory
F	0	0-68	Failure
I			Incomplete
WP			Withdrawal Passing
WF			Withdrawal Failing
AU			Audit
R			Repeat

**Internship Grading Scale**

Grading for the Clinical Internship is Pass/Fail.

Goals for the internship include:

- Provide the intern with a broad based clinical experience offering them the necessary knowledge, skills and abilities to be leaders and educators in healthcare who can adapt in this rapidly changing environment
- Equip interns with experience and confidence to function in current and future health care systems through the use of projects and authentic assessments
- Develop communication skills to effectively interact with healthcare team members and a diverse patient population
- Provide an educational experience that will support and comply with the *Code of Ethics* and *Scope of Practice* of the Professions

**Program Progression**

This program is designed for the working allied health professional. As such, the BSHS curriculum allows flexibility in course progression, yet requires accountability of communication. The academic advisor will work with each student to develop an individualized plan to complete the BSHS program. Once a student enters the BSHS program, continuity of registration is expected. Continuity is defined as continuous enrollment in at least one BSHS major or general education course during the fall and spring semesters. Summer courses may be offered, but summer enrollment is not required. If a student cannot maintain continuous enrollment, the student must contact his/her academic advisor and complete either a Leave of Absence or Withdrawal form (refer to Leave of Absence and Withdrawal policies). Only two interruptions in the program of study are permitted during the BSHS program. It is the student's responsibility to initiate the leave of absence. If a student does not either register for coursework or initiate a leave of absence, the student will be administratively withdrawn from the BSHS program. The student can subsequently apply for readmission into the program but there is no guarantee of admission. Applicable forms and fees apply for readmission. A ten year maximum time limit from time of admission is set for program completion.

Students in the BSHS program who are unsuccessful in one major course must meet with their academic advisor to devise a plan for successful progression through the curriculum. Any student who receives a WF or grade below a C in a major BSHS course will be withdrawn from the BSHS program. All general education courses must be completed with a grade of C or above.

## Graduation Requirements for BSHS

Requirements for a BSHS Degree include meeting all of the following requirements:

- Fulfill the course requirements of the Baccalaureate of Science in Health Sciences curriculum
- Complete 20 semester hours in Health Sciences at the College
- Earn a minimum of 120 semester hours of credit attaining a C (2.0) cumulative grade point average which includes a C or above in each required health sciences and general education course in the curriculum
- Meet all financial obligations incurred with the College
- Be recommended by Faculty and approved by the College Governing Board to graduate.

## Critical Objectives

Critical objectives are objectives deemed to be of such importance to the practice of healthcare that satisfactory performance in each objective must be maintained throughout the BSHS program. An infraction of any critical objective may result in corrective action (see Corrective Action Policy). However, corrective action may vary according to the scope and seriousness of the behavior. Infractions may result in immediate failure of the course and/or dismissal from the College. If a student demonstrates behaviors that require corrective action within a course, the student must correct the behaviors in order to pass the course. Corrective action information may be communicated between faculty within the program to maintain consistency of behavior and monitor progress. Course-related corrective actions related to the course critical objectives should be carefully documented by faculty, shared with students and program coordinator, and maintained in a secure file in the office of the BSHS program coordinator.

Critical objectives are applicable while providing patient care and when interacting with the health care team, clients, peers, faculty and others both in clinical and classroom situations. Critical objectives are listed under course outcomes in the syllabi. The expectation/outcome is that the student will demonstrate individual accountability for professional behavior.

To meet the critical objectives, the student will:

- Follow dress code
- Display professional attitude, actions, and respect when interacting with the client, family/significant others, health care team, peers, faculty, others
- Act to preserve/maintain the cultural identities of others and accommodate/negotiate diverse lifeways
- Practice within legal limits of the respective allied health profession as defined in the Illinois and Iowa Acts and Rules, policies and procedures of the assigned health care organization and/or healthcare unit/department, and recognized written standards of practice, including the health and safety requirements of the College for tuberculosis testing, CPR certification, immunizations, and OSHA and HIPAA training
- Use principles of safety including practicing within the scope of skills and knowledge when implementing care based upon the client's physical and psychological condition, age, development level, and environment
- Demonstrate emotional and physical stability when providing care and when interacting with health care team, peers, faculty, and others
- Use honest, accurate, objective verbal and written communication in reporting and recording care, written assignments, and interacting with the health care team, clients, peers, faculty, and others
- Demonstrate ethical behaviors in complying with the standards set forth in the respective allied health Code of Ethics by reflecting integrity and confidentiality at all times
- Demonstrate accountability in attendance at clinical experience with punctuality, completion of commitments, and reporting of absences according to College policy as identified previously in this Catalog and individual course syllabus
- Demonstrate timely preparation for the clinical experience in verbal and written communication and patient care.

## BACHELOR OF SCIENCE IN HEALTH SCIENCES PROGRAM CURRICULUM PLAN

Upon acceptance, 75 credits of approved general education prerequisite requirements will be awarded toward the BSHS degree.

FIRST YEAR		
<b>Fall Semester: 16 weeks</b>		
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>
	English Comp II	3 SH
	Ethics <sup>1,2</sup>	3 SH
BHS300	Education Principles in Health Care	3 SH
BHS301	Health Care Delivery Systems	3 SH
	<b>TOTAL</b>	<b>12 SH</b>
<b>Spring Semester: 16 weeks</b>		
	Humanities Elective	3 SH
	Statistics <sup>1,2</sup>	3 SH
BHS302	Health Care Leadership	3 SH
BHS303	Managerial Communication	3 SH
	<b>TOTAL</b>	<b>12 SH</b>
SECOND YEAR		
<b>Fall Semester: 16 weeks</b>		
	Anthropology	3 SH
BHS410	Health Science Research	3 SH
BHS411	Ethics for Health Care Professionals	4 SH
BHS412	Accounting Basics for Health Professionals	3 SH
	<b>TOTAL</b>	<b>13 SH</b>
<b>Spring Semester</b>		
BHS419	Clinical Internship	4-6 SH
BHS420	Health Science Research Seminar	4 SH
	<b>TOTAL</b>	<b>8-10 SH</b>

<sup>1</sup> Indicates course may be chosen from among approved clusters listed in the academic section of the College Catalog.

<sup>2</sup> General education courses are taken at another institution or transferred into the major, and may be completed prior to or concurrent with major courses.

<b>General Education Total</b>	<b>15 SH</b>
<b>Health Sciences Total</b>	<b>30-32 SH</b>
<b>Advanced Standing Credit</b>	<b>75 SH</b>
<b>BSHS Program Total</b>	<b>120-122 SH</b>

**A MINIMUM OF 20 SEMESTER HOURS OF PROGRAM MAJOR COURSES WITHIN THE BSHS PROGRAM MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS.**

## **NURSING PROGRAM**

### **History**

The College Nursing Program has a rich history and a reputation for quality nursing education and service to the community. As a result of the mergers of several hospitals over the last 25 years, there are six predecessor diploma schools of nursing with more than 4000 alumni and 100 plus years of nursing education. All alumni and nursing graduates are consolidated into the Trinity Nursing Alumni Association, an important source of support and advocacy for the College.

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

### **Philosophy**

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

Both faculty and students are responsible for educational outcomes. Faculty facilitates learning by designing learning methods and environments that are challenging and increasingly complex. Students are responsible for the quality and quantity of effort put forth in the educational endeavor. Learning can take place both in formal curriculum based experiences and “out-of-class” experiences such as College organizations. Students’ achieved outcomes constitute the criteria for success.

Faculty believe in education-based differentiated practice. Students' basic knowledge and skills at the Associate of Science level are built upon and expanded in the Bachelor of Science Program. The career-ladder approach to nursing education and practice is one valid choice for students and forms the basis for lifelong learning.

### **Learning Domains and Program Goals**

The goals of the Associate of Science in Nursing (ASN) and the Bachelor of Science in Nursing (BSN) are organized according to the College domains of learning: knowledge, proficiency, and culture care values. All goals begin with knowledge attained from the nursing and general education courses. Knowledge, proficiency, and culture care values are integrated and dynamic. The following model shows the relationship among the three domains:

### **Programs**

The Undergraduate Department of Nursing offers programs: Associate of Science in Nursing, and a Bachelor of Science in Nursing.

## **Associate of Science in Nursing Program Description**

The Associate of Science in Nursing Program (ASN) is a two-year program of study combining didactic and clinical nursing courses as well as general education courses. The program prepares beginning nurses who function as providers and leaders of direct and indirect nursing care for diverse individuals, families, and groups. Graduates function as collaborative members within the discipline of nursing and the health care team. Graduates use basic knowledge of therapeutic nursing interventions, communication, culture, critical thinking, information technology, legal-ethical principles, and teaching-learning principles in their practice.

Graduates have an awareness and appreciation of research findings that contribute to nursing practice. The nursing curriculum incorporates primarily structured practice settings in acute, community, and long-term care. Graduates demonstrate accountability for nursing care given by self and/or delegated to others, and serve as advocates for client rights.

The program provides the basis for professional and personal development. The Associate of Science in Nursing degree program prepares graduates to assume responsibility for lifelong learning as an individual and as a member of the nursing profession. Graduates are prepared to practice in nurse generalist roles providing basic, safe, and effective nursing care. The program prepares graduates to continue their education at the baccalaureate in nursing level.

After completion of the program, the graduate is eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to qualify for practice as a Registered Nurse.

## **ASN Program Goals**

### Knowledge

- Apply the theoretical concepts from a selected knowledge base of the natural and social sciences, humanities and nursing to provide holistic nursing care
- Use teaching and learning principles to address needs/health problems of individuals, families, and groups
- Demonstrate an awareness of and implement selected evidence-based nursing interventions

### Proficiency

- Use the nursing process to provide care for basic, common or complex needs/problems and to assist individuals, families and groups with health promotion, maintenance, and rehabilitation
- Exhibit therapeutic and culturally sensitive interpersonal communication skills when addressing the needs/health problems of individuals, families, and groups and when interacting with health care team members
- Participate as a member of the nursing and health care team in providing and managing proficient, safe, and effective direct and indirect nursing care, including the use of information technology

### Culture Care Values

- Demonstrate ability to provide culturally competent care by preserving/maintaining cultural identities and diverse lifeways of individuals, families, and groups
- Practice nursing within the framework of the professional standards, values and codes, and legal and ethical considerations, including both the Illinois and Iowa Nursing Rules and Acts

## ASN Admission Requirements

In addition to the general College admissions requirements students seeking entrance into the Associate of Science in Nursing program must have completed or earned the following:

- Cumulative high school grade point average of 2.75 on a 4.0 scale
- ACT composite score of 21 or above
- OR
- 24 or more approved college credit hours with a minimum cumulative GPA of 2.75 on a 4.0 scale

Applicants who have been out of high school for 6 months or more must complete 24 approved college credit hours with a minimum cumulative GPA of 2.75 on a 4.0 scale.

Advanced Placement LPNs begin the curriculum in either the fall or spring semester of the first year based upon placement test scores. If receiving advanced placement as an LPN, students must take NUR 100(W); Math for Clinical Practice.

Please note: Students intending to continue in the BSN program in the RN-BSN Completion option must fulfill the appropriate prerequisite math coursework to enable enrollment in a general statistics course.

## ASN Test Average Policy

In the ASN Program, an overall test average of 78% or above must be achieved in each nursing course in order to successfully complete the course. Computation of the “test average” for a specific course will be described in the course syllabus and may include tests, quizzes, and exams. Courses may have additional grading requirements, which will be communicated in the course syllabus at the beginning of the course. Students who do not meet the 78% test and/or quiz average within a specific ASN course will be assigned a course grade of D or F based on the percentage grade attained for tests and/or quizzes. This grade will be assigned according to the Nursing Program Grading Scale.

## ASN Program Progression

ASN students receiving a WP, WF, or grade below a C may still be eligible to continue in the curriculum if the course is not a prerequisite to all courses in the next semester (ie. NUR 201 to NUR 203). However, the student must meet with their advisor and complete a “Request for Change in Program Option &/or Graduation Date”.

ASN students receiving a WF or grade below a C in a required nursing course that is a prerequisite to all courses in the next semester the student will be prohibited from progressing in the ASN curriculum and will be withdrawn from the Nursing Program. Students must apply for readmission to the ASN Program for the following academic year. Readmission is not guaranteed. Students will be ranked by the ASN Selection Committee. Readmission will be based upon ranking and seat availability. Students wishing to be considered for readmission must complete a College application. This process must be initiated by the student. It is the student’s responsibility to complete this process in order to be considered for readmission into the ASN Program, and a student will only be considered for one readmission into the ASN Program.

Any student receiving a WF or grade below a C in a nursing course who is re-admitted to the Nursing Program will be withdrawn from the Nursing Program with a subsequent WF or grade below a C. These students will not be eligible for readmission.

## Standardized Assessment Test for ASN Graduation

A standardized nursing assessment test, the ATI Comprehensive Predictor, is a graduation requirement for the ASN degree. The ATI Comprehensive Predictor must be passed in order to graduate and, therefore, before taking the NCLEX-RN examination. If a student does not pass the ATI Comprehensive Predictor on the first attempt, he/she will be required to take the Virtual ATI (VATI). When the VATI proctor releases the student to take the NCLEX-RN, graduation requirements will be fulfilled. The minimum required score for passing is a 95% probability and is based on national norms. The assessment test is given before commencement in May.

## **Graduation Requirements for an ASN Degree**

Requirements for an Associate of Science in Nursing Degree include meeting all of the following:

- Fulfill the course requirements of the Associate of Science in Nursing curriculum
- Complete the last 24 semester hours in Nursing at the College
- Earn a minimum of 68 hours of credit attaining a C (2.0) cumulative grade point average, which includes a C or above in each required nursing and general education course in the curriculum
- Attain a passing score on the ATI Comprehensive Predictor
- Meet all financial obligations incurred with the College
- Be recommended by Faculty and approved by the College Governing Board for graduation

(No degree will be awarded until all requirements are met)



## ASSOCIATE OF SCIENCE IN NURSING PROGRAM CURRICULUM PLAN

### ASN ASSOCIATE OF SCIENCE IN NURSING DEGREE

#### FALL SEMESTER

NUR101: The Art & Science of Nursing Practice	8 SH
Anatomy & Physiology I <sup>2</sup>	4 SH
Oral Communication <sup>1,2</sup>	3 SH
Psychology <sup>2</sup>	3 SH
<b>TOTAL</b>	<b>18 SH</b>

#### SPRING SEMESTER

NUR 102: Adult Health Nursing	9 SH
NUR 212: Pharmacology I	1 SH
Anatomy & Physiology II <sup>2</sup>	4 SH
Growth & Development <sup>2</sup>	3 SH
<b>TOTAL</b>	<b>17 SH</b>

#### SUMMER SESSION

Microbiology <sup>2</sup>	4 SH
Written Communication <sup>2</sup>	3 SH
<b>TOTAL</b>	<b>7 SH</b>

#### FALL SEMESTER

NUR 200: Human Disease Processes	3 SH
NUR 201: Life Span Nursing I	9 SH
Sociology <sup>1,2</sup>	3 SH
<b>TOTAL</b>	<b>15 SH</b>

#### SPRING SEMESTER

NUR 203: Maternal-Newborn Nursing	4 SH
NUR 202: Life Span Nursing II	8 SH
Humanities Elective <sup>1,2</sup>	3 SH
<b>TOTAL</b>	<b>15 SH</b>

<sup>1</sup> Indicates course may be chosen from among approved clusters listed in the academic section of the College Catalog

<sup>2</sup> General education courses are taken at another institution or transferred into the nursing major, and may be completed prior to or concurrent with nursing courses listed

Advanced Placement LPNs begin the curriculum in either the fall or spring semester of the first year based upon placement test scores. If receiving advanced placement as an LPN, students must take NUR 100(W); Math for clinical practice.

<b>General Education Total</b>	<b>30 SH</b>
<b>Nursing Total</b>	<b>42 SH</b>
<b>ASN Program Total</b>	<b>72 SH</b>

## **Bachelor of Science in Nursing Program Description**

The Bachelor of Science in Nursing Program (BSN) offers three options for obtaining a BSN degree: The Accelerated Bachelor of Science in Nursing option (BSN-A), the Basic Bachelor of Science in Nursing option (BSN-B), and the Bachelor of Science in Nursing Completion option (BSN-C).

### **BSN-A**

The **Accelerated BSN (BSN-A)** option is a full-time course of study designed to enable students with a previous baccalaureate degree to earn a Bachelor of Science in Nursing. This is an intensive, fast-paced program, which builds upon previous education while providing the nursing art and science content in a 15-month program. The 15-month program combines both didactic and clinical nursing experiences.

### **BSN-B**

The **Basic Bachelor of Science in Nursing (BSN-B)** option is a basic or generic option that allows a student who has completed all general education courses required in a baccalaureate nursing program to take the nursing courses for a baccalaureate nursing degree over six semesters. The basic program also combines both didactic and clinical nursing experiences.

Both the BSN-A and BSN-B program option allow the graduate to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to qualify for practice as a licensed or Registered Professional Nurse.

### **Military Medic to BSN-B**

The Military Medic to Bachelor of Science in Nursing – Basic option is designated to assist recent veterans and current reservists who have prior military medical training and service experience to qualify for advanced standing credit in a baccalaureate level nursing program. It is open to service members who trained and served in select military classifications and who were discharged within the last two years or within five years for those who have been employed in a civilian health care role, such as Army medics, Navy hospital corpsmen, Air Force flight medics and other military medical specialists regardless of branch of service.

The Bachelor of Science in Nursing – Basic degree is designed to be completed in two years of full-time study, including two summer semesters. Nine credits of advance standing will be awarded to qualifying service members for their military training.

### **BSN-C**

The BSN-C is an RN to BSN Completion program that provides advanced education for the graduate of an associate degree or diploma nursing program who has passed the NCLEX-RN and already has a nursing license. The two-year program of study combines didactic and preceptored clinical nursing courses and general education courses. Students may pursue the BSN-C in a full-time or part-time capacity.

BSN graduates demonstrate the knowledge, proficiency, and cultural competence of an educated person including the ability to synthesize general and professional education and experience. The Bachelor of Science in Nursing prepares professional nurses to function as providers, managers, and leaders of direct and indirect comprehensive care in a variety of health care settings. The care is provided for diverse individuals, families, groups, and communities. Graduates of the BSN program function as collaborative members within the discipline of nursing and the interdisciplinary health care team. Graduates of the BSN program critique research findings for evidence-based practice and are aware of current trends and issues facing nursing. Expanded knowledge of communication, culture, leadership, and management, critical thinking, therapeutic nursing and system interventions, legal-ethical and teaching-learning principles, standardized languages, and computer information are integrated into nursing practice. Education is emphasized as a major nursing function when providing/directing care for both health promotion and illness management. The BSN program further reinforces accountability for lifelong learning and professional career development.

## **BSN Program Goals**

### Knowledge

- Synthesize knowledge from the natural and social sciences, humanities and nursing to provide and evaluate holistic nursing care
- Integrate the nursing process to assist families, groups, and communities with a variety of complex and critical health needs and problems
- Analyze the impact of past, current, and future trends and issues on the delivery of nursing care and health care organizations and systems

### Proficiency

- Incorporate evidence-based practice for delivering and evaluating nursing practice and outcomes
- Collaborate as a member of the interdisciplinary health care team to manage comprehensive care for individuals, families, groups, and communities
- Communicate professionally using interpersonal, oral and written skills
- Evaluate health promotion, risk reduction, and disease prevention modalities for use in a variety of settings

### Culture Care Values

- Integrate cultural care values (preservation, accommodation, restructuring) when providing nursing care to individuals, families, groups, and communities
- Evaluate nursing within the framework of regulatory and professional standards, values and codes
- Integrate information technology into professional nursing practice

## BSN Admission Policies

### Accelerated BSN (BSN-A) Program Option Admission Policy:

Admission to the BSN-A option is highly selective and is based upon proven academic achievement attesting to the student's ability to successfully complete an academically rigorous curriculum. In addition to the general College admissions requirements, students seeking entrance into the BSN-A program must meet the following criteria:

- Hold a baccalaureate or higher degree in a non-nursing discipline
- Minimum degree GPA of 3.0 on a 4.0 scale
- Completion of all required prerequisite general education courses with a grade of C or higher
- Personal essay in a letter form addressing candidate's professional attributes, ability to manage an accelerated curriculum and career goals

The BSN-A option student will be awarded 52 credit hours of advanced standing credit upon transcript evaluation of their non-nursing bachelor's degree. In addition, the Registrar will evaluate the student transcript and complete a credit guide to formally approve the following specific courses that must be completed with a C or above.

1. Anatomy and Physiology I
2. Anatomy and Physiology II
3. Microbiology
4. Advanced Science
5. Human Growth and Development
6. Statistics

### BSN-B Program Option Admission Policy:

In addition to the general college admission requirements, students seeking entrance into the BSN-B program must have met the following criteria:

- Minimum cumulative GPA of 2.75 on a 4.0 scale
- Completion of all required prerequisite general education courses with a grade of C or higher
- If applying to the Military Medic to BSN-B, must also meet minimum military/reservist medical experience requirements with additional civilian health care experience, as needed.

The Registrar will evaluate the student transcript and complete a credit guide to formally approve the following specific courses that must be completed with a C or above. Science courses must be taken within the last 7 years prior to the date of enrollment in the program. One of the following courses may be taken in the first semester of the BSN-B program (with the exception of Anatomy and Physiology I or II or Microbiology) in order to be full-time.

Anatomy & Physiology I	4
Anatomy & Physiology II	4
Microbiology	4
Advanced Science	4
Psychology	3
Growth and Development	3
Sociology	3
Anthropology	3
Ethics	3
College Algebra	3
Statistics	3
English Comp. I	3
Oral Communication	3
English Comp. II	3
Humanities Electives X 2	6

Note: BSN-B students must progress through the curriculum as prescribed. A student cannot change program “at will.” A change would necessitate reapplication with no guarantee of acceptance in the ASN Program. BSN-A and BSN-B students must complete the entire Bachelor of Science program of study before being eligible to apply for NCLEX-RN.

**BSN-C Admission Policy:**

The BSN-C policy will vary according to whether a student has a non-nursing bachelor’s degree. Below are the policies:

A. BSN-C (for student without a non-nursing bachelor’s degree)

In addition to the general College admission requirements, students seeking entrance into the BSN-C program must have:

- Proof of unencumbered licensure from a state board of nursing
- Demonstration of organic chemistry and statistics readiness through testing and/or prior coursework.
- Minimum cumulative GPA 2.75 on a 4.0 scale

Students with an associate degree or diploma in nursing who have been officially accepted into the RN-BSN Completion option are awarded 71 credit hours upon transcript evaluation for their basic RN program. If the student has taken any courses in the RN-BSN Completion curriculum, these courses will be credited on an individual basis.

B. RN to BSN-C (with a non-nursing bachelor’s degree)

In addition to the general College admission requirements, students seeking entrance into the BSN-C program must have:

- Proof of unencumbered licensure from a state board of nursing
- Minimum cumulative GPA 2.75 or higher on a 4.0 scale

The RN-BSN Completion option student, who has already earned a non-nursing bachelor’s degree, will be awarded 71 credit hours upon transcript evaluation for their RN program. In addition, this student will be granted 12 credit hours of advanced standing upon transcript evaluation toward the BSN degree. These 12 credit hours will replace the general education courses of ethics, anthropology, advanced communication, and a humanities elective. There is no time limit on the acceptance of credits. The Registrar will evaluate student transcripts and complete a credit guide to formally approve the following specific courses that must be taken with a C or above:

1. Advanced Science with a lab
2. Statistics

**Field Study Policy**

In some courses, BSN students apply concepts from the course in a professional setting by interviewing people (who determine what hours will be available to the student), observing and discussing certain activities (which may occur at a time not controlled by the student), or developing, planning and/or implementing projects in the real work-world (which necessitate the student’s presence at certain times in certain places). Field study assignments are described by faculty but they differ from clinical/ lab assignments in that students:

- determine how & where they will meet the course requirements
- may be doing independent work without the direct supervision of a nurse
- are not providing direct patient care

### **Program Progression BSN-A Option**

Students must progress through the curriculum as prescribed in the Accelerated BSN curriculum option. Students receiving a WF or grade below a C in a nursing course will be prohibited from progressing in the Accelerated BSN curriculum. There is no part-time BSN-A option. Students who are unsuccessful in one course are eligible to either apply for readmission in the following curriculum cycle or apply for admission into the BSN-B option. Students who wish to transfer to the BSN-B option need to meet with the program coordinator and complete the “Request for Change in Program or Program Option.” Students who have been unsuccessful in more than one course will be withdrawn from the program. Neither readmission in the BSN-A option or admission in the BSN-B program option is guaranteed and is based on seat availability. A student will be considered for only one readmission.

It is the student’s responsibility to meet with the BSN Coordinator regarding curriculum options. If the student chooses the BSN-B option and is approved, an individual curriculum plan will be developed to integrate into the BSN-B curriculum.

Any student receiving a WF or grade below a C in a nursing course and retakes a nursing course will be withdrawn from the College if they subsequently achieve a WF or grade below a C.

### **Program Progression BSN-B Option**

BSN-B students receiving a WF or grade below a C in a required course will be prohibited from progressing full-time in the BSN-B curriculum. The student who wishes to remain in the BSN-B program and take the courses that he/she is eligible (has met pre-requisites) must meet with their advisor to complete the “Request for Change in Program Option &/or Graduation Date” form and complete an individualized/ revised curriculum plan with a later graduation date. If the student is not eligible to continue in the curriculum due to course availability for which pre-requisites have been met, the student must withdraw from the College. The student may apply for readmission to the nursing program the following academic year. Readmission is not guaranteed. Readmission will be based on ranking and seat availability. The student will only be considered for one readmission into the Nursing Program. The student should complete a College application with applicable fees.

BSN-B students must progress through the curriculum as prescribed or meet with the Program Coordinator or Advisor for an approved slower curriculum plan. Students are not allowed to change to the ASN program “at will”. A change to the ASN program would necessitate that the student withdraw from the College and reapply for the next academic year (or the semester for which the student is eligible) with no guarantee of acceptance into the ASN program. All applicable fees for a new College application apply. Acceptance will be based on ranking and seat availability. Students who withdraw from the BSN program, apply to the ASN program, and are not accepted into the ASN program, are not allowed to reapply back into the BSN program.

Any student receiving a WF or grade below a C in a nursing course who is re-admitted to the Nursing Program will be withdrawn from the Nursing Program if they receive a subsequent WF or grade below a C.

Any student receiving two grades of WF or two grades below a C (or any combination of the two) will be withdrawn from the BSN Program and the College.

### **Program Progression BSN-C Option**

The BSN Completion program is designed for the working RN. As such, the BSN Completion curriculum plan allows flexibility in course progression, yet requires accountability of communication. The academic advisor will work with each student to develop an individualized plan to complete the curriculum. Once a student enters the RN-BSN Completion program, continuity of registration is expected. Continuity is defined as continuous enrollment in at least one nursing or general education course during the fall and spring semesters. Summer courses are offered in the BSN-C option, but summer enrollment is not required. If a student cannot maintain continuous enrollment, the student must contact the academic advisor and complete either a Leave of Absence or Withdrawal form. The Leave of Absence cannot exceed one academic year (two regular semesters, not counting summer term). Only two interruptions in the program of study are allowed during the BSN-C curriculum. It is the student’s responsibility to

initiate the leave of absence. If a student does not either register for coursework or initiate a leave of absence, the student will be administratively withdrawn from the BSN-C program option by the academic advisor 10 days following the designated time frame for course registration. The student can subsequently apply for readmission into the program but there is no guarantee of admission. Applicable forms and fees apply for readmission.

Students in the BSN program who do not successfully progress through the curriculum due to one nursing course may continue in the programs as long as the subsequent course's pre-requisites have been met. Any student receiving a WF or grade below a C in two or more nursing courses will be withdrawn from the College.

### **Test Average Policy**

In the BSN-A and BSN-B program options, an overall test average of 78% or above must be achieved in each nursing course in order to successfully complete the course. Computation of the "test average" for a specific course will be described in the course syllabus and may include tests, quizzes, and final exams. Courses may have additional grading requirements, which will be communicated in the syllabus at the beginning of the course. Students who do not meet the 78% test/exams and/or quiz average within a specific course will be assigned a course grade of D or F based on the percentage grade attained for tests and/or quizzes. The grade will be assigned according to the Nursing Program Grading Scale described in the catalog.

### **Standardized Assessment Test Requirement For BSN-A & BSN-B**

A standardized nursing assessment test, the ATI Comprehensive Predictor, must be passed as a requirement in order to graduate and, therefore, before taking the NCLEX-RN. The minimum required score for passing is at a 95% probability and is based on national norms. The assessment test is given in NUR 301 and NUR 420. The student will have two opportunities to pass the ATI. If a student does not pass on the second attempt, graduation will be delayed. The student will continue to work with a virtual ATI coach until "released" to take the NCLEX-RN. When the College receives notification of this "release", the standardized nursing assessment requirement will be met.

## Graduation Requirements for a BSN Degree

Requirements for a Bachelor of Science in Nursing Degree in the BSN-A option include meeting all of the following requirements:

- Fulfill the course requirements for the Accelerated Bachelor of Science in Nursing curriculum
- Meet all 52 credits of pre-requisite general education requirements
- Complete all nursing coursework at Trinity College of Nursing
- Earn a minimum of 69 semester hours in nursing with a C (2.0) cumulative grade point average which includes a grade of C or above in each required nursing course
- Meet all financial obligations incurred with the College
- Attain a passing score on the standardized nursing assessment test
- Be recommended by Faculty and approved by the College Governing Board to graduate

(No degree will be awarded until all requirements are met)

Requirements for a Bachelor of Science in Nursing Degree in the BSN-B option include meeting all of the following requirements:

- Fulfill the course requirements of the BSN-B curriculum option of the Bachelor of Science in Nursing
- Complete the last 35 semester hours of nursing at the College
- Earn a minimum of 122 semester hours of credit attaining a C (2.0) cumulative grade point average which includes a C or above in each required nursing course and general education courses in the curriculum
- Meet all financial obligations incurred with the College
- Attain a passing score on the standardized nursing assessment test
- Be recommended by Faculty and approved by the College Governing Board to graduate

Requirements for a Bachelor of Science in Nursing Degree in the BSN-C option include meeting all of the following requirements:

- Fulfill the course requirements of the Baccalaureate of Science in Nursing curriculum
- Complete the last 19 semester hours in Nursing at the College
- Earn a minimum of 122 semester hours of credit attaining a C (2.0) cumulative grade point average which includes a C or above in each required nursing and general education courses in the curriculum
- Meet all financial obligations incurred with the College
- Be recommended by Faculty and approved by the College Governing Board to graduate



## Licensed Practical Nurses (LPN Nurses) Admission and Advanced Placement Policy

**Application:** LPN's may apply to either the ASN or the BSN-B nursing program. LPN's complete all steps in the application procedure with the exception of submitting results of ACT or SAT. Applicants must provide proof of the following:

- Current unencumbered LPN licensure
- Current LPN practice (practice as an LPN in the last two years or graduation from an LPN program within 6 months prior to starting the BSN program)
- Minimum GPA of 2.75 on a 4.0 scale
- All general education pre-requisite courses completed with a C or better. (Note: one general education course from the pre-requisite list may be taken during the first semester. This course may not include Anatomy & Physiology I, Anatomy & Physiology II, or Microbiology. These courses must be taken prior to admission to the program.)
- Placement exam results (which determine the appropriate entry point and coursework required in the curriculum).
- Application deadline is September 1

**Advanced Placement:** Advanced placement for LPNs in the Bachelor of Science in Nursing BSN-B program option is a selective process based upon an evaluation of previous academic and work experience, and results of a placement exam.

The placement exam is the National League for Nursing, Nursing Acceleration Challenge Exam (ACE) I: PN to RN. The placement exam is given in October.

- Applicants who answer 78% or more of the questions on the placement exam correctly are awarded credit for NUR 101. Accepted applicants enter in the fall semester of their curriculum and take NUR 410: Transcultural Nursing and one general education course if needed.
- Applicants who answer less than 78% of the questions on the placement exam correctly must complete their entire curriculum with no advanced placement credit given.

## General Nursing Department Information

### Critical Objectives Policy

Critical objectives are objectives deemed to be of such importance to the practice of nursing that satisfactory performance in each objective must be maintained throughout the nursing program. An infraction of any critical objective may result in corrective action (see Corrective Action Policy). However, corrective action may vary according to the scope and seriousness of the behavior. Infractions may result in immediate failure of the course and/or dismissal from the College. If a student demonstrates behaviors that require corrective action within a course, the student must correct the behaviors in order to pass the course. Corrective action information may be communicated between faculty within the program to maintain consistency of behavior and monitor progress. Course-related corrective actions related to the course critical objectives should be carefully documented by faculty, shared with students and program coordinator/Dean (as applicable), and maintained in secure files in the office of the Dean of Nursing and Health Sciences.

Critical objectives are applicable while providing nursing care and when interacting with the health care team, clients, peers, faculty and others both in clinical and classroom situations. Critical objectives are listed under course outcomes in the syllabi. The expectation/outcome is that the student will demonstrate individual accountability for professional behavior.

To meet the critical objectives, the student will:

- Follow dress code
- Display professional attitude, actions, and respect when interacting with the client, family/significant others, health care team, peers, faculty, others
- Act to preserve/maintain the cultural identities of others and accommodate/negotiate diverse lifeways
- Practice within legal limits of nursing complying with established standards of care as defined in the Illinois and Iowa Nursing Acts and Rules, policies and procedures of the assigned health care organization and/or nursing unit, and recognized written standards of practice, including the health and safety requirements of the College for tuberculosis testing, CPR certification, immunizations, and OSHA and HIPAA training
- Use principles of safety including practicing within the scope of skills and knowledge when implementing nursing care based upon the client's physical and psychological condition, age, development level, and environment
- Demonstrate emotional and physical stability when providing nursing care and when interacting with health care team, peers, faculty, and others
- Use honest, accurate, objective verbal and written communication in reporting and recording nursing care, written assignments, and interacting with the health care team, clients, peers, faculty, and others
- Demonstrate ethical behaviors in complying with the standards set forth in the American Nurses Association Code of Ethics by reflecting integrity and confidentiality at all times
- Demonstrate accountability in attendance at clinical experience with punctuality, completion of commitments, and reporting of absences according to College policy as identified previously in this Catalog and individual course syllabus
- Demonstrate timely preparation for the clinical experience in verbal and written communication and nursing care

## **Nursing Department Dress Code**

In addition to strict adherence to the College dress code policy concerning name badges, grooming, and jewelry, students on clinical rotations must wear/carry:

- the program uniform
- a watch that displays seconds
- a stethoscope

Nursing Department clinical attire is a pant uniform for males and a pant uniform or a maternity dress uniform if desired for females. A plain, white washable sweater, lab coat, or a short lab jacket with the College insignia sewn on the left sleeve two inches down from the shoulder seam may be worn with the uniform if needed. A white, non-regulation, maternity dress or pant uniform, identified with the College insignia, may be worn during pregnancy. White or neutral tone nylon hosiery is required with the dress uniform for female students. Male and female students are required to wear white or neutral tone hosiery/socks when in pant uniform. Shoes worn with the uniform must be all leather and all white. No clogs or open-toed shoes are allowed. The uniform is not to be worn away from the clinical setting unless special permission is given to wear the uniform to public events or to an external clinical experience.

Students in the BSN-C program option may, if they choose, wear a clean, white nursing uniform of their choice, with the College insignia sewn on the left sleeve two inches down from the shoulder seam. These students are expected to purchase the standard College lab coat described above.

When deemed appropriate by the Course Coordinator, students will be directed to wear the approved alternative uniform. The alternative uniform shall consist of solid navy, black, or khaki pants and a navy, black, or red polo shirt and the College ID badge. Female students may wear knee length solid navy, black, or khaki skirt. hose are to be solid or neutral. Shoes are to be flats or low-heeled leather with closed-toes and back.

## **Nursing Cell Phone Policy**

Cell phone, pagers, and all electronic devices are not to be used in the classroom or clinical setting. In clinical all these items should be kept in the designated area, with all sounds turned off. In the classroom these items should be kept in your book bag or purse, with all sounds turned off. In an emergency a caller may use the College's number 309-779-7700 and office staff will contact the student through the clinical/course faculty member. See "Cell Phone Policy" in the College Catalog.

## **Testing**

Cell phones must be turned off during all exams and placed in your book bag or purse. If you cell phone sounds (rings or vibrates) during an exam, the book bag or purse will be collected by the faculty member, and you will receive a 10% point reduction of your final score of the exam. If the cell phone sounds and is in your pocket, the faculty member will collect the phone and you will receive a 10% point reduction of your final score on the exam for test review cell phones should be in your book bag or purse and turned off. Taking digital images of exams during a test or test review is strictly prohibited and is considered cheating. (See Academic Honesty and Integrity on page 32.)

## **Math/Medication Dosage Calculation Requirement**

Core nursing courses NUR 100, NUR A101, NUR 101, NUR A102, NUR 102, NUR 201, NUR 202, and NUR 203 integrate math for medication administration. A math for medication administration test appropriate to the course and delineated in each course syllabus must be passed at a level of 78% or better in order to successfully complete the course. If a student fails the first attempt, the student must undergo remediation. Following remediation, the student must retake and pass as 78%. Only 3 retakes are allowed. If unsuccessful, the student will fail the course. For grading purposes, the initial score will be posted as the official test grade.

## Nursing Program Grading Scale

Grade	Quality Points	Value	Significance
A	4.0	94-100	Excellent
B	3.0	86-93	Good
C	2.0	78-85	Satisfactory
D	1.0	70-77	Unsatisfactory
F	0	69-Below	Failure
I			Incomplete
WP			Withdrawal Passing
WF			Withdrawal Failing
AU			Audit
R			Repeat

### Clinical Grading

The nursing programs utilize a Pass/Fail system for clinical evaluation. The course Clinical Evaluation Tool delineates clinical outcomes and objectives that must be met by the end of the course. Students must meet all clinical objectives and outcomes to successfully complete a course. Failure to pass the clinical component of a course results in a grade of F regardless of the didactic score.

### Clinical Contact Hour Description

In the Nursing programs, one clinical and/or laboratory semester hour of course credit will be presented as 48 contact hours of clinical/laboratory activity over the term of the course. For a semester-length course, one clinical/laboratory semester hour of credit requires three hours of clinical/laboratory activity per week for 16 weeks. Course faculty may offer individual schedule variations.

### Standardized Testing

In order to support success on the NCLEX-RN, to improve test-taking skills, and to provide additional feedback on student academic progress, various standardized exams are scheduled in both ASN and BSN curricula. The test scores may be included as a portion of the appropriate final course grade.

### Nursing Glossary of Terms

**Differentiated Practice:** a system of sorting roles, functions, and work of nurses according to education, clinical experience, and defined competence and decision-making skills required by different client needs and settings in which nursing is practiced. "Organizational process of defining nursing roles based on education, experience, and training." Catalano, J. (2011). *Nursing Now! Today's Issues, Tomorrow's Trends* (6th ed.). Philadelphia: F.A. Davis Co.

**Culturally Competent Nursing Care:** "refers to the explicit use of culturally based care and health knowledge in sensitive, creative, and meaningful ways to fit the general lifeways and needs of individuals or groups for beneficial and meaningful health and well-being or to face illness, disabilities, or death." Leininger, M. & McFarland, M. (2002). *Transcultural Nursing. Concepts, Theories, Research & Practice* (3rd. ed.). New York: McGraw-Hill.

**Human Care/Caring:** "refers to the abstract and manifest phenomena with expressions of assistive, supportive, enabling, and facilitating ways to help self or others with evident or anticipated needs to improve health, a human condition, or a lifeway or to face disabilities or dying." Leininger, M. & McFarland, M. (2002). *Transcultural Nursing: Concepts, Theories, Research & Practice* (3rd. ed.). New York: McGraw-Hill.

## Code for Nurses

© American Nurses Association, 2001

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## BACHELOR OF SCIENCE IN NURSING BSN-A PROGRAM CURRICULUM PLAN

Upon acceptance, 52 credits of approved general education prerequisite requirements will be awarded toward the BSN degree.

SUMMER SEMESTER		
<b>Session 1: 6 weeks</b>		
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>
NURA101	The Art and Science of Nursing Practice	7 SH
<b>Session II: 7 weeks</b>		
NURA102	Adult Health Nursing	9 SH
NURA212	Pharmacology I	1 SH
		<b>TOTAL 17 SH</b>
FALL SEMESTER		
<b>16 weeks</b>		
NUR200	Human Disease Processes	3 SH
NUR201	Life Span Nursing I	9 SH
NUR302	Advanced Health Assessment	3 SH
NUR411	Nursing Research	3 SH
		<b>TOTAL 18 SH</b>
SPRING SEMESTER		
<b>16 weeks</b>		
NUR202	Life Span Nursing II	8 SH
NUR203	Maternal-Newborn Nursing	4 SH
NURA213	Pharmacology II	1 SH
NUR303	Nursing Pathophysiology	3 SH
NUR410	Transcultural Nursing	3 SH
		<b>TOTAL 19 SH</b>
SUMMER SEMESTER		
<b>Session I: 6 weeks</b>		
NURA301	Nursing Leadership & Management	4 SH
NURA401	Nursing in the Community	4 SH
<b>Session II: 7 weeks</b>		
NUR402	Professional Issues in Nursing	3 SH
NURA420	Senior Seminar	4 SH
		<b>TOTAL 15 SH</b>

All general education prerequisites must be completed prior to admission to the Accelerated BSN Program.  
Transfer credit evaluated on a course by course basis.

<b>Pre-Requisite General Education Total</b>	<b>52 SH</b>
<b>Nursing Total</b>	<b>69 SH</b>
<b>BSN-Accelerated Program Total</b>	<b>121 SH</b>

**A MINIMUM OF 35 SEMESTER HOURS OF PROGRAM MAJOR COURSES MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS**

## BACHELOR OF SCIENCE IN NURSING BSN-B PROGRAM CURRICULUM PLAN

Upon acceptance, 52 credits of approved general education prerequisite requirements will be awarded toward the BSN degree.

FIRST YEAR		
<b>Fall Semester: 16 weeks</b>		
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>
NUR101	The Art and Science of Nursing Practice	8 SH
NUR410	Transcultural Nursing	3 SH
		<b>TOTAL 11 SH</b>
	*Students may take one general education course, with the exception of A+PI, A+PII and microbiology, to maintain full-time enrollment in the first semester 3-4 semester hours	<b>(14-15) SH</b>
<b>Spring Semester: 16 weeks</b>		
NUR102	Adult Health Nursing	9 SH
NUR212	Pharmacology I	1 SH
NUR402	Professional Issues in Nursing	3 SH
		<b>TOTAL 13 SH</b>
<b>Summer Semester</b>		
NUR302	Advanced Health Assessment	3 SH
NUR411	Nursing Research	3 SH
		<b>TOTAL 6 SH</b>
SECOND YEAR		
<b>Fall Semester: 16 weeks</b>		
NUR200	Human Disease Processes	3 SH
NUR201	Life Span Nursing I	9 SH
NUR403	Community Health Nursing	4 SH
		<b>TOTAL 16 SH</b>
<b>Spring Semester: 16 weeks</b>		
NUR202	Life Span Nursing II	8 SH
NUR203	Maternal-Newborn Nursing	4 SH
NUR303	Nursing Pathophysiology	3 SH
NURA213	Pharmacology II	1 SH
		<b>TOTAL 16 SH</b>
<b>Session I: 6 weeks</b>		
NURA301	Nursing Leadership & Management	4 SH
<b>Session II: 7 weeks</b>		
NURA420	Senior Seminar	4 SH
		<b>TOTAL 8 SH</b>

One general education course from the prerequisite list may be taken during the first semester in order to be a full time student. This course may not include Anatomy & Physiology I, Anatomy and Physiology II, or Microbiology. These courses must be taken before admission to the program.

<b>Pre-Requisite General Education Total</b>	<b>52 SH</b>
<b>Nursing Total</b>	<b>70 SH</b>
<b>Total</b>	<b>122 SH</b>

**A MINIMUM OF 35 SEMESTER HOURS OF PROGRAM MAJOR COURSES MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS**

## MILITARY MEDIC TO BACHELOR OF SCIENCE IN NURSING BSN-B PROGRAM CURRICULUM PLAN

Upon acceptance, 52 credits of approved general education prerequisite requirements will be awarded toward the BSN degree.

FIRST YEAR			
<b>Fall Semester: 16 weeks</b>			
<b>Course #:</b>	<b>Description:</b>		<b>Semester Hours</b>
NUR101	The Art and Science of Nursing Practice	2 CR	6 SH
NUR410	Transcultural Nursing	3 CR	
	*Two general education prerequisite courses may be taken during the first semester to maintain full-time enrollment status. These courses may not include Anatomy & Physiology I or II, or Microbiology. The above courses must be taken before admission to the program.	<b>TOTAL</b>	<b>6 SH (12-13) SH</b>
<b>Spring Semester: 16 weeks</b>			
NUR102	Adult Health Nursing	1 CR	8 SH
NUR212	Pharmacology I		1 SH
NUR402	Professional Issues in Nursing	3 CR	
		<b>TOTAL</b>	<b>9 SH</b>
<b>Summer Semester</b>			
NUR302	Advanced Health Assessment		3 SH
NUR411	Nursing Research		3 SH
		<b>TOTAL</b>	<b>6 SH</b>
SECOND YEAR			
<b>Fall Semester: 16 weeks</b>			
NUR200	Human Disease Processes		3 SH
NUR201	Life Span Nursing I		9 SH
NUR403	Community Health Nursing		4 SH
		<b>TOTAL</b>	<b>16 SH</b>
<b>Spring Semester: 16 weeks</b>			
NUR202	Life Span Nursing II		8 SH
NUR203	Maternal-Newborn Nursing		4 SH
NUR303	Nursing Pathophysiology		3 SH
NURA213	Pharmacology II		1 SH
		<b>TOTAL</b>	<b>16 SH</b>
<b>Session I: 6 weeks</b>			
NURA301	Nursing Leadership & Management		4 SH
<b>Session II: 7 weeks</b>			
NURA420	Senior Seminar		4 SH
		<b>TOTAL</b>	<b>8 SH</b>

Two general education courses from the prerequisite list may be taken during the first semester in order to be a full time student. These courses may not include Anatomy & Physiology I, Anatomy and Physiology II, or Microbiology. These courses must be taken before admission to the program.

A minimum of 35 credits in the BSN-B major must be completed at Trinity College to meet graduation requirements.

<b>Advanced Standing</b>	<b>9 SH</b>
<b>Pre-Requisite General Education Total</b>	<b>52 SH</b>
<b>Nursing Total</b>	<b>61 SH</b>
<b>Total</b>	<b>122 SH</b>

**A MINIMUM OF 35 SEMESTER HOURS OF PROGRAM MAJOR COURSES MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS**



## BACHELOR OF SCIENCE IN NURSING BSN-C PROGRAM CURRICULUM PLAN

Upon acceptance, 71 credits will be awarded with evidence of graduation from a regionally accredited program and proof of licensure from a state board of nursing.

THIRD YEAR		
<b>Fall Semester: 16 weeks</b>		
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>
NUR301	Nursing Leadership & Management	3 SH
	English Comp II <sup>5</sup>	3 SH
NUR302	Advanced Health Assessment <sup>3</sup>	3 SH
	Ethics <sup>1,2</sup>	3 SH
		<b>TOTAL 12 SH</b>
<b>Spring Semester: 16 weeks</b>		
NUR303	Nursing Pathophysiology	3 SH
NUR320	Nursing Informatics	3 SH
	Anthropology <sup>1,2</sup>	3 SH
	Advanced Science <sup>1,2</sup>	4 SH
		<b>TOTAL 13 SH</b>
FOURTH YEAR		
<b>Fall Semester: 16 weeks</b>		
NUR403	Community Health Nursing	4 SH
NUR411	Nursing Research <sup>3</sup>	3 SH
NUR413	Gerontological Nursing	3 SH
	Statistics <sup>2</sup>	3 SH
		<b>TOTAL 13 SH</b>
<b>Spring Semester: 16 weeks</b>		
NUR402	NUR 402 Professional Issues in Nursing <sup>3</sup>	3 SH
NUR410	NUR 410 Transcultural Nursing <sup>3</sup>	3 SH
NUR412	Genetics and Genomics	3 SH
	Humanities Elective <sup>1,2</sup>	3 SH
NURC420	Senior Seminar <sup>4</sup>	1 SH
		<b>TOTAL 13 SH</b>
<b>General Education Total</b>		<b>19 SH</b>
<b>Nursing Total</b>		<b>32 SH</b>
<b>Advanced Standing Total</b>		<b>71 SH</b>
<b>BSN-Completion Program Total</b>		<b>122 SH</b>

<sup>1</sup> Indicates course may be chosen from among approved clusters listed in the academic section of the College Catalog/Handbook

<sup>2</sup> General education courses are taken at another institution or transferred into the nursing major, and may be completed prior to or concurrent with nursing courses

<sup>3</sup> Also offered with BSN-A & BSN-B curriculums (See BSN-A & BSN-B curriculum plans)

<sup>4</sup> Offered every term (including summer)

<sup>5</sup> Must be a co or prerequisite to the first nursing course

**A MINIMUM OF 19 SEMESTER HOURS OF PROGRAM MAJOR COURSES MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS**

## RADIOGRAPHY PROGRAM

### History

The Associate of Applied Science in Radiography Degree Program is a two-year course of study (four semesters and two summer sessions) combining didactic and clinical radiography courses. It continues a history of radiographic education begun in 1951 at St. Anthony's Hospital, the predecessor to Franciscan Medical Center, and in 1952 at both Moline Public and Lutheran Hospitals, which combined to form United Medical Center. UnityPoint Health, Trinity was formed in 1992 with the consolidation of United and Franciscan Medical Centers. Today UnityPoint Health, Trinity consists of four major facilities: Rock Island Campus, Moline Campus, Bettendorf and Muscatine Campus. All of the institutions were and still are acute care facilities and Trinity is now one value-based organization with a comprehensive approach to health care in both Illinois and Iowa.

### Occupational Description

Radiographers use radiographic equipment to produce images of the tissues, organs, bones, and vessels of the body, as prescribed by physicians, to assist in the diagnosis of disease or injury. Radiographers continually strive to provide quality patient care and are particularly concerned with limiting radiation exposure to patients, themselves, and others. Radiographers use problem-solving and critical-thinking skills to perform medical imaging procedures by adapting variable technical parameters of the procedure to the condition of the patient.

### Job Description

Radiographers apply knowledge of anatomy, physiology, positioning, radiographic technique, and radiation biology and protection in the performance of their responsibilities. They must be able to communicate effectively with patients, other health professionals, and the public. Additional duties may include evaluating radiologic equipment, conducting a radiographic quality assurance program, providing patient education, and managing a medical imaging department. The radiographer must display competence and compassion in meeting the special needs of the patient.

### Program Description

The Associate of Applied Science in Radiography degree curriculum includes 54 radiography semester hours as well as 23 general education semester hours of credit. General education courses promote the practice of oral and written communication skills, the use of mathematics and utilization of human and social awareness that promote reflective thinking and problem solving. Application of general education knowledge is an expectation for today's health care graduates.

The dedicated curriculum prepares the graduate to practice as a professional entry-level radiographer. The curriculum is primarily sequential, combining theory classes and clinical experience to facilitate mastery of the learning process. During the educational program, students study subjects such as anatomy, biology, radiation safety and physics. The student acquires and manipulates computer images and works with some of the most technologically advanced equipment in the medical field. The student develops patient communication skills, problem solving skills and teamwork within the health care system. Emphasis is placed on developing the ability to provide culturally congruent patient care that is accurate as well as compassionate. Students are assigned clinical experiences using the facilities of UnityPoint Health and other health institutions within the area. The Radiography Program requires that all graduates demonstrate competency in didactic coursework and a specified list of clinical competencies to include those mandated by the American Registry of Radiologic Technologists (ARRT).

The Radiography Program has been continually accredited by the JRCERT (Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, phone: 312-704-5300) since 1969. The JRCERT accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement. JRCERT's website can be accessed by clicking on the following link: [www.jrcert.org](http://www.jrcert.org)

## **Program Philosophy**

The Trinity Radiography Program prepares competent ethical and culturally sensitive radiographers that contribute to the global health care community.

## **Program Goals**

The Program Prepares Graduates To:

### Knowledge

- Communicate Effectively.

### Proficiency

- Practice as Competent Entry-Level Radiographers.
- Think Reflectively and Problem Solve.

### Culture Care

- Practice Professionalism.

## **Program Core Values**

Faculty Believe:

- A quality curriculum provides measurable outcomes and learning activities that promote the synthesis of theory, use of current technology, competent clinical practice and professional values.
- All enrolled students have the ability and desire to learn and deserve equal educational opportunities and treatment regardless of race, color, religion, gender, age, disability and national origin.
- Learning occurs best when students are active participants in structured, guided clinical and didactic experiences utilizing active learning and adult teaching techniques. The curriculum incorporates communication, humanities, social, mathematics, and biologic sciences to support and enhance radiography education and practice.
- The student's desire to learn is supported by a safe and progressive learning environment rich in experiences that address intellectual, creative, emotional, and physical needs.
- An education should promote the recognition, sensitivity, and appreciation of the diverse culture that is inherent throughout the global health care community.
- The graduate earns the opportunity to seek certification and licensure as a registered radiographer, to offer a significant contribution in the health care community and to enhance avenues for lifelong learning.

## **Certification/Licensure**

Upon completion, an eligible graduate who has successfully demonstrated competency in both clinical and didactic phases of the accredited program earns the opportunity to write the National Certifying Examination in Radiography, which is administered by the American Registry of Radiologic Technologists (ARRT). Candidates are allowed three attempts to successfully complete this exam. Application for examination must be made within five years of program completion. All candidates must comply with the eligibility Rules of Ethics more fully defined later in this section.

Once registered, the graduate is qualified for employment as a Registered Technologist in Radiography (R.T.(R.)). The RT(R) must acquire 24 hours of continuing education credits every two years to maintain ARRT certification.

In addition to the ARRT requirements for continuing education, approximately two thirds of the states have licensing laws covering the practice of radiologic technology. Administration of licensing laws differs from state to state. The Illinois Emergency Management (IEMA) Division of Nuclear Safety enforces the Radiation Protection Act of 1987. This Act states Radiologic Technologists who “practice the science and art of applying x-radiation to human being for diagnostic purposes” must be accredited (ARRT) and maintain one hour of continuing education for every month since the issuance of the last accreditation. Please reference the IEMA address below or the ASRT.org web page for more information concerning state licensure.

Illinois Emergency Management Agency  
Division of Nuclear Safety  
1035 Outer Park Drive  
Springfield, Illinois 52704  
Telephone: 217-785-6133  
<http://www.state.il.us/iema>

The student/graduate is eligible for membership in the American Society of Radiologic Technologists (ASRT), and affiliate State Societies of Radiologic Technologists.

## ASSOCIATE OF APPLIED SCIENCE IN RADIOGRAPHY PROGRAM CURRICULUM PLAN

FIRST YEAR			
<b>Summer Semester: 6 weeks</b>			
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>	
	Math <sup>1,2</sup>		3 SH
RT 121	Procedures I		3 SH
		<b>TOTAL</b>	<b>6 SH</b>
<b>Fall Semester: 16 weeks</b>			
	Anatomy & Physiology I <sup>2</sup>		4 SH
RT101	Principles of Exposure I		3 SH
RT122	Procedures II		3 SH
RT131	Clinical Applications I		4 SH
RT140	Fundamentals of Patient Care		2 SH
		<b>TOTAL</b>	<b>16 SH</b>
<b>Spring Semester: 16 weeks</b>			
	Anatomy & Physiology II <sup>2</sup>		4 SH
RT102	Principles of Exposure II		3 SH
RT123	Procedures III		3 SH
RT124	Trauma Radiography		1 SH
RT130	Sectional Imaging		1 SH
RT133	Clinical Applications II		4 SH
		<b>TOTAL</b>	<b>16 SH</b>
SECOND YEAR			
<b>Summer Semester: 6 weeks</b>			
	Written Communication <sup>1,2</sup>		3 SH
	Oral Communication <sup>1,2</sup>		3 SH
RT231	Clinical Applications III		3 SH
		<b>TOTAL</b>	<b>9 SH</b>
<b>Fall Semester: 16 weeks</b>			
	Psychology <sup>1,2</sup>		3 SH
RT205	Radiographic Pathology		3 SH
RT224	Procedures IV		3 SH
RT232	Clinical Applications IV		6 SH
		<b>TOTAL</b>	<b>15 SH</b>
<b>Spring Semester: 16 weeks</b>			
	Humanities <sup>1,2</sup>		3 SH
RT203	Principles of Exposure III		3 SH
RT204	Seminar		3 SH
RT233	Clinical Applications V		6 SH
		<b>TOTAL</b>	<b>15 SH</b>

<sup>1</sup> Indicates course may be chosen from among approved clusters listed in the academic section of the College Catalog/Handbook

<sup>2</sup> General education courses are taken at another institution or transferred into the major, and may be completed prior to or concurrent with major courses.

- Clinical ratio equals 64 contact hours per one semester hour of credit

<b>General Education Total</b>	<b>23 SH</b>
<b>Major Total</b>	<b>54 SH</b>
<b>AAS Program Total</b>	<b>77 SH</b>

**A MINIMUM OF 27 SEMESTER HOURS OF PROGRAM MAJOR COURSES MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS**

## Attendance Policy

All students are expected to attend classes on a full-time basis, and consist of a maximum of 40 hours per week, which is relative to the particular term of study. The Radiography curriculum does not allow for part-time study.

## Lab/Clinical Contact Hour Description

In the radiography program, one lab course credit is presented as 32 hours of activity over the term of the course and one clinical semester hour is presented as 64 hours of activity over the term of the course. For example, for a semester-length 16-week course, one lab semester hour of credit requires two hours of lab activity per week and one clinical hour of credit requires four hours of activity per week (for 16 weeks). For a half-semester, eight-week course, one clinical semester hour of credit requires 8 hours of clinical activity per week. Course faculty may offer individual schedule variations. Students should be aware that travel will be required to clinical rotation sites. All clinical education settings are within a fifty mile radius of the College and every attempt will be made to minimize commute or limit the time a student is scheduled at a distant site.

## Dress Code

In addition to strict adherence to the College dress code policy concerning name badges, grooming, and jewelry, students on clinical rotations must wear/carry:

- The Program uniform
- A radiation monitoring device
- Anatomical lead markers

## Radiography Grading Scale

Grade	Quality Points	Value	Significance
A	4.0	93-100	Excellent
B	3.0	85-92	Good
C	2.0	77-84	Satisfactory
D	1.0	69-76	Unsatisfactory
F	0	0-68	Failure
I			Incomplete
WP			Withdrawal Passing
WF			Withdrawal Failing
AU			Audit
R			Repeat
A			Excellent

## Clinical Grading Scale

Grades of 83% or below are considered unacceptable in the clinical area. The clinical grading scale is higher than the didactic scale because of the strong emphasis to prepare individuals to become professional and competent entry-level radiographers. Students performing below an 84% in clinical courses will not be allowed to progress in the program.

**A** = 95-100%

**B** = 89-94%

**C** = 84-88%

## Program Progression

Radiography students receiving a WF or grade below a C in required radiography or general education courses will be prohibited from progressing in the Radiography curriculum and will be withdrawn from the Program. Students must apply for readmission to the Radiography Program for the following academic year. Readmission is not guaranteed. Students will be ranked by the Admissions Selection Committee. Readmission will be based upon ranking and seat availability. Students wishing to be considered for readmission must complete a College application. This process must be initiated by the student. It is the student's responsibility to complete this process in order to be considered for readmission into the Radiography Program, and a student will only be considered for one readmission into the Program.

Students receiving a WF or grade below a C in two radiography or general education courses will not be considered for readmission.

Any student receiving a WF or grade below a C in a radiography course who is re-admitted to the Radiography Program will be withdrawn from the Radiography Program with a subsequent WF or grade below a C. These students will not be eligible for readmission.

## Graduation Requirement for an AAS Degree in Radiography

To meet graduation requirements, students must:

- Fulfill the course requirements of the Associate of Applied Science in Radiography curriculum
- Complete a minimum of 27 semester hours in Radiography at the College
- Earn a minimum of 77 hours of credit attaining a C (2.0) cumulative grade point average, which includes a C or above in each required radiography course and general education course in the curriculum
- Meet all financial obligations incurred with the College
- Be recommended by faculty and approved for graduation by the College Governing Board

(No degree will be awarded until all requirements are met.)

## Ionizing Radiation and Protection Policy

Due to participation in the administration of ionizing radiation, the student must be aware of policies and procedures utilized in assuring safety and minimizing radiation exposure to patients, students, and others. Radiation exposure should always be kept to the lowest possible level. Students are provided with NCRP Report No. 105 concerning biological effects of radiation exposure and are advised of the separate policy regarding pregnancy. In addition, the following practices are enforced.

- Time, Distance, and Shielding are the basic components to minimize radiation exposure: The least time, the greatest distance from the source, and protective shielding with devices such as lead aprons.
- Appropriate radiation protective devices are available to students and utilization is enforced. Students must wear a personal lead apron any time a permanent barrier will not protect them from exposure. The use of a leaded thyroid shield is strongly recommended. Holding a patient during an exposure can result in direct beam exposure to unprotected areas of the body; therefore, holding of patients during exposure is prohibited.
- A radiation monitoring device is issued to each student. It must be worn at all times during clinical assignments and fastened at the collar level, outside of the lead apron. This badge is changed monthly. Students are advised of their dosimetry reports, which are maintained by the Program and available to students.
- All students are directly supervised pre- competency and indirectly supervised post- competency by a qualified radiographer.
- Any unsatisfactory radiograph that is repeated must be directly supervised regardless of the level of student education.
- All equipment is in compliance with federal and state safety policies and regulations.

- A separate policy is available for pregnant students.

### **Pregnancy Policy**

It is the option of the pregnant student to inform the Program Coordinator/Clinical Coordinator of her pregnancy. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. If the student chooses to disclose her pregnancy, she will receive counseling on the options available to make an informed decision based on individual needs and preferences. The options are:

- Continue both the didactic and clinical education phases
  - All clinical as well as didactic objectives must be fulfilled prior to graduation
  - The attending physician must provide written approval
- Continue only the didactic educational phase
  - All clinical as well as didactic objectives must be fulfilled prior to graduation.
  - Allowance will be made for reinstatement in the clinical phase post pregnancy
- Leave of absence from the Radiography Program
  - Discontinue didactic and clinical education phases
  - Re-enter program based on College readmission criteria

The ultimate decision regarding the previous options will be the student's tempered by the gestation period and the student's level of progress in the educational program. Students are required to sign a statement acknowledging explanation of options and stating option choice.

Pregnant students choosing to remain in all educational phases:

- Must review the U.S. Nuclear Regulatory Commission "Regulatory Guide 8.13" Instruction Concerning Prenatal Radiation Exposure (Web Site: <http://www.nrc.gov> )
- Must wear an additional radiation monitoring device near the lower abdominal area and under the lead apron
- Must closely monitor personal monthly radiation dosimetry reports
- Will be assigned to the same clinical rotations as the non-pregnant student
- It is recommended that pregnant students observe the following precautions:
  - Stay out of the field of radiation and, other than during fluoroscopy, remain in the control booth during the exposure period
  - Wear additional lead apron or aprons in fluoroscopy, during portable exams or when otherwise necessary
- A pregnant student has the right to rescind her declaration of pregnancy at any time during gestation. If rescinded the student is no longer considered pregnant and no allowances for her condition will be made.



## Radiography Standards of Conduct

Standards of conduct are clinical professional objectives, which are deemed to be of such importance to the practice of radiography that satisfactory performance must be met. These objectives are applicable while performing radiographic procedures and when interacting in the health care environment. The expectation/outcome is the student will demonstrate individual accountability for professional behavior. The student will:

- Follow dress code
- Display professional attitude, actions, and respect when interacting with the:
  - Patient
  - Family/significant others
  - Health care team
  - Peers
  - Faculty
  - Others
- Practice within legal limits of radiography complying with established standards of care as defined in:
  - Policies and procedures of the assigned health care organization
  - Code of Ethics: American Society of Radiologic Technologists (ASRT). Web site: <http://www.asrt.org>
  - ARRT Standards of Ethics, Web site: <http://www.arrt.org>
- Use principles of safety including seeking assistance when implementing care based upon the patient's:
  - Physical and psychological condition
  - Age
  - Development level
  - Environment
- Demonstrate emotional and physical stability:
  - When performing patient care and imaging procedures
  - When interacting with health care team, peers, faculty, and others
- Use accurate, objective verbal and written communication in:
  - Reporting and recording patient information
  - Written assignments
  - Interacting with the health care team, faculty, and others
- Demonstrate ethical behavior:
  - Complying with the standards set forth in the Code of Ethics of the ASRT and ARRT
  - Reflecting integrity and confidentiality at all times
- Demonstrate punctuality and report absences:
  - According to the Radiography Program Clinical Manual of Education
  - According to individual course syllabi
- Demonstrate timely preparation of the clinical experience:
  - Verbal and written communication
  - Patient care
- Demonstrate respect and care for radiographic equipment, supplies, and teaching aids:
  - Assume personal responsibility for personnel radiation monitoring device, wear at all times while in clinic
  - Have personal ID lead markers on your person at all times in clinic
  - Submit only correctly labeled radiographs
- Perform repeated radiographs always with direct supervision of a registered radiographer

## Professional Code of Ethics

The American Registry of Radiologic Technologists (2013) establishes the following code of ethics. “The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code of Ethics is aspirational:

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice”.

## **American Registry of Radiologic Technologists (ARRT) Certification**

At completion of the Trinity Radiography Program course curriculum, graduates are eligible to write the national certifying examination in radiography administered by the ARRT. Once registered, the graduate is qualified for entry level employment as a Registered Technologist, Radiography (R.T.(R.)). The following general qualifications apply.

The following text is taken from the "Examinee Handbook in Radiography" for examination administered by the American Registry of Radiologic Technologists, 1255 Northland Drive St. Paul, and Minnesota 55120-1144. Telephone: 615-687-0048. Web site: <http://www.arrt.org/>

"Candidates must comply with the Rules of Ethics contained in the ARRT Standards of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the Rules of Ethics and are subject to actions as described."

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported.

All potential violations must be investigated by the ARRT in order to determine eligibility. Registered Technologists and applicants who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The court documentation must verify the nature of the conviction, the nature of the sentence imposed by the courts, and the current status of the sentence. If an applicant is convicted between the time of application and the exam administration date, it is the applicant's responsibility to inform the ARRT immediately and begin the review process.

Individuals who have violated the Rules of Ethics may request a pre-application review of the violation in order to obtain a ruling of the impact on their eligibility for ARRT examination. The individual may submit a pre-application form at any time either before or after entry into an approved educational program. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination fee, the application deadline or any of the other application procedures.

### **Computed Tomography Clinical Internship**

In cooperation with the University of Iowa Hospitals Radiography Program, Trinity College offers the graduate technologist, who has successfully passed the ARRT certification examination, the opportunity to complete a Clinical Internship in Computed Tomography. This opportunity is available in the fall and spring of each year. This course is designed to enhance the registered radiographer's skills with the science and practice of computed tomography. Students apply to the University of Iowa's Radiography Clinical Internship Program and request to perform the clinical component at Trinity College. (<http://www.admissions.uiowa.edu/academics/radiationsciences>). The student will then apply to complete the clinical component through Trinity College. Interns are chosen on a selective process based on previous coursework completion, GPA, and clinical competency. Online didactic coursework is offered by University of Iowa. Clinical coursework is offered and transcribed through Trinity. Students will complete 640 hours of clinical coursework. The student will complete procedures in head, neck, spine/musculoskeletal, chest abdomen, pelvis and special procedures as well as quality assurance and image display/post processing. The goal is for the student to be prepared for the clinical competency requirements of the ARRT national certification examination in Computed Tomography.

The University of Iowa didactic courses complimenting the clinical component are Sectional Anatomy for Imaging Sciences, CT Procedures, CT Physics Principles and Quality Control, and Pathology for Imaging Sciences. These courses may be taken prior, during, or following the clinical component. It is strongly recommended that Sectional Anatomy for the Imaging Sciences be completed before beginning the clinical component.

### **Cardiovascular Interventional Clinical Internship**

In cooperation with the University of Iowa Hospitals Radiography Program, Trinity College offers the graduate technologist who has successfully passed the ARRT certification examination the opportunity to complete a Clinical Internship in Cardiovascular Interventional Imaging. This opportunity is available in the fall and spring of each year. This course is designed to enhance the registered radiographer's skills with the science and practice of cardiovascular imaging. Students apply to the University of Iowa's Radiography Clinical Internship Program and request to perform the clinical component at Trinity College. (<http://www.admissions.uiowa.edu/academics/radiationsciences>). The student will then apply to complete the clinical component through Trinity College. Interns are chosen on a selective process based on previous coursework completion, GPA, and clinical competency. Online didactic coursework is offered by University of Iowa. Clinical coursework is offered and transcribed through Trinity. Students will complete 640 hours of clinical coursework. The student will complete competencies in cardiac, peripheral vascular and interventional procedures as well as sterile technique and image display/post processing. The goal is for the student to be prepared for the clinical competency requirements of the ARRT national certification examination in Cardiovascular Interventional Imaging.

The University of Iowa didactic courses complimenting the clinical component are Vascular Anatomy, Cardiovascular Imaging Principles, ECG & Hemodynamics, Peripheral Procedures and Pathology, Cardiovascular Imaging Neuro & Nonvascular Procedures and Pathology, Cardiovascular Interventional Cardiac Procedures and Pathology. It is strongly recommended that Vascular Anatomy be completed before beginning the clinical component.

## COMPUTED TOMOGRAPHY CLINICAL INTERNSHIP CURRICULUM PLAN

OPTION 1		
<b>Summer Semester:</b>		
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>
RSCT 4100	Sectional Anatomy for Radiation Sciences	3 SH
		<b>TOTAL 3 SH</b>
<b>Fall Semester:</b>		
RSCT 4120	CT Procedures I	3 SH
RSCT 4130	CT Physical Principals & Quality Control	4 SH
RT 331 CT	Clinical Internship	6 SH
		<b>TOTAL 13 SH</b>
<b>Spring Semester:</b>		
RSCT 4110	CT/MRI Pathology	3 SH
RSCT 4125	CT Procedures II	3 SH
		<b>TOTAL 6 SH</b>
OPTION 2		
<b>Summer Semester:</b>		
RSCT 4100	Sectional Anatomy For Radiation Sciences	3 SH
		<b>TOTAL 3 SH</b>
<b>Fall Semester: 16 weeks</b>		
RSCT 4120	CT Procedures I	3 SH
RSCT 4130	CT Physical Principals & Quality Control	4 SH
		<b>TOTAL 7 SH</b>
<b>Spring Semester</b>		
RSCT 4110	CT/MRI Pathology	3 SH
RSCT 4125	CT Procedures II	3 SH
RT 331 CT	Clinical Internship	6 SH
		<b>TOTAL 12 SH</b>

<b>CT Didactic Education Total</b>	<b>16 SH</b>
<b>Clinical Internship Total</b>	<b>6 SH</b>
<b>CT Internship Program Total</b>	<b>22 SH</b>

*All "4100" courses are offered online through the University of Iowa CT Clinical Internship Program. RT 331 CT Clinical Internship is completed through Trinity College of Nursing & Health Sciences. Students must be officially accepted through the U. of Iowa to be eligible for the Clinical Internship. Registration for the University of Iowa courses is completed through U. Iowa system and may be limited. RT 331 will be registered through Trinity College Radiography Program.*

## CARDIOVASCULAR INTERVENTIONAL CLINICAL INTERNSHIP CURRICULUM PLAN

OPTION 1		
<b>Summer Semester:</b>		
<b>Course #:</b>	<b>Description:</b>	<b>Semester Hours</b>
RSCI 4110	Vascular Anatomy	3 SH
RSCI 4120	CVI Principals	4 SH
		<b>TOTAL 7 SH</b>
<b>Fall Semester:</b>		
RSCI 4140	CVI Peripheral Proc & Path	3 SH
RSCI 4150	Neuro & Non Vascular Proc & Path	3 SH
RT 332	CVI Clinical Internship	6 SH
		<b>TOTAL 12 SH</b>
<b>Spring Semester:</b>		
RSCI 4130	ECG & Hemodynamics	3 SH
RSCI 4160	CVI Cardiac Proc & Path	4 SH
		<b>TOTAL 7 SH</b>
OPTION 2		
<b>Summer Semester:</b>		
RSCI 4120	CVI Principles	4 SH
		<b>TOTAL 4 SH</b>
<b>Fall Semester: 16 weeks</b>		
RSCI 4140	CVI Peripheral Procedures & Pathology	3 SH
RSCI 4150	CVI Neuro & Non Vascular Procedures & Pathology	3 SH
		<b>TOTAL 6 SH</b>
<b>Spring Semester</b>		
RSCI 4110	Vascular Anatomy	3 SH
RSCI 4130	ECG & Hemodynamics	3 SH
RSCI 4160	CVI Cardiac Procedures & Path	4 SH
RT 332	CVI Clinical Internship	6 SH
		<b>TOTAL 16 SH</b>

<b>CVI Didactic Education Total</b>	<b>20 SH</b>
<b>Clinical Internship Total</b>	<b>6 SH</b>
<b>CVI Internship Program</b>	<b>26 SH</b>

All "4100" courses are offered online through the University of Iowa CVI Clinical Internship Program. RT 332 CVI Clinical Internship is completed through Trinity College of Nursing & Health Sciences. Students must be officially accepted through the U. of Iowa to be eligible for the Clinical Internship. Registration for the University of Iowa courses is completed through U. Iowa system and may be limited. RT 332 will be registered through Trinity College Radiography Program.

## RESPIRATORY CARE PROGRAM

### History

The Associate of Applied Science in Respiratory Care Degree Program is a 21-month course of study (four semesters and one summer session) combining didactic and clinical respiratory courses with supporting general education knowledge. Trinity and its predecessor hospitals have been involved in respiratory care education since 1965. In January 1980 the program sponsorship transferred from Lutheran Hospital to Black Hawk College, Moline, Illinois which assumed program responsibility with local hospital financial support. That program remained active until 2000 when it was discontinued. In 2004, planning initiatives were identified in Trinity College of Nursing & Health Sciences' Strategic Planning document to include offering additional health science programs based on assessed needs. The College received authority to grant the degree from the Illinois Board of Higher Education (IBHE) in December 2005. Initial accreditation was received July 2010 from the Committee on Accreditation for Respiratory Care (CoARC).

### Occupational Description

Respiratory Therapists work in hospitals, emergency departments, intensive care units, neonatal intensive care units, in diagnostic laboratories, offices, clinics and homes.

### Job Description

The following represents the knowledge and skills required of the advanced level graduate respiratory therapist, working under the supervision of a physician:

- Applies scientific principles for the identification, prevention, remediation, and rehabilitation of acute and chronic cardiopulmonary disorders
- Reviews existing data, collects additional data, and recommends additional tests to evaluate the respiratory status of patients
- Uses clinical data to develop a respiratory care plan and determine the appropriateness of the prescribed therapy
- Initiates, conducts and modifies prescribed therapeutic and diagnostic procedures including but not limited to: administering medical gases, providing humidification, delivering therapeutic aerosols and airway clearance modalities; initiating CPR, providing mechanical ventilator support; maintaining artificial and natural airways; performing pulmonary function studies, hemodynamic and other physiologic monitoring; and collecting specimens of blood and sputum for analyses
- Documents necessary information in the patient's medical record and on other forms. Communicates necessary information to the other members of the health care team while adhering to the rules and laws respecting confidentiality and privacy
- Obtains, assembles, operates, and monitors necessary equipment
- Uses problem solving to identify and correct malfunctions of respiratory care equipment
- Demonstrates appropriate interpersonal skills to work productively with patients, families, physicians, staff, and co-workers
- Accepts directives, does not discriminate, and upholds the ethical standards of the profession
- Demonstrates awareness of cultural diversity

## **Program Description**

The 75 semester hour Associate of Applied Science in Respiratory Care degree curriculum includes 51 respiratory care and 24 general education semester hours of credit. General education courses promote the practice of oral and written communication skills and utilization of human and social awareness to promote reflective thinking and problem solving. Application of general education knowledge is an expectation for today's health care graduates.

The dedicated curriculum prepares the graduate to practice as an advanced level registered respiratory therapist. The curriculum is primarily sequential, combining theory classes and clinical experiences to facilitate mastering the learning process.

The student develops communication and problem-solving skills as well as learning to work with other members of the health care team. Emphasis is placed on developing skills that allow the student to provide culturally congruent patient care that is effective as well as compassionate.

Students are assigned clinical experiences using the facilities of UnityPoint Health and health institutions within the bi-state area. The affiliated institution of UnityPoint Health, Trinity consists of two campuses located in Illinois, one in Rock Island and one in Moline plus a third campus in Bettendorf, Iowa. The institutions are all acute care facilities providing a comprehensive approach to health care in both Illinois and Iowa. Students are assigned clinical rotations at all three campuses, local health care institutions, and additional neonatal acute care experience at a Level II regional institution in the final semester of the program.

The Respiratory Care Program requires that all graduates demonstrate competence in didactic coursework and a specified list of clinical competencies.

## **Drug Testing**

Some selected clinical sites may require a drug screen prior to entering the facility. This screen will be arranged through the College. The cost of the drug screen will be self-pay.

## **Respiratory Care Observation**

Accepted Respiratory Care students are encouraged to complete a four-hour observation in a Respiratory Care clinical setting prior to matriculation into the program. The faculty arranges the clinical observation after acceptance in the program.

## **Program Philosophy**

The Respiratory Care Program prepares students to become competent advanced level respiratory therapists, who display excellence in both performance and attitude. We, the faculty believe the specialized nature of Respiratory Care requires not only technical expertise, but also humane, empathetic and professional behavior directed toward patient care. We expect students to strive for excellence in the classroom, laboratory and in clinical practice.



## Program Goals

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

Graduates will be able to:

### Knowledge (Cognitive)

- Apply knowledge of respiratory care and general education courses to think reflectively and problem solve.

### Proficiency (Psychomotor)

- Function as an advanced level practitioner in multiple care settings
- Communicate effectively to promote a therapeutic environment with individuals, groups, and other members of the health care team.

### Culture Care (Affective)

- Demonstrate professionalism in the practice of respiratory care within ethical and legal guidelines.

## Program Core Values

Faculty believes the following statements provide the essential guidelines of implementing the Respiratory Care Program.

- All enrolled students have the ability and desire to learn and deserve equal educational opportunities and treatment from faculty and staff regardless of race, color, religion, gender, age, disability and national origin.
- Learning occurs best when students are active participants in structured, guided clinical and didactic experiences. The curriculum incorporates communication, humanities, social and biologic sciences to support and enhance respiratory education and practice.
- A quality curriculum provides measurable outcomes and learning activities that promote integration of theory, use of current technology, competent clinical practice and professional values.
- The student's desire to learn is supported by a safe and progressive learning environment rich in experiences that address intellectual, creative, emotional, and physical needs.
- The graduate earns the opportunity to seek certification and licensure as an advanced respiratory care practitioner in the health care community and to enhance avenues for life-long learning.

## Program Progression

Respiratory Care students receiving a WF or a grade below a C in required respiratory care or general education courses will be prohibited from progressing in the Respiratory Care curriculum and will be withdrawn from the Program. Students must apply for readmission to the Respiratory Care program for the following academic year. Readmission is not guaranteed. Students will be ranked by the Admission Selection Committee. Readmission will be based upon ranking and seat availability. Students wishing to be considered for readmission must also contact the Program Coordinator to request readmission. This process must be initiated by the student, it is the student's responsibility to complete this process in order to be considered for readmission into the Respiratory Care Program, and a student will only be considered for one readmission into the program.

Students receiving a WF or grade below a C in two Respiratory Care courses will not be considered for readmission.

Any student receiving a WF or grade below a C in Respiratory Care courses who is re-admitted to the Respiratory Care Program will be withdrawn from the Respiratory Care Program and will not be eligible for readmission.

## **Credentialing/Licensure**

Upon completion of respiratory care curriculum, an eligible graduate earns the opportunity to sit for the National Board of Respiratory Care (NBRC), Therapist Multiple Choice Exam (TMC).

National Board for Respiratory Care, Inc.  
18000 West 105th Street  
Olathe, Kansas 66061  
931-895-4900  
[www.nbrc.org](http://www.nbrc.org)

The Therapist Multiple Choice examination (TMC) is designed to objectively measure essential knowledge, skills and abilities required of respiratory therapists. The examination consists of 160 multiple choice questions distributed among three major content areas: clinical data, equipment and therapeutic procedures. Twenty of the 160 questions are being pretested for the future, which means that response for 140 questions will count towards the candidates' score.

There will be two established cut scores for the Therapist Multiple-Choice Examination. If a candidate achieves the lower cut score, they will earn the CRT credential. If a candidate achieves the higher cut score, they will earn the CRT credential AND become eligible for the Clinical Simulation Examination.

The Clinical Simulation Examination (CSE) consists of 22 problems two of the 22 problems are being pretested for the future, which means that responses to 20 problems will count toward candidates' scores.

The higher cut score on the Therapist Multiple Choice Exam and a passing attempt on the Clinical Simulation Examination (CSE), will award the candidate the Registered Respiratory Therapist (RRT) credential.

Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) must provide evidence that they are continuing to meet current standards of practice and have successfully renewed their national credentials issued by the NBRC. Refer to the NBRC website ([www.nbrc.org](http://www.nbrc.org)) for details.

Policies for licensure vary with each state. In general, a student with a felony conviction may have difficulty in obtaining a state license. An individual application is reviewed on a case by case basis. Applicants with felony convictions are encouraged to contact the licensing agency in the state in which they wish to practice.

## **Attendance Policy**

All students are expected to attend classes on a full time basis, which consists of a maximum of 40 hours per week, relative to the particular term of study. The Respiratory Care curriculum does not allow for part time study.

## **Lab/Clinical Contact Hour Description**

In the Respiratory Care Program, one lab course credit is presented as 32 hours of activity over the term of the course and one clinical semester hour is presented as 64 hours of activity over the term of the course. For example, for a semester length 16 week course, one lab semester hour of credit requires two hours of lab activity. For a half-semester eight-week course, one clinical semester hour of credit requires eight hours of clinical activity per week (for 8 weeks). Course faculty may offer individual schedule variations.

## Dress Code

In addition to strict adherence to the College dress code policy concerning name badges, grooming, and jewelry, students on clinical rotations must wear/carry:

- The program uniform
- Stethoscope
- Watch with a second hand
- White lab coat (recommended)

## Respiratory Grading Scale

Grade	Quality Points	Value	Significance
A	4.0	93-100	Excellent
B	3.0	85-92	Good
C	2.0	77-84	Satisfactory
D	1.0	69-76	Unsatisfactory
F	0	0-68	Failure
I			Incomplete
WP			Withdrawal Passing
WF			Withdrawal Failing

## Exam Average Policy

In the Respiratory Care program an overall exam average of 77% or above must be achieved in each respiratory care course in order to successfully complete the course. The average will include all unit exams and the final exam in each course. Courses may have additional grading requirements, which will be communicated in the syllabus at the beginning of the course. Students who do not meet the 77% exam average within a specific course will be assigned a course grade of D or F based on the percentage grade attained for exams. The grade will be assigned according to the Respiratory Care Program grading scale described in the catalog.

## Clinical Grading Scale

Grades of 79% or below are considered unacceptable in the clinical area. The clinical grading scale is higher than the didactic scale because of the strong emphasis to prepare individuals to become professional and competent advanced-level Respiratory Therapists. Students performing below an 80% in clinical courses will not be allowed to progress in the program.

A	95-100%
B	87-94%
C	80-86%

## Graduation Requirements for an AAS Degree in Respiratory Care

To meet graduation requirements, students must:

- Complete the Comprehensive Self-Assessment Examination (SAE).
- Fulfill the course requirements of the Associate of Applied Science in Respiratory Care curriculum.
- Complete the last 26 semester hours in Respiratory Care at the College.
- Earn a minimum of 75 hours of credit attaining a C (2.0) cumulative grade point average which includes a C or above in each required respiratory care and general education course in the curriculum.
- Meet all financial obligations incurred with the College.
- Be recommended by faculty and conferred for graduation by the College Governing Board.

(No degree will be awarded until all requirements are met)

## Professional Code of Conduct

American Association for Respiratory Care (AARC) [www.aarc.org](http://www.aarc.org).

In the conduct of professional activities the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapist shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represent it accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts, and shall refuse to conceal illegal, unethical or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.

## ASSOCIATE OF APPLIED SCIENCE IN RESPIRATORY CARE PROGRAM CURRICULUM PLAN

FIRST YEAR		
<b>Fall Semester: 16 weeks</b>		
Course #:	Description:	Semester Hours
	Anatomy & Physiology I <sup>2</sup>	4 SH
RES110	Respiratory Procedures I	5 SH
RES112	Cardiopulmonary Anatomy & Physiology	3 SH
RES116	Introduction to Respiratory Care	4 SH
		<b>TOTAL 16 SH</b>
<b>Spring Semester: 16 weeks</b>		
	Anatomy & Physiology II <sup>2</sup>	4 SH
RES120	Respiratory Procedures II	4 SH
RES122	Respiratory Pharmacology	2 SH
RES124	Respiratory Disease	2 SH
RES155	Clinical Practice I	4 SH
		<b>TOTAL 16 SH</b>
SECOND YEAR		
<b>Summer Semester:</b>		
RES220	Intro to Mechanical Ventilation	2 SH
	Microbiology <sup>2</sup>	4 SH
	Written Communication <sup>1,2</sup>	3 SH
		<b>TOTAL 9 SH</b>
<b>Fall Semester: 16 weeks</b>		
RES 230	Respiratory Procedures III	4 SH
RES 233	Cardiopulmonary Monitoring	3 SH
RES 255	Clinical Practice II	5 SH
	Psychology <sup>1,2</sup>	3 SH
	Oral Communication <sup>1,2</sup>	3 SH
		<b>TOTAL 18 SH</b>
<b>Spring Semester</b>		
RES 240	Respiratory Procedures IV	4 SH
RES 250	Respiratory Seminar	3 SH
RES 275	Clinical Practice III	6 SH
	Humanities <sup>1,2</sup>	3 SH
		<b>TOTAL 16 SH</b>

<sup>1</sup> Indicates course may be chosen from among approved clusters listed in the academic section of the College Catalog.

<sup>2</sup> General education courses are taken at another institution or transferred into the respiratory care major, and may be completed prior to or concurrent with respiratory care courses.

<b>General Education Total</b>	<b>24 SH</b>
<b>Respiratory Care Total</b>	<b>51 SH</b>
<b>AAS Program Total</b>	<b>75 SH</b>

**A MINIMUM OF 26 SEMESTER HOURS OF PROGRAM MAJOR COURSES MUST BE COMPLETED AT TRINITY COLLEGE OF NURSING & HEALTH SCIENCES TO MEET GRADUATION REQUIREMENTS**

## COLLEGE COURSE DESCRIPTIONS

All nursing and health science courses include the course number, semester hours, prerequisites, and a course description. The semester is 16 weeks unless otherwise noted.

Course descriptions for all cluster courses are available through Student Services or the providing institution.

Students are required to meet with their Academic Advisor for course approval and to follow the curriculum plan for their specific program.

NOTE: The Dean of Nursing and Health Sciences may approve additional courses.

### Course Abbreviation Key

BHS	Bachelor of Science in Health Sciences
CMU	Clinical Make-Up Unit
HCE	Health Career Exploration
RES	Respiratory Care
NUR	Nursing
RT	Radiography

### Course Delivery Format Key

F2F	Face-to-Face
ONL	Online
HYB	Hybrid
CLIN	Clinical

#### **BHS 300 EDUCATION PRINCIPLES IN HEALTH CARE – 3 SH**

Education Principles gives students the basics of androgogical theory for use in planning, implementation, and evaluation of employee training and development. The course emphasizes the learning process, reinforcement, and monitoring success. Principles and practices of organizational learning, performance, and change will be addressed, as well as methods of educating the health care consumer.

3 Credit Hours Didactic (Hybrid)

#### **BHS 301 HEALTH CARE DELIVERY SYSTEMS – 3 SH**

Health Care Delivery Systems provides a historical perspective of the growth and development of the dynamically changing health care systems in America. The current status and future of these complex systems will be assessed and analyzed, along with the respective professional and allied health roles that are vital to continued success. The impact of the political, legislative, and economic forces on health care systems will be examined.

3 Credit Hours Didactic (Online)

#### **BHS 302 HEALTH CARE LEADERSHIP – 3 SH**

The Health Care Leadership course presents didactic concepts preparing the student for leadership and management responsibilities. Management concepts basic to management (planning, organizing, leading, and controlling) will be presented. Strategies for managing a diverse workforce will be explored. Theories of leadership and motivation, as well as conflict management, change, politics and power will be presented. The health care manager's role in the interdisciplinary health care team will be discussed.

3 Credit Hours Didactic (Online)

**BHS 303 MANAGERIAL COMMUNICATION – 3 SH**

Co-requisite or Pre-requisite: Health Care Leadership

Managerial Communication will give the student the opportunity to strengthen both written and oral communication skills that are necessary to be successful in leadership and managerial situations. Knowledge from general education communication courses will be used and applied specifically to routine managerial varieties of written communication documents and oral presentations. Professional formats for memos, reports to superiors, white papers, and accreditation documents will be developed. Common management oral presentation skills practiced will be conducting staff meetings, introducing departmental change, motivating employees in small and large groups, and giving effective employee feedback.

3 Credit Hours Didactic (Hybrid)

**BHS 410 HEALTH SCIENCES RESEARCH – 3 SH**

Pre-requisite: Statistics

The Health Sciences Research course provides an introduction to the theoretical foundation for scientific investigation, the research process, contributions of research to the Allied Health Professions, and the impact of research on historical, current, and future trends. Major emphasis is on the application of the research process for use in practice as well as the process of critiquing research. Various types of research and research methods will be addressed. The health professional's role in research, including the rights and responsibilities toward human subjects and additional legal-ethical concerns are discussed. Evidence based practice and using research in the practice settings are stressed. Statistical knowledge and qualitative analysis from the required general educational math courses will be integrated.

3 Credit Hours Didactic (Online)

**BHS 411 ETHICS FOR HEALTH CARE PROFESSIONALS – 4 SH**

Pre-requisite: College level ethics

This course examines the influence of ethical and moral principles of behavior and the ethical decision-making process. Opportunities are provided in this course to foster development of the ethical decision-making process through case studies and comparison of institutional practices. This course will heighten awareness of ethical health care practice, fostering improved decision-making, and resulting in a better understanding of health care issues.

4 Credit Hours: 3 Didactic, 1 Field Study (Online)

**BHS 412 ACCOUNTING BASICS FOR HEALTH PROFESSIONALS – 3 SH**

Accounting Basics includes an overall explanation of financial accounting terminology, review of financial reports, income statements, balance sheets, budgets, and cost reports. It is intended that this course develop health care professionals with an appreciation for and understanding of the financial implications of operational and strategic management. Case studies will use examples from hospitals, long term care facilities, and home health care to prepare students to read, analyze, use, and understand financial statements and budgets.

3 Credit Hours Didactic (Hybrid)

**BHS 419 CLINICAL INTERNSHIP – 4-6 SH**

Pre-requisite: All courses in the BSBS program; or

Co-requisite: Health Science Research Seminar

Students will complete a four to six hour internship with a health care manager or educator. The Clinical Internship is designed to give the student the opportunity to apply previously learned didactic knowledge in the health care setting. The student will apply leadership skills, managerial communication, and accounting basics in the clinical setting. Radiographers have the option of completing a clinical internship in Computed Tomography RT 331 or Cardiovascular Interventional RT 332.

1 Credit Hour equates to 48 contact hours (Clinical)

**BHS 420 HEALTH SCIENCE RESEARCH SEMINAR – 4 SH**

Pre-requisite: Introduction to Research

This course is designed to demonstrate higher level thinking processes in health care practice. Concepts from general education and Health Sciences courses will be integrated. A journal club format will be used to review current issues in the Health Sciences professions. Students will conduct a literature review on a self-selected health care delivery issue and develop, implement, and evaluate a strategy to address that issue.

4 Credit Hours Didactic (Hybrid)

**CMU 100**

Clinical Make-up Unit 100 is a course designed for students requiring clinical make-up hours for a Nursing or Health Sciences course with a clinical component. Clinical make-up will be held at a predetermined date and time designated by course faculty and will be conducted by a program-specific faculty member. Students enroll based on days of clinical make-up required. CMU 100, a non-credit course, is a half day of clinical make-up time. This make-up time may be scheduled for an evening, night or weekend shift. It is the student's responsibility to adjust their schedule to meet the predetermined dates/times/shifts. Refer to the specific course syllabus for CMU registration guidelines. Refer to Tuition and Fees for charges.

**CMU 200**

Clinical Make-up Unit 200 is a course designed for students requiring clinical make-up hours for a Nursing or Health Sciences course with a clinical component. Clinical make-up will be held at a predetermined date and time designated by course faculty and will be conducted by a program-specific faculty member. Students enroll based on days of clinical make-up required. CMU 200, a non-credit course, is a full day of clinical make-up time. This make-up time may be scheduled during an evening, night or weekend shift. It is the student's responsibility to adjust their schedule to meet the predetermined dates/times/shifts. Refer to the specific course syllabus for CMU registration guidelines. Refer to Tuition and Fees for Charges.

**HCE 101 HEALTH CARE SYSTEMS AND CAREER EXPLORATION – 3 SH**

Prerequisite: High school diploma/GED or junior/senior at participating high school.

Health Care Systems and Career Exploration is an in-depth exploration of health care careers and employment expectations to assist in health care education and career development decisions. History and overview of the health care industry and common health care safety practices will be explored through theory and a wide range of clinical experiences. Clinical shadowing experiences in a medical center as well as in community health care settings will provide the student with exposure to a wide range of health care career experiences and health system models. This course is open to undeclared students. See Health and Safety Record policy regarding requirements for clinical participation.

**NUR 100-W MATH FOR CLINICAL PRACTICE – 1 SH**

This course is designed for LPN's who advance place into the second semester of the ASN program. Mathematical accuracy is a crucial component of modern nursing. This course will help the student become comfortable with medication and IV calculations. The course is designed specifically to help students improve their basic math skills and apply those skills to clinical practice. The course will offer step-by-step rules, explanations and examples, followed by practice problems and exercises that test and reinforce the student's knowledge.

1 Credit Hour (Online)

**NUR 101 THE ART AND SCIENCE OF NURSING PRACTICE - 8 SH**

Co-requisite: Anatomy & Physiology I, Psychology and Oral Communication

BSN-B: Co-requisite of one allowed general education course if not completed prior to admission.

The Art and Science of Nursing Practice presents didactic concepts and clinical/laboratory practice and clinical experiences emphasizing therapeutic nursing interventions, cultural awareness, technical nursing skills, and knowledge basic to nursing practice. Also discussed is the history of mental health nursing and contemporary practice, including practice models. Learning unfolds from the wellness/illness continuum emphasizing health promotion and holistic care. Learning focuses on assessment of basic human needs, including physiological needs such as hygiene, nutrition, oxygenation and urinary/bowel elimination and psychosocial needs such as self-esteem,



spirituality, culture, and sexuality. The nursing process is utilized for assessment, diagnosis, planning, implementation, evaluation and teaching of the client and family. The concepts of caring, culturally competent care and various nursing roles are presented. Common health problems as they relate to mobility, sensory perception, and stress and adaptation are discussed. Basic health assessment, critical thinking/reflective thinking skills and techniques of medication administration are presented and practiced. The student will become comfortable with medication and IV calculations. Basic math skills will be reviewed and applied to clinical practice. Step by step rules, explanations and examples, followed by practice problems and exercises that will test and reinforce the student's knowledge will be offered. The tasks associated with the development of a therapeutic interpersonal relationship are emphasized. Therapeutic communication skills will be practiced in the lab and clinical setting. Legal, professional standards and ethical principles related to nursing, the rights of clients and families, and the importance of the Illinois Nursing Practice Act and Rules are emphasized. In addition to the learning laboratory, clinical experiences occur in acute care client settings.

8 Credits: 6 Credits Didactic, 2 Credits Clinical/Learning Laboratory (1 Credit Mental Health)

### **NUR A101 THE ART AND SCIENCE OF NURSING PRACTICE - 7 SH**

Prerequisites: Accelerated BSN students only

The Art and Science of Nursing Practice presents didactic concepts, clinical/laboratory practice and clinical experiences emphasizing therapeutic nursing interventions, cultural awareness, technical nursing skills, and knowledge basic to nursing practice. Also, discussed is the history of mental health nursing and contemporary practice, including practice models. Learning unfolds from the wellness/illness continuum, emphasizing health promotion and holistic care. Learning focuses on assessment of basic human needs, including physiological needs such as hygiene, nutrition, oxygenation and urinary/bowel elimination and psychosocial needs such as self-esteem, spirituality, culture, and sexuality. The nursing process is utilized for assessment, diagnosis, planning, implementation, evaluation and teaching of the client and family. The concepts of caring, culturally competent care and various nursing roles are presented. Common health problems as they relate to mobility, sensory perception, and stress and adaptation are discussed. Basic health assessment, critical thinking/reflective thinking skills and techniques of medication administration are presented and practiced. The tasks associated with the development of a therapeutic interpersonal relationship are emphasized. Therapeutic communication skills will be practiced in the lab setting. Legal, professional standards and ethical principles related to nursing, the rights of clients and families, and the importance of the Illinois Nursing Practice Act and Rules are emphasized. In addition to the learning laboratory, clinical experiences occur in acute care client settings.

7 Credits: 5 Credits Didactic (1 Credit Mental Health), 2 Credits Clinical/Learning Laboratory

### **NUR 102 ADULT HEALTH NURSING - 9 SH**

Prerequisites: NUR 101, Anatomy and Physiology I, and Psychology Cluster Requirement and Oral Communication.

Co-requisite: Anatomy & Physiology II; Human Growth & Development

BSN-B: Completion of approved general education concurrent with NUR 101.

This course builds on the knowledge and skills from Nursing 101: The Art and Science of Nursing Practice, and Anatomy and Physiology I. Adult Health Nursing presents didactic concepts and clinical experiences to allow the student to apply the nursing process to the care of the adult client who is experiencing common health problems that are acute or chronic in nature as well as to clients with acute and chronic mental health needs and problems. Mental health problems dealing with cognition, mood, anxiety, and substance abuse are discussed. Learning is directed toward problems requiring therapeutic nursing interventions of a well-defined nature leading toward providing culturally competent care. The client is seen as a valued member of a family, social network, and community. Technical skills such as IV access, urinary catheterization, NG insertion, and dressing changes will be introduced. Interpersonal skills, communication skills (written and oral), family theories, group process and assessment skills are strongly emphasized. Previously learned technical skills will continue to be practiced and refined. Medication administration will continue to be emphasized. The concepts of nutrition, pharmacology, legal and ethical considerations and problem-solving are integrated. The course will introduce the student to the evolving roles of the nurse as a provider and manager of health care and as a member of the health care team. Clinical experience occurs in the acute care, peri-operative, medical surgical skilled nursing, mental health, and community-based health facilities.

9 Credits: 5.5 Credits Didactic (1.5 Credits Mental Health) and 3.5 Credits Clinical/Learning Laboratory (0.5 Credits Mental Health)

**NUR A102 ADULT HEALTH NURSING - 9 SH**

Prerequisites: BSN-A: NUR A101

This course builds on the knowledge and skills from Nursing A101, the Art and Science of Nursing Practice, and all prerequisite general education coursework completed prior to matriculation into the accelerated BSN program. Adult Health Nursing presents didactic concepts and clinical experiences to allow the student to apply the nursing process to the care of the adult client who is experiencing common health problems that are acute or chronic in nature, as well as to clients with acute and chronic mental health needs and problems. Mental health problems dealing with cognition, mood, and anxiety are discussed. Learning is directed toward problems requiring therapeutic nursing interventions of a well-defined nature, leading toward providing culturally competent care. The client is seen as a valued member of a family, social network, and the community. Technical skills such as IV access and care, CVAD, urinary catheterization, and sterile dressing changes will be introduced. Interpersonal skills, communication skills (written and oral), family theories, and group process and assessment skills are strongly emphasized. Previously learned technical skills will continue to be practiced and refined. Medication administration will continue to be emphasized. The concepts of nutrition, pharmacology, legal and ethical considerations and problem-solving are integrated. The course will introduce the student to the evolving roles of the nurse as a provider and manager of health care and as a member of the health care team. Clinical experience occurs in the acute care, peri-operative, medical surgical, and skilled nursing health care facilities.

9 Credits: 5.5 Credits Didactic (1.5 Credits Mental Health) and 3.5 Credits Clinical/Learning Laboratory (0.5 Credits Mental Health)

**NUR 200 HUMAN DISEASE PROCESSES – 3 SH**

Prerequisites: NUR 101 or NUR A101; NUR 102 or NUR A102; NUR 212 or NUR A212; Anatomy & Physiology I; Anatomy & Physiology II and Microbiology.

Human Diseases Processes provides the student with a scientific background and understanding of pathophysiology as it relates to the assessment of diverse client populations. The course will emphasize functioning at the cellular level and will augment the student's ability to correlate various disease states with clinical manifestations, common diagnostic tests and therapeutic, evidence-based nursing interventions. Disease processes such as fluid-electrolyte imbalance, homeostasis, hemodynamics, acid-base imbalance, infective disorders, immune disorders, and genetic considerations will be emphasized.

3 Credits: 3 Credits Didactic

**NUR 201 LIFE SPAN NURSING I – 9 SH**

Prerequisites: All first year nursing and general education courses. Concurrent enrollment in NUR 200, and Sociology (ASN).

Life Span I is the first of two courses that presents didactic concepts and clinical experiences that examine the health status of individuals throughout their life span. There is focus on health maintenance as well as management of acute and chronic health problems. Both the physical and mental health needs of the client are considered. There is an emphasis on family involvement, especially in the care of children. Culturally sensitive care giving and cultural maintenance are emphasized. The student will learn how to manage individuals and groups of patients with increasingly complex health issues. Clinical experiences are in the acute care setting as well as the community environment.

9 Credits: 6 Credits Didactic (0.5 Credits Mental Health, 1.25 Credits Pediatrics), 3 Credits Clinical/Learning Laboratory (0.5 Credits Mental Health and 0.75 Credits Pediatrics)

**NUR 202 LIFE SPAN NURSING II – 8 SH**

Prerequisites: All first year nursing and general education courses. All second year, first semester nursing and general education courses.

Life Span Nursing II is the second of two courses that presents didactic and clinical experiences that examine the health status of individuals throughout the life span. The focus is on health maintenance, management of acute and chronic health conditions and critical care, emergent care and neurological conditions. In addition, the course focuses on the transition of the learner into the practice role of the RN. The concepts of leadership and management will be

provided and leadership/management skills will be applied in the clinical setting. Transitional testing will be completed in preparation for the national licensing examination.

8 Credits: 4 Credits Didactic (1.25 Credits Pediatrics), 4 Credits Clinical/Learning Laboratory (0.75 Credits Pediatrics)

### **NUR 203 MATERNAL – NEWBORN NURSING – 4 SH**

Prerequisites: For ASN: All first year nursing and general education courses. NUR 200 and Sociology.

For BSN-A: All nursing courses from summer sessions I and II and fall semester. For BSN-B: All nursing and general education courses from first year, first summer session, and NUR 200 from fall semester.

Maternal and Newborn Health presents didactic and clinical experiences that emphasize families during childbearing. Pregnancy is considered a normal developmental occurrence; however, risk factors and selected health problems that may occur during the child-bearing experience are considered. The nursing process is utilized when giving nursing care during the antepartum, intrapartum, postpartum and neonatal periods. The social, cultural, economic, sexual, physiological and psychological aspects of childbearing are considered. Nutrition, pharmacology, legal standards, ethical principles, critical thinking, and communication are integrated. Historical aspects in relation to contemporary trends and issues are discussed. Physical assessment skills related to fetal well-being and the mother and newborn are presented. Clinical experiences include the birthing unit, mother-baby care in the acute care setting, as well as related community experience.

4 Credit Hours: 2.5 Credits Didactic, 1.5 Credits Clinical/Learning Lab.

### **NUR 212 PHARMACOLOGY I – 1 SH**

Prerequisites: All first year first semester nursing courses and general education courses. Concurrent enrollment in NUR 102. Requests to take this course prior to meeting all prerequisites must be made in writing and submitted to the course coordinator. The course coordinator will approve or deny the request by writing on the student request. A copy of the written request will be placed in the student's academic file.

This hybrid course is designed to present the principles underlying pharmacology and their relationship to the registered nurse's role in drug administration. This course builds on nursing skills, math, and the natural sciences (especially knowledge of anatomy and physiology) to explore the concepts of pharmacokinetics, pharmacodynamics and pharmacotherapeutics. Emphasis is placed on how drugs are utilized and processed in the body, the body's reaction to these drugs, and potential drug interactions. Further studies of major drug categories will be used with drug prototypes as examples of these basic concepts. The student will apply basic pharmacological principles to new situations in order to improve the effectiveness of drugs and prevent/minimize the complications of drug therapy. Course concepts include the principles of drug action and the nursing process as it applies to the therapeutic use of drugs (including safety and patient education).

1 Credit

### **NUR A212 PHARMACOLOGY I - 1 SH**

Prerequisites: NUR A101; NUR A102 concurrently.

This course is designed to present the principles underlying pharmacology and their relationship to the registered nurse's role in drug administration. This course builds on nursing skills, math, and the natural sciences (especially knowledge of anatomy, physiology, and microbiology) to explore the concepts of pharmacokinetics, pharmacodynamics and pharmacotherapeutics. Emphasis is placed on how drugs are utilized and processed in the body, the body's reaction to these drugs, and potential drug interactions. Further studies of major drug categories will be used with drug prototypes as examples of these basic concepts. The student will apply basic pharmacological principles to new situations in order to improve the effectiveness of drugs and prevent/minimize the complications of drug therapy. Course concepts include the principles of drug action and the nursing process as it applies to the therapeutic use of drugs (including safety and patient education).

1 Credit (Online)

### **NUR A213 PHARMACOLOGY II - 1 SH**

Prerequisites: NUR A101; NUR A102; NUR 200; NUR A212; NUR 302; NUR 411.

This course explores the pharmacological treatment of various disease processes. The effects of medications, both therapeutic and adverse, on the human body are investigated.

1 Credit (Online)

NOTE: Prerequisites for All Nursing 300 and 400 Level Courses: Proof of RN Licensure from a State Board of Nursing or Permission of Faculty.

**NUR 301 NURSING LEADERSHIP AND MANAGEMENT – 3 SH**

Leadership and Management presents didactic concepts preparing the student for leadership and management responsibilities. Management concepts discussed include organizational theory and structure, fiscal planning, delegation and managing human and material resources. Strategies for managing a culturally diverse workforce will be explored. Theories of leadership and motivation, as well as conflict management, change theory and persuasion and negotiation will be presented.

Additional concepts of power and authority, nursing care delivery systems, and quality improvement are addressed. The nurse's role in the interdisciplinary health care team, health care delivery systems, critical thinking strategies, and decision-making processes are discussed and operationalized. Integrated concepts include communication principles and legal and ethical considerations. Opportunities and experiences are provided to foster development of leadership abilities and management skills for the learner. Fieldwork study experiences include contributions to a project, which enhances nursing quality, and role exploration of a nursing supervisor, case manager, and staff development nurse.  
3 Credits (Online)

**NUR A301 NURSING LEADERSHIP AND MANAGEMENT – 4 SH**

Prerequisites: NUR A101 or NUR 101; NUR A102 or NUR 102; NUR 200; NUR 201; NUR A212; NUR 202; NUR 203; NUR A213; NUR 302; NUR 303; NUR 410; NUR 411

NUR 402 (BSN-B); NUR 403 (BSN-B); NUR A401 (Concurrent for BSN-A)

Nursing Leadership and Management presents didactic concepts preparing the student for leadership and management responsibilities. Management concepts discussed include organizational theory and structure, fiscal planning, delegation and managing human and material resources. Strategies for managing a culturally diverse workforce will be explored. Theories of leadership and motivation, as well as conflict management, change theory and persuasion and negotiation will be presented. Additional concepts of power and authority, nursing care delivery systems, and quality improvement are addressed. The nurse's role in the interdisciplinary health care team, health care delivery systems, critical thinking strategies, and decision-making processes are discussed and operationalized. Integrated concepts include communication principles and legal and ethical considerations. Opportunities and experiences are provided to foster development of leadership abilities and management skills for the learner. Fieldwork study experiences include contributions to a project, which enhances nursing quality, and role exploration of a nursing supervisor, case manager, and staff development nurse.

4 Credits: 3 Credits Didactic, 1 Credit Clinical (Hybrid)

**NUR 302 ADVANCED HEALTH ASSESSMENT – 3 SH**

Prerequisites for Accelerated BSN: NUR A101; NUR A102; NUR A212; Concurrent enrollment in NUR200; NUR 201; and NUR 411

Prerequisites for BSN-B: NUR 101, NUR 410, NUR 102, NUR 212; NUR 402 pre or co-requisite

Advanced Health Assessment presents didactic concepts and clinical experiences related to advanced assessment and builds on knowledge from natural and social sciences, humanities, and nursing, including physical health assessment. The student is provided with the opportunity to develop and enhance advanced skills in interviewing and data collection, as well as systematically examining clients who are at various stages in the lifespan. Comprehensive assessment concepts and advanced techniques will be addressed using a system's approach. A holistic emphasis to health assessment is used including cognitive, physical, psychological, nutritional, cultural, economic, spiritual and environmental considerations. Students will be provided the opportunity to expand communication skills through in-depth interviews of individuals. The didactic component emphasizes the nurse's role as a member of the interdisciplinary team in health assessment. Clinical experiences occur in learning laboratory. Course expectations include fostering critical thinking and advanced psychomotor skills leading to the course outcome performance of a complete health assessment of an individual.

3 Credits: 32 Lab Hours (Hybrid) (2.33 Credits Didactic, 0.67 Credit (32 contact hours) Learning Laboratory)

**NUR 303 NURSING PATHOPHYSIOLOGY – 3 SH**

Prerequisites for BSN-A: NUR A101; NUR A102; NUR 200; NUR 201; NUR A212; NUR 302; NUR 411

Co-requisite for BSN-A: NUR 202; NUR 203; NUR A213; NUR 410

For BSN-B: All first year and summer courses and NUR 200 and NUR 403

Nursing Pathophysiology focuses on alterations in physiologic mechanisms involved in disease. Topics for this course include mechanisms of disease, cellular biology, cell injury and death, neurological pathophysiology, cardiovascular pathophysiology, renal pathophysiology and endocrine pathophysiology. The etiology, pathogenesis, manifestations and nursing care for selected diseases will be presented. Evidence-based nursing practice will be emphasized.

3 Credits (Hybrid)

**NUR 320 NURSING INFORMATICS – 3 SH**

Nursing Informatics is a didactic course focusing on the use of computer science, information science and nursing science. Documenting, collecting and aggregating of data to make decisions related to culturally competent nursing care of patients will be emphasized. The course focuses on how technology supports clinical practice, research, education and nursing administration. In addition to presentations and discussions, field observation of select clinical and administrative systems will be scheduled along with hands-on practice with graphics, spread sheet and data base applications on personal computers.

3 Credits (Online)

**NUR A401 NURSING IN THE COMMUNITY -4 SH**

Prerequisites for Accelerated BSN: NUR A101; NUR A102; NUR 200; NUR 201; NUR 202; NUR 203; NUR A212; NUR A213; NUR 302; NUR 303; NUR 410; and NUR 411. Concurrent enrollment in NUR A301

Community health nursing is a didactic and clinical course is designed for BSN-A students in their final summer term. It focuses on collaborative strategies to improve the health of populations. Public health concepts such as epidemiology, levels of prevention, and screening are applied to the study of communicable and chronic diseases as well as to the environment. Other major course topics include home care nursing, community and family assessment, provision of culturally-appropriate care to aggregates, and the historical and political aspects of nursing roles. The clinical experience includes delivering care to clients in the home.

4 Credits: 3 Credits Didactic; 1 Credit Clinical (Hybrid)

**NUR 402 PROFESSIONAL ISSUES IN NURSING – 3 SH**

Prerequisite: NUR 101

This didactic course is designed to foster professionalism and the use of collaborative strategies to address nursing practice issues. Special attention is focused on the evolution of professional nursing and issues that impact current nursing practice. Nursing theorists and their organizing frameworks are presented. Health policy, financing, cultural/social competency and other timely issues will be discussed.

3 Credits (Online)

**NUR 403 COMMUNITY HEALTH NURSING – 4 SH**

Prerequisites: For BSN-B: All nursing and general education courses from first year and first summer session. For BSN-C: NUR 302; Statistics before or concurrent.

Community Health Nursing is a didactic and clinical course focusing on collaborative strategies to improve the health of populations. Public health concepts such as epidemiology, levels of prevention, and screening are applied to the study of communicable and chronic diseases as well as to the environment. Other major course topics include home care nursing, community and family assessment, provision of culturally appropriate care to aggregates, and the historical and political aspects of nursing roles. The clinical experience includes delivering care to clients in the home.

4 Credits: 3 Credits Didactic, 1 Credit Clinical (Hybrid)

**NUR 410 TRANSCULTURAL NURSING – 3 SH**

Prerequisites: For BSN-C: Anthropology or cultural anthropology before or concurrently. Cultural Anthropology preferred. For BSN-A: NUR A101; NUR A102; NUR A212; NUR 200; NUR 201; NUR 302; NUR 411. Concurrent enrollment in NUR 202; NUR 203; NUR A213; and NUR 303.

This course examines transcultural nursing concepts, theories and practices in relationship to human caring. Frameworks for performing a cultural assessment and for planning and implementing culturally appropriate nursing

care are explored. Cultural influences on beliefs, values, and practices in relation to health, illness, and health-seeking behaviors are examined. This course provides opportunity for students to reflect on culture in relation to oneself and nursing practice roles.

3 Credits (Online with Field-Study)

**NUR 411 NURSING RESEARCH – 3 SH**

Prerequisites: For BSN-C: Statistics; either Sociology or Cultural Anthropology before or concurrently. For BSN-A: NUR A101; NUR A102; NUR A212; NUR 200; NUR 201; and NUR 302. Concurrent enrollment in NUR 200; NUR 201; and NUR 302.

For BSN-B: NUR 101; NUR 102; NUR 212; NUR 410; NUR 402 pre or concurrent

Nursing Research provides an introduction to the theoretical foundation for scientific investigation, the research process, contributions of research to the Nursing Profession, and the impact of research on historical, current, and future trends. Major emphasis is on the application of the research process for use in practice as well as the process of critiquing research. Various types of research and research methods will be addressed. The nurse's role in research, including the rights and responsibilities toward human subjects and additional legal-ethical concerns are discussed. Evidence based nursing and using research in the practice setting are stressed. Statistical knowledge and quantitative analysis from the required general education math course will be integrated.

3 Credits (Online)

**NUR 412 GENETICS AND GENOMICS – 3 SH**

Prerequisites: NUR 303

This BSN-C course is designed to provide an overview of inheritance patterns, discussion of genetic disorders and discussion of influence of heredity on the development of acute and chronic health problems throughout the life span, the effects of environment, culture, and behavior on the genetic makeup of individuals will be considered.

3 Credits (Online)

**NUR 413 GERONTOLOGICAL NURSING – 3 SH**

Pre-requisites: None

This hybrid course provides the opportunity for the student to continue building a positive perspective towards the aging process and the older adult. This didactic course focuses on the current status of attitudes toward the older adult, and theories of aging. Myths and stereotypes of the older adult, utilization of support services by the older adult, and trends in gerontological nursing will be explored. The interrelatedness of the biophysical and psychosocial alterations and health problems resulting from the aging process are studied. Health assessment, promotion of wellness, presentation of illness and nursing and pharmacological problems in the older adult will be discussed. Additionally principles of teaching-learning and legal-ethical considerations will be applied to the special needs of the older adult. The student evaluates issues of retirement, alternatives to institutionalized care, economic concerns, and legal-ethical issues related to the older adult. Course expectations include examining current research related to gerontological nursing and the exploration of gerontological nursing case studies.

3 Credits (Hybrid)

**NUR C420 SENIOR SEMINAR – 1 SH**

Prerequisites: All courses in BSN curriculum before or concurrently. Must be taken in final term/semester.

This course provides a framework guiding an independent student paper/project which demonstrates integration, synthesis, and application of concepts from courses in the curriculum. Students will review the literature on a self-selected health care delivery issue and then develop a strategy to address that issue. Attainment of the BSN-Completion Program Goals will be assessed as part of this final course in the BSN-Completion curriculum.

1 Credit (Independent Project with Field Study)

**NUR A420 SENIOR SEMINAR - 4 SH**

Prerequisites: NUR A101; NUR A102; NUR A212; NUR 200; NUR 201; NUR 302; NUR 411; NUR 202; NUR 203; NUR A213; NUR 303; NUR 410; NUR A301; NUR A401. Concurrent enrollment in NUR 402 (BSN-A)

This course provides a framework for assisting students to integrate the BSN program goals. Students will select a nursing oriented clinical problem for exploration, review the related literature, and develop "strategies" to address



the issue. A formal paper is written to present this information. The clinical component whereby the student works with a practicing RN in a “realistic” assignment, will assist in the transition from education to practice. Attainment of the BSN Program Goals and readiness for NCLEX-RN will be assessed through standardized testing and questionnaires.  
4 Credits: 1 Credit Didactic; 3 Credit Clinical

**RES 110 RESPIRATORY PROCEDURES – 5 SH**

Prerequisite: Matriculation into the Respiratory Care Program.

This course provides theory, equipment operation and application with laboratory exercises in oxygen and other gas therapy; airway management techniques, humidity therapy, bland aerosol therapy, and aerosol drug therapy. An introduction to airway clearance modalities are also included.

4 Lecture Hours per week and 2 Lab Hours per week for 16 weeks. (F2F)

**RES 112 CARDIOPULMONARY ANATOMY AND PHYSIOLOGY – 3 SH**

Prerequisite: Matriculation into the Respiratory Care Program

This course is a detailed study of the respiratory and circulatory systems as they apply to respiratory therapy. This course provides a foundation for the study of the respiratory and cardiovascular disorders and the interventions made to alleviate them. Mechanics of ventilation, respiration, gas transport, and neurologic control of ventilation will be stressed. The renal system will also be covered.

3 Lecture Hours per week for 16 weeks. (F2F)

**RES 116 INTRODUCTION TO RESPIRATORY CARE – 4 SH**

Prerequisite: Matriculation into the Respiratory Care Program

This course will introduce the respiratory student to the history of respiratory care and professional organizations. The student will be provided with the necessary instruction and competencies to conduct a general cardiovascular and pulmonary patient assessment. Also included is an introduction to diseases affecting the cardiopulmonary system. Preparing and implementing respiratory care plans is also covered. Clinical time will be spent in the acute care setting allowing the student to perform general floor therapies, patient assessment, and care planning. Clinical time will also emphasize interpersonal relationship skills, communication, ethics, and patient confidentiality.

4 Lecture hours per week for 12 weeks and 16 clinical hours per week for 4 weeks (F2F)

**RES 120 RESPIRATORY PROCEDURES – 4 SH**

Prerequisite: RES 110, RES 112, RES 116

This course provides continuation of concepts included in Respiratory Procedures I. Topics included are: arterial puncture and interpretation of arterial blood gases, non-invasive ventilation, and performance and evaluation of pulmonary function testing. Techniques used in the assessment of patient need for ventilatory support. The course also includes techniques utilized in airway care including suctioning, tracheotomy care and endotracheal intubation.

3 Lecture hours per week and 2 Lab hours per week for 16 weeks (F2F)

**RES 122 RESPIRATORY PHARMACOLOGY – 2 SH**

Prerequisite: RES 110, RES 112, RES 116

This course places an emphasis on the drugs administered by the respiratory therapist. Topics include: general principles of pharmacology, dosage calculation, autonomic nervous system, bronchodilator therapy, corticosteroids, anti-asthmatics, cardiovascular drugs, and neuromuscular drugs. (F2F)

2 Lecture hours per week for 16 weeks

**RES 124 RESPIRATORY DISEASE – 2 SH**

Prerequisite: RES 110, RES 112, RES 116

This course provides an in-depth discussion of diseases which affect the pulmonary system. Topics include the etiology, pathophysiology, clinical manifestations, and management of cardiopulmonary diseases.

2 Lecture hours per week for 16 weeks (F2F)

**RES 155 CLINICAL PRACTICE I – 4 SH**

Prerequisite: RES 110, RES 112, RES 116

This course emphasizes physical assessment and the development of the ability to administer general patient care. The student refines skills in the administration of oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, bronchial hygiene therapy, and chest physiotherapy. The student will also practice techniques associated with airway care, sampling and analysis of arterial blood gases, pulmonary function testing, and non-invasive ventilation. The student will also obtain exposure to the home care environment.

16 Clinical Hours per week for 16 weeks (CLIN)

### **RES 220 INTRODUCTION TO MECHANICAL VENTILATION – 2 SH**

Prerequisite: RES 120, RES 122, RES 124

This course introduces the student to a knowledge base necessary for the management of mechanical ventilation to include: types of mechanical ventilators, modes of ventilation and problem solving of various ventilators.

8 Lecture hours per week for 4 weeks (F2F)

### **RES 230 RESPIRATORY PROCEDURES III – 4 SH**

Prerequisite: RES 220

This course further emphasize the skills involved in the management of mechanical ventilation to include: types of mechanical ventilators, modes of ventilation, blood gas management and interpretation. Physiological effects of mechanical ventilation on the respiratory, cardiac, and renal systems will be covered. An introduction to pulmonary rehabilitation and fetal and neonatal development will also be included.

3 Lecture hours and 2 Lab hours per week for 16 weeks (F2F)

### **RES 233 CARDIO PULMONARY MONITORING – 3 SH**

Prerequisite: RES 220

This course places an emphasis on the monitoring and care of the patient in the critical care unit. Topics include: ventilator graphics, non-invasive monitoring, hemodynamic monitoring, and capnography monitoring. Interpretation and performance of electrocardiograms will also be covered. An introduction to pleural drainage systems and polysomnography will be included.

3 Lecture Hours per week for 16 weeks (F2F)

### **RES 240 RESPIRATORY PROCEDURES IV– 4 SH**

Prerequisite: RES 220, RES 230, RES 255

This course emphasizes all concepts learned in previous semesters, to include: patient assessment, treatment plans, therapist driven protocols, artificial airway management, ventilator management, analysis and evaluation of data obtained invasively and non-invasively. This course emphasizes neonatal and pediatric critical respiratory care. Congenital cardiac disease, neonatal and pediatric pulmonary diseases are covered along with fluid and electrolyte balance. Other topics included are ECMO, Nitric oxide administration and ACLS.

3 Lecture hours and 2 lab hours per week for 16 weeks (F2F)

### **RES 250 RESPIRATORY SEMINAR – 3 SH**

Prerequisite: RES 230, 233, 255

Respiratory seminar analyzes student strengths and weaknesses, reinforces key principles of previously studied content areas, enhances problem solving skills, and increases student comfort with the Credentialing examinations. A research project is required for completion of this course.

3 Lecture hours per week for 16 weeks (F2F)

### **RES 255 CLINICAL PRACTICE II – 5 SH**

Prerequisite: RES 220

This course emphasizes the care of patients in the critical care settings. The student continues to refine skills previously learned with the management of artificial airways. Continued development of skills to include: management of patients on mechanical ventilation, interpretation of ventilator graphics, and non-invasive and invasive monitoring.

20 Clinical Hours per week for 16 weeks (CLIN)





**RES 275 CLINICAL PRACTICE III – 6 SH**

Prerequisite: RES 230, RES 233, RES 255

This course emphasizes the integration of previously learned material from all semesters in the clinical setting. Emphasis is placed on critical care patients and their environment. The student will also practice skills in management of patients in the neonatal and pediatric setting.

24 Clinical hours per week for 16 weeks (CLIN)

**RT 101 PRINCIPLES OF EXPOSURE I – 3 SH**

Prerequisite: RT 121

Principles of Exposure I provides foundation knowledge required to understand the creation of the x-ray beam. Basic mathematics and units of measurement are reviewed. Radiation concepts including atomic theory are presented followed by electricity and electromagnetism; the groundwork to understanding control of the x-ray beam. Final units address x-ray equipment and production focusing on the role physics plays in creating the x-ray beam.

3 Lecture Hours per Week for 16 Weeks

**RT 102 PRINCIPLES OF EXPOSURE II – 3 SH**

Prerequisite: Fall Semester Year One in the Radiography Program

Principles of Exposure II provides the student with the foundation of radiographic exposure theory. Factors, which govern and influence the production of a radiographic image are presented and key concepts are reinforced. Students will expand understanding of the interaction of radiation with matter. As a result, students develop the ability to analyze patients and determine appropriate exposure factors to produce a diagnostically valuable radiograph. The course incorporates the following aspects: creating the radiographic image, selecting optimal technical factors, determining/maintaining image diagnostic value, understanding and utilizing alternative exposure systems and methods.

3 Lecture Hours per Week for 16 Weeks

**RT 121 PROCEDURES I – 3 SH**

Prerequisite: Matriculation into the Radiography Program

Procedures I provides the student with the foundational principles of the Imaging Profession. The student will develop the skills required to perform standard radiographic procedures of the visceral torso to include chest, ribs, sternum, and abdomen. Communication and patient instruction are emphasized. Criteria for determining the successful production of required anatomical views is presented. Radiation protection is reinforced and monitored as a part of laboratory skills testing.

8 Lecture Hours and 2.5 Lab Hours per Week for 6 Weeks (F2F)

**RT 122 PROCEDURES II – 3 SH**

Prerequisite: RT 121

Procedures II provides the student with the knowledge to construct and organize the steps necessary to perform standard radiographic procedures of the appendicular skeleton and gastrointestinal system. Communication and culturally congruent patient instruction are emphasized. Criteria for determining the successful production of required anatomical views are addressed and applied. Radiation protection is reinforced and monitored as a part of laboratory skills testing.

2.5 Lecture Hours and 1 Lab Hours per Week for 16 Weeks

**RT 123 PROCEDURES III – 3 SH**

Prerequisite: Completion of Fall Semester Year One in the Radiography Program

Procedures III provides the student with the knowledge to construct and organize the steps necessary to perform pediatric, trauma and mobile radiographic procedures that were presented in RT122. The student practices the skills necessary to properly position specific anatomical structures of the urinary system, spine and cranium so that a diagnostically radiographic image is produced. The student applies technical concepts as criteria for determining the successful production of required anatomical views. Laboratory practice emphasizes culturally congruent communication, patient instruction, and radiation protection.

2.5 Lecture Hours and 1 Lab Hours per Week for 16 Weeks



**RT 124 TRAUMA RADIOGRAPHY – 1 SH**

Prerequisite: Completion of the Fall Semester, Year 1 of the Radiography Program

Trauma Radiography provides the student with the knowledge to construct and organize steps necessary to perform trauma radiographic procedures of the torso, extremities, spine, head, and facial bones. The student practices skills necessary to position the patient, the x-ray equipment and image receptor without causing undue harm to the patient while obtaining the required anatomical structures necessary to demonstrate the required anatomy. Emphasis is placed on patient assessment and communication, fractures and other traumatic injuries. Laboratory practice emphasizes critical thinking skills, multi-exam organization, image critique, radiation protection and culturally congruent patient care.

2 Lecture Hours per Week for 8 Weeks

**RT 130 SECTIONAL IMAGING – 1 SH**

Prerequisite: Completion of Summer and Fall Semesters, Year 1 of the Radiography Program

Sectional Imaging provides the basics of anatomy identification in the axial, coronal, and sagittal planes. The head, neck, thorax, abdomen, and pelvis are emphasized. Basic computed tomography equipment is introduced in preparation for clinical rotations in the computed tomography department.

2 Lecture Hours per Week for 8 Weeks (Hybrid)

**RT 131 CLINICAL APPLICATIONS I – 4 SH**

Prerequisite: RT 121

The student's initial clinical experiences begin with observation and assisting with patients. The student becomes comfortable with equipment manipulation and familiar with routine protocols during the majority of first rotation objectives. Securing adult chest and abdomen competencies are a key area of focus. As the student progresses in the semester, opportunities to secure additional competencies of the appendicular skeleton and visceral torso are pursued.

16 Clinical Hours per Week for 15 Weeks

**RT 133 CLINICAL APPLICATIONS II – 4 SH**

Prerequisite: Completion of Fall Semester Year One in the Radiography Program

At this level of a student's clinical education, confidence with basic equipment should be present. Retention and improvement of previously acquired competencies is monitored and evaluated. Emphasis is placed on non-routine and trauma imaging of previously learned material. Clinical experience expands as the student begins initial experiences in spine and cranial imaging and begins assignments in a variety of rotations.

16 Clinical Hours per Week for 15 Weeks

**RT 140 FUNDAMENTALS OF PATIENT CARE – 2 SH**

Prerequisite: RT 121

Patient Care provides the student with the basic skills required to appropriately care for patients within the imaging department. Measures to assure infection control, patient safety, and confidentiality are stressed. Caring for patients from newborn to geriatric is discussed. Professionalism, Patient Bill of Rights, legal, and ethical issues are covered. Students practice a variety of basic patient assessment/clinical skills and to prepare for handling medical emergencies and trauma situations.

2 Lecture Hours per Week for 16 Weeks

**RT 203 PRINCIPLES OF EXPOSURE III – 3 SH**

Prerequisite: Completion of Year One in the Radiography Program

Principles of Exposure III emphasizes the basic principles of the interaction of radiation with living systems. Radiation effects on biologic molecules and organisms as well as factors affecting biological responses are presented. Short and long term radiation effects are discussed. Radiation protection responsibilities of the radiographer for patients, personnel and the public are emphasized. The concept of As Low As Reasonably Achievable (ALARA) is discussed and compared with Dose Equivalent Limit (DEL) concept. Regulatory agencies are identified and their involvement in radiation protection discussed.

3 Lecture Hours per Week for 16 Weeks

**RT 204 SEMINAR – 3 SH**

Prerequisite: Completion of Fall Semester, Year Two in the Radiography Program

Seminar analyzes student strengths and weaknesses, reinforces key principles of previously studied content areas, enhances problem solving skills, increases student comfort with the American Registry of Radiologic Technologists (ARRT) testing process and prepares students for entry into the profession.

3 Lecture Hours per Week for 16 Weeks

**RT 205 RADIOGRAPHIC PATHOLOGY– 3 SH**

Prerequisite: Completion of Year One in the Radiography Program

The study of Radiographic Pathology enables the student to develop an awareness of the symptoms and radiographic appearance of specific diseases. Understanding the additive and destructive impact of disease processes improves the radiographer's accuracy in formulating appropriate exposure factors. Analysis of the diagnostic value of resultant images is enhanced. The ability to offer optimal patient care through an increased understanding of the physical and psychological changes a patient may be experiencing is a key area of focus.

3 Lecture Hours per Week for 16 Weeks

**RT 224 PROCEDURES IV – 3 SH**

Prerequisite: Completion of year one in the Radiography Program

Procedures IV continues to address dedicated imaging studies. Contrast media, procedural techniques and specialized imaging equipment are emphasized. Vascular imaging and neuroradiography are primary areas of focus.

3 Lecture Hours per Week for 16 Weeks

**RT 231 CLINICAL APPLICATIONS III – 3 SH**

Prerequisite: Completion of Spring Semester Year One in the Radiography Program

The focus of Clinical Applications III is the student's acceptance of and comfort with increased clinical independence. Mobile, surgery, and trauma experience is emphasized. Specialized rotations into advanced imaging modalities are assigned. Students begin patient case study assignments in special imaging areas. Students are expected to complete a minimum of 47% of all mandatory competencies.

32 Clinical Hours per Week for 6 Weeks (F2F)

**RT 232 CLINICAL APPLICATIONS IV – 6 SH**

Prerequisite: RT 231

Clinical Applications IV focuses on the completion of a minimum of 70% of all required terminal competencies. The student is assigned a greater number of clinical hours which continues rotations to off campus clinical settings and special imaging areas such as computerized tomography, ultrasonography, magnetic resonance imaging, vascular imaging, orthopedics, surgery and mobile radiography. Assigned case studies continue as part of special imaging rotations.

24 Clinical Hours per Week for 15 Weeks

**RT 233 CLINICAL APPLICATIONS V – 6 SH**

Prerequisite: Completion of Fall Semester, Year Two in the Radiography Program

The focus of Clinical Applications V is 100% completion of all required terminal competencies and the demonstration of consistent independent capability in the performance of all documented competencies. Rotations and case studies in special imaging areas are completed. Competency in pediatrics, trauma, surgery, and mobile radiography to include alternative measures and technique modification must be documented.

24 Clinical Hours per Week for 15 Weeks.

**RT 331 COMPUTED TOMOGRAPHY CLINICAL INTERNSHIP – 6 SH**

Prerequisite: Certification in Radiography by the American Registry of Radiologic Technology (RTR) and acceptance into the University of Iowa CT Internship Program. IDPH and IEMA licenses required.

The Computed Tomography Clinical Internship course is designed to enhance the registered radiographer's skills with the science and practice of computed tomography. The student completes competencies and objectives in the ARRT required CT categories of head, neck, spine/musculoskeletal, chest, abdomen, pelvis, and special procedures to include quality assurance and image display/post processing. Upon successful completion of the CT Clinical Internship

the radiographer will have met the ARRT technical requirements to sit for the ARRT national certification examination in computed tomography.

640 Clinical Hours completed in a maximum of 20 consecutive weeks.

**RT 332 CARDIOVASCULAR INTERVENTIONAL IMAGING CLINICAL INTERNSHIP – 6 SH**

Prerequisite: Certification in Radiography by the American Registry of Radiologic Technology (RTR) and acceptance into the University of Iowa CVI Internship Program. IDPH and IEMA licenses required.

The Cardiovascular Interventional Clinical Internship course is designed to enhance the registered radiographer's skills with the science and practice of cardiovascular interventional imaging. The student completes competencies and objectives in the ARRT required CVI categories of right and left cardiac heart catheterizations, angioplasty, atherectomy, thrombolysis, coronary angiogram, left ventriculogram, and hemodynamic measurements. Upon successful completion of the CVI Clinical Internship the radiographer will have met the ARRT technical requirements to sit for the ARRT national certification examination in cardiovascular interventional imaging.

640 Clinical Hours to be completed in a maximum of 20 consecutive weeks.

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